



# Mapleton Public Schools Board of Education

Regular Meeting  
Administration Building

June 14, 2016  
6:00 p.m.

## DISTRICT MISSION

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

## BOARD PURPOSE

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

## CORE ROLES

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

## 2015 - 2016

### FOCUS AREAS

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

## BOARD MEMBERS

Cindy Croisant  
Steve Donnell  
Sheila Montoya  
Theo Rodriguez  
Ken Winslow

## SUPERINTENDENT

Charlotte Ciancio

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. What's Right in Mapleton
6. Public Participation
7. Approval of Minutes
  - 7.1. Approval of May 24, 2016, Board Meeting minutes
8. Report of the Secretary
9. Consent Agenda
  - 9.1. Personnel Action, Policy GCE/GCF – Mr. Crawford
10. Focus: Exceptional Staff
  - 10.1. Administrative Assignments, Policy GCE/GCF – Ms. Ciancio
  - 10.2. Administrative Agreement Ratification, Policy BBA – Mr. Crawford
  - 10.3. Classified Agreement Ratification, Policy BBA – Mr. Crawford
11. Focus: Student Achievement
  - 11.1. Student Travel – Meadow Community, Policy JJH – Ms. Branscum
  - 11.2. Student Travel – MESA, Policy JJH – Ms. Branscum
  - 11.3. Student Travel – Boys Basketball, Policy JJH – Ms. Branscum
12. Focus: Communication
  - 12.1. Grant Acceptance – NAPT, Policy DD – Ms. Setzer
  - 12.2. Proposed Budget FY 2017, Policy DBG – Mrs. Martinez
  - 12.3. Fund Balance Reconciliation FY 2016, Policy DAB – Mrs. Martinez
  - 12.4. Transportation Equipment Financing, Policy DJ/DJA – Mrs. Martinez
13. Discussion of Next Agenda
14. Superintendent's Comments
15. Board Committee Update
16. School Board Discussion / Remarks
17. Next Meeting Notification – Tuesday, June 28, 2016
18. Adjournment

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

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

**1.0 CALL TO ORDER**

President Ken Winslow called the meeting of the Board of Education – Mapleton Public Schools to order at 6:00 p.m. on Tuesday, May 24, 2016, at the Administration Building.

**2.0 ROLL CALL**

Cindy Croisant – Vice President	Present
Steve Donnell – Secretary	Present
Sheila Montoya – Treasurer	Present
Theo Rodriguez – Asst. Secretary / Treasurer	Present
Ken Winslow – President	Present

**3.0 PLEDGE OF ALLEGIANCE**

Mr. Winslow led the Pledge of Allegiance.

**4.0 APPROVAL OF AGENDA**

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

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

**5.0 WHAT'S RIGHT IN MAPLETON**

Ms. Setzer explained that evening's What's Right included two presentations – one recognizing the participants in this year's District Art Show and one highlighting the 21<sup>st</sup> Century Grant at Meadow Community School.

It was noted over 240 Mapleton students participated in this year's art show, a popular event with students and the community. Best in Show winner, Ariadna Dominguez, a freshman at Mapleton Expeditionary School of the Arts (MESA), was present to show and explain her winning piece to the Board. Ms. Setzer also thanked Alicia Molinaro for coordinating Art Show, as well as the other District staff who helped with the event.

RECESS: 6:05 p.m., reconvened at 6:06 p.m.

Ms. Setzer went on to say Meadow Community School was finishing the first year of their 21<sup>st</sup> Century Community Learning Centers grant. She explained the grant provided for enriching before- and after-school activities for students. The following Meadow students then addressed the Board concerning how they had benefited from the grant opportunities:

Samantha Duran – 7<sup>th</sup> grade  
Stephania Morales and Adrian Botella – 4<sup>th</sup> grade  
Joshua Gibbs – 3<sup>rd</sup> grade  
Alan Morales – 2<sup>nd</sup> grade  
Declan Olson – Kindergarten

Also recognized from Meadow were Director Jill Fuller and teacher Jennifer Hoben.

Mr. Winslow thanked all the students for addressing the Board that evening. Mr. Donnell added that getting up in front of a lot of people was not easy to do, and he commended them for their presentations.

RECESS: 6:13 p.m., reconvened at 6:15 p.m.

**6.0 PUBLIC PARTICIPATION**

Paula Gumina, from the Colorado Department of Education, congratulated Mapleton for being selected as one of this year's Free Application for Federal Student Aid (FAFSA) Excellence Banner recipients. Ms. Gumina said Mapleton had the greatest increase in FAFSA participation in the Urban Suburban District category.

Jason Gustafson, representing the Mapleton Education Foundation (MEA), thanked the Board for their ongoing support of the negotiation process, noting the participants had worked well together and the meetings had been beneficial and productive.

**7.0 APPROVAL OF MINUTES**

**MOTION:** By Ms. Croisant, seconded by Ms. Montoya, to approve the minutes as stated on the Board Agenda dated May 24, 2016: 7.1 Board Meeting minutes of April 26, 2016, and 7.2 Study Session minutes of May 10, 2016.

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

**8.0 REPORT OF THE SECRETARY**

Mr. Donnell read a note from Norma Frank, former member of the Board of Education, who had attended the recent Scholarship Breakfast. Ms. Frank thanked Superintendent Ciancio, the Board of Education and all Mapleton staff for helping provide opportunities for District students to accomplish their goals, as evidenced by over 8 million dollars in scholarship money being awarded to District seniors.

Mr. Donnell added that Ms. Frank was a "neat" lady, noting one of the scholarships awarded was funded by the Frank family.

**9.0 CONSENT AGENDA**

**MOTION:** By Ms. Croisant, seconded by Mr. Donnell, to approve Agenda items 9.1 Personnel Action and 9.2 Finance Report, April 2016, as stated on the Board Agenda dated May 24, 2016.

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

**10.0 FOCUS: BOARD BUSINESS**

**10.1 Board Policy IKF Second Reading**

Ms. Ciancio explained that revised Policy IKF Graduation Requirements had been presented to the Board as a first reading at the April 26, 2016, meeting and pending no further revisions, was being brought before the Board that evening for final approval and adoption. She further noted the revised policy was needed in order to be in compliance with state law and to provide students with more options in reaching their needed graduation requirements.

**MOTION:** By Sheila Montoya, seconded by Mr. Rodriguez, to adopt Board Policy IKF Graduation Requirements as presented.

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

10.2 Board Policy GCFA First Reading

Mr. Crawford explained the new policy being presented that evening was required to put the District in compliance with the portion of Senate Bill 10-191 which allowed for portability of a teacher's non-probationary employment status between school districts. He went on to say that any new policy must first be presented to the Board as a study item for a first reading. Mr. Crawford said the policy would be brought back to the Board at the June 28, 2016, meeting for final adoption.

**11.0 FOCUS: EXCEPTIONAL STAFF**

11.1 MEA Negotiated Agreement

Mr. Crawford reported that during April and May of 2016, representatives of the Mapleton Education Association (MEA), representing licensed employees, and the Mapleton Public Schools had met to negotiate revisions to the negotiated agreement. He reviewed highlights of the proposed financial changes and language changes recommended for Board approval, noting over 94% of MEA members had approved the proposed agreement.

**MOTION:** By Mr. Donnell, seconded by Ms. Montoya, to approve implementation of the Agreement negotiated during spring 2016 between the Mapleton Education Association and the Mapleton Public Schools Board of Education as presented.

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

Mr. Winslow said he had sat on the negotiations team and appreciated the hard work the Board, staff, and MEA representatives had put into reaching this agreement.

**12.0 FOCUS: STUDENT ACHIEVEMENT**

12.1 Adoption of Instructional Materials

Mrs. Allenbach requested the Board's approval of high school social studies instructional materials: *Building Citizenship: Civics and Economics; Geography: The Human and Physical World; Understanding Economics; World History; and United States History*. She explained these resources had been on public display since the April 26, 2016, Board meeting, had been reviewed by the District Advisory Accountability Committee (DAAC), were aligned with District standards and, if adopted, would be utilized in District high school Social Studies classes beginning in the fall of 2016.

**MOTION:** By Mr. Rodriguez, seconded by Ms. Croisant, to adopt the high school Social Studies instructional materials as presented.

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

Ms. Croisant thanked District staff for their time in reviewing these materials, noting she felt the resources would be a great addition to our schools.

12.2 Review of Instructional Materials

Mrs. Allenbach requested the Board's review of instructional materials for K-8 reading: *American Reading Company, EL Modules, and Lucy Caulkins Units of Study*. She explained these resources were aligned with District standards and, if adopted, would be utilized in District kindergarten – 8<sup>th</sup> grade schools beginning in the fall of 2016. She noted

each of the resources was an individual comprehensive program, with schools selecting one to implement at their site.

Mrs. Allenbach went on to say that per Board policy, the materials would be on public display for 30 days, with final approval requested at the June 28, 2016, Board meeting.

#### 12.3 Student Travel – Girls Basketball Camp

Mrs. Allenbach requested approval for 30 high school athletes on the girls basketball team to attend the Colorado Mesa University Basketball Camp in Grand Junction, CO, June 27-30, 2016. She explained the camp would focus on developing those skills needed to develop a stronger girls basketball team.

**MOTION:** By Mr. Donnell, seconded by Ms. Montoya, to approve the student travel request for the girls basketball team as presented.

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

#### 12.4 Student Travel – Air Force Jr. ROTC

Ms. Allenbach requested Board approval for six Mapleton AFJROTC cadets to attend the ROTC Cadet Leadership Course at the US Air Force Academy in Colorado Springs, CO, June 6-10, 2016. She explained these cadets were selected for their potential to serve as squadron leaders during the next school year.

**MOTION:** By Ms. Montoya, seconded by Ms. Croisant, to approve the student travel request for the Air Force Junior ROTC as presented.

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

Ms. Croisant said it was good to see student participation in these kinds of District activities.

#### 12.5 Grant Acceptance – Rose Community Foundation

Ms. Setzer asked for approval to accept \$50,000 from the Rose Community Foundation for District schools to continue implementation of Academic Parent Teacher Teams (APTT) during the 2016-17 school year. She explained these funds would be used for the continued support of APTT at Meadow, Achieve, Clayton, Valley View, Adventure, Welby and Global Leadership.

**MOTION:** By Mr. Rodriguez, seconded by Ms. Montoya, to accept \$50,000 from the Rose Community Foundation to continue implementation of the Academic Parent Teacher Teams as presented.

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

Mr. Winslow stated the APTT program was a great resource for parents and students, noting the District was very appreciative of receiving this grant from Rose.

### **13.0 FOCUS: COMMUNICATION**

#### **13.1 Grant Acceptance - ECPAC**

Ms. Branscum explained that the District served as the fiscal agent for the Early Childhood Partnership of Adams County (ECPAC) and that by providing this service, ECPAC was required to follow Board policy relating to fiscal transactions. She noted a grant from Mile High United Way to ECPAC for \$75,000 per year (7/1/16-6/30/18) would be used by ECPAC to deliver programs to ensure all children entered school healthy and ready to learn.

**MOTION:** By Ms. Croisant, seconded by Ms. Montoya, to accept grant funds from Mile High United Way on behalf of the Early Childhood Partnership of Adams County as presented.

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

#### **13.2 Proposed Budget**

Mrs. Martinez explained Colorado law required that the District's proposed budget be delivered to the Board at least 30 days prior to the beginning of the next fiscal year. She noted that the 2017 proposed budget had been delivered electronically to Board members that day (prior to the May 31, 2016 deadline); that a public hearing regarding the budget would be held at the Mapleton Public Schools Administration building on June 14, 2016; and that final adoption of the budget would be considered at the regularly scheduled Board meeting on June 28, 2016.

### **14.0 COMMUNITY INVOLVEMENT**

#### **14.1 DAAC Update**

Mr. Fuller introduced DAAC Chair Fred Kerst, who reported that at their May meeting, DAAC members had participated in a discussion with Assistant Superintendent Karla Allenbach regarding the proposed secondary social studies curriculum. Members were able to review the materials and offer feedback. It was noted the May DAAC meeting was the last meeting of the 2015-16 school year.

Mr. Winslow thanked Mr. Kerst and the other DAAC members who had volunteered their time for this important work.

### **15.0 DISCUSSION OF NEXT AGENDA**

Mr. Winslow said the June 14 Board meeting would include employee agreements and the proposed budget presentation.

### **16.0 SUPERINTENDENT'S COMMENTS**

During her report, Ms. Ciancio

- Said last Thursday completed the fourth and final District Facilities Task Force meeting. She noted the parents and community members who had participated were very committed and willing to help improve our aging facilities.
- Reported the Building Excellent Schools Today (BEST) Board had heard presentations that day for BEST grant funding, and Mapleton was on the short list for further consideration of our request to improve District facilities.
- Said the 2016 U.S. News and World Report Rankings of Best High Schools included York International as a bronze medal recipient. Ms. Ciancio noted this was the first time a Mapleton school had been ranked in this report.

- Noted the school year will have ended before the next Board meeting and said she hoped achievement results reflected our efforts throughout the year.
- Thanked the Board for their participation in the District graduation ceremony.

**17.0 BOARD COMMITTEE UPDATE**

Ms. Croisant said she and Superintendent Ciancio had attended a Rocky Mountain Risk (RMR) meeting. She noted other districts were still in the negotiations process and it was good to have ours completed. She said, too, RMR was continuing to discuss district participation in that group.

**18.0 SCHOOL BOARD REMARKS**

Mr. Donnell noted he had been attending the Facilities Task Force meetings and was impressed with the willingness of parents and community members to help. He also noted graduation had gone well and thanked Superintendent and staff for making the event go smoothly.

Mr. Winslow said the best part of this job was being part of the graduation celebration. He thanked the Board for another year of service to the community and thanked teachers and staff for a rewarding school year.

**19.0 NEXT MEETING NOTIFICATION**

The next Board meeting will be at 6:00 p.m. on Tuesday, June 14, 2016, at the Administration Building.

**20.0 ADJOURNMENT**

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

The Board motioned to adjourn at 7:01 p.m.

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Kenneth Winslow, Board President

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Stephen Donnell, Board Secretary

*Submitted by Anitra Rock, Recording Secretary for the Board of Education*

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Mike Crawford, Deputy Superintendent  
DATE: June 9, 2016

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

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

**Decision Requested:** The Office of Human Resources recommends the following personnel information to be approved by Board Action at the regular meeting of June 14, 2016.

## CLASSIFIED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Reyes, Clara	Substitute Custodian/District	05/20/2016	New Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Antillon, Elia	Health Paraprofessional/Clayton	06/03/2016	Resignation
Crowell, Carolina	Preschool Para. Sub./District	05/26/2016	Resignation
Dimas, Monica	Preschool Paraprofessional/Welby	06/03/2016	Resignation
Jahrman, Michael	Special Education Para./Meadow	06/07/2016	Resignation
Lee, Julie	Preschool Para. Sub./District	05/18/2016	Resignation
Reffel, Chad	Instructional Paraprofessional/Global	06/07/2016	Resignation
Smith, Kristen	Instructional Paraprofessional/Achieve	06/07/2016	Resignation
Ybarra, Christina	Instructional Paraprofessional/Adventure	05/27/2016	Resignation

## CLASSIFIED REQUESTS

Diana Moore, Executive Administrative Assistant at the Administration Building, is requesting to retire effective June 15, 2016.

Stacey Pensyl, Nutrition Services Assistant and Bus Paraprofessional, is requesting a Family Medical Leave of Absence beginning April 18, 2016 through June 3, 2016.

Luz Reyes, Health Paraprofessional at Valley View, is requesting a Family Medical Leave of Absence beginning May 13, 2016 through June 7, 2016.

## LICENSED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Balsiger, Avery	Special Education/Welby	08/05/2016	New Hire
Cochran, Justin	Science/North Valley	08/05/2016	New Hire
Cochrane, Christopher	HS English/MESA	08/05/2016	New Hire
Foster, Tamara	6 <sup>th</sup> Grade/Monterey	08/05/2016	New Hire
Goolsby, Banner	1 <sup>st</sup> Grade/Explore	08/05/2016	New Hire
Lopez, Marycarmen	4 <sup>th</sup> Grade/Achieve	08/05/2016	New Hire
Murray, Kyle	MS Science/Achieve	08/05/2016	New Hire
Ottinger, Emily	Special Education/Explore	08/05/2016	New Hire
Perry-Smith, Courtney	MS Math/MESA	08/05/2016	New Hire
Prusmack, Courtney	6 <sup>th</sup> Grade/Global 4-8	08/05/2016	New Hire
Riebeling, Julio	Primary Spanish Literacy/Adventure	08/05/2016	New Hire
Sheetz, Jennifer	Preschool/Monterey	08/05/2016	New Hire
Spears Jr., Byron	Math Advisor/MEC	08/05/2016	New Hire
Thompson, John	Science/MEC II	08/05/2016	New Hire
Van Sant, Zack	School Psychologist/District	08/05/2016	New Hire
Whittington, Kailene	1 <sup>st</sup> Grade/Adventure	08/05/2016	New Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Butcher, Alicia	Coordinator/Clayton	06/07/2016	Resignation
Diamond, Alexis	Primary Years/Meadow	06/07/2016	Resignation
Hayes, Lindsay	Orchestra/Performing Arts	06/07/2016	Resignation
McMillan, Kelsey	SRRRC Teacher/SRRRC	06/07/2016	Resignation

**LICENSED REQUESTS**

No requests at this time

**ADMINISTRATION STAFF**

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Buccine, Georganne	Assistant Director/Preschool	07/01/2016	New Hire
Evans, Kristian	Assistant Director/Monterey	07/01/2016	New Hire
Morel, Kristen	School Director/Preschool	07/01/2016	New Hire
Van Etten, Eriksen	Assistant Director/York	07/01/2016	New Hire

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

**ADMINISTRATION REQUESTS**

No requests at this time

**SUBSTITUTE TEACHERS/OTHER ON CALL**

**ADDITIONS**

**DELETIONS**

Krahe, Margaux

# Memo

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TO: Board of Education  
FROM: Charlotte Ciancio, Superintendent  
DATE: June 14, 2016

**Policy:** Professional Staff Recruiting and Hiring, Policy GCE/GCF  
**Report Type:** Decision Making  
**SUBJECT:** Administrative Assignments

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

**Decision Requested:** The Superintendent recommends the following administrative plan for the 2016-2017 school year:

Academy High School	School Director	Sheri Kangas
	Asst. Director	Robin Graham
Achieve Academy	School Director	Catrina Estrada
	Asst. Director	Ryan Fiore
Adventure Elementary	School Director	Eileen Harder
	Asst. Director	Rhonda Ronczka
Big Picture College and Career Academy (proposed name)	School Director	Matthew Coates
Clayton Partnership School	School Director	Janice Phelps
	Asst. Director	Ronaldo Ortiz
Explore Elementary	School Director	Annaleah Bloom
	Asst. Director	Danielle Dickson
Global Campus		
Global Primary	School Director PK-3	A.J. Staniszewski
Global Intermediate	School Director 4-8	Tiffany Dragoo
Global Leadership	School Director 9-12	Jeremy Jimenez
Mapleton Early College	School Director	James Long
Mapleton Expeditionary	School Co-Director	Christopher Byrd
School of the Arts	School Co-Director	Jodie McCombs
Meadow Community School	School Director	Esmeralda Orrin
	Asst. Director	Lindsey Johansson
Monterey Community School	School Director	Sarah Kopperud
	Asst. Director	Kristi Evans
North Valley School for Young Adults	Asst. Director	Allison Lusero-Hoffman
Valley View	School Director	Toni Booth
	Asst. Director	Lisle Reed
Welby Community School	School Director	Candy Hyatt
	Asst. Director	Jenny Honeycutt
York International	School Director	Laura Nelson
	Asst. Director	Eriksen Van Etten
	Asst. Director	Amber von der Hofen

Deputy Superintendent  
Assistant Superintendent  
Executive Director, Learning Services  
Executive Director, Human Services  
Chief Information Officer  
Chief Financial Officer  
Chief Communications Officer

Mike Crawford  
Karla Allenbach  
Erica Branscum  
Sue-Lin Toussaint  
Brian Fuller  
Shae Martinez  
Lynn Setzer

Director, Student Support Services  
Director, Operations  
Director, Athletics and Student Activities  
Director, Transportation  
Director, Nutrition Services  
Director, Learning Services  
Director, PreSchool  
Director, Facilities and School Safety

Diane Blumenschein  
Paul Frank  
Susan Gerhart  
Ronna Gerst  
Lindsay Hull  
Cyndee Little  
Kristen Morel  
Dave Sauer

Assistant Director, PreSchool  
Assistant Director, Performing Arts  
Assistant Director, Finance  
Assistant Director, Communications  
Assistant Director, Special Education Services  
Assistant Director, Information and Technology Services  
Assistant Director, Special Education Services  
Assistant Director, Operations/Custodial

Georganne Buccine  
Robin Cutting  
Michael Everest  
Melissa Johnson  
Janel Lawson  
Luis Mella  
Angie Van Decar  
Billy Wright

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Mike Crawford, Deputy Superintendent  
DATE: June 6, 2016

**Policy:** School Board Powers and Responsibilities, Policy BBA  
**Report Type:** Decision Making  
**SUBJECT:** Administrator Handbook Revisions

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**Policy Wording:** Policy BBA states that the Board considers the following responsibilities of particular importance and, in those cases where action is required, reserves authority to take final action: To determine salary schedules, after consultation and discussion with the Superintendent or designee.

**Policy Interpretation:** This policy is interpreted as requiring District administration to seek Board approval of conditions contained in the Administrator Handbook.

**Decision Requested:** Administration is seeking approval for implementation of the Administrator Meet and Confer Agreement for 2016 – 2017 between Mapleton Administrators and the Mapleton Public Schools Board of Education.

## Report

On May 31, 2016, representatives of Mapleton's Administrative Team met with District Administration to confer about revisions to the Administrator Handbook, including salaries and benefits for the 2016-2017 school year. The following is a summary of the proposed changes recommended by all parties for Board approval:

### Financial Changes

- Base salaries for each administrator group will not change for 2016-2017.
- Current administrators will receive \$1500 to represent an experience "step", and an additional 1.2% to reflect an increase in the cost of living.

### Language Changes

- Language will be added to the *Salary Advancement for Education* section to require prior approval for advancement, and to limit the number of advancements each administrator may make to two.
- Under *Compensation*, language will be added to allow for stipends for administrators in roles with large and/or challenging responsibilities as well as for those who take on supplemental responsibilities.

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Mike Crawford, Deputy Superintendent  
DATE: June 6, 2016

**Policy:** School Board Powers and Responsibilities, Policy BBA  
**Report Type:** Decision Making  
**SUBJECT:** Classified Employee Handbook Revisions

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**Policy Wording:** Policy BBA states that the Board considers the following responsibilities of particular importance and, in those cases where action is required, reserves authority to take final action: To determine salary schedules, after consultation and discussion with the Superintendent or designee.

**Policy Interpretation:** This policy is interpreted as requiring District administration to seek Board approval of conditions contained in the Classified Employee Handbook.

**Decision Requested:** Administration is seeking approval for implementation of the Classified Employee Meet and Confer Agreement for 2016 – 2017 between Mapleton Classified Employees and the Mapleton Public Schools Board of Education.

## Report

On May 31, 2016, representatives of Mapleton's classified employees met with District administration to confer about revisions to the Classified Employee Handbook, including salaries and benefits for the 2016-2017 school year. The following is a summary of the proposed changes recommended by all parties for Board approval:

### Financial Changes

- Eligible classified employees will take experience "steps" on the salary schedule.
- The classified salary schedule will be adjusted by +1.2% to reflect a cost-of-living increase.
- Should new money become available during the 2016-2017 school year, the classified salary schedule will be adjusted an additional +1%.
- Classified employees with more than 90 days of accrued cumulative leave shall have the option to request an annual payment, in June, for up to 5 days. Payment will be made at 60% of the employee's current daily rate.

### Language Changes

- Classified employees who work 190 days per year or more will be allowed to use up to 4 of their sick leave days, annually, for personal business (instead of 3).
- Communications department staff will be listed as confidential employees in the Handbook.
- The timing of transfers and raises for paraprofessionals who become degreed and/or licensed will be clarified.

- The Overtime section of the Handbook will be revised slightly to encourage flexible schedules for employees as opposed to overtime, in most circumstances.
- The consequences for accumulating excessive vacation days will be revised to say that employees may be required to use vacation days, but they will not be asked to forfeit them.

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Erica Branscum, Executive Director of Learning Services  
DATE: June 7, 2016

**Policy:** Student Travel, Policy JJH  
**Report Type:** Decision Making  
**SUBJECT:** Student Travel – Meadow Cal-Wood Trip

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

**Decision Requested:** District administration is seeking Board approval of an overnight trip to the Cal-Wood Education Center for students at Meadow Community School.

**Report:**

Participants: Jill Fuller, Director at Meadow Community School, is seeking approval for 40 students who will be in 7<sup>th</sup> grade in the fall, and 5 staff members, to participate in a multi-day science-based field experience through the Cal-Wood Environmental Science Education Program.

Destination: The program will be held at The Cal-Wood Education Center located in Jamestown, Colorado. Cal-Wood is an outdoor education facility located on approximately 1,000 acres of forested land. The property offers a main lodge with room for indoor learning activities, a kitchen and dining hall, as well as heated cabins for lodging.

Duration: The trip will occur over three days and two nights. Students and staff will depart from the school on Wednesday, August 10, 2016, and return on Friday, August 12, 2016. Students will stay in cabins on the grounds, some of which will be designated for male students and others designated for female students.

Purpose: This trip will provide students with the opportunity to engage in a science-based learning experience that will allow students to make content meaningful and applicable. The 7<sup>th</sup> Grade District Science Standards addressed are:

- 2.1a: Develop, communicate, and justify an evidenced-based explanation for why a given organism with specific traits will or will not survive in a given environment.
- 3.1c: Use maps to locate likely geologic "hot spots", using evidence of earthquakes and volcanic activity.
- 3.2a: Describe the geologic time scale and why it is used.
- 3.2b: Identify and describe major events in Earth's geologic history.

Activities: This outdoor setting provides students with an active, hands-on approach to learning and understanding the scientific process. Specific activities will be based on the topics of forestry, geography, and history. During this trip students will also participate in

teambuilding and leadership activities. All meals will be prepared and served by the Cal-Wood kitchen staff at the main lodge.

Transportation and Contingency Planning: Appropriate District transportation will be utilized to take the group to and from the facility. Students and staff will not need a vehicle to travel outside of the camp area during the stay. In the event of an emergency, Cal-Wood has vehicles and licensed staff on-site at all times, or emergency response providers will be notified.

Cost and Source of Funding: The total cost for transportation, tuition, lodging and all meals will be approximately \$9,800. All costs will be paid for out of the 21<sup>st</sup> Century Community Learning Center Grant.

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Erica Branscum, Executive Director of Learning Services  
DATE: June 7, 2016

**Policy:** Student Travel, Policy JJH  
**Report Type:** Decision Making  
**SUBJECT:** Student Travel – MESA Student Leadership Camp

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

**Decision Requested:** District administration is seeking Board approval of an overnight trip for three students at Mapleton Expeditionary School of the Arts to attend a student leadership camp at Colorado State University.

**Report:**

Participants: Chris Byrd and Jodie McCombs, Co-Directors at Mapleton Expeditionary School of the Arts (MESA), are seeking approval for three students, who are members of the student leadership group at the school, to participate in a multi-day leadership camp through the Colorado High School Activities Association (CHSAA). Two of the students will be juniors in the fall, and the other student will be a senior.

Destination: The program will be held at Colorado State University in Fort Collins, Colorado. Students will stay in CSU dormitories, some designated for male students and others designated for female students. Program instructors will be on site at all times for supervision.

Duration: The camp will occur over four days and three nights. Students will arrive at CSU on Monday, July 18, and return home on Thursday, July 21, 2016.

Purpose: The Student Leadership Camp will allow MESA student leaders to continue to develop their leadership potential in a team environment. This camp directly supports the mission of MESA to intentionally develop student character through voice and leadership. This will also provide a valuable opportunity for the students to gain exposure to a college environment and familiarity with the world of higher education.

Activities: During the camp, students will be involved in both individual and team leadership activities. Team building and engagement strategies will be reviewed and one day will be dedicated to planning events for the Student Council and the whole MESA school community for the 2016-2017 school year.

Transportation and Contingency Planning: Students will provide their own transportation to Fort Collins and meet on campus. All activities, meals and lodging accommodations are located on the CSU campus.

Cost and Source of Funding: The cost for the camp registration, lodging, and all meals is \$250 per student. The total amount of \$750 will be paid for out of the MESA general budget.

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Erica Branscum, Executive Director of Learning Services  
DATE: June 9, 2016

**Policy:** Student Travel, Policy JJH  
**Report Type:** Decision Making  
**SUBJECT:** Overnight Trip – Boys Basketball

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

**Decision Requested:** Approval of an overnight trip for high school boys basketball athletes to attend the Mesa State Basketball Camp as a team.

**Report:**

Paul Barringer, Skyview Boys Basketball Coach, is requesting Board approval for 20 high school athletes to attend the Colorado Mesa University Basketball Camp in Grand Junction. The camp begins on June 26, and continues through June 30, 2016. The trip will be chaperoned by the head coach and two assistant coaches.

Purpose:

The purposes of the camp are to:

- build a stronger team through fostering unity among students from the different Mapleton small schools
- improve basketball skills through a concentrated workshop approach
- experience college athletic facilities and atmosphere
- enhance team communication and self- and team-pride

Activities:

Teams will be scheduled to play several games per day against other teams from around Colorado. Between games, they will participate in skills clinics and practices. The camp is supervised by the basketball coaching staff at Colorado Mesa University.

Transportation and Contingency Planning: Appropriate District transportation will be utilized to take the group to and from Grand Junction. Students and staff will not need a vehicle to travel outside of the camp area during the stay.

Cost and Source of Funding:

The total cost of the camp will be \$4,410 for 20 athletes, including transportation, registration, lodging and meals. This amount has been fundraised by the boys basketball team.

# *Memo*

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TO: Charlotte Ciancio, Superintendent  
FROM: Lynn Setzer, Chief Communications Officer  
DATE: June 8, 2016

**Policy:** Funding Proposals, Grants, and Special Projects, Policy DD  
**Report Type:** Decision Making  
**SUBJECT:** Request To Accept Grant Funds– National Association for Pupil Transportation/Zonar

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**Policy Wording:** The District is encouraged to pursue all available sources of funding consistent with achieving the District's objectives.

Further, the policy stipulates that District administration must formally seek Board approval before accepting supplemental or special project funds if the amount is \$50,000 or greater.

**Decision Requested:** District administration is requesting Board approval to accept \$50,000 for Zonar Hardware to be installed on District school buses.

**Report:** In March, District administration submitted a grant proposal for \$50,000 to the National Association for Pupil Transportation (NAPT) for Zonar equipment which will be used on the District's 42 buses.

Zonar equipment will help monitor student safety by allowing the District to track buses in the moment and know where they are at all times. In addition, students who ride the bus will be given a card which they will scan when they get on and off the bus. There are times when a child will get off at the wrong stop. Zonar will allow us to know when and where a student exits the bus.

The system will also help if an emergency occurs, because Zonar provides real-time tracking for instant reports on the location of each bus and the students on board.

Another added benefit of the system is the increased efficiency of our bus routes and greater fuel efficiency because of the ability to monitor idle time for our buses.

District administration recommends approval of this grant.

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Shae Martinez, Chief Financial Officer  
DATE: June 14, 2016

**Policy:** Budget Adoption Process, Policy DBG  
**Report Type:** Decision Preparation  
**SUBJECT:** FY 2017 Proposed Budget

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**Policy Wording:** Before final adoption of the budget, a public hearing must be held. At the budget hearing, the Board will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time, and place of such meeting shall be entered in the minutes of the hearing.

**Policy Interpretation:** This policy is interpreted as requiring district administration to seek Board approval for the annual budget adoption.

**Decision Requested:** This information is presented for comment and review. Official adoption will be requested at the June 28, 2016 meeting of the Board of Education.

Colorado law governing school district budget policies and procedures requires that "the Proposed Budget shall be submitted to the board at least thirty days prior to the beginning of the next fiscal year" (22-44-108 (1)(c) C.R.S.). A copy of the Proposed Budget for fiscal year 2016 was delivered to the Mapleton Board of Education on May 24, 2016. The proposed appropriation for each fund is listed below:

General Fund .....	\$ 78,924,600
CPP Preschool Fund .....	\$1,354,871
Governmental Grants Fund .....	\$4,219,041
Capital Reserve Fund .....	\$7,582,673
Insurance Reserve Fund .....	\$765,593
Bond Redemption Fund .....	\$9,934,790
Food Service Fund .....	\$4,078,877
<b>Total FY 2017 Budget Appropriation .....</b>	<b>\$106,860,445</b>

A public hearing and presentation regarding the proposed budget will be held at tonight's meeting. Final adoption of the budget will be considered at the regularly scheduled board meeting on June 28, 2016.

No board action is required at this time.

# Mapleton Public Schools

FY 2017 Budget  
Presentation



# A Special Thank You To:

- The Board of Education
- Charlotte Ciancio and the Executive Team
- Members of the DAAC
- Michael Everest, Sarah Martinez, and the rest of the Finance team



# Budget Timeline FY 2017

- October, 2015 - District conducts official pupil count for FY 16.
- December, 2015 - District begins pupil count projections for FY 17.
- January, 2016 - District adopts Supplemental Budget based on updated pupil count data.
- January, 2016 - District begins ending fund balance estimation.
- February, 2016 - District calculates staffing and budget allocations for schools
- March, 2016 - Board study session to set initial budget priorities.



# Budget Timeline FY 2017

- April, 2016 - Budget presented to DAAC for review and comment.
- April, 2016 - Budget workbooks distributed to budget managers.
- April 15, 2016 - Budget workbooks due from managers.
- April, 2016 - Negotiations with MEA.
- May, 2016 - Budget compiled.
- May 24, 2016 - Budget provided to Board for review.
- June 14, 2016 - Budget presented to Board and public.
- June 28, 2016 - Budget adopted by Board of Education.



# Budgeting Process

- Estimate revenues for current year.
- Estimate expenditures for current year.
- Estimate revenues for coming year.
- Estimate expenditures for coming year.
- Calculate projected ending fund balance for current year.
- This gives the District a starting point.



## End of Year Revenue Projections for FY 16

- Pupil count for the core district increased by 85 students (<1%)
- Connections Academy increased by 45 students (1.9%)
- Property taxes on track to be collected at about 98.5%



## End of Year Expenditure Projections for FY 16

- Estimates indicate the District will be about \$1.2 million below budgeted expenditures, which has been anticipated for the FY 17 budget.
- Calculating end of year expenditures is formula driven with an exception for the normal “end of year spend-down.”

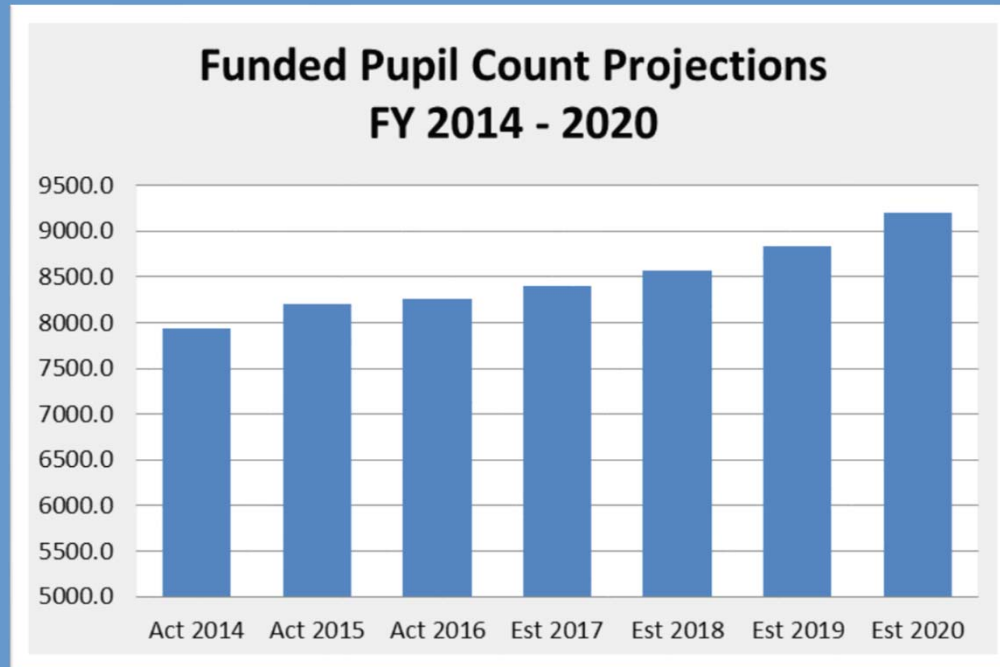


# Revenue Projections for FY 17

- Public School Finance Act
  - Funds all school district's in Colorado according to a funding formula.
  - Local share provides approximately 31% through property taxes.
  - State “back-fills” the remainder with State Equalization.
  - Total amount of State Equalization depends heavily on pupil count.

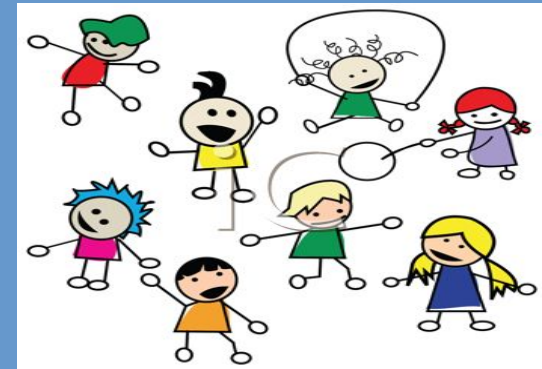


# Enrollment Patterns



# FY 17 General Fund Revenues

- Budgeting flat enrollment for core district.
- Connections projecting 144 new FTE.
- Total FY 17 projected FTE is 8,406.



# FY 17 General Fund Revenue

- The Total Program amount the District receives from the state is based on many factors:
  - Base funding
  - Personnel costs factor
  - Cost of living factor
  - Size factor
  - At-risk
  - On-line



# School Finance Act

- According to Amendment 23, funding will increase by the rate of inflation plus growth each year.
- Inflation is being estimated in CDE calculation at 1.2%.
- Negative factor remaining the same.



# Total Program with Factors

- Mapleton's schools will be funded at \$7,673 per pupil and Connections Academy will be funded at \$6,795 per on-line pupil.
- Total Program through the Public School Finance Act will be \$62.3 million.
  - Of this amount, \$17 million will be for Connections Academy.



# Negative Factor

- Beginning in FY 2010-11, state legislators identified a “loophole” in Amendment 23 and instituted a Negative Factor into the finance formula.
- For FY 17, the Negative Factor stands at 11.5% or approximately \$966 per pupil.
  - This is approximately \$8 million
- Since its inception in FY 2010-11, the Negative Factor has resulted in approximately \$52.5 million dollars in lost revenue to Mapleton.



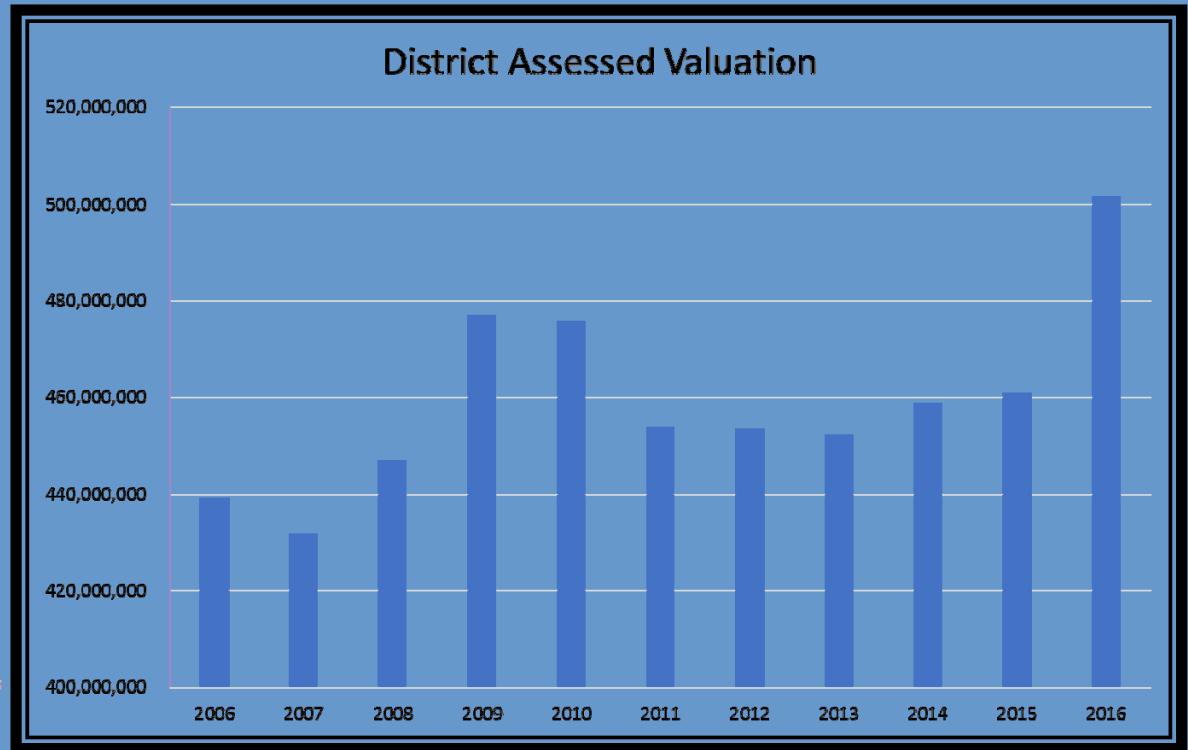
# Property Taxes



- Local share of Total Program comes from property taxes.
- Property taxes are based on the mill levy multiplied by the assessed valuation.
- One mill of tax is the same as one-tenth of one percent.
- Assessed valuation is the value of property within a set boundary multiplied by an assessment rate. Currently the assessment ratio for residential is 7.96% and for commercial it is 29%.
- This means for every \$100,000 of residential actual value, the assessed value would be \$7,960 and each mill of tax would raise \$7.96.



# District Assessed Valuation

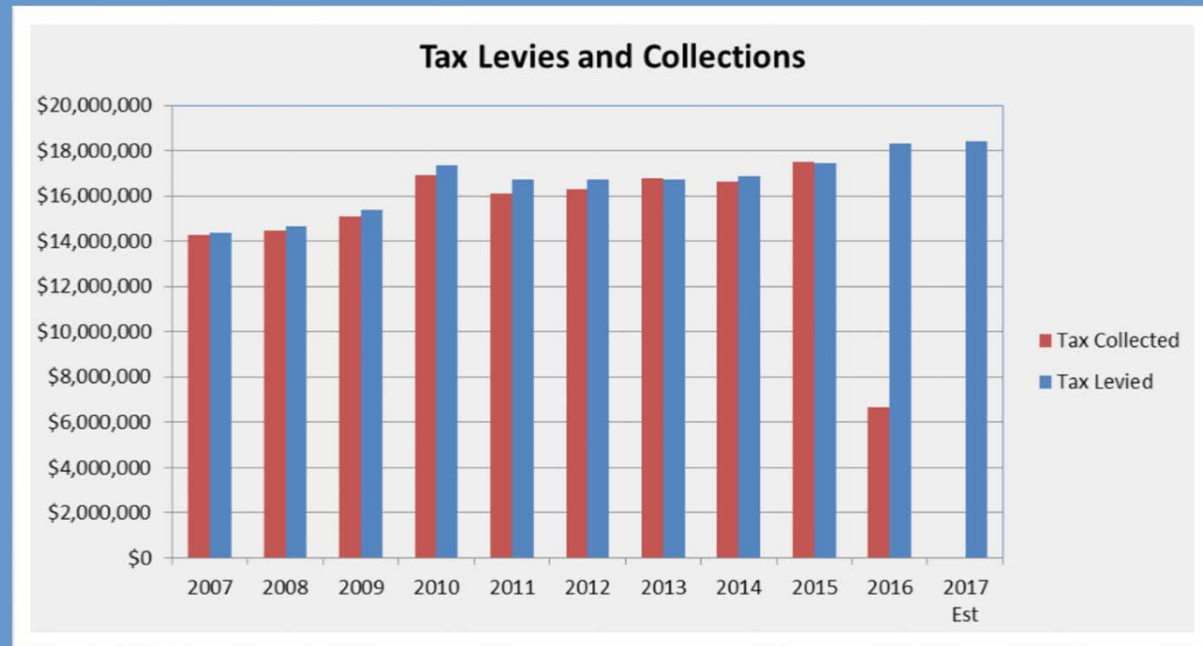


# Property Tax Mill-Levy

- General Fund Mill Levy: 27.211
  - Override Mill Levy: 9.307
  - Bond Fund Mill Levy: 9.111
  - Total Mill Levy for CY 2016: 45.629
  - Last year's Mill Levy: 47.787
- 
- Mill Levy is adjusted slightly to keep override at a fixed dollar amount and to keep in line with principal and interest payments on the bond fund.



# Tax Collection Rate



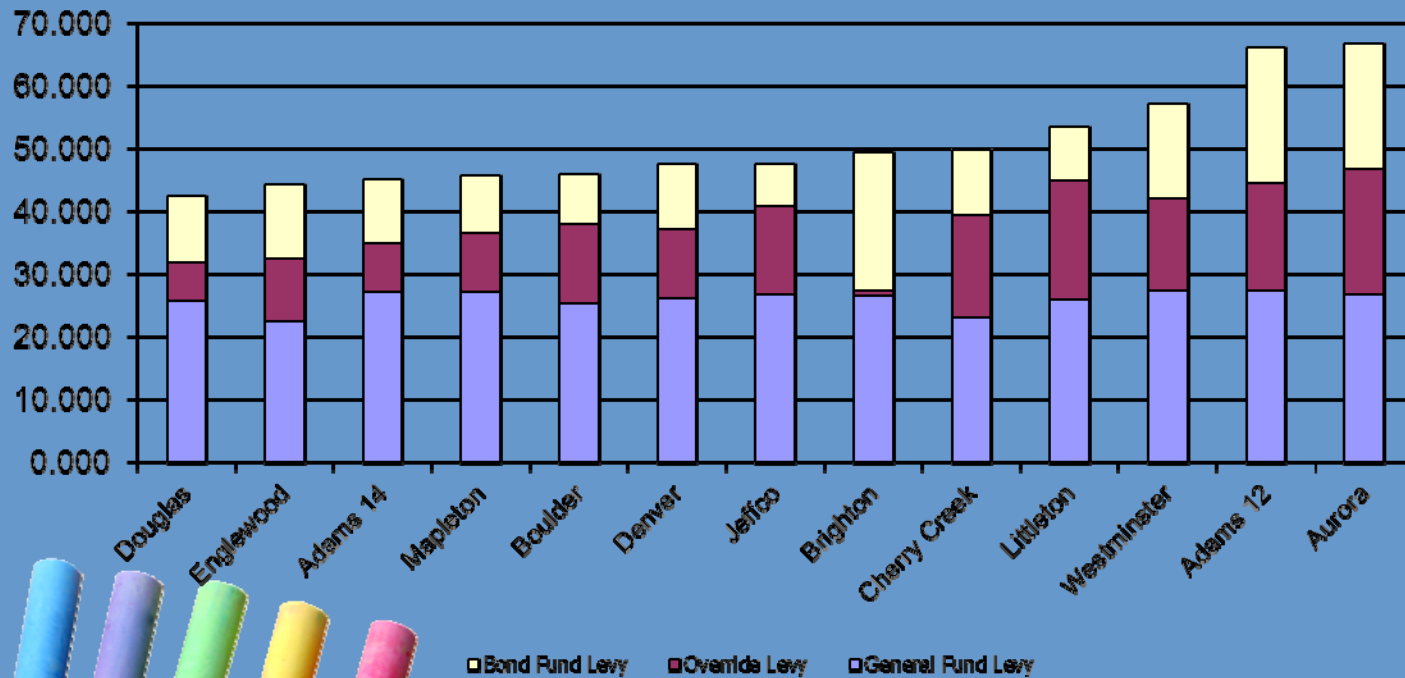
# What Does This Mean for Taxpayers?

- Tax on \$100,000 of home value will be \$363.24/year or \$30.27 per month.
- Last year's figure: \$380.40/year or \$31.70 per month
- Bond costs taxpayers \$6.04 per month per \$100,000 of home value.
- This calculation is only for school district mill levies. Many other government entities levy mills such as cities, counties, fire districts, water districts, and libraries.



# Mill-Levy Comparisons

## Estimated Mill Levies by District FY 2016-17



# Estimating Expenditures For The Coming Year

- Start by building in known changes to the budget
- Salary schedule changes will be one of the biggest costs:
  - Negotiations with Certified employees
    - Board approved agreement
      - 70% of new salary schedule. Remaining 30% dependent on new money (possible mill-levy override)
      - Eligible teachers will be awarded educational increments
      - The district will make an increased contribution to PERA equal to .45% of each employee's salary to comprise the required SAED on behalf of each employee. SAED raises to .5% in January of 2017
    - Approximate cost for certified increase- \$1,300,000



# Estimating Expenditures For The Coming Year

- Meet and Confer with Classified Employees
  - Tentative agreement pending Board Approval
    - Eligible classified employees will receive a step on the salary schedule
    - Additionally, the classified schedule will be increased by 1.2%
    - The District will make an additional contribution to PERA equal to .45% of each employees salary to comprise the required SAED (Supplemental Amortization Equalization Disbursement). SAED will increase to .5% in January of 2017.
- Meet and Confer with Administrative Employees
  - Tentative agreement pending Board Approval
    - Administrators will receive a step increase (\$1,500)
    - In addition, the administrator schedule will increase by 1.2% .
    - The District will contribute an additional .45% of each administrators salary to PERA to cover the increased cost of the SAED (Supplemental Amortization Equalization Disbursement). SAED will increase to .5% in January of 2017.



» Approximate cost of Admin and Classified salary and benefit increase- \$700,000

# Estimating Expenditures For The Coming Year

- Mapleton's budget process for FY 17 is based on a weighted allocation model that has been adjusted to create a more equitable formula.
- Schools pay for instructional supplies and materials, purchased services, and administrative supplies.
- The District pays for all staff, utilities, and central support (transportation, maintenance, etc.)
- Schools are given a per pupil allocation based on various factors unique to each student and school.



# Mapleton's Weighted Formula

- The weighted formula adjusts a base per-pupil funding of \$120 per pupil for primary levels and \$150 per pupil for secondary levels based on the following:
  - Size Factor (if below district average, more funding)
  - Free Lunch Factor - \$5 additional for reduced students and \$20 additional for free students
  - ELL Factor - \$20 additional for ELL students
  - Post-secondary factor – based on number of juniors and seniors
- A similar formula is used to distribute staff.



# Estimating Expenditures

- Adopt and implement a new reading curriculum - \$200,000
- Open and support new Big Picture High School - \$735,000
- Teacher iPads - \$125,000
- Identified capital needs - \$687,000
- Technology - \$225,000
- Additional FTE for Performing Arts - \$65,000
- Increase support for Student Support Services - \$124,000
- New salary schedule for Certified, salary and benefit increase for Classified and Administrative - \$2,000,000



# BUDGET SPECIFICS BY FUND



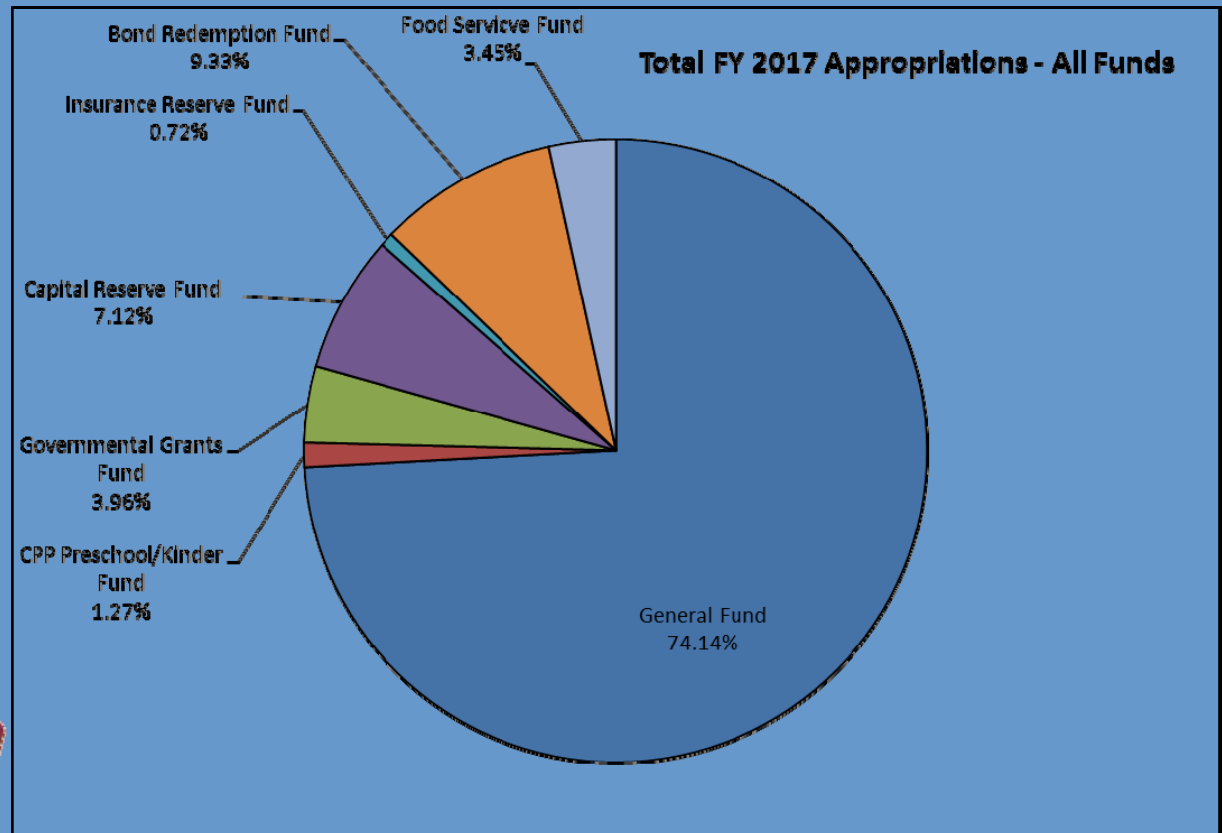
# Total Appropriations

- General Fund- \$78,924,600
- CPP Preschool- \$1,354,871
- Governmental Grants- \$4,219,041
- Capital Reserve- \$7,582,673
- Insurance Reserve- \$765,593
- Bond Redemption - \$9,934,790
- Food Service- \$4,078,877



» Total Appropriation All Funds-  
\$106,860,445

# Total Appropriations

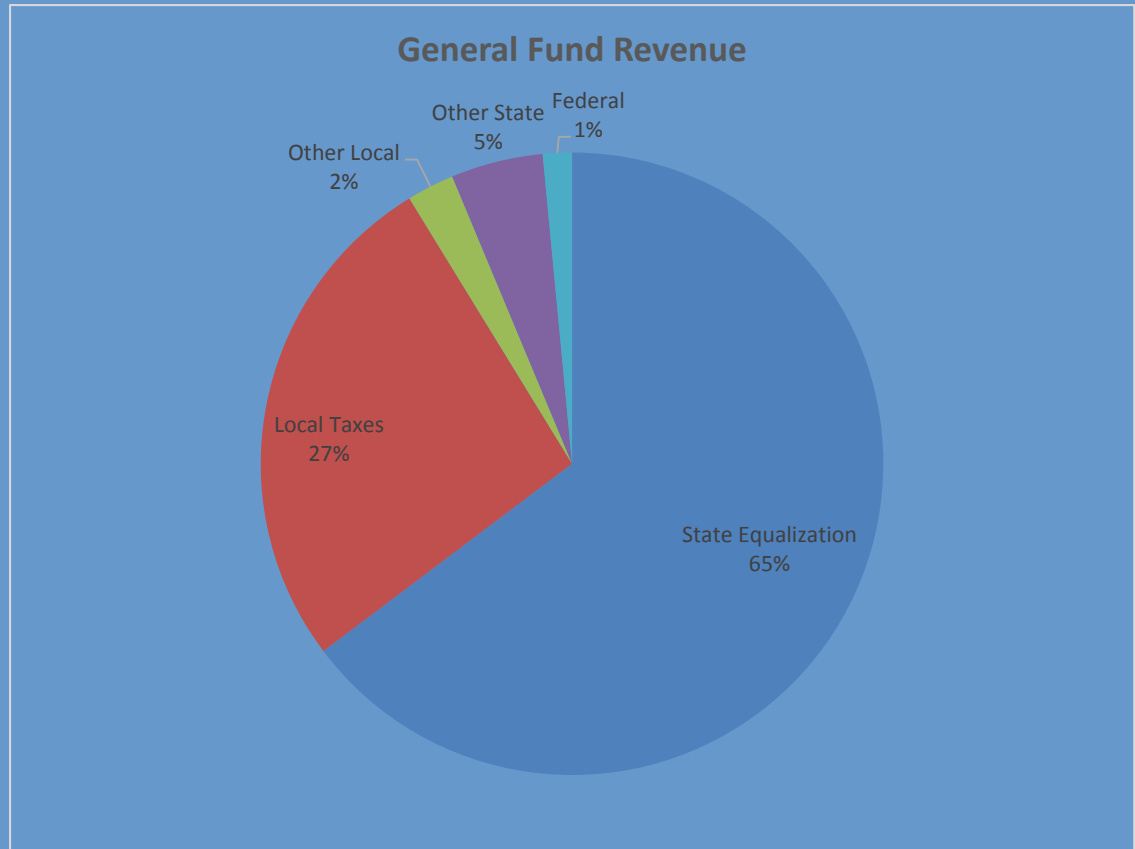


# General Fund

- Largest fund in the District
- Handles the majority of the daily activity
  - Payroll
  - Utilities
  - Supplies and materials
  - Most instructional expenditures
- Equipment is primarily purchased from the Capital Reserve Fund.



# General Fund Revenue



# General Fund Revenue

- Property Taxes- \$18,102,540
  - Of this amount, \$2,662,080 is allocated to other funds.
- Specific Ownership Taxes- \$1,600,000
- Admin fees from Connections Academy- \$875,068
- Other Local Revenue- \$956,320
  
- Total Local Revenue- \$18,871,848



# General Fund Revenue

- State Equalization- \$48,081,574
  - Kindergarten Hold Harmless - \$92,015
  - ECEA - \$1,636,660
  - ELL - \$913,898
  - Transportation - \$490,000
  - READ Act - \$347,156
  - At-Risk - \$71,905

Total State Revenue - \$51,633,208



# General Fund Revenue

- Federal Revenue (Title 1A) - \$1,118,569
- **Total General Fund Revenue - \$71,623,625**

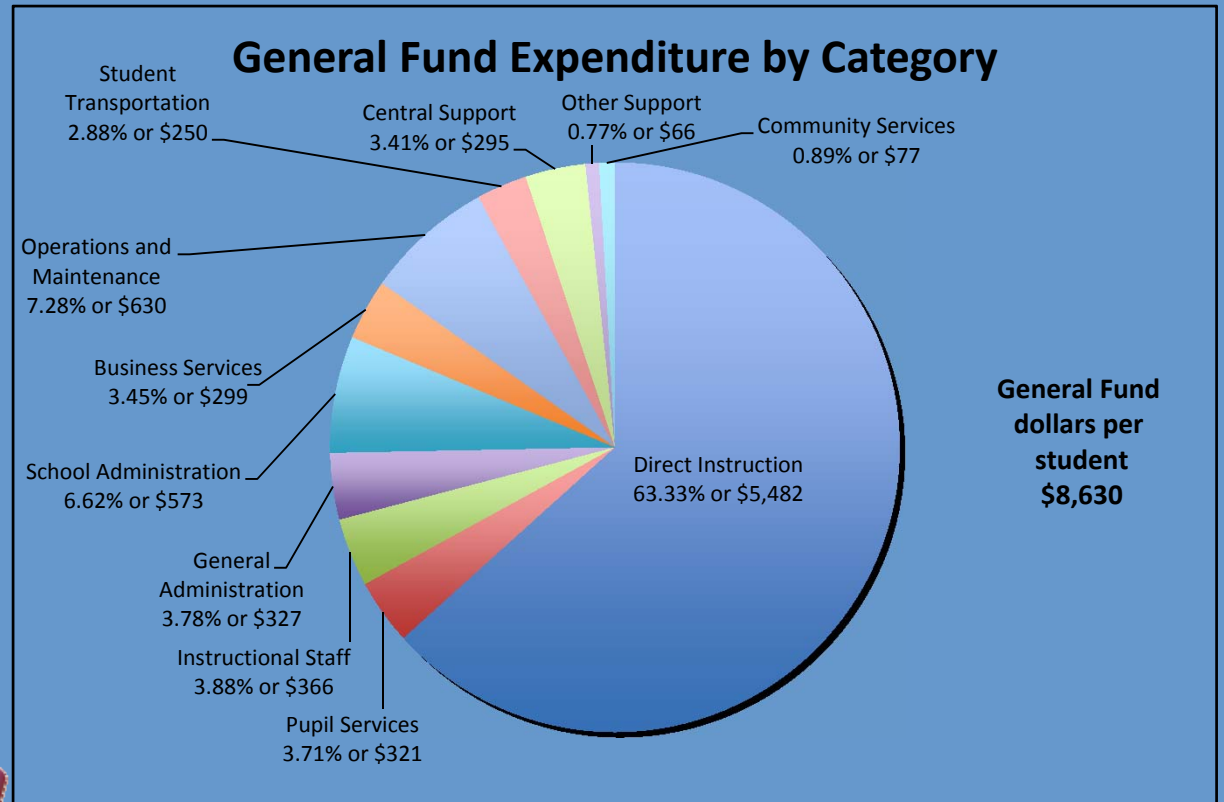


# Fund Balance/Reserves

- Restricted Fund Balance
  - TABOR 3% - \$2,054,936
  - Multi-Year Obligations - \$993,550
- Committed Fund Balance
  - Required Board Reserve (difference of 10%) - \$3,093,839
- Total Restricted and Committed Fund Balance - \$6,142,325
- Unrestricted Fund Balance - \$1,158,650
- Total General Fund Balance - \$7,300,975
- Total General Fund Appropriation - \$78,924,600



# General Fund Expenditure by Category



# General Fund Expenditures FY 17

- Salaries - \$35,015,776
- Benefits - \$10,825,898
- Purchased Services - \$12,939,757
- Supplies and Materials - \$13,643,441
- Property and Equipment - \$301,618
- Other - \$55,735
- Total General Fund Expenditures - \$72,782,225



# General Fund Expenditures FY 17

- Total Appropriation (revenue + fund balance) - \$78,924,600
- Total General Fund Expenditures - \$72,782,275
- **Total Estimated Ending Fund Balance 2017 - \$6,142,325**



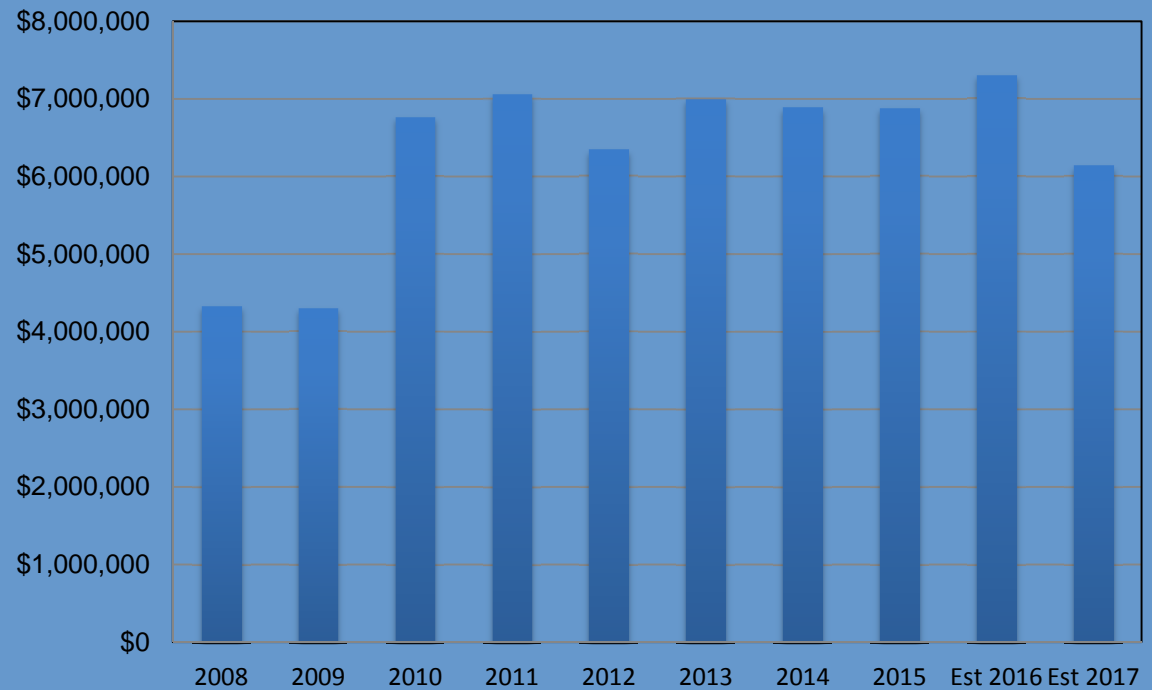
# Fund Balance

- Audited ending fund balance FY 2015 - \$6,875,223
- Projected ending fund balance FY 2016 - \$7,300,975
- Projected ending fund balance FY 2017 - \$6,142,325
- Our budgeted expenditures are still \$1 million higher than our budgeted revenues which will result in a fund balance decrease at the end of FY 16-17.
- There is a possibility for increased revenues if pupil count comes in higher.



# Fund Balance History

General Fund Balance



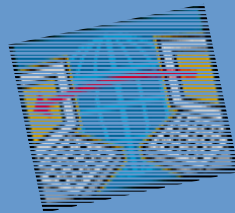
# Mill Levy Funds

- Mill Levy Election 2000 - \$2,700,000
  - Provide more adults per student including classroom aides, teachers and tutors.
  - Improve classroom technology by replacing outdated computers and equipment.
  - Provide textbooks, classroom materials, and science lab supplies and equipment.



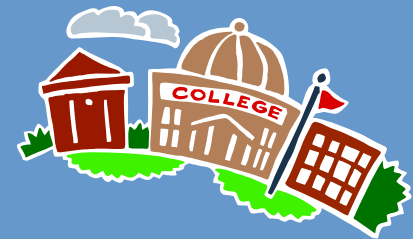
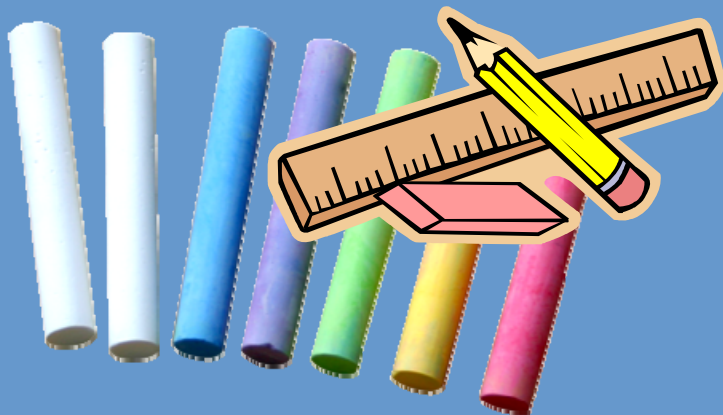
# Mill Levy Expenditures FY 17

- Maintaining existing teachers and paraprofessional staff - \$2,200,000
- Technology upgrade lease payments - \$100,000
- Continue to fund mental health services - \$300,000
- Additional instructional supplies and materials - \$100,000
- Total - \$2,700,000



# Mill Levy Funds

- Mill Levy Election 2009 - \$1,970,000
  - Retain quality teachers and paraprofessionals
  - Provide post-secondary opportunities for students
  - Additional supplies and materials



# Mill Levy Expenditures FY 17

- Retention of teacher and paraprofessional positions as a result of the state budget reductions - \$1,660,000
- Post-secondary tuition - \$280,000
- Math and science instructional supplies and materials - \$30,000
  
- Total - \$1,970,000

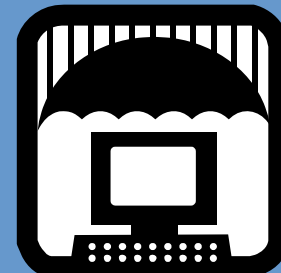


# OTHER FUNDS



# Insurance Reserve Fund

- Fund created to account for all risk-related activities of the District (e.g. liability insurance, workers compensation, board errors and omissions, bonding, etc.)
- Revenue is from General Fund transfer.
- Total Revenue - \$408,065
- Total estimated beginning fund balance - \$357,528
- Total Appropriation - \$765,593



# Insurance Reserve Fund

- Expenditures

- Repairs and replacement - \$20,000
- Property insurance - \$36,260
- Liability insurance - \$39,609
- Workers Compensation insurance - \$339,192
- Bank fees - \$10
- Contingency- \$25,055

» Total Expenditures - \$460,126



# Colorado Pre-School Program Fund

- Fund created to track revenue and expenditures related to the CPP program.
- This fund is optional; law change allows fund to roll into General Fund.
- Revenue is passed through by allocation from the General Fund.
- District Employee Tuition Program is no longer included in this fund.



# Colorado Pre-School Program Fund

- Projected beginning fund balance - \$42,641
- Projected revenues:
  - GF allocation – \$1,312,030
  - Interest - \$200
- Total Appropriation - \$1,354,871



# Colorado Pre-School Program Fund

- Expenditures
  - CPP Instructional - \$1,166,554
  - CPP Administration - \$155,139
- Total Expenditures - \$1,321,693



# Governmental Grant Fund

- Fund created to track local, state, and federal grants awarded to the District.
- Fund organized by grant with accounts created according to acceptable grant specifications.
- Title 1A is now accounted for in the General Fund.



# Governmental Grant Fund

- Title II-A Teacher Quality - \$173,968
- Title III ELL - \$163,644
- Title VIB IDEA - \$1,283,515
- Title VIB IDEA Preschool - \$39,810
- Tiered Intervention- \$403,770
- Other- \$ 2,154,334
- Total Governmental Grants - \$4,219,041



# Bond Redemption Fund

- Fund created to manage collection and disbursement of bond related funds.
- Projected beginning fund balance - \$5,410,018
- Anticipated collections - \$4,524,772
  
- Total Appropriation - \$9,934,790



# Bond Redemption Fund

- Expenditures
  - Principal - \$3,151,973
  - Interest/fiscal charges - \$1,173,711
  - Contingency - \$500,000
- Total expenditures - \$4,825,684
- Projected ending fund balance- \$5,109,106



# Capital Reserve Fund

- Funds in Capital Reserve are not expended for operating expenses such as salaries, benefits, or consumable supplies such as books or paper.
- Revenue for this fund is primarily from the transfer of property tax revenues from the General Fund plus an additional amount from mill levy funds for instructional equipment and building rental.



# Capital Reserve Fund

- Projected beginning fund balance - \$6,581,123
  - Revenue - \$1,001,550
  - Total Appropriation - \$7,582,673
  - Expenditures:
    - Capital Outlay - \$4,029,661
    - Principal for COPS and various leases - \$460,319
    - Interest for COPS and various leases - \$100,406
- Total Expenditures - \$4,590,386**



# Food Service Fund

- Special Revenue Fund
  - Formerly Enterprise fund
  - Used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.



# Food Service Fund

- Projected beginning fund balance - \$1,596,019
- Revenues
  - Student and adult meals - \$267,751
  - School lunch and breakfast program - \$1,898,303
  - Donated commodities - \$208,000
  - State match - \$53,204
  - Investment earnings - \$1,500
  - Transfers in - \$40,000
  - Other - \$14,100



» Total Appropriation \$4,078,877

# Food Service Fund

- Expenditures
  - Salary and benefits - \$817,665
  - Purchased services - \$74,750
  - Supplies and materials - \$1,358,800
  - Equipment - \$85,500
  - Contingency reserve - \$300,000
- Projected ending fund balance - \$1,442,162
- Total Expenditures/Reserves - \$2,636,715



# Final Items

- The District budget presentation and Proposed Budget will be available online at [www.mapleton.us](http://www.mapleton.us) and is available at the front office during regular business hours.
- The District budget complies with applicable state law, including 22-44-105(2). Formal compliance statements are found on page 27 of the budget document.



# Memo

TO: Charlotte Ciancio, Superintendent  
FROM: Shae Martinez, Chief Financial Officer  
DATE: June 14, 2016

**Policy:** Financial Administration, Policy DAB  
**Report Type:** Monitoring  
**SUBJECT:** FUND BALANCE RECONCILIATION FOR FY 2016

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**Policy Wording:** The Superintendent (or designee) shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting...

**Policy Interpretation:** This policy is interpreted to include updates to the Board on the District's fund balance over the course of the fiscal year.

**Report:** Under state law, school districts are 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." Although Mapleton Public Schools already uses a modified accrual basis for its budget setting, the following report is prepared to ensure the Board of Education is kept fully informed of the District's current financial status.

The following table details any variances between the budgeted beginning fund balance and the actual beginning fund balance for fiscal year 2016. These figures are represented on the basis of generally accepted accounting principles and do reflect the accrued salaries liability for the months of July and August.

Fund	Budgeted Beginning Fund Balance FY 16	Audited Beginning Fund Balance FY 16	Variance Actual to Budget
General	\$6,635,782	\$6,875,223	\$239,441
CPP Fund	\$61,798	\$46,563	(\$15,235)
Insurance Reserve	\$109,039	\$110,595	\$1,556
Capital Reserve	\$1,112,000	\$1,135,124	\$23,124
Bond Redemption	\$4,155,175	\$4,162,952	\$7,777
Food Service	\$1,408,430	\$1,700,952	\$292,522
Total Fund Balance	\$13,482,224	\$14,031,409	\$549,185

All fund balances were adjusted to match the audited fund balance in the supplemental budget process.

This item is submitted for information only. No Board action is required.

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Shae Martinez, Chief Financial Officer  
DATE: June 14, 2016

**Policy:** Purchasing/Purchasing Authority, Policy DJ/DJA  
**Report Type:** Decision  
**SUBJECT:** Transportation Equipment Financing

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**Policy Wording:** Any single, non-budgeted purchase or expenditure greater than \$50,000 shall require advance approval by the Board.

**Policy Interpretation:** This policy is interpreted as requiring District administration to inform the Board when the District enters into multi-year leasing agreements.

**Decision Requested:** Administration is requesting that the Board approve the lease purchase of two buses with special equipment for exceptional students through Mercedes-Benz Financial Services USA LLC after utilization of Jefferson County School District's RFP process.

**Report:** District administration has secured the purchase of 2 buses specially equipped for disabled students. The final amount of the lease is \$202,188 and carries an interest rate of 3.04%. District administration will appropriate a budget for 5 annual payments of \$42,895.10 to commence on July 10, 2016, with the final payment due on July 20, 2020.