



# Mapleton Public Schools Board of Education

Regular Meeting  
Administration Building

August 23, 2022  
6:00 p.m.

## DISTRICT MISSION

... to guarantee that all students  
can achieve their dreams and  
contribute enthusiastically to their  
community, country, 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

## 2022 - 2023

### FOCUS AREAS

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

## BOARD MEMBERS

Mallory Boyce  
Cindy Croisant  
Terry Donnell  
Daisy Lechman  
Thomas Moe

## SUPERINTENDENT

Charlotte Ciancio

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Board Business
  - 5.1 Board Study Comments
6. What's Right in Mapleton
7. Public Participation
8. Approval of Minutes
  - 8.1 Approval of June 28, 2022, Board Meeting minutes
  - 8.2 Approval of August 16, 2022, Board Study minutes
9. Report of the Secretary
10. Consent Agenda
  - 10.1 Personnel Action, Policy GCE/GCF – Ms. Branscum
  - 10.2 Adoption of Policies, Policy BGA – Ms. Ciancio
11. Focus: Student Achievement
  - 11.1 Student Travel – District-wide, Policy JJH– Ms. Ansley
12. Focus: Communication
  - 12.1 Resolution Regarding the Calling for Election Services, Policy DEA – Ms. Ciancio
  - 12.2 Intergovernmental Agreement for Election Services, Policy CBA/CBC – Ms. Ciancio
  - 12.3 Contracts for School Resource Officers, Policy CBA/CBC – Mr. Sauer
  - 12.4 Authorization for Purchase of Chromebook Devices, Policy DJ/DJA – Dr. Brown
13. Focus: Facilities Management
  - 13.1 Consideration of Architect for Warehouse Remodel, Policy DJE – Mr. Sauer
14. Discussion of Next Agenda
15. Superintendent's Comments
16. Board Committee Update
17. School Board Discussion/Remarks
18. Next Business Meeting Notification – Tuesday, September 27, 2022
19. 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.

**1.0 CALL TO ORDER**

President Cynthia Croisant called the meeting of the Board of Education – Mapleton Public Schools to order at 6:01 p.m. on Tuesday, June 28, 2022, at the Administration Building Boardroom.

**2.0 ROLL CALL**

Cynthia Croisant - President	Present
Terry Donnell - Treasurer	Present
Tom Moe - Vice President	Absent
Daisy Lechman - Secretary	Present
Mallory Boyce – Asst. Secretary/Treasurer	Present

**3.0 PLEDGE OF ALLEGIANCE**

Ms. Croisant led the Pledge of Allegiance.

**4.0 APPROVAL OF AGENDA**

**MOTION:** By Ms. Boyce, seconded by Ms. Lechman, to approve the Board Agenda dated June 28, 2022, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

**5.0 BOARD BUSINESS**

None

**6.0 WHAT'S RIGHT IN MAPLETON**

Dr. Brown shared a year-in-review to celebrate the practice of and progress within our district's core priorities otherwise known as "Big Rocks." Big Rocks align to, and impact district focus areas and address common needs across our schools. Big Rocks are written in a positive, actionable language, to assure they are implemented in the same manner. This school year our focus was on the following:

- **Curriculum Components/Support Structures:** Align prioritized standards, board-adopted instructional resources, and interim assessments to deliver grade-level curriculum scope and sequence.

In August, we introduced the idea of creative constraints and encouraged teachers to imagine the possibilities within the "constraints" of proven curriculum materials. Dr. Brown thanked the board for adopting proven curriculum materials across all content areas and supporting staff in the implementation of a rigorous curriculum.

- **Collaborative Structures and Assessments:** Implement grade level/content area Instructional Design Teams which includes the DDI process, as well as a school-level Instructional Leadership Team to monitor student learning.

This year assessments became classroom game-changers. Two collaborative structures were introduced within our schools to support assessments, Instructional Design Teams, and Instructional Leadership Teams.

- Talent Management: Hold staff accountable for instructional performance.

Dr. Brown said to provide our leaders with processes and tools for hiring quality staff, we introduced the effective and proven practice of competency-based selection and Behavioral Event Interviewing (BEI). This four-phase process includes an application screening, a pre-screening conversation, an interview to determine behavioral competencies, and reference checks. Mapleton is hopeful to see the benefits of this hiring practice in our ability to recruit and retain high-quality staff.

## **7.0 PUBLIC PARTICIPATION**

None

## **8.0 APPROVAL OF MINUTES**

**MOTION:** By Ms. Lechman, seconded by Ms. Donnell, to approve the minutes as stated on the Board Agenda dated June 28, 2022: 8.1 Board Meeting minutes of June 14, 2022, as presented.

AYES: Ms.Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

## **9.0 REPORT OF THE SECRETARY**

None

## **10.0 CONSENT AGENDA**

### 10.1 Personnel Action

**MOTION:** By Ms.Lechman, seconded by Ms. Donnell, to approve Agenda item 10.1 Personnel Action; as stated on the Board Agenda dated June 28, 2022.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

## **11.0 FOCUS: EXCEPTIONAL STAFF**

### 11.1 Administrative Assignments

Ms. Ciancio presented the administrative assignments for the 2022-2023 school year, noting the changes being made to the administrative staff.

**MOTION:** By Ms. Boyce, seconded by Ms. Lechman, to approve agenda item 11.1 Administrative Assignments, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

**12.0 FOCUS: STUDENT ACHIEVEMENT**

12.1 Grant Acceptance – American Rescue Plan Act

Ms. Fuller requested approval to accept grant funds in the amount of \$759,472 from the American Rescue Plan Act Grant distributed by Adams County.

**MOTION:** By Ms. Donnell, seconded by Ms. Boyce, to approve Agenda item 12.1 Grant Acceptance - American Rescue Plan Act, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

12.2 Grant Acceptance – Early Milestones CIRCLE Grant

Ms. Fuller requested approval to accept grant funds in the amount of \$74,984 from the Community Innovation and Resilience for Care and Learning Equity (CIRCLE) grant.

**MOTION:** By Ms. Donnell, seconded by Ms. Boyce, to approve Agenda item 12.2 Grant Acceptance – Early Milestones CIRCLE Grant, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

12.3 Grant Acceptance – Mentor Grant Program

Ms. Ansley requested approval to accept grant funds in the amount of \$472,321 from the Mentor Grant Program.

**MOTION:** By Ms. Donnell, seconded by Ms. Boyce, to approve Agenda item 12.3 Grant Acceptance – Mentor Grant Program, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

**13.0 FOCUS: COMMUNICATION**

13.1 Supplemental Budget

Mr. Janak requested that the Board approve a second supplemental budget for the fiscal year 2021-2022.

**MOTION:** By Ms. Boyce, seconded by Ms. Donnell: Be it resolved by the Board of Education of Mapleton Public Schools in Adams County that the amounts presented be appropriated to each fund as specified in the Supplemental Budget for the ensuing fiscal year beginning July 1, 2021, and ending June 30, 2022.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

13.2 Budget Adoption FY 2022-2023

Mr. Janak reported that the Board of Education was required to adopt a budget and an accompanying appropriations resolution prior to the end of the fiscal year. He explained the resolution should specify the amount of money appropriated to each fund:

General Fund .....	\$ 72,517,874
Insurance Reserve Fund .....	\$ 1,545,237
CPP Preschool Fund .....	\$ 4,754,358
Food Service Fund .....	\$ 3,303,108
Governmental Grants Fund .....	\$ 9,959,459
Student Activities Fund .....	\$ 256,281
Bond Redemption Fund .....	\$ 12,371,001
Building Fund .....	\$ 3,183,658
Capital Reserve Fund .....	\$ 658,542

**Total FY 22-23 Proposed Budget Appropriation ..... \$ 108,549,514**

**MOTION:** By Ms. Donnell, seconded by Ms. Boyce: Be it resolved by the Board of Education of Mapleton Public Schools in Adams County, Colorado, that the amounts are shown in the schedule presented be appropriated to each fund as specified in the “Adopted Budget” for the ensuing fiscal year beginning July 1, 2022, and ending June 30, 2023, as presented.

**FRIENDLY AMENDMENT:** By Ms. Boyce, seconded by Ms. Lechman, to approve the Amendment to the Budget Adoption FY 2022-2023, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

13.3 Fund Balance Reconciliation FY 2020-2021

Mr. Janak said that under State Law, school districts were required to prepare an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting used by the school district and the fiscal year-end fund balances based on the modified accrual basis of accounting.

Mr. Janak then reviewed a table detailing the variances between the budgeted beginning fund balance and the actual beginning fund balance for the fiscal year 2020-2021, noting the figures reflected the accrued salaries liability for the months of July and August.

Mr. Janak went on to note that all fund balances were adjusted to match the audited fund balance in the supplemental budget process.

13.4 Use of Fund Balance Report

Mr. Janak said that Colorado law stated if any portion of the beginning fund balance was used to cover expenditures, interfund transfers, or reserves, a specific resolution must be adopted by the local board of education authorizing the use of that portion of the beginning fund balance in the school district's budget.

Mr. Janak reported the projected beginning fund balances and explained how expenditures in each of these funds would be used.

**MOTION:** By Ms. Boyce, seconded by Mallory Boyce: Be it resolved by the Board of Education of Mapleton Public Schools in Adams County that the amounts presented be authorized for the use of fund balance as set forth in the report presented on the June 28, 2022, Board Meeting.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.

Motion carried: 4-0

13.5 Participation in the State Treasurer's Interest-Free Loan Program FY 2022-2023

Mr. Janak stated that each year the District reviews its cash-flow projections to determine if there would be enough cash on hand in every month. He said that because the District receives roughly 70% of its General Fund revenue through property taxes during the months of March, April, and May, it is possible for the District to run low on cash until the next tax collection cycle starts in March.

To address this problem, the District recommended participation in the State Treasurer's Interest-free Loan program, whereby the State Treasurer is authorized to issue short-term debt in order to make interest-free loans to participating Colorado school districts to alleviate temporary general fund cash flow deficits. Mr. Janak noted participation in the program would save the District over \$50,000 in banking fees and interest.

**MOTION:** By Ms. Donnell, seconded by Ms. Boyce, to approve the resolution authorizing the District's participation in the State Treasurer's Interest-Free Loan Program in the amount up to but not to exceed \$21,100,000, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.

Motion carried: 4-0

13.6 Authorization for Interfunding Borrowing 2022-2023

Mr. Janak explained that the District must receive authorization from the Board of Education in order to borrow available unencumbered cash balances in the General, Designated Purpose Grants, Colorado Preschool Project, Capital Reserve, Insurance Reserve, Food Service, and Pupil Activity funds, to be used to fund short term cash needs of the district during the fiscal year 2022-2023.

**MOTION:** By Ms. Lechman, seconded by Ms. Boyce, to approve the authorization of interfund borrowing for the fiscal year 2022-2023, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

13.7 Resolution to Opt-Out of the Paid Family Medical Leave Insurance Act's Program  
Mr. Crawford requested approval of the resolution declining employer participation in Colorado's Family and Medical Leave Insurance (FAMLI), as presented.

**MOTION:** By Ms. Boyce, seconded by Ms. Donnell, to approve the resolution to Opt-Out of the Paid Family Medical Leave Insurance Act's Program dated June 28, 2022, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

13.8 Chromebook Refresh Project

Dr. Brown requested Board approval to award Vivacity Tech PBC the contract for the Chromebook Refresh Project.

**MOTION:** By Ms. Donnell, seconded by Ms. Lechman, to approve Agenda item 13.8 Chromebook Refresh Project, as presented.

AYES: Ms. Boyce, Ms. Croisant, Ms. Donnell, and Ms. Lechman.  
Motion carried: 4-0

**14.0 DISCUSSION OF NEXT AGENDA**

Ms. Croisant said agenda items for the August 23rd Board meeting would include:

- Update on Opening Schools
- New or Revised Board Policies

**15.0 SUPERINTENDENT'S COMMENTS**

During the Superintendent's report, Superintendent Ciancio:

- Thank Mr. Janak and the finance team for their hard work on the budget and the information that they provided. She said she was proud of the solid fiscal management provided by Business Services.
- Reported that 2 teams of administrators attended the UVA training in Charlottesville, VA over the past two weeks and came back with a lot of good information and excitement. Said she really appreciates the work that was put into the learning and training.
- Thanked the executive team for the work they put into and the successful completion of the 2021-2022 school year.
- Said Congratulations and Thank you to the Board for leading Mapleton in the challenging yet successful school year.

**16.0 BOARD COMMITTEE UPDATE**

None

**17.0 SCHOOL BOARD DISCUSSION / REMARKS**

Ms. Boyce thanked Mr. Janak and the finance team for the hard work that they put into the budget report.

Ms. Croisant also acknowledged the work accomplished by the Business Services team and encouraged everyone to rest and recharge before August.

**18.0 NEXT MEETING NOTIFICATION**

The next Board Business meeting will be at 6:00 p.m. on August 23, 2022, in the Administration Boardroom.

**19.0 ADJOURNMENT**

Ms. Croisant noted the Board would meet in a staff debrief session following the business meeting.

The Board motioned to adjourn at 7:11 p.m.

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Cynthia Croisant, Board President

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Daisy Lechman, Board Secretary

*Submitted by Laura Milani, Recording Secretary for the Board of Education*

Members of The Board of Education – Mapleton Public Schools met in a study session at 5:30 p.m. on Tuesday, August 16, 2022, at the Administration Building Boardroom.

Present: Cindy Croisant – President  
Terry Donnell – Treasurer  
Thomas Moe – Vice President  
Daisy Lechman – Secretary  
Mallory Boyce – Asst. Secretary/Treasurer

During the meeting, the Board:

- Reviewed Policies EJ, JICDE, and JLCD
- Discussed potential Election Language and Strategy
- Reviewed Assessment Results
- Received an update on the management of the August 7, 2022 flood damage
- Received an update on the start of the 2022-2023 school year

No official Board action was taken at the meeting.

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Cynthia Croisant, Board President

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Daisy Lechman, Board Secretary

*Submitted by Laura Milani, Recording Secretary for the Board of Education*

# Memo

TO: Charlotte Ciancio, Superintendent  
FROM: Erica Branscum, Deputy Superintendent, Talent Management  
DATE: August 23, 2022

**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.

**Policy Interpretation:** This policy is interpreted to include monthly updates to the Board on the District's hiring and staffing changes.

**Decision Requested:** The Office of Human Resources recommends the following personnel information to be approved by Board Action at the regular meeting on August 23, 2022.

**CLASSIFIED STAFF**

<b><u>NEW EMPLOYEES</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>HIRE DATE</u></b>	<b><u>REASON</u></b>
Aguilar, Isaura	Office Clerk/Health Asst.	Valley View	08/08/2022	New Hire
Anderson-Vie, Sean	Communication Specialist/Grant Writer	School & Community Engagement	08/01/2022	New Hire
Arredondo, Leslie	Preschool Paraprofessional	Trailside	08/09/2022	New Hire
Barrientos, Irene	Bus Paraprofessional	Transportation	08/08/2022	New Hire
Bartels, Molly	ILC Sp. Ed. Paraprofessional	York	08/09/2022	New Hire
Calderon, Shelley	Preschool Paraprofessional	PoP	08/09/2022	New Hire
Cortez, Jeremy	Warehouse Worker	Operations	08/19/2022	New Hire
De Luna, Brenda	Instructional Paraprofessional	Welby	08/22/2022	New Hire
Dennis, Ajah	Preschool Paraprofessional	Valley View	08/09/2022	New Hire
Gallegos, Bryan	Instructional Paraprofessional	Meadow	08/09/2022	New Hire
Gavito, Karry	Bus Driver	Transportation	08/08/2022	Re-Hire
Griffin, Stormie	Sp.Ed. Paraprofessional	GIA	08/09/2022	New Hire
Hernandez-Rivera, Samantha	Office Clerk/Health Asst.	PASB	08/08/2022	New Hire
Herrera, Alondra	Preschool Paraprofessional	Trailside	08/08/2022	New Hire
Hester, Lucia	Sub. Nutrition Asst.	Nutrition Services	08/15/2022	New Hire
Kemm, Jasmine	Campus Supervisor	Global Campus	08/09/2022	Re-Hire
Kenner, Abby	Department Secretary	Operations	08/16/2022	New Hire
Kostal, Aron-Ruth	Sub. Nutrition Asst.	Nutrition Services	08/08/2022	New Hire
Luna, Eunice	Sub. Nutrition Asst.	Nutrition Services	08/15/2022	New Hire
Maes, Andrea	Toddler Program Coord.	GPA	07/28/2022	New Hire
Mann, Meghan	Health Assistant	Trailside	08/09/2022	New Hire
Marks, Daniel	Preschool Paraprofessional	Trailside	08/08/2022	New Hire
Meyers, Theresa	Preschool Paraprofessional	GPA	08/08/2022	New Hire
Milow, Karl	Bus Driver	Transportation	08/15/2022	New Hire
Monnier, Peter	Catering/Production Manager	Nutrition Services	08/09/2022	New Hire
Reynolds, Larysa	Preschool Paraprofessional	PoP	08/09/2022	New Hire
Rivas, Diana	Sub. Nutrition Asst.	Nutrition Services	08/15/2022	New Hire
Romero, Roanne	Bus Driver	Transportation	08/08/2022	New Hire
Rush, Precious	Preschool Paraprofessional	GPA	08/09/2022	New Hire
Salazar, Yvette	Bus Paraprofessional	Transportation	08/08/2022	New Hire
Sanchez, Samantha	Preschool Paraprofessional	PoP	08/08/2022	New Hire
Scanlan, Samantha	Sub. Nutrition Asst.	Nutrition Services	08/15/2022	New Hire
Shuman, Aaron	Human Resources Generalist	Talent Management	07/19/2022	Re-Hire
Sorensen, Twylight	Bus Driver	Transportation	08/08/2022	New Hire
Toller, Theresa	Sub. Nutrition Asst.	Nutrition Services	08/08/2022	New Hire
Valenzuela Saenz, Iris	Health Assistant	Adventure	08/09/2022	New Hire
Vidal, Ashley	Preschool Paraprofessional	Welby	08/09/2022	New Hire
Vieira, Mary	Sub. Nutrition Asst.	Nutrition Services	08/15/2022	New Hire

<u>RESIGNATIONS/TERMS</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>TERM DATE</u>	<u>REASON</u>
Adams, Veronica	Preschool Paraprofessional	GPA	05/27/2022	Resignation
Bonilla, Brenda	Nutrition Services Assistant	York	05/27/2022	Resignation
Casillo, Claudia	Office Clerk	Welby	05/27/2022	Resignation
Garcia, Ana	School Secretary	Adventure	08/05/2022	Resignation
Hodge, Ann Marie	Executive Secretary	Teaching & Learning	08/02/2022	Resignation
Johnson, Paige	Instructional Paraprofessional	York	05/27/2022	Resignation
Landin, Crystal	Bus Paraprofessional	Transportation	05/27/2022	Resignation
Munoz, Miriam	Health Assistant	Clayton	05/27/2022	Resignation
Pino, Elizabeth	Sp.Ed. Paraprofessional	Welby	08/09/2022	Resignation

### CLASSIFIED REQUESTS

Epemineo Larry Leblanc, Bus Driver in Transportation, is requesting to retire effective May 26, 2022.

### LICENSED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>HIRE DATE</u>	<u>REASON</u>
Anderson, Desmond	Band	Performing Arts	08/08/2022	New Hire
Arnold, Brian	MS Math	GIA	08/08/2022	New Hire
Asaro, Molly	1 <sup>st</sup> Grade	Monterey	08/12/2022	New Hire
Atomode, Brianna	4th Grade	Welby	08/08/2022	New Hire
Bacon, Kyle	Behavior Specialist	Integrated Services, Special Populations	08/08/2022	New Hire
Bejarano, Richard	Special Education	Academy	08/08/2022	New Hire
Bettis, Gunnar	Music	GIA	08/08/2022	New Hire
Blea, Benjamin	2nd Grade	Monterey	08/08/2022	New Hire
Blum, Rosemary	Instructional Guide	Meadow	08/08/2022	New Hire
Boyce, William	MS Math	Meadow	08/08/2022	New Hire
Bryan, Lillian	Special Education	MESA	08/08/2022	New Hire
Butler, Amber	ECE	Welby	08/08/2022	New Hire
Campbell, Jason	Music	Explore	08/08/2022	New Hire
Cano-Rodriguez, Edilberto	Culture Coach	Trailside	08/08/2022	New Hire
Cawley, Emma	Special Education	Trailside	08/08/2022	New Hire
Clark, Cammie	Psychologist	Achieve	08/16/2022	New Hire
Condon, Kathryn	MS ELA	Trailside	08/08/2022	New Hire
Craig, Angela	6th Grade	Explore	08/08/2022	New Hire
Craven, Margaret	Kindergarten	Clayton	08/08/2022	New Hire
Crute, Cara	Special Education	Welby	08/08/2022	New Hire
Curry, Michelle	Culture Coach	Meadow	08/08/2022	New Hire
De Diego, Miguel	Spanish	York	08/08/2022	New Hire
DeBartolo, Julie	MS Math	Achieve	08/08/2022	New Hire
Dominello, Jake	MS Social Studies	Explore	08/08/2022	New Hire
Elston, Kathleen	Special Education	Explore	08/08/2022	New Hire
Estrada, Alvaro	MS Math	MESA	08/08/2022	New Hire
Everett Cramer, Christina	6th Grade	Explore	08/08/2022	New Hire
Ferguson, Alice	Special Education	Clayton	08/08/2022	New Hire
Fisher, Sierra	Science	MEC Prep	08/08/2022	New Hire

Garlick, Elizabeth	5th Grade	Clayton	08/08/2022	New Hire
Goodman, Jeremy	MS Science	PASB	08/08/2022	New Hire
Griffith Zimmerman, Cynthia	Special Education	MESA	08/08/2022	New Hire
Guagliardi, Emily	3rd Grade	Welby	08/08/2022	New Hire
Guajardo, Jasmine	MS Math	Explore	08/11/2022	New Hire
Halo, Kristen	2nd Grade	Trailside	08/08/2022	New Hire
Hannawacker, Alexandra	ELA	MEC Prep	08/10/2022	New Hire
Hepner, Jeffrey	MS Science	York	08/08/2022	New Hire
Humphrey, Bailey	ELA	GLA	08/08/2022	New Hire
Ingalls, Jaymie	MS Science	Monterey	08/08/2022	New Hire
Jackson, Jennifer	Speech Language	Achieve	08/08/2022	New Hire
Jimison, Thomas	Math	Academy	08/08/2022	New Hire
Johnson, David	5th Grade	Explore	08/08/2022	New Hire
Kalina Ortiz, Zandra	Math	MEC Prep	08/08/2022	New Hire
Kamenis, Filitsa	4th Grade	Clayton	08/08/2022	New Hire
Kirk, Carina	6th Grade	Meadow	08/08/2022	New Hire
Krenek, Sherry	3rd Grade	Achieve	08/08/2022	New Hire
LaGuardia, Julie	English	MEC Prep	08/08/2022	New Hire
Leal, Lorena	2nd Grade	Adventure	08/08/2022	New Hire
LeBlanc, Jenee	MS Social Studies	Trailside	08/08/2022	New Hire
Lee, Abigail	Special Education	GIA	08/08/2022	Re-Hire
Lewis, Stephanie	4th Grade	GIA	08/08/2022	New Hire
Litt, Cadence	2nd/3rd Grade	Monterey	08/08/2022	New Hire
Lopez, Laura	Spanish/ELL	GIA	08/08/2022	New Hire
Lukinsky, Melissa	Social Worker	GLA	08/08/2022	New Hire
Mallery, Marissa	MS ELA	Monterey	08/08/2022	New Hire
Manzanares, Margaret	P.E.	Trailside	08/08/2022	New Hire
Martinez, Jacob	Social Worker	Clayton	08/08/2022	New Hire
Mattys, Ashley	Social Studies	MEC Prep	08/12/2022	New Hire
McBride, Jason	P.E.	Academy	08/08/2022	New Hire
McHose, David	Math	PASB	08/08/2022	New Hire
Medina, Angel	Psychologist	Academy	08/08/2022	New Hire
Miller, Jeffrey	MS Science	Achieve	08/08/2022	New Hire
Minshew, Galia	Spanish	GLA	08/08/2022	New Hire
Miron, Jaclyn	4th Grade	York	08/08/2022	New Hire
Morrow, Dustin	MS ELA	Explore	08/08/2022	New Hire
Mourer, Elizabeth	3rd Grade	Clayton	08/08/2022	New Hire
Nagel, Joelle	Social Worker	GPA	08/08/2022	New Hire
Noell, Melissa	Kindergarten Plus	Valley View	08/08/2022	New Hire
Nolan, Mary	Culture Coach	Monterey	08/08/2022	New Hire
Oberbeck, Jessica	Kindergarten	Trailside	08/08/2022	New Hire
Parker, Carrie	1st Grade	York	08/08/2022	New Hire
Plett, Angela	MS Science	Explore	08/08/2022	New Hire
Ramos, Kayla	ELA/ELL	Academy	08/08/2022	New Hire
Riley, Kristina	Instructional Guide	Achieve	08/08/2022	New Hire
Robles, Andrea	Math	MESA	08/08/2022	Re-Hire
Rogers, Lacey	6th Grade	Achieve	08/08/2022	New Hire
Rundle, Douglas	5th Grade	GIA	08/08/2022	Re-hire
Rupp, Zachary	Culture Coach	Explore	08/08/2022	New Hire

Salzillo, Andrew	Science	MEC Prep	08/08/2022	New Hire
Sanchez, Lorena	ECE	Adventure	08/12/2022	New Hire
Schultz, Lindsay	Science	Academy	08/08/2022	New Hire
Sealer, Kathryn	ECE	PoP	08/08/2022	New Hire
Senger, Kyle	Math	GLA	08/08/2022	New Hire
Simon, Lauren	Special Education	Adventure	08/08/2022	Re-Hire
Smith, Meri Kate	1st Grade/Art	GPA	08/08/2022	New Hire
Smith-Shively, Jivan	MS Math	Clayton	08/08/2022	New Hire
Snyder, Jade	MS ELA	York	08/08/2022	New Hire
Strupp, Taylor	4th/5th Grade	Monterey	08/08/2022	New Hire
Sullivan, Jessica	Instructional Guide	GLA	08/08/2022	New Hire
Thorp, Sara	5th Grade	Welby	08/08/2022	New Hire
Trapp, Chloe	Kindergarten	York	08/08/2022	New Hire
Valle, Claudia	ECE	Valley View	08/08/2022	New Hire
Vega, Katalina	4th Grade	Welby	08/08/2022	New Hire
Vega, Luis	6th Grade	GIA	08/08/2022	New Hire
Vera Vazquez, Ivonne	Art	GLA	08/08/2022	New Hire
Voss, Amy	2nd Grade	Achieve	08/08/2022	New Hire
Watts, Jessica	1st Grade	York	08/08/2022	New Hire
Weider, Keythe	Humanities	PASB	08/08/2022	New Hire

<u>RESIGNATIONS/TERMS</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>TERM DATE</u>	<u>REASON</u>
Adams, Jamie	5th Grade	Explore	05/27/2022	Resignation
Cole, Kelsey	1st Grade	York	05/27/2022	Resignation
Gosdzinski, Dominic	1st Grade	Meadow	08/12/2022	Resignation
Karrer, Benjamin	Special Education	GLA	05/27/2022	Resignation
Klimper, Cory	MS Math	Explore	05/27/2022	Resignation
Martinez, Martina	Kindergarten	Trailside	05/27/2022	Resignation
Moore, Heather	5th Grade	York	05/27/2022	Resignation
Parker, Blake	Technology	Trailside	05/27/2022	Resignation
Sandford, Amanda	ECSE	PoP	05/27/2022	Resignation

### LICENSED REQUESTS

No requests at this time.

### ADMINISTRATION STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>HIRE DATE</u>	<u>REASON</u>
Jimenez, Daniel	Director, Security and Safe School Environment	Operations	08/11/2022	New Hire

<u>RESIGNATIONS/TERMS</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>TERM DATE</u>	<u>REASON</u>
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### ADMINISTRATION REQUESTS

No requests at this time.

### SUBSTITUTE TEACHERS/OTHER ON CALL

**ADDITIONS**

Lewis, Kayla  
Morse, Stephanie

**DELETIONS**

**LEAVE REQUESTS**

<b><u>NAME</u></b>	<b><u>DATES</u></b>
Barrientos, Joseph	09/04/2022 – 09/23/2022
Bath, Jimmy	07/12/2022 – 07/26/2022
Blair, Karen	08/29/2022 – 09/09/2022
Carrasco, Linda	08/15/2022 – 09/02/2022
Germanoski, Jacob	08/10/2022 – 09/07/2022
Gonzalez, Eva	07/05/2022 – 08/05/2022
Rangel, Aurora	08/19/2022 – 09/06/2022
Sorrentino, Julieann	08/09/2022 – 11/01/2022
Thill, Valerie	08/08/2022 – 11/07/2022
Wilcke Klein, Tasha	08/22/2022 – 10/03/2022

# Memo

TO: Board of Education  
FROM: Charlotte Ciancio, Superintendent  
DATE: August 23, 2022

**POLICY:** School Board Policy Process, Policy BG  
**REPORT TYPE:** Decision Making  
**SUBJECT:** Adoption of Board Policy

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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:** District administration is requesting Board adoption of the attached policies.

**Report:** At the August 13, 2022, Board Study, district administration, and the Board of Education received the following policies for first review. These policies are being presented for final review and adoption.

EJ	Authorized Use of Unmanned Aircraft Systems/Drones
JICDE	Bullying Prevention and Education
JLCD	Administering Medications to Students

This evening, District Administration recommends that these policies be adopted. The attached copies represent the "final" version of the policies and are submitted for Board approval.

## **Authorized Use of Unmanned Aircraft Systems/Drones**

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) supports and encourages the use of innovative and emerging technologies, including unmanned aircraft systems or drones, to further the goals and objectives of the educational program. However, the Board must also consider how the use of such technologies may impact the safety, security, and privacy of people and property. Therefore, the Board authorizes the use of small, unmanned aircraft systems on District property and at District-sponsored events and activities in accordance with this policy. Federal, State, and local laws or regulations regarding the use of unmanned aircraft systems govern if contradictory or more restrictive than this policy.

This policy applies to all students, employees, contractors, vendors, school visitors, and other members of the general public while operating on District property and at District-sponsored events or activities.

### **Definitions**

For the purposes of this policy, the following definitions apply.

An “unmanned aircraft system” (UAS) is an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

A “small, unmanned aircraft” means an unmanned aircraft system (UAS) weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft. A “small, unmanned aircraft system” (small UAS) means a small, unmanned aircraft and its associated elements (including communication links and the components that control the small, unmanned aircraft) that are required for the safe and efficient operation of the small, unmanned aircraft in the national airspace system.

“Visual observer” means a person who is designated by the remote pilot in command to assist the remote pilot in command and the person manipulating the flight controls of the small UAS to see and avoid other air traffic or objects aloft or on the ground.

“Control station” means an interface used by the remote pilot to control the flight path of the small, unmanned aircraft.

The “use” of an unmanned aircraft includes the launch, operation, and/or recovery of the unmanned aircraft.

“District property” includes any property owned, leased, or otherwise controlled by the Board of Education for Mapleton Public Schools.

The use of an unmanned aircraft is for a “recreational” purpose if the use is solely for personal interests or enjoyment. Use for educational, work, business purposes, compensation, or hire is not considered recreational.

### **Authorized Use of an Unmanned Aircraft**

Any student, employee, contractor, or other members of the public wishing to operate an unmanned aircraft on District property for educational, District, or commercial purposes, including at athletic events, must first seek permission from the Superintendent (or designee).

Requests must be submitted in writing at least two (2) business days prior to the requested date of use. The remote pilot in command must make the request and specify the purpose, date, time, and length of the flight. The requestor must acknowledge and agree to comply with this policy, and the local and FAA Regulations for Small Unmanned Aircraft Systems at all times.

Prior to approval, the requestor must provide proof of insurance for the aircraft and adequate liability coverage for any claims arising from the use of the unmanned aircraft. The requestor must provide proof of registration, certification, permits, and/or waivers required by the FAA to operate the unmanned aircraft for the intended purpose.

The use of a UAS for recreational purposes on District property or at District-sponsored events or activities during the school day or at any other time when students or employees may be present outdoors is strictly prohibited.

### **Guidelines for the Operation of Unmanned Aircraft Systems**

An unmanned aircraft used on District property or at a District-sponsored event or activity must be operated by, or under the direct supervision of, an FAA-certified drone pilot. To qualify as an FAA-certified drone pilot, an individual must obtain a Remote Pilot Certificate from the FAA and have the certificate easily accessible during all use.

The unmanned aircraft must be registered with the FAA and marked with the registration number.

The unmanned aircraft must not exceed 55 pounds in weight and have a maximum groundspeed of 100 mph or less.

The operator must fly the unmanned aircraft during daylight only and must keep the unmanned aircraft within his or her visual line of sight at all times unless the

Superintendent (or designee) has given written permission to use the unmanned aircraft after sunset.

The operator must not fly the unmanned aircraft above 400 feet in uncontrolled airspace and must not fly the unmanned aircraft in controlled space without prior FAA authorization.

The operator must not fly the unmanned aircraft over people, groups of people, public events, stadiums full of people, or near emergency response activities. An unmanned aircraft may be flown over an athletic field, provided it does not fly over the seating area without prior written permission from the Superintendent (or designee).

The operator is strictly prohibited from operating an unmanned aircraft while under the influence of or while impaired by any controlled substance or alcohol, including marijuana. Failure to adhere to this rule will result in disciplinary action and anyone involved in the flight operation will be prohibited from future approval.

Taking photographs and recording (video or audio) with an unmanned aircraft is strictly prohibited unless specifically authorized by the Superintendent (or designee).

The use of an unmanned aircraft inside any enclosed building (including any school or other building under construction) or indoors at a District sponsored event off school property is prohibited without the express written approval of the Superintendent (or designee).

All computer software, applications, and firmware associated with the unmanned aircraft system must be up to date with the latest version.

Any unmanned aircraft owned by the District must be properly insured and must be scheduled and operated as required by the District's liability coverage agreement.

### **Operation of Unmanned Aircraft for Instructional Purposes**

Request for permission to operate an unmanned aircraft on District property directly related to an instructional purpose must be approved by the School Director.

A student attending a District school may operate a small, unmanned aircraft on District property as part of a class designed for this purpose under the direct supervision of a District employee and in compliance with this policy.

To receive approval from the School Director, the supervising staff member must submit the following information in writing to the administration:

- The ages and grades of the students who would be flying the aircraft under the staff member's supervision.
- The size and weight of the unmanned aircraft.
- The educational purpose of the activity.
- The level of supervision including teacher-to-student ratio and supervision/safety plan; and,
- The location of the lesson and a list of all possible locations where the unmanned aircraft will be flown.

### **Safety**

Unmanned aircraft are exposed to and create a variety of hazards including weather, loss of power, loss of connectivity, and aerial hazards. To reduce the chance of injury or accident, the operator will:

- Check the UAS to determine whether it is in a condition for safe operation prior to the flight.
- Ensure the flight area is clear and free of any hazards.
- Assign a visual observer to assist, if needed, to ensure a visual line of sight is kept on the unmanned aircraft for the duration of the flight.
- Maintain physical control of the control station at all times to ensure an immediate response in the event of an emergency; and,
- Adhere to all relevant FAA regulations, District, and State laws, policies, operating procedures, regulations, and guidelines while deploying the unmanned aircraft.

Pedestrian and vehicle traffic should be restricted under the immediate flight path of the unmanned aircraft when possible. The takeoff and landing should be isolated, well defined, and out of paths of travel when possible.

### **Student Privacy**

Any recording or photograph of students or staff created from the use of an unmanned aircraft on District property in the possession of the District is an education record subject to the protection under the Family Educational Rights and Privacy Act (FERPA) and district policy.

*Adopted August 23, 2022, by the Board of Education for Mapleton Public Schools.*

### **LEGAL REFERENCES:**

14 CFR Part 107 (FAA Regulations for Small Unmanned Aircraft Systems)

## **Bullying Prevention and Education**

Mapleton Public Schools (the “District”) supports a secure and positive 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 in the District’s approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are 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.

### **Prohibited Behavior**

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

### **Definitions**

“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 expressions (i.e., cyberbullying), 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 their academic performance or any basis protected by Federal and State law, including, disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

“Retaliation” is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

“False accusations of bullying” are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

### **Prevention and Intervention**

The Superintendent (or designee) will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will 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 on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
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 bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

## **Reporting**

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

## **Investigating and Responding**

As part of the Superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the District.

## **Supports and Referrals**

As part of the Superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy 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 will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related District policies and regulations. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under District policies and regulations regarding unlawful discrimination and harassment.

*Adopted June 11, 2013, by the Board of Education for Mapleton Public Schools.*

*Revised June 27, 2017.*

*Revised September 22, 2020.*

*Revised August 23, 2022.*

## **LEGAL REFERENCES:**

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

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

JB: Equal Educational Opportunities

JBB: Sexual Harassment

JICDA: Code of Conduct

JICDD: Violent and Aggressive Behavior

JICDE-E1: Bullying Report Form

JICDE-E2: Bullying Investigation Form

JICJ: Student Use of Cell Phones and Other Personal Technology Devices

JK: Student Discipline

JKD/JKE: Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLDAC: Screening/Testing of Students (and Treatment of Mental Disorders)

## **Administering Medications to Students**

Mapleton Public Schools (the “District”) recognizes that a significant number of students have health problems that require the administration of medication during the school day. School personnel may not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student’s parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication, but does not include medical marijuana. The administration of medical marijuana shall be in accordance with the Board’s policy on administration of medical marijuana to qualified students (JLCDB).

For purposes of this policy and accompanying regulation, the term “nonprescription medication” includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins, and nutritional supplements that have been approved by the Federal Food and Drug Administration (FDA).

Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication must be in the original, properly labeled container. If it is a prescription medication, the student’s name, the name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner must be printed on the container.
2. The school must have received written permission to administer the medication from the student’s health care practitioner with prescriptive authority under Colorado law, or a standing medical order if the medication is an over-the-counter medication such as Advil or Tylenol.
3. The school must have received written permission from the student’s parent/guardian to administer the medication to the student.
4. The parent/guardian is responsible for providing all medication to be administered to the student.

### **Self-Administration of Medication for Asthma, Allergies, Anaphylaxis, or Other Prescription Medication**

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition, or who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, or other condition for which medication is prescribed. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication must be in accordance with regulation JLCD-R.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition, or other condition for which the medication is prescribed may be limited or revoked by the school director after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication. Student possession, use, distribution, sale, or being under the influence of medication inconsistent with this policy shall be considered a violation of District policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

### **Use of Stock Epinephrine Auto-Injectors in Emergency Situations**

The District will have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine auto-injector to a student by a District employee must be in accordance with applicable State law, including applicable State Board of Education rules.

The District's stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food, or other allergy, anaphylaxis or related, life-threatening condition.

### **Use of Stock Opiate Antagonists in Emergency Situations**

The District will have a stock supply of opiate antagonists to assist a student who is at risk of experiencing an opiate-related drug overdose event. For purposes of this policy, an opiate antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the Federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

The stock supply of opiate antagonists may also be used to assist a District employee or any other person who is at risk of experiencing an opiate-related drug overdose event.

Administration of an opiate antagonist by a District employee to a student or any other person must be in accordance with applicable State law.

*Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.  
Revised October 23, 2018.  
Revised September 22, 2020.  
Revised August 23, 2022.*

**LEGAL REFERENCES:**

C.R.S. § 12-38-132 (*delegation of nursing tasks*)

C.R.S. § 12-38-132.3 (*school nurses - over-the-counter medication*)

C.R.S. § 22-1-119 (*no liability for adverse drug reactions/side effects*)

C.R.S. § 22-1-119.1 (*Board may adopt policy to acquire a stock supply of opiate antagonists*)

C.R.S. § 22-1-119.3 (*Policy for student possession and administration of prescription medication - rules*)

C.R.S. § 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)

C.R.S. § 22-1-119.5 (*Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act*)

C.R.S. § 22-2-135 (*Colorado School Children's Food Allergy and Anaphylaxis Management Act*)

C.R.S. §§ 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)

1 CCR 301-68 (*State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications*)

6 CCR 1010-6, Rule 6.13 (*requirements for health services in schools*)

**CROSS REFERENCES:**

JICH: Drug and Alcohol Use by Students

JKD/JKE: Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLCD-R: Regulation: Administering Medications to Students

JLCD-E: Permission for Administering Medications

JLCDA: Students with Food Allergies

JLCDB: Administration of Medical Marijuana to Qualified Students

JLCE: First Aid and Emergency Medical Care

# Memo

TO: Charlotte Ciancio, Superintendent  
FROM: Michell Ansley, Chief Academic Officer  
DATE: August 23, 2022

**Policy:** Student Travel, Policy JJH  
**Report Type:** Decision Making  
**SUBJECT:** Student Travel- Overnight Trips for Athletics, Clubs, and Fieldwork

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**Policy Wording:** All overnight trips and trips exceeding 200 miles round trip have prior approval of the Board of Education.

**Policy Interpretation:** This policy is interpreted to include submitting to the Board all student travel requests which include overnight stays and/or are in excess of 200 miles round trip.

**Decision Requested:** District administration is seeking prior Board approval of occasional overnight stays for students who participate in district clubs, athletics, performing arts, and Jr.ROTC, at all district schools.

**Report:** Mapleton students benefit from opportunities provided by overnight travel experiences related to both academic clubs and extra-curricular activities.

Several of these valuable student travel experiences take place on an annual basis. To ensure that overnight student travel requests can be addressed in a timely fashion, the district administration is seeking prior Board approval for student travel requests with overnight stays for the 2022-2023 school year including, but not limited to:

District and school level clubs for students at all schools in grades 7th – 12th  
Snowboard Outreach Society  
Debate  
Technology Student Association

Athletics Programs for students at all schools in grades 7th – 12th  
Boys Basketball Camp and Tournament Participation  
Girls Basketball Camp and Tournament Participation  
All other Athletic Teams Tournament Participation

Jr. ROTC Program for students at all schools in grades 9th – 12th  
State Drill Team Competitions  
Summer Leadership Program

Performing Arts Program for students at all schools in grades 5th-12th:  
All-State Choir, Band, or Orchestra  
Regional Competitions

All other student travel requests, including those involving students in grades Preschool - third grade, as well as all out-of-state student travel requests, will continue to be presented in advance of travel for approval by the Board.

# Memo

TO: Board of Education  
FROM: Charlotte Ciancio, Superintendent  
DATE: August 23, 2022

**POLICY:** Funds from Local Tax Sources, Policy DEA  
**REPORT TYPE:** Decision Making  
**SUBJECT:** Resolution Regarding the Calling for an Election

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**Policy Wording:** "...the Board may seek authorization at an election to raise additional local property tax revenues."

**Policy Interpretation:** This policy is interpreted as requiring Board approval of an election resolution when the Board wishes to call for a mill levy override election.

**Decision Requested:** District administration is presenting a resolution for the Board's consideration, calling for an election on November 8, 2022.

**Report:** The first paragraph of Board Policy DEA states:

*If the Board of Education for Mapleton Public Schools (the "Board") is of the opinion that revenues in excess of those provided through equalization program funding are necessary to provide for the needs of the District, the Board may seek authorization at an election to raise additional local property tax revenues. The requested amount shall not exceed 25 percent of the District's total program funding for the budget year in which the limitation was reached or \$200,000, whichever is greater.*

The attached resolution, presented for your approval, will cause a tax question to be placed on the November general election ballot for Mapleton voters.

The requested mill levy override will raise property taxes to support District operating expenses and capital projects as listed in the resolution. Under state law, the Board of Education has until September 9, 2022, to certify the ballot language to the Adams County Clerk.

## RESOLUTION REGARDING THE CALLING FOR AN ELECTION

**WHEREAS**, the Adams County School District No. 1 (the “District”), in the County of Adams and the State of Colorado, is a public corporation duly organized and existing under the Constitution and the laws of the State of Colorado; and

**WHEREAS**, the members of the Board of Education of the District (the “Board”) have been duly elected, chosen, and qualified; and

**WHEREAS**, Article X, Section 20 of the Colorado Constitution (“TABOR”) requires voter approval for any new tax, the creation of any debt, and for spending certain moneys above limits established by TABOR; and

**WHEREAS**, the Board has determined that it is in the interest of the District to provide the voters with the opportunity to decide whether to approve a tax increase for District purposes as described in Section 3 below to provide additional funds for the District’s general operating expenses pursuant to Section 22-54-108, C.R.S.; and

**WHEREAS**, the Board has determined that the total additional local property tax revenues generated by the tax increase plus any tax revenues generated pursuant to prior authorization will not exceed twenty-five percent (25%) of the District’s total program in compliance with Section 22-54-108, C.R.S.; and

**WHEREAS**, TABOR requires the District to submit ballot issues (as defined in TABOR) to the District’s electors on limited election days before action can be taken on such ballot issues; and

**WHEREAS**, November 8, 2022, is one of the election dates at which ballot issues may be submitted to the eligible electors of the District pursuant to TABOR; and

**WHEREAS**, the County Clerk and Recorder (the “County Clerk”) in Adams County, Colorado (the “County”) will conduct the election on November 8, 2022, as a coordinated election (the “election”); and

**WHEREAS**, it is necessary to submit to the eligible electors of the District, at the election, the proposition of increasing District taxes in excess of the District’s total program funding as determined pursuant to the School Finance Act, Title 22, Article 54, Part 1, C.R.S.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF MAPLETON PUBLIC SCHOOLS (ADAMS COUNTY SCHOOL DISTRICT NO. 1), IN THE COUNTY OF ADAMS AND THE STATE OF COLORADO:

**Section 1.**

All action heretofore taken (not inconsistent with the provisions of this resolution) by the District and the officers thereof, directed towards the election and the objects and purposes herein stated are, ratified, approved, and confirmed. Unless otherwise defined herein, all terms used herein shall have the meanings specified in Section 22-42-101, C.R.S. or Section 1-1-104, C.R.S.

**Section 2.**

The election shall be conducted as a coordinated election in the County pursuant to TABOR, Article 42 and 54 of Title 22, C.R.S., and the Uniform Election Code of 1992, and all laws amendatory thereof and supplemental thereto. The election shall be conducted by the County Clerk of the County. The District hereby determines that the election shall be held on November 8, 2022, and that there shall be submitted to the eligible electors of the District the question set forth herein. Because the election will be held as part of the coordinated election, the Board hereby determines that the County Clerk shall conduct the election on behalf of the District pursuant to the Uniform Election Code of 1992.

**Section 3.**

The Board hereby authorizes and directs the officers of the District to certify on or before September 9, 2022, the following question in substantially the form hereinafter set forth to the County Clerk. Such question shall be submitted to the eligible electors of the District at the election.

SHALL ADAMS COUNTY SCHOOL DISTRICT NO. 1 (MAPLETON) TAXES BE INCREASED BY UP TO \$9 MILLION IN 2022 FOR COLLECTION IN 2023, AND BY SUCH AMOUNT ANNUALLY THEREAFTER WHICH, WHEN COMBINED WITH OTHER AMOUNTS RECEIVED PURSUANT TO SECTION 22-54-108, C.R.S., DOES NOT EXCEED TWENTY-FIVE PERCENT OF THE DISTRICT'S TOTAL PROGRAM FUNDING (AS SUCH TERM IS DEFINED IN STATE LAW OR ANY SIMILAR TERMS PROVIDED IN ANY SUCCESSOR PROVISION OF STATE LAW), TO BE USED FOR GENERAL FUND PURPOSES INCLUDING CAPITAL IMPROVEMENTS AND EDUCATIONAL PRIORITIES WHICH MAY INCLUDE BUT ARE NOT LIMITED TO:

- ENHANCE SAFETY AND SECURITY ACROSS THE SCHOOL DISTRICT;
- ENHANCE CAREER AND TECHNICAL PREPARATION FOR STUDENTS;
- INCREASE AND MAINTAIN COMPETITIVE SALARIES FOR TEACHERS AND STAFF TO WORK WITH MAPLETON STUDENTS;
- UPDATE INSTRUCTIONAL TECHNOLOGY AND RESOURCES;

- MAINTAIN SCHOOL DISTRICT BUILDINGS AND GROUNDS (BOTH NEW AND EXISTING FACILITIES);
- ACQUIRE, CONSTRUCT AND EQUIP A NEW PRIMARY SCHOOL FACILITY NEAR 104<sup>TH</sup> AVENUE AND YORK STREET IN ORDER FOR EXPLORE PK-8 TO ACCOMMODATE EXPANDED PRESCHOOL PROGRAMMING AND ADDITIONAL GROWTH;
- ACQUIRE, CONSTRUCT AND EQUIP REPLACEMENT SCHOOL FACILITIES FOR THE OLDER PORTION OF YORK INTERNATIONAL SCHOOL (PREVIOUSLY KNOWN AS YORK JUNIOR HIGH) TO SERVE STUDENTS IN GRADES PK-12, MEADOW COMMUNITY SCHOOL TO SERVE STUDENTS IN GRADES PK-8, AND ACHIEVE ACADEMY (PREVIOUSLY KNOWN AS BERTHA HEID ELEMENTARY) TO SERVE STUDENTS IN GRADES PK-8;

AND SHALL THE DISTRICT BE AUTHORIZED TO COLLECT, RETAIN AND SPEND ALL REVENUES FROM SUCH TAXES AND THE EARNINGS FROM THE INVESTMENT OF SUCH REVENUES AS A VOTER-APPROVED REVENUE CHANGE AND AN EXCEPTION TO THE LIMITS WHICH WOULD OTHERWISE APPLY UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

**Section 4.**

Mike Crawford is hereby appointed as the designated election official of the District for purposes of performing acts required or permitted by law in connection with the election.

**Section 5.**

If a majority of the votes cast on the question to authorize the levy of ad valorem property taxes submitted at the election shall be in favor of levying ad valorem property taxes as provided in such question, the District acting through the Board shall be authorized to proceed with the necessary action to levy ad valorem property taxes in accordance with such question.

Any authority to levy ad valorem property taxes, if conferred by the results of the election, shall be deemed, and considered a continuing authority to levy the ad valorem taxes so authorized at any one time, or from time to time, and neither the partial exercise of the authority so conferred, nor any lapse of time, shall be considered as exhausting or limiting the full authority so conferred.

**Section 6.**

Pursuant to Section 1-11-203.5, C.R.S., any election contest arising out of a ballot issue or ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by a petition filed with the proper court within five days after the title of the ballot issue or ballot question is set.

**Section 7.**

The officers of the District are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution.

**Section 8.**

All orders, bylaws, and resolutions, or parts thereof, in conflict with this resolution, are hereby repealed.

**Section 9.**

If any section, paragraph, clause, or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this resolution.

ADOPTED AND APPROVED this August 23, 2022.

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President  
Adams County School District No. 1

(SEAL)

ATTEST:

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Secretary  
Adams County School District No. 1

# *Memo*

TO: Board of Education  
FROM: Charlotte Ciancio, Superintendent  
DATE: August 23, 2022

**POLICY:** Qualifications/Powers and Responsibilities of Superintendent, Policy CBA/CBC  
**REPORT TYPE:** Decision Making  
**SUBJECT:** Intergovernmental Services for Election Services

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**Policy Wording:** The Superintendent for Mapleton Public Schools shall exercise general authority to direct actions and affairs of the District.

**Policy Interpretation:** This policy is interpreted as requiring district administration to seek Board approval for any contracts or agreements.

**Decision Requested:** This Intergovernmental Agreement for Election Services is being presented for Board approval.

Under consideration this evening is the Intergovernmental Agreement between Mapleton Public Schools and Adams County for the costs associated with collecting and tabulating election results in November of 2022.

The agreement spells out the duties of the Adams County Clerk and Recorder and the amount of money Mapleton will reimburse for these duties. The amount is based on the number of registered voters in the district. In FY 2015-2016, this amount came to approximately \$10,000.00. The actual invoice will not be received from the county until after the election.

The agreement has been vetted by legal counsel, Butler Snow.

Upon signing the agreement, it will be forwarded to Adams County to meet the county submittal deadline of August 30, 2022.

# *Memo*

TO: Charlotte Ciancio, Superintendent  
FROM: David Sauer, Chief Operations Officer  
DATE: August 23, 2022

**POLICY:** Authority and Duties of the Superintendent, Policy CBA/CBC  
**REPORT TYPE:** Decision Making  
**SUBJECT:** Contracts for School Resource Officers

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**Policy Wording:** The Superintendent shall maintain a cooperative working relationship between the schools and the community and community agencies.

**Decision Requested:** District administration requests Board approval to renew the District's school resource officer agreement with the City of Thornton.

**Report:** The City of Thornton has proposed the renewal of the previous agreement for the provision of two School Resource Officers (SRO). The SROs will be working with the Skyview Campus and the York Campus as well as the surrounding Mapleton schools within the City of Thornton. Under the agreement, the City of Thornton and Mapleton each pay 50% of the salary and benefits costs for the two full-time police officers.

The SRO program has been in place for several years and is valued by school directors at the Mapleton schools in the city. The City of Thornton and the District continue to work collaboratively to make sure this program ensures safe school environments and meets the needs of our school communities.

The District administration has reviewed the scope of services and the contract cost and believes the arrangement is in the best interest of our students and community. It is recommended that the Board of Education approve the contract for School Resource Officer services for Mapleton schools located within the City of Thornton.

# Memo

TO: Charlotte Ciancio, Superintendent  
FROM: Todd Pugliese, Director of Information and Technology  
DATE: August 23, 2022

**Policy:** Purchasing/Purchasing Authority, Policy DJ/DJA  
**Report Type:** Decision Making  
**SUBJECT:** Authorization for Purchase of 3,000 Chromebook Devices

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**Policy Wording:** Any single, non-budgeted purchase or expenditure greater than \$75,000 shall require advance approval by the Board. Exceptions may be made by the Superintendent in cases of emergencies, in which case the expenditure and the circumstances preventing advance approval shall be reported to the Board no later than its next regular meeting.

**Policy Interpretation:** This policy is interpreted as required Board approval for a non-budgeted purchase or expenditure greater than \$75,000.

**Decision Requested:** Information and Technology Services is seeking Board approval for the procurement of 3,000 Chromebooks to sustain 1:1 device to student allocation across the district.

**Report:** Our education system is characterized by an unyielding commitment to academic success, personal growth, and learning opportunities that empower students to develop their talents and pursue their interests. To that end, Mapleton Public Schools has committed to having an instructional learning device for each student. This provides tremendous benefits to teachers and students. Students previously only had continuous access to devices periodically throughout their academic day and limited access in classrooms.

Today, every student has an age-appropriate device to access learning resources throughout the school day and extend learning and communication with teachers and peers outside of school hours. By September 2022, 1,500 Chromebook devices will reach the end of their lifecycle and need to be replaced to sustain the 1:1 device to student allocation. An additional 1,500 Chromebook devices are damaged beyond repair leaving the district short on student device allocations for the 2022-2023 school year.

A formal bid process was completed in April of 2022, with 18 vendors responding. Vivacity Tech PBC is the preferred vendor due to a competitive bid with the most comprehensive response and service agreement proposal.

An ECF (Emergency Connectivity Fund) grant submittal was expected to cover the costs of these devices. ECF officials have provided no final decision as to whether Mapleton will be awarded these funds. Word from ECF officials is that funding has been exhausted and will be allocated to districts with the highest Free and Reduced Lunch percentages. As a contingency, Information and Technology Services has sought out an alternative solution

to lease 3,000 Chromebook devices through Vivacity Tech PBC and their financial partner Vantage Financial for a total of \$540,000

The recommendation from Information and Technology Services and Business Services is to procure the 3,000 Chromebooks through a 3-year lease with Vantage Financial with the first payment coming due on July 1, 2023, for \$183,700 with the remaining payments of \$183,700 per year coming due on July 1, 2024, and July 1, 2025.

# Memo

TO: Charlotte Ciancio, Superintendent  
FROM: David Sauer, Chief Operations Officer  
DATE: August 23, 2022

**POLICY:** Bidding Procedures, Policy DJE  
**REPORT TYPE:** Decision Making  
**SUBJECT:** Consideration of Architect for Warehouse Remodel

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**Policy Wording:** Policy DJE states all contractual services, professional services, and purchases of supplies, materials, and equipment in the amount of \$75,000 or more shall be formally solicited.

**Policy Interpretation:** This policy is interpreted as requiring Board approval for all formal bids prior to award.

**Requested:** The District's Nutrition Services Department is seeking Board approval to execute a contract with Collab Architects for the design and viability of a warehouse remodel.

**Report:** Several years ago, the district added a large cooler and freezer to the warehouse located at 591 East 80<sup>th</sup> Ave. The dry storage portion of the warehouse was not altered at that time. In order to serve the department's long-term goals, a larger warehouse facility is needed to leverage additional storage space which will, in turn, reduce storage and delivery costs over time and increase efficiency. The project will be funded by nutrition services.

A formal bid process was completed in June 2022. Three vendors responded. The final selection was made based on price, past performance, and willingness to engage in a full-scale evaluation of remodeling options. This is a one-time contract worth \$97,400.00.

The recommendation of the selection committee is to award the Warehouse Design to Collab Architects.