



## 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

## 2012 - 2013

## FOCUS AREAS

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

## BOARD MEMBERS

Craig Emmert  
Norma Frank  
Raymond Garcia  
Karen Hoopes  
Ken Winslow

## SUPERINTENDENT

Charlotte Ciancio

# Mapleton Public Schools Board of Education

Regular Meeting  
Administration Building

December 11, 2012  
6:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Board Business
  - 5.1 Election of Officers
  - 5.2 Resolution Regarding Sequestration
6. What's Right in Mapleton
7. Public Participation
8. Approval of the November 27, 2012, Board Meeting Minutes
9. Report of the Secretary
10. Consent Agenda
  - 10.1 Personnel Action, Policy EL 4.2 – Mr. Brown
  - 10.2 Finance Report, November 2012, Policy EL 4.3 – Mrs. Martinez
  - 10.3 Adoption of Personnel Policies - Ms. Ciancio
11. Focus: Student Achievement
  - 11.1 Mill Levy Certification, Policy EL 4.4 – Mrs. Martinez
  - 11.2 Fiscal Year 2012 Audit Report, Policy EL 4.4 – Mrs. Martinez
  - 11.3 City of Thornton IGA, Policy EL 4.3 – Mr. Herman
  - 11.4 City of Thornton Property Donation, Policy EL 4.3 – Mr. Herman
  - 11.5 Resolution for New America, Policy EL 4.3 – Ms. Kapushion
  - 11.6 CCAC Update, Policy GP 1.7 – Ms. Kapushion
12. Focus: Community Involvement
  - 12.1 DAAC Update, Policy AE – Ms. Kapushion
13. Discussion of Next Agenda
14. Superintendent's Comments
15. Board Committee Update
16. School Board Remarks
17. Next Meeting Notification – Tuesday, January 22, 2013
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.

## Mapleton Public Schools

### Resolution regarding sequestration:

WHEREAS, a world class public education is essential for the future success of our nation and today's schoolchildren; and

WHEREAS, the Budget Control Act of 2011 includes a provision to impose \$1.2 trillion in across-the-board budget cuts to almost all federal programs including education that would become effective January 2, 2013; and

WHEREAS, these across-the-board budget cuts would impact school districts during the 2013-14 school year, with the exception of the Impact Aid program, with which a reduction would become effective this school year; and

WHEREAS, these across-the-board budget cuts, also known as sequestration, would impact education by a reduction in funds of 8.2 percent or more. **The direct impact to Mapleton Public Schools will range from \$200,000 to \$430,000 in lost funds. Significant cuts will be made to the federally funded Title programs Mapleton Public Schools depends on to remove obstacles to learning and provide for the many needs of its underserved community. These cuts will have a crippling effect on Mapleton's efforts to provide equitable access to high quality learning that Mapleton children deserve.**

WHEREAS, sequestration would impact almost every public school system in the nation and the millions of students educated through programs such as Title I grants for disadvantaged students, the Individuals With Disabilities Education Act (IDEA), English Language Acquisition, Career and Technical Education, 21<sup>st</sup> Century Community Learning Centers, and more; and

WHEREAS, Mapleton Public Schools as well as other public schools, would be impacted nationwide by an estimated \$2.7 billion loss from just three programs alone – Title I grants, IDEA special education state grants and Head Start – that serve a combined 30.7 million children; and

WHEREAS, federal funding for K-12 programs was already reduced by more than \$835 million in Fiscal Year 2011, and state and local funding for education continues to be impacted by budget cuts and lower local property tax revenues; and

WHEREAS, states and local governments have very limited capacity to absorb further budget cuts from sequestration, as Mapleton Public Schools has already implemented cuts commensurate to state and local budget conditions;

NOW THEREFORE, BE IT RESOLVED, that the Mapleton Public Schools urges Congress and the Administration to amend the Budget Control Act to mitigate the drastic cuts to education that would affect our students and communities, and to protect education as an investment critical to economic stability and American competitiveness.

Adopted this 11<sup>th</sup> day of December, 2012.

MAPLETON PUBLIC SCHOOLS

By: \_\_\_\_\_  
President, Board of Education

Attest:

\_\_\_\_\_  
Secretary, Board of Education

**71.0 CALL TO ORDER**

President Norma Frank called the meeting of the Board of Education – Mapleton Public Schools to order at 6:09 p.m. on Tuesday, November 27, 2012, at the Administration Building.

**2.0 ROLL CALL**

Craig Emmert – Vice President	Absent
Norma Frank - President	Present
Ray Garcia – Secretary	Present
Karen Hoopes – Assistant Secretary/Treasurer	Present
Ken Winslow – Treasurer	Present

**3.0 PLEDGE OF ALLEGIANCE**

Mrs. Frank led the Pledge of Allegiance.

**4.0 APPROVAL OF AGENDA**

**MOTION:** By Mrs. Hoopes, seconded by Mr. Garcia, to approve the Agenda as presented.

AYES: Mrs. Frank, Mr. Garcia, Mrs. Hoopes and Mr. Winslow

ABSENT: Mr. Emmert

Motion carried 4-0

**5.0 WHAT'S RIGHT IN MAPLETON**

Ms. Wong shared the news that Mapleton Public Schools is a finalist in the Federal Race to the Top Grant program. Mapleton was one of 61 finalists selected from 372 applications. The Department of Education expects to select 15-25 winning applications for four-year awards that will range from \$5 million to \$40 million, depending on the population of students involved. Awards will be announced no later than December 31, 2012. She read a quote from Arnie Duncan, U.S. Secretary of Education, who said "These finalists are setting the curve for the rest of the country with innovative plans to drive education reform in the classroom."

Mrs. Frank said thank you to all of the staff who participated in preparing the application.

**6.0 PUBLIC PARTICIPATION**

Dominick Moreno, 5821Tichy Blvd., Commerce City, CO, introduced himself as the newly elected State Representative for House District 32. He said that Mapleton can contact him with any questions or assistance with education.

Joe Salazar, 2318 E. 116<sup>th</sup> Ave, Thornton, CO, introduced himself as the newly elected State Representative for House District 31. He wanted Mapleton to know that we have a partner at the capitol for education.

RECESS: 6:16 p.m., reconvened 6:23 p.m.

**7.0 APPROVAL OF MINUTES**

**MOTION:** By Mr. Winslow, seconded by Mr. Garcia, to approve the minutes of the October 22, 2012, Board meeting.

AYES: Mrs. Frank, Mr. Garcia, Mrs. Hoopes and Mr. Winslow

ABSENT: Mr. Emmert

Motion carried 4-0

**8.0 REPORT OF THE SECRETARY**

None

**9.0 CONSENT AGENDA**

**MOTION:** By Mrs. Hoopes, seconded by Mr. Garcia, to approve Agenda items as stated on the Board Agenda dated November 27, 2012: 9.1 Personnel Action; 9.2 Finance Report, October, 2012; and 9.3 Adoption of Board Governance Policies with change to BBBA, “School Board Member Qualifications” as previously discussed.

AYES: Mrs. Frank, Mr. Garcia, Mrs. Hoopes and Mr. Winslow

ABSENT: Mr. Emmert

Motion carried 4-0

**10.0 FOCUS: COMMUNICATION**

**10.1 Student Enrollment Data**

Ms. Kohman presented a summary of the 2012-2013 student enrollment. Mapleton’s report for this school year will be filed with the Colorado Department of Education on November 30, 2012. *A detailed copy of Ms. Kohman’s report is included with these minutes.*

**10.2 Tax Anticipation Note**

Mrs. Martinez requested Board approval for acquisition of a tax-anticipation note with repayment due within the current fiscal year. Each year, the district reviews its cash-flow projections to determine if there will be enough cash on hand in every month to meet the needs of our payroll and expenditure accounts. Because the district receives roughly 40% of its General Fund revenue through property taxes in the months of March, April, and May, by February, it is possible for the district to run low on cash until the next tax collection cycle starts in March. Current analysis has determined this will once again be the case.

To address this problem, the district is recommending a tax-anticipation note (TAN) to the Board of Education. A TAN is a short term loan (i.e. a loan that must be repaid within the fiscal year). This loan provides the cash necessary to carry the district through the month of February, until the tax revenues arrive in March. Before June 30, the loan is repaid.

The principal amount of the TAN is \$2,000,000. The interest rate secured through Wells Fargo will be no more than 1.22% per year. The actual rate will depend on the rates in effect as the closing date on November 29, 2012.

The attached resolution provides further detail for the Board’s consideration. The agreement has been reviewed and approved by district counsel, Caplan and Earnest. District administration recommends approval of this tax-anticipation note for FY 2013.

**MOTION:** By Mrs. Hoopes, seconded by Mr. Garcia, to approve the Tax Anticipation Note for fiscal year 2013 as presented.

AYES: Mrs. Frank, Mr. Garcia, Mrs. Hoopes and Mr. Winslow

ABSENT: Mr. Emmert

Motion carried 4-0

### 10.3 Draft Audit Report

Mrs. Martinez reported to the Board that Local Governmental Audit Law requires Colorado local governments to have an annual audit of their financial statements (C.R.S. 29-1-601 et seq). The law states that the audit must be performed by an independent Certified Public Accountant (CPA) and be in accordance with generally accepted auditing standards.

The District's independent auditor, RubinBrown, LLP, has prepared a draft audit for review by the Board of Education. The audit report has been provided to the board and a formal presentation of the audit findings will be presented at the next regularly scheduled board meeting on December 11, 2012.

### 10.4 Citizens Construction Advisory Committee Update

Ms. Wong introduced Cindy Croisant, Chair of the CCAC, to provide the latest update to the Board of Education. Ms. Croisant presented the work that has been completed at the Skyview site and North Valley/Library Addition and Renovations and showed a power point of pictures of the progress of the buildings. The District is taking orders for personalized pavers around the outdoor fireplace, the Falcon's Fire. The next meeting is scheduled for Tuesday, December 18th at the site. *A detailed copy of Ms. Wong's report is included with these minutes.*

## **11.0 FOCUS: COMMUNITY INVOLVEMENT**

### 11.1 DAAC Update

Mrs. Kapushion introduced DAAC chairperson, Karen Riley, who provided the following update from the October DAAC meeting:

- *Review and comment on district goals and objectives for the 2012-13 school year. (Note: particular emphasis on the Unified Improvement Plan)*  
In addition to receiving a welcome from the superintendent, reviewing minutes from the last DAAC meeting, and electing two board positions – DAAC Chair and DAAC Secretary (Karen Riley and Marissa Andersen), the committee spent the majority of their time reviewing district-level and school-level data in School View – the Colorado Department of Education's online tool for viewing performance data for all districts and schools across the State. This emphasis was to ready the DAAC for the time that will be spent reviewing the District Unified Improvement Plan (UIP) in January and February.
- *Provide input and recommendations regarding the use of assessment tools used for the purpose of measuring and evaluating academic growth as it relates to teacher evaluations*  
At their next meeting, the DAAC will spend time understanding the Charlotte Danielson Teacher Effectiveness Framework and the tools used to provide growth feedback and to evaluate teachers in Mapleton.

## **12.0 DISCUSSION OF NEXT AGENDA**

Mrs. Frank said a Thornton Facility Use Agreement and the Formal Audit presentation will be included on the next agenda.

## **13.0 SUPERINTENDENT'S COMMENTS**

Ms. Ciancio thanked Representatives Salazar and Moreno for coming and introducing themselves. She also thanked Karen Riley for her work with the DAAC. The Intergovernmental Agreement with the City of Thornton will be ready for review at our next meeting and a first time draft with the Anythink Library. The Anythink Board will be visiting the Campus tomorrow at 9 a.m. if any Board members are available to join them. The

transition of roles in staff administration is underway. Don Herman is winding down to retirement; Damon Brown is learning the Operations role, Mike Crawford is learning the Human Resources role, and Channing Puchino is learning the Student Services role. We are posting for a half time Mapleton Education Foundation director. This is the last meeting for Whei Wong, whose baby is due Monday.

**14.0 BOARD COMMITTEE UPDATE**

Mrs. Hoopes said that the Mapleton Education Foundation had a very successful Gala with \$97,597 profit - \$5000 more than last year. She thanked Ms. Puchino for everything she has done as Executive Director.

Mr. Garcia reported on the Mapleton Ambassadors group meeting which took place in November. It is nice to get feedback from the community. The proposal for year round school was introduced at this meeting and the City of Thornton embraced the idea.

Mrs. Frank thanked Mrs. Hoopes and Mr. Garcia for their participation on these committees.

**15.0 SCHOOL BOARD REMARKS**

Mrs. Frank stated how fabulous it is to be on this Board. The accomplishments just keep coming. The Intergovernmental Agreement with the City of Thornton and the Library Partnership will be so great for our community. The Mapleton Education Foundation is doing a wonderful job. We are truly getting things accomplished. Mrs. Frank proud to be a part of this Board. CU students who become representatives, a bountiful thanksgiving continues.

The annual report for Community Reach and mental health Mr. Garcia attended last week. We have a support net for our students and families.

**16.0 NEXT MEETING NOTIFICATION**

The next Board meeting will be at 6:00 p.m. on Tuesday, December 11, 2012, at the Administration Building.

**17.0 ADJOURNMENT**

The Board motioned to adjourn at 6:55 p.m.

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Norma Frank, Board President

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Ray Garcia, Board Secretary

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Mike Crawford, Executive Director  
DATE: December 6, 2012

**Policy:** Treatment of Staff (EL 4.2)  
**Report Type:** Decision Making (Consent)  
**SUBJECT:** Personnel Action

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**Policy Wording:** The Superintendent shall neither cause nor allow organizational circumstances for staff, including employees, independent contractors and volunteers that are unfair, undignified, disorganized or unclear.

**Policy Interpretation:** This policy is interpreted to require district administration to seek Board approval for changes to district staffing.

**Decision Requested:** The Office of Human Resources recommends the following personnel information to be approved by Board Action at the regular meeting of December 11, 2012.



## CLASSIFIED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Arzate, Marcela	Nutrition Services Sub./Nutrition Services	11/27/2012	New Hire
Ayerdis, Mayra	Substitute Para./District	12/04/2012	Rehire
Bowen, Moira-Lin	Nutrition Services Sub./Nutrition Services	11/26/2012	New Hire
Chang, Nia	Nutrition Services Sub./Nutrition Services	11/26/2012	New Hire
Clarke, Rhonda	Nutrition Services Sub./Nutrition Services	12/04/2012	New Hire
Duran, Norma	Nutrition Services Sub./Nutrition Services	10/16/2012	New Hire
Manzanares, Orlando	Substitute Bus Driver/Transportation	11/26/2012	New Hire
Martinez, Whitney	Nutrition Services Sub./Nutrition Services	10/09/2012	New Hire
Morgan, Alexander	Instructional ELL Para./Achieve	11/26/2012	New Hire
Owen, Crystal	Nutrition Services Sub./Nutrition Services	10/12/2012	New Hire
Romero, Craig	Substitute Bus Driver/Transportation	11/27/2012	New Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Pereira, Amy	Instructional Para./Welby	11/27/2012	Resignation

### CLASSIFIED REQUESTS

Jacqueline Carrera, Instructional Paraprofessional at Adventure, is requesting a Family Medical Leave of Absence from December 5, 2012 through December 21, 2012.

## CERTIFIED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
DeRoche, James	Humanities/MESA	11/26/2012	New Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
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No Requests at This Time

### CERTIFIED REQUESTS

Catrina Estrada, Assistant Director at Achieve Academy, is requesting a maternity leave beginning November 26, 2012 through March 1, 2013.

Don Herman, Chief Operations Officer, is requesting to retire effective December 28, 2012 and transition through June 30, 2013.

Erica Wernsmann, Art Teacher at MESA, is requesting a maternity leave beginning December 4, 2012 through March 13, 2013.

**SUBSTITUTE TEACHERS**

**ADDITIONS**

Martin, Caitlin

Tryon, Ben

**DELETIONS**

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

**GENERAL FUND**

	Period* <u>Nov 1- Nov 30</u>	Year to Date** <u>2012-2013</u>	Budget*** <u>2012-2013</u>
<b>REVENUES</b>			
Total Local Revenue	363,355	940,748	19,114,886
Total Intermediate Revenue	0	4,433	2,430
Total County Revenue	0	0	0
Total State Revenue	3,053,890	16,652,154	39,572,086
Total Federal Revenue	0	152,912	1,142,222
Total Transfers	1,395,401	(752,787)	(6,709,970)
Total Loan Revenue	0	0	0
<b>Total General Fund Revenue</b>	<u>4,812,646</u>	<u>16,997,461</u>	<u>53,121,654</u>
<b>EXPENDITURES</b>			
Total Salaries	2,495,468	11,900,323	30,187,139
Total Benefits	672,488	3,118,415	7,972,085
Total Purchased Professional Services	161,220	535,317	5,754,228
Total Purchased Property Services	47,011	528,725	1,270,340
Total Other Purchased Services	928,979	4,285,452	1,353,005
Supplies & Materials	198,608	869,463	7,328,794
Property	9,511	37,630	113,333
Other Objects	2,030	72,636	57,625
Other Uses of Funds	25,063	25,063	26,500
Other	0	0	0
<b>Total General Fund Expenditures</b>	<u>4,540,379</u>	<u>21,373,024</u>	<u>54,063,050</u>
Beginning Fund Balance		6,340,069	
Fund Balance Year to Date		1,964,505	

\* Revenue and Expenditures for the month.

\*\*Revenue and Expenditures from July 1, 2012

\*\*\* Based on Adopted FY 2013 Budget

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

**GENERAL FUND**

	<u>Percent of 2012-2013</u>	<u>Prior Year to Date 2011-2012</u>	<u>Percent of 2011-2012</u>
<b>REVENUES</b>			
Total Local Revenue	4.92%	1,259,885	6.51%
Total Intermediate Revenue	182.44%	2,430	0.00%
Total County Revenue	0.00%	0	0.00%
Total State Revenue	42.08%	16,412,405	44.64%
Total Federal Revenue	13.39%	129,357	10.27%
Total Transfers	11.22%	(3,021,269)	46.12%
Total Loan Revenue	0.00%	0	0.00%
<b>Total General Fund Revenue</b>	<u><b>32.00%</b></u>	<u><b>14,782,808</b></u>	<u><b>29.09%</b></u>
<b>EXPENDITURES</b>			
Total Salaries	39.42%	11,952,667	40.45%
Total Benefits	39.12%	3,089,210	40.23%
Total Purchased Professional Services	9.30%	398,626	29.76%
Total Purchased Property Services	41.62%	481,240	46.29%
Total Other Purchased Services	316.74%	3,893,321	38.65%
Supplies & Materials	11.86%	808,618	27.05%
Property	33.20%	67,499	32.84%
Other Objects	126.05%	94,335	1.83%
Other Uses of Funds	94.58%	0	0.00%
Other	0.00%	0	0.00%
<b>Total General Fund Expenditures</b>	<u><b>39.53%</b></u>	<u><b>20,785,516</b></u>	<u><b>35.79%</b></u>

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

**OTHER FUNDS**

	Period* <u>Nov 1- Nov 30</u>	Year to Date** <u>2012-2013</u>	Budget*** <u>2012-2013</u>
<b>REVENUES</b>			
CPP/Preschool Fund	0	16,857	1,370,225
Governmental Grants Fund	390,050	986,017	3,397,336
Capital Reserve Fund	439,880	1,193,613	2,184,922
Insurance Reserve Fund	0	541,401	541,290
Bond Redemption Fund	25,126	48,173	3,037,550
Food Service Fund	1,775	68,425	2,247,584
Building Fund	0	801	732,275
Total Revenue, Other Funds	<u>856,831</u>	<u>2,855,288</u>	<u>13,511,182</u>
<b>EXPENDITURES</b>			
CPP/Preschool Fund	137,249	538,707	1,423,674
Governmental Grants Fund	238,915	1,028,504	3,397,336
Capital Reserve Fund	539,256	1,250,187	2,236,964
Insurance Reserve Fund	3,164	434,468	590,540
Bond Redemption Fund	752,346	752,346	4,946,235
Food Service Fund	148,763	639,638	2,426,984
Building Fund	135,878	9,861,749	24,848,734
Total Expenditures, Other Funds	<u>1,955,570</u>	<u>14,505,599</u>	<u>39,870,467</u>

\* Revenue and Expenditures for the month.  
 \*\*Revenue and Expenditures from July 1, 2012  
 \*\*\* Based on Adopted FY 2013 Budget

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

**OTHER FUNDS**

	<u>Percent of 2012-2013</u>	<u>Prior Year to Date 2011-2012</u>	<u>Percent of 2011-2012</u>
<b>REVENUES</b>			
CPP/Preschool Fund	0.00%	26,857	1.95%
Governmental Grants Fund	0.00%	870,116	20.11%
Capital Reserve Fund	20.13%	1,419,384	62.34%
Insurance Reserve Fund	0.00%	541,311	99.98%
Bond Redemption Fund	0.83%	66,548	2.19%
Food Service Fund	0.08%	463,460	22.13%
Buidling Fund	0.00%	7,886,223	0.30
<b>Total Revenue, Other Funds</b>	<u>21.13%</u>	<u>11,273,899</u>	<u>27.97%</u>
<b>EXPENDITURES</b>			
CPP/Preschool Fund	37.84%	648,964	46.51%
Governmental Grants Fund	0.00%	1,136,614	26.27%
Capital Reserve Fund	55.89%	1,372,200	50.81%
Insurance Reserve Fund	73.57%	520,785	87.50%
Bond Redemption Fund	15.21%	2,168,471	41.60%
Food Service Fund	26.36%	836,116	39.92%
Building Fund	39.69%	13,144,324	22.70%
<b>Total Expenditures, Other Funds</b>	<u>36.38%</u>	<u>19,827,474</u>	<u>26.71%</u>

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

**NEW AMERICA CHARTER**

	<u>Period*</u> <u>Oct 1- Oct 31</u>	<u>Year to Date**</u> <u>2012-2013</u>	<u>Budget***</u> <u>2012-2013</u>	<u>Percent of</u> <u>2012-2013</u>
Beginning Fund Balance			100,627	
<b>REVENUES</b>				
Per Pupil Funding	229,662	918,647	2,626,870	34.97%
At Risk Funding	0	0	0	0.00%
Risk/Cap Reserve	0	0	0	0.00%
Cap Reserve Grant Revenue	1,566	4,698	15,375	30.56%
CO Graduation Pathways	0	0	0	0.00%
ECEA	0	6,750	17,843	0.00%
ELPA	0	0	14,076	0.00%
IDEA	2,047	3,133	40,435	7.75%
Ed Jobs	0	0	0	0.00%
Comm Learning Ctr	0	5,662		
Misc Rev	0	351	40,000	0.88%
<b>Total Revenue</b>	<u>233,275</u>	<u>939,241</u>	<u>2,855,226</u>	<u>32.90%</u>
<b>EXPENDITURES</b>				
Salaries	87,970	292,263	1,037,712	28.16%
Benefits	26,717	83,444	292,787	28.50%
Purchased Services	110,666	454,539	1,249,928	36.37%
Supplies & Materials	4,482	39,042	152,980	25.52%
Equipment	0	1,702	30,000	5.67%
Other	0	1,386	91,819	1.51%
<b>Total Expenditures</b>	<u>229,835</u>	<u>872,376</u>	<u>2,855,226</u>	<u>30.55%</u>

\* The charter has a 25 day grace period for reporting

\*\*Revenue and Expenditures from July 1, 2012

\*\*\* Based on Original FY 2013 Budget

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 10</b>	<b>GENERAL FUND</b>				
	10-000-00-0000-8101-000-0000-00-3 Cash-US Bank	7,080,724.71	3,392,168.47	-1,172,576.74	5,908,147.97
	10-000-00-0000-8101-000-0000-02-3 Cash-North Valley Bank	.00	.00	.00	.00
	10-000-00-0000-8101-000-0000-03-3 Payroll Acct-US Bank	111,505.53	-1,926,292.31	-1,643,603.56	-1,532,098.03
	10-000-00-0000-8103-000-0000-01-3 Petty Cash-SKV Academy	400.00	.00	.00	400.00
	10-000-00-0000-8103-000-0000-02-3 Petty Cash-FREC	.00	.00	.00	.00
	10-000-00-0000-8103-000-0000-03-3 Petty Cash-MESA	1,000.00	.00	.00	1,000.00
	10-000-00-0000-8103-000-0000-04-3 Petty Cash-NORTH VALLEY SYA	.00	.00	.00	.00
	10-000-00-0000-8103-000-0000-05-3 Petty Cash-Explore Elem	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-08-3 Petty Cash-Support Service	150.00	.00	.00	150.00
	10-000-00-0000-8103-000-0000-11-3 Petty Cash-Achieve	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-12-3 Petty Cash-Adventure	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-13-3 Petty Cash-Clayton Partnership	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-14-3 Petty Cash-Enrichment	.00	.00	.00	.00
	10-000-00-0000-8103-000-0000-15-3 Petty Cash-Valley View	300.00	.00	.00	300.00
	10-000-00-0000-8103-000-0000-16-3 Petty Cash-Highland	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-17-3 Petty Cash-Meadow Community	300.00	.00	.00	300.00
	10-000-00-0000-8103-000-0000-18-3 Petty Cash-Monterey Community	300.00	.00	.00	300.00
	10-000-00-0000-8103-000-0000-19-3 Petty Cash-Preschool	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-21-3 Petty Cash-York Intl	600.00	.00	.00	600.00
	10-000-00-0000-8103-000-0000-31-3 Petty Cash-Skyview High School	850.00	.00	.00	850.00
	10-000-00-0000-8103-000-0000-32-3 Petty Cash-Skyview Athletics	.00	.00	.00	.00
	10-000-00-0000-8103-000-0000-35-3 Petty Cash-Mapleton Prep	300.00	.00	.00	300.00
	10-000-00-0000-8103-000-0000-36-3 Petty Cash-GLA	300.00	.00	.00	300.00
	10-000-00-0000-8103-000-0000-46-3 Petty Cash-Media Services	300.00	.00	.00	300.00
	10-000-00-0000-8103-000-0000-48-3 Petty Cash-Instr/Curriculum	500.00	.00	.00	500.00
	10-000-00-0000-8103-000-0000-50-3 Petty Cash-Public Relations	100.00	.00	.00	100.00
	10-000-00-0000-8103-000-0000-51-3 Petty Cash-Technology	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-53-3 Petty Cash-Off/Supt	500.00	.00	.00	500.00
	10-000-00-0000-8103-000-0000-57-3 Petty Cash-Staff Development	300.00	.00	.00	300.00
	10-000-00-0000-8103-000-0000-59-3 Petty Cash-Administration Offic	500.00	.00	.00	500.00
	10-000-00-0000-8103-000-0000-61-3 Petty Cash-Finance Office	200.00	.00	.00	200.00
	10-000-00-0000-8103-000-0000-62-3 Petty Cash-Fin/Central	800.00	.00	.00	800.00
	10-000-00-0000-8103-000-0000-65-3 Petty Cash-Transportation	.00	.00	.00	.00
	10-000-00-0000-8103-000-0000-66-3 Petty Cash-Maintenance	400.00	.00	.00	400.00
	10-000-00-0000-8103-000-0000-67-3 Petty Cash-Custodial	200.00	.00	.00	200.00
	10-000-00-0000-8111-000-0000-01-3 Investment-ColoTrust	2,532,962.15	-643,361.51	-235,310.32	2,297,651.83
	10-000-00-0000-8111-000-0000-04-3 Investment-Federal Home Loan Ba	.00	.00	.00	.00
	10-000-00-0000-8111-000-0000-08-3 Wells Farqo TAN Loan	.00	.00	.00	.00



Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 10</b>	<b>GENERAL FUND</b>				
10-000-00-0000-8103-000-0000-37-3	NVYAS Petty Cash	200.00	.00	.00	200.00
10-000-00-0000-8121-000-0000-00-3	Property Taxes Receivable	1,250,655.30	.00	-874,570.18	376,085.12
10-000-00-0000-8122-000-0000-00-3	Allow Uncollect Property Tax	.00	.00	.00	.00
10-000-00-0000-8141-000-0000-01-3	Due from Intergovernmental	.00	.00	.00	.00
10-000-00-0000-8141-000-0000-03-3	Due from State Gov't	.00	.00	.00	.00
10-000-00-0000-8141-000-3120-03-3	Accounts Receivable Voc Ed	.00	.00	.00	.00
10-000-00-0000-8153-000-0000-01-3	Accounts Receivable	135,207.32	.00	-167,016.77	-31,809.45
10-000-00-0000-8153-000-0000-02-3	Accounts Receivable-Retired	3,974.52	2,440.55	3,441.89	7,416.41
10-000-00-0000-8153-000-0000-03-3	Accounts Receivable-Employees	.00	.00	.00	.00
10-000-00-0000-8153-000-0000-04-3	Accounts Receivable-BOCES	.00	.00	.00	.00
10-000-00-0000-8181-000-0000-00-3	Prepaid Expenes	.00	.00	.00	.00
10-000-95-0000-8142-000-4010-00-3	Consolidated Title I Receivable	431,467.00	.00	-278,555.00	152,912.00
10-000-95-0000-8142-000-4389-00-3	Consolidated Federal ARRA Recei	.00	.00	.00	.00
10-000-00-0000-8132-000-0000-18-3	Due To/From Insurance Reserve F	.00	.00	.00	.00
10-000-00-0000-8132-000-0000-19-3	Due To/From C.P.P. Fund	-80,546.53	44,140.11	219,620.23	139,073.70
10-000-00-0000-8132-000-0000-22-3	Due To/From Gov't Grants Fund	562,437.99	-8,689.64	-402,471.99	159,966.00
10-000-00-0000-8132-000-0000-31-3	Due To/From Bond Redemption Fun	18.60	20,503.50	-18.60	.00
10-000-00-0000-8132-000-0000-41-3	Due to / From bldg fund	-36,623.34	47.64	74,677.31	38,053.97
10-000-00-0000-8132-000-0000-43-3	Due To/From Capital Reserve Fun	-97,243.90	-55,545.33	111,246.23	14,002.33
10-000-00-0000-8132-000-0000-51-3	Due To/From Food Service Fund	347.73	-4,775.52	137,671.74	138,019.47
	<b>Total Assets</b>	<b>11,904,787.08</b>	<b>820,635.96</b>	<b>-4,227,465.76</b>	<b>7,677,321.32</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 10</b>	<b>GENERAL FUND</b>				
	10-000-00-0000-7421-000-0000-00-3 Accounts Payable	.00	.00	-9,569.55	-9,569.55
	10-000-00-0000-7421-000-0000-01-3 Prior Yrs Accounts Payable	302,319.58	.00	-302,319.58	.00
	10-000-00-0000-7461-000-0000-00-3 Accrued Waqes and Benefits	.00	.00	.00	.00
	10-000-00-0000-7461-000-0000-01-3 Accrued Salaries-Summer Payment	3,379,782.36	.00	.00	3,379,782.36
	10-000-00-0000-7461-000-0000-02-3 Accrued PERA-Summer Payment	1,129,256.74	.00	.00	1,129,256.74
	10-000-00-0000-7461-000-0000-03-3 Accrued Vacation	.00	.00	.00	.00
	10-000-00-0000-7461-000-0000-04-3 Accrued Early Retirement	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-00-3 Due to State Gov't	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-01-3 Payable-PERA	.00	331,260.38	328,340.57	328,340.57
	10-000-00-0000-7471-000-0000-02-3 Payable-Federal Tax W/H	.00	134,319.01	134,319.01	134,319.01
	10-000-00-0000-7471-000-0000-03-3 Payable-State Tax W/H	.00	43,424.00	43,424.00	43,424.00
	10-000-00-0000-7471-000-0000-05-3 Payable-Kaiser	.00	-565.68	-20,660.79	-20,660.79
	10-000-00-0000-7471-000-0000-06-3 Payable-Disab Adm/Class	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-07-3 Payable-Executive Services	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-08-3 Payable-MEA Dues	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-09-3 Payable-Food Service Dues	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-10-3 Payable-Credit Union	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-11-3 Payable-Pace Dues	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-12-3 Payable-Group Life	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-13-3 Payable-Tax Sheltered Annuities	.00	7,457.59	7,457.59	7,457.59
	10-000-00-0000-7471-000-0000-14-3 Payable-United Way	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-15-3 Payable-Medicare	.00	39,711.60	39,711.60	39,711.60
	10-000-00-0000-7471-000-0000-16-3 Payable-CCSEA	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-17-3 Payable CASE Life	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-18-3 Payable-PERA Survivor Insurance	.00	650.00	1,326.00	1,326.00
	10-000-00-0000-7471-000-0000-19-3 Payable-CASE Dues	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-20-3 Payable-Cancer Care	.00	.00	-1,653.96	-1,653.96
	10-000-00-0000-7471-000-0000-21-3 Payable-Executive Svcs Life	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-22-3 Payable-Garnishment W/H	-798.43	-13.79	933.27	134.84
	10-000-00-0000-7471-000-0000-23-3 Payable-Dental	.00	-7,865.63	-69,578.18	-69,578.18
	10-000-00-0000-7471-000-0000-24-3 Payable-Vision-VSP	.00	-8.27	-117.65	-117.65
	10-000-00-0000-7471-000-0000-25-3 Payable-Clearing Account/Health	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-26-3 Payable-Mapleton Education Foun	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-27-3 Payable-Life Non-Cash	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-28-3 Payable-Long Term Hlth	.00	.00	.00	.00
	10-000-00-0000-7471-000-0000-29-3 Payable-Disab Certified	-2.55	.00	.00	-2.55
	10-000-00-0000-7471-000-0000-30-3 AFLAC - FSA	3,662.48	.00	4,385.19	8,047.67
	10-000-00-0000-7471-000-0000-31-3 Payable-Dependant Care & Health	.00	.00	-7,899.84	-7,899.84

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 10</b>	<b>GENERAL FUND</b>				
	10-000-00-0000-7481-000-0000-00-3 Deferred Revenue	745,463.00	.00	.00	745,463.00
	10-000-95-0000-7482-000-4010-00-3 Title I Deferred Revenue	5,035.00	.00	.00	5,035.00
	<b>Total Liabilities</b>	<b>5,564,718.18</b>	<b>548,369.21</b>	<b>148,097.68</b>	<b>5,712,815.86</b>
	10-000-00-0000-6750-000-0000-00-3 Committed Fund Balance	992,713.00	.00	.00	992,713.00
	10-000-00-0000-6721-000-0000-00-3 Restricted for Tabor 3% Reserve	1,599,619.00	.00	.00	1,599,619.00
	10-000-00-0000-6722-000-0000-00-3 Restricted for Multi-Yr Contrac	1,193,550.00	.00	.00	1,193,550.00
	10-000-00-0000-6760-000-0000-00-3 Assigned fund balance	307,200.00	.00	.00	307,200.00
	10-000-00-0000-9330-000-0000-00-3 Financial Crisis Restricted Res	.00	.00	.00	.00
	10-000-00-0000-6775-000-0000-00-3 Budgeted Fund Balance	-1,208,409.00	.00	267,012.68	-941,396.32
	10-000-00-0000-6770-000-0000-00-3 Unassigned fund balance	2,246,986.90	.00	.00	2,246,986.90
	<b>Total Equity</b>	<b>5,131,659.90</b>	<b>.00</b>	<b>267,012.68</b>	<b>5,398,672.58</b>
	10-000-00-0000-6780-000-0000-00-3 Estimated Revenues	-52,867,208.00	.00	-254,446.00	-53,121,654.00
	10-000-00-0000-6781-000-0000-00-3 Revenue Control	.00	4,812,645.91	16,997,460.83	16,997,460.83
	10-000-00-0000-6782-000-0000-00-3 Appropriations	54,075,617.00	.00	-12,566.68	54,063,050.32
	10-000-00-0000-6783-000-0000-00-3 Expenditure Control	.00	-4,540,379.16	-21,373,024.27	-21,373,024.27
	10-000-00-0000-6784-000-0000-00-3 Encumbrance Control	.00	244,497.15	-534,957.01	-534,957.01
	10-000-00-0000-6753-000-0000-00-3 Reserve for Encumbrances	.00	-244,497.15	534,957.01	534,957.01
	<b>Total Controls</b>	<b>1,208,409.00</b>	<b>272,266.75</b>	<b>-4,642,576.12</b>	<b>-3,434,167.12</b>
	<b>Total Equity and Control</b>	<b>6,340,068.90</b>	<b>272,266.75</b>	<b>-4,375,563.44</b>	<b>1,964,505.46</b>
	<b>Total Liabilities and Equity</b>	<b>11,904,787.08</b>	<b>820,635.96</b>	<b>-4,227,465.76</b>	<b>7,677,321.32</b>
	*Fund is in Balance	.00			

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Mapleton Public Schools

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Period Ending 11/30/12

Balance Sheet Summary

FJBAS01A

Account Period 05

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<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 11</b>	<b>CHARTER FUND</b>				
	11-935-00-0000-6780-000-0000-00-3 Estimated Revenue	.00	.00	.00	.00
	<b>Total Controls</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
	<b>Total Liabilities and Equity</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
	*Fund is in Balance	.00			

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 18</b>	<b>INSURANCE RESERVE FUND</b>				
	18-000-00-0000-8101-000-0000-00-3 Cash-North Valley Bank	54,811.05	-3,163.80	-2,608.89	52,202.16
	18-000-00-0000-8111-000-0000-00-3 Investment-Self Insurance Pool	.00	.00	.00	.00
	18-000-00-0000-8111-000-0000-01-3 Investment-ColoTrust	6,804.80	.00	108,540.31	115,345.11
	18-000-00-0000-8181-000-0000-00-3 Prepaid Expenes	.00	.00	.00	.00
	18-000-00-0000-8132-000-0000-10-3 Due To/From General Fund	.00	.00	.00	.00
	18-000-00-0000-8132-000-0000-43-3 Due To/From Cap Res Fund	.00	.00	.00	.00
	<b>Total Assets</b>	<b>61,615.85</b>	<b>-3,163.80</b>	<b>105,931.42</b>	<b>167,547.27</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 18</b>	<b>INSURANCE RESERVE FUND</b>				
18-000-00-0000-7421-000-0000-00-3	Accounts Payable	.00	.00	.00	.00
18-000-00-0000-7421-000-0000-01-3	Prior Yrs Accounts Payable	1,001.71	.00	-1,001.71	.00
	<b>Total Liabilities</b>	<b>1,001.71</b>	<b>.00</b>	<b>-1,001.71</b>	<b>.00</b>
18-000-00-0000-6766-000-0000-00-3	Restricted Insurance Reserve	.00	.00	.00	.00
18-000-00-0000-6730-000-0000-00-3	Reserved fund balance	.00	.00	.00	.00
18-000-00-0000-6775-000-0000-00-3	Budgeted Fund Balance	-49,250.00	.00	.00	-49,250.00
18-000-00-0000-6726-000-0000-00-3	Restricted fund balance	60,614.14	.00	.00	60,614.14
	<b>Total Equity</b>	<b>11,364.14</b>	<b>.00</b>	<b>.00</b>	<b>11,364.14</b>
18-000-00-0000-6780-000-0000-00-3	Estimated Revenues	-541,290.00	.00	.00	-541,290.00
18-000-00-0000-6781-000-0000-00-3	Revenue Control	.00	.00	541,401.39	541,401.39
18-000-00-0000-6782-000-0000-00-3	Appropriations	590,540.00	.00	.00	590,540.00
18-000-00-0000-6783-000-0000-00-3	Expenditure Control	.00	-3,163.80	-434,468.26	-434,468.26
18-000-00-0000-6784-000-0000-00-3	Encumbrance Control	.00	696.98	-5,793.33	-5,793.33
18-000-00-0000-6753-000-0000-00-3	Reserve for Encumbrances	.00	-696.98	5,793.33	5,793.33
	<b>Total Controls</b>	<b>49,250.00</b>	<b>-3,163.80</b>	<b>106,933.13</b>	<b>156,183.13</b>
	<b>Total Equity and Control</b>	<b>60,614.14</b>	<b>-3,163.80</b>	<b>106,933.13</b>	<b>167,547.27</b>
	<b>Total Liabilities and Equity</b>	<b>61,615.85</b>	<b>-3,163.80</b>	<b>105,931.42</b>	<b>167,547.27</b>

\*Fund is in Balance .00

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 19</b>	<b>C.P.P.</b>				
	19-000-00-0000-8101-000-0000-02-3 CPP Cash NVB	291,226.46	.00	72,446.93	363,673.39
	19-000-00-0000-8101-000-0000-03-3 Cash-CPP	-112,322.14	-96,774.34	-381,643.54	-493,965.68
	19-000-00-0000-8153-000-0000-00-3 Accounts Receivable	.00	.00	-1,000.00	-1,000.00
	19-000-00-0000-8132-000-0000-10-3 Due To/From General Fund	80,546.53	-45,091.47	-219,620.23	-139,073.70
	19-000-00-0000-8132-000-0000-22-3 Due To/From Gov't Grant Fund	-2,772.25	4,617.12	7,389.37	4,617.12
	19-000-00-0000-8132-000-0000-43-3 Due to/From 19 and 43	.00	.00	.00	.00
	<b>Total Assets</b>	<b>256,678.60</b>	<b>-137,248.69</b>	<b>-522,427.47</b>	<b>-265,748.87</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 19</b>	<b>C.P.P.</b>				
	19-000-00-0000-7421-000-0000-00-3 Accounts Payable	.00	.00	.00	.00
	19-000-00-0000-7421-000-0000-01-3 Prior Yrs Accounts Payable	577.64	.00	-577.64	.00
	19-000-00-0000-7461-000-0000-01-3 Accrued Salaries - Summer Payme	148,354.00	.00	.00	148,354.00
	19-000-00-0000-7461-000-0000-02-3 Accrued Benefits - Summer Payme	54,298.44	.00	.00	54,298.44
	<b>Total Liabilities</b>	<b>203,230.08</b>	<b>.00</b>	<b>-577.64</b>	<b>202,652.44</b>
	19-000-00-0000-6724-000-0000-00-3 Restricted CPP Reserve	53,448.52	.00	.00	53,448.52
	19-000-00-0000-6760-000-0000-00-3 Reserved fund balance	.00	.00	.00	.00
	19-000-00-0000-6775-000-0000-00-3 Budgeted Fund Balance	-55,000.00	.00	1,551.00	-53,449.00
	19-000-00-0000-6770-000-0000-00-3 Unreserved fund balance	.00	.00	.00	.00
	<b>Total Equity</b>	<b>-1,551.48</b>	<b>.00</b>	<b>1,551.00</b>	<b>-.48</b>
	19-000-00-0000-6780-000-0000-00-3 Estimated Revenues	-1,300,225.00	.00	-70,000.00	-1,370,225.00
	19-000-00-0000-6781-000-0000-00-3 Revenue Control	.00	.00	16,857.30	16,857.30
	19-000-00-0000-6782-000-0000-00-3 Appropriations	1,355,225.00	.00	68,449.00	1,423,674.00
	19-000-00-0000-6783-000-0000-00-3 Expenditure Control	.00	-137,248.69	-538,707.13	-538,707.13
	19-000-00-0000-6784-000-0000-00-3 Encumbrance Control	.00	-2,731.11	-3,419.01	-3,419.01
	19-000-00-0000-6753-000-0000-00-3 Reserve for Encumbrances	.00	2,731.11	3,419.01	3,419.01
	<b>Total Controls</b>	<b>55,000.00</b>	<b>-137,248.69</b>	<b>-523,400.83</b>	<b>-468,400.83</b>
	<b>Total Equity and Control</b>	<b>53,448.52</b>	<b>-137,248.69</b>	<b>-521,849.83</b>	<b>-468,401.31</b>
	<b>Total Liabilities and Equity</b>	<b>256,678.60</b>	<b>-137,248.69</b>	<b>-522,427.47</b>	<b>-265,748.87</b>
	*Fund is in Balance	.00			



Balance Sheet Summary

Account No/Description		Beginning Balance	Current Balance	YTD Balance	Ending Balance
<b>Fund 22</b>	<b>Governmentl Designated-Purpose Grant Fd</b>				
	22-000-00-0000-8101-000-0000-00-3 Cash-North Valley Bank	42,932.41	251,590.61	487,464.14	530,396.55
	22-000-00-0000-8111-000-0000-01-3 Investment-ColoTrust	15,758.69	.00	-6,992.38	8,766.31
	22-000-00-0000-8111-000-0000-04-3 Investment-CLASS	.00	.00	.00	.00
	22-577-00-0000-8103-000-0000-00-3 Petty Cash-Chapter I	.00	.00	.00	.00
	22-000-00-0000-8142-000-1000-01-3 Due from Federal Gov't	.00	.00	.00	.00
	22-000-00-0000-8142-000-1000-02-3 Due from State Gov't	.00	.00	.00	.00
	22-000-00-0000-8142-000-5010-01-3 Supp Summer School Accounts Rec	.00	.00	.00	.00
	22-000-00-0000-8142-000-5010-02-3 Tiered Inter Accounts Receivabl	.00	.00	.00	.00
	22-000-00-0000-8142-000-5360-00-3 Colorado Grad Pathways Accts Re	15,167.00	-9,670.00	-8,917.00	6,250.00
	22-000-00-0000-8142-000-5377-00-3 Tiered Intervention A/R	94,416.00	-31,490.00	-43,596.00	50,820.00
	22-000-00-0000-8153-000-0000-01-3 Accounts Receivable	.00	.00	.00	.00
	22-121-00-0000-8142-000-3901-01-3 Accounts Receivable Summer Scho	.00	.00	.00	.00
	22-129-00-0000-8142-000-5184-01-3 Accounts Receivable SS/HS	.00	.00	.00	.00
	22-183-00-0000-8142-000-0183-01-3 Accounts Receivable School Read	.00	.00	.00	.00
	22-187-00-0000-8142-000-4173-01-3 Accounts Receivable Early Child	6,746.00	-2.00	-6,746.00	.00
	22-188-00-0000-8142-000-8600-01-3 Accounts Receivable Headstart	43,968.00	.00	-43,968.00	.00
	22-244-00-0000-8142-000-7076-01-3 Accounts Receivable NSF	.00	.00	.00	.00
	22-245-00-0000-8142-000-7076-01-3 Accounts Receivable NSF2	.00	.00	.00	.00
	22-246-00-0000-8142-000-7076-00-3 NSF3 Accounts Receivable	29,631.13	.00	-29,631.13	.00
	22-304-00-0000-8142-000-0304-01-3 Accounts Receivable New Tech	.00	.00	.00	.00
	22-328-00-0000-8142-000-0331-01-3 Accounts Receivable El Pomar	.00	.00	.00	.00
	22-334-00-0000-8142-000-0334-01-3 Accounts Receivable CSSI	.00	.00	.00	.00
	22-496-00-0000-8142-000-4048-01-3 Accounts Receivable Secondary B	.00	.00	.00	.00
	22-504-00-0000-8142-000-4027-00-3 Title VI-B IDEA Mapleton A/R	245,194.00	-63,366.00	-245,194.00	.00
	22-545-00-0000-8142-000-4410-00-3 Job Bill Grant Accounts Receiva	.00	.00	.00	.00
	22-553-00-0000-8142-000-4186-01-3 Accounts Receivable Title IV	.00	.00	.00	.00
	22-560-00-0000-8142-000-4365-01-3 Accounts Receivable Title III	47,681.00	.00	-22,834.00	24,847.00
	22-561-00-0000-8142-000-4318-01-3 Accounts Receivable Title IID	.00	.00	.00	.00
	22-562-00-0000-8142-000-7365-01-3 Accounts Receivable Title III	.00	.00	.00	.00
	22-563-00-0000-8142-000-4386-00-3 ARRA Title IID Accounts Receiva	.00	.00	.00	.00
	22-577-00-0000-8142-000-4010-01-3 Accounts Receivable Title I	.00	.00	.00	.00
	22-578-00-0000-8142-000-4011-01-3 Accounts Receivable Title I Par	400.76	.00	-400.00	.76
	22-579-00-0000-8142-000-5010-01-3 Accounts Receivable Title I Rea	.00	.00	.00	.00
	22-580-00-0000-8142-000-5010-01-3 Accounts Receivable Title I Par	.00	.00	.00	.00
	22-582-00-0000-8142-000-4367-01-3 Accounts Receivable Title IIA	59,915.00	.00	-59,915.00	.00
	22-583-00-0000-8142-000-5010-01-3 Accounts Receivable Title IIA	.00	.00	.00	.00
	22-584-00-0000-8142-000-5010-01-3 Accounts Receivable Title IA R&	.00	.00	.00	.00
	22-586-00-0000-8142-000-0342-01-3 Accounts Receivable Rose	.00	.00	.00	.00

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 22</b>	<b>Governmentl Designated-Purpose Grant Fd</b>				
	22-730-00-0000-8142-000-1410-00-3 CHF PE Proqram A/R	.00	.00	.00	.00
	22-000-00-0000-8142-000-0121-00-3 Boettcher Foundation A/R	.00	.00	.00	.00
	22-000-00-0000-8142-000-0122-00-3 Wal-Mart Foundation A/R	.00	.00	.00	.00
	22-000-00-0000-8142-000-0135-00-3 Kohl's Foundation A/R	7,500.00	.00	-7,500.00	.00
	22-000-00-0000-8142-000-4413-00-3 Race to the Top A/R	52,254.00	.00	.00	52,254.00
	22-000-00-0000-8142-000-5010-03-3 Prevention Integration A/R	5,026.00	.00	-5,026.00	.00
	22-000-00-0000-8142-000-5360-01-3 Colo Grad Paths New America Acc	14,989.00	.00	-14,989.00	.00
	22-000-00-0000-8142-000-7218-00-3 Adams Cty Comm Dev Accts Rec	517,085.05	.00	-517,084.90	.15
	22-186-00-0000-8142-000-4392-00-3 ARRA Preschool Accounts Receiva	.00	.00	.00	.00
	22-306-00-0000-8142-000-3192-00-3 Counselor Corp Accounts Receiva	.00	.00	.00	.00
	22-461-00-0000-8142-000-4027-00-3 Title VI-B IDEA Connections A/R	.00	.00	.00	.00
	22-502-00-0000-8141-000-0123-00-3 Kanter/Kallman Fnd A/R	.00	.00	.00	.00
	22-505-00-0000-8142-000-4391-00-3 ARRA Title VIB Accts Rec	6.00	.00	.00	6.00
	22-520-00-0000-8142-000-0520-00-3 MEF Teacher Scholarships A/R	5,278.52	.00	-5,278.52	.00
	22-576-00-0000-8142-000-4389-00-3 ARRA Title I Part A Accts Rec	.00	.00	.00	.00
	22-599-00-0000-8142-000-3183-00-3 EARS Accounts Receivable	219.10	.00	-219.10	.00
	22-935-00-0000-8142-000-4027-00-3 Title VI-B IDEA New America A/R	.00	.00	.00	.00
	22-000-00-0000-8132-000-0000-10-3 Due To/From General Fund	-562,437.99	8,689.64	402,494.97	-159,943.02
	22-000-00-0000-8132-000-0000-19-3 Due To/From C P P Fund	2,772.25	-4,617.12	-7,389.37	-4,617.12
	22-000-00-0000-8132-000-0000-43-3 Due To/From Capital Reserve	-7,000.00	.00	7,000.00	.00
	22-000-00-0000-8132-000-0000-51-3 Due To/From Food Service	.00	.00	.00	.00
	<b>Total Assets</b>	<b>637,501.92</b>	<b>151,135.13</b>	<b>-128,721.29</b>	<b>508,780.63</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 22</b>	<b>Governmentl Designated-Purpose Grant Fd</b>				
	22-000-00-0000-7421-000-0000-00-3 Accounts Payable	.00	.00	.00	.00
	22-000-00-0000-7421-000-0000-01-3 Prior Yrs Accounts Payable	86,233.93	.00	-86,233.93	.00
	22-000-00-0000-7461-000-0000-01-3 Accrued Salaries-Summer Payment	230,910.58	.00	.00	230,910.58
	22-000-00-0000-7461-000-0000-02-3 Accrued Benefits-Summer Payment	61,776.62	.00	.00	61,776.62
	22-000-00-0000-7482-000-1000-00-3 Deferred Revenue	.00	.00	.00	.00
	22-115-00-0000-7482-000-0171-00-3 Partnership for Great Schools D	15,000.00	.00	.00	15,000.00
	22-119-00-0000-7482-000-3150-00-3 Gifted & Talented Deferred Reve	3,503.45	.00	.00	3,503.45
	22-121-00-0000-7482-000-3901-00-3 Deferred Revenue Summer School	.00	.00	.00	.00
	22-155-00-0000-7482-000-3951-00-3 Deferred Revenue Explore Arts	.00	.00	.00	.00
	22-183-00-0000-7482-000-0183-00-3 Deferred Revenue School Ready	950.40	.00	.00	950.40
	22-187-00-0000-7482-000-4173-00-3 Deferred Revenue IDEA	.00	.00	.00	.00
	22-188-00-0000-7482-000-8600-00-3 Deferred Revenue Headstart	62,800.55	.00	.00	62,800.55
	22-194-00-0000-7482-000-0194-00-3 Deferred Revenue Friedman	.00	.00	.00	.00
	22-304-00-0000-7482-000-0304-00-3 Deferred Rev New Tech	.00	.00	.00	.00
	22-306-00-0000-7482-000-3192-00-3 Deferred Revenue Counselor Corp	30,831.88	.00	.00	30,831.88
	22-307-00-0000-7482-000-0307-00-3 Deferred Revenue MESA Grant	.00	.00	.00	.00
	22-307-00-0000-7482-000-0307-03-3 Breech Foundation Deferred Reve	.00	.00	.00	.00
	22-308-00-0000-7482-000-0308-00-3 Deferred Revenue Qwest/Tech	.00	.00	.00	.00
	22-310-00-0000-7482-000-1310-00-3 Deferred Revenue Truancy Red	.00	.00	.00	.00
	22-334-00-0000-7482-000-0334-00-3 Deferred Revenue CSSI	.00	.00	.00	.00
	22-340-00-0000-7482-000-0340-00-3 Deferred Revenue CES	.00	.00	.00	.00
	22-341-00-0000-7482-000-0341-00-3 Deferred Revenue CES2	.00	.00	.00	.00
	22-496-00-0000-7482-000-4048-00-3 Deferred Revenue Secondary Basi	.00	.00	.00	.00
	22-502-00-0000-7482-000-0502-00-3 Deferred Revenue MESA Grant	.00	.00	.00	.00
	22-520-00-0000-7482-000-0520-00-3 MEF Teacher Scholarships Def Re	.00	.00	.00	.00
	22-521-00-0000-7482-000-0303-00-3 Deferred Revenue Rose MESA	13,500.00	.00	.00	13,500.00
	22-530-00-0000-7482-000-0150-00-3 Rose Community Foundation Def R	13,470.00	.00	.00	13,470.00
	22-546-00-0000-7482-000-3952-00-3 Deferred Revenue Medicaid	.00	.00	.00	.00
	22-553-00-0000-7482-000-4186-00-3 Deferred Revenue Druq Free	.00	.00	.00	.00
	22-578-00-0000-7482-000-4011-00-3 Deferred Revenue Title I Part C	.00	.00	.00	.00
	22-581-00-0000-7482-000-4298-00-3 Deferred Revenue Title V	3,496.00	.00	.00	3,496.00
	22-599-00-0000-7482-000-3183-00-3 Deferred Revenue EARS	367.75	.00	.00	367.75
	22-610-00-0000-7482-000-0173-00-3 CAPER Deferred Revenue	.00	.00	.00	.00
	22-708-00-0000-7482-000-1161-00-3 State Breakfast Deferred Revenu	.00	.00	.00	.00
	22-000-00-0000-7482-000-0120-00-3 CenturyLink Def Rev	4,620.00	.00	.00	4,620.00
	22-000-00-0000-7482-000-0121-00-3 Boettcher Foundation Def Rev	.00	.00	.00	.00
	22-000-00-0000-7482-000-0122-00-3 Wal-Mart Foundation Def Rev	.00	.00	.00	.00
	22-000-00-0000-7482-000-0125-00-3 Technology Grant Def Rev	4,321.13	.00	.00	4,321.13

Balance Sheet Summary

Account No/Description		Beginning Balance	Current Balance	YTD Balance	Ending Balance
<b>Fund 22</b>	<b>Governmentl Designated-Purpose Grant Fd</b>				
	22-000-00-0000-7482-000-0155-00-3 Gooqle Grant Def Rev	.00	.00	.00	.00
	22-000-00-0000-7482-000-0155-01-3 Gooqle/E-Reader Def Rev	2,700.00	.00	.00	2,700.00
	22-000-00-0000-7482-000-0160-00-3 Amqen Foundation Deferred Reven	.00	.00	.00	.00
	22-000-00-0000-7482-000-1400-00-3 Colorado Health Foundation Def	73,359.00	.00	.00	73,359.00
	22-000-00-0000-7482-000-5360-01-3 Colo Grad Paths NA Def Rev	.00	.00	.00	.00
	22-305-00-0000-7482-000-0305-00-3 Morgridge Foundation Deferred R	.00	.00	.00	.00
	22-502-00-0000-7481-000-0123-00-3 Kanter/Kallman Fnd Def Rev	.00	.00	.00	.00
	22-512-00-0000-7482-000-7724-00-3 CPPW Wellness - GLA Playground	.00	.00	.00	.00
	22-520-00-0000-7482-000-0175-00-3 MEF Science Grant Deferred Rev	.00	.00	.00	.00
	22-586-00-0000-7482-000-0342-00-3 ROSE DEFERRED REVENUE	.00	.00	.00	.00
	22-590-00-0000-7482-000-0130-00-3 Larrk Found Def Rev	13,723.02	.00	.00	13,723.02
	22-673-00-0000-7482-000-0545-00-3 Anschutz Foundation Def Rev	1,828.55	.00	.00	1,828.55
	22-730-00-0000-7482-000-1410-00-3 CHF PE Proqram Def Rev	13,872.25	.00	.00	13,872.25
	22-580-00-0000-7482-000-5010-00-3 Deferred Revenue	236.81	.00	.00	236.81
	<b>Total Liabilities</b>	<b>637,501.92</b>	<b>.00</b>	<b>-86,233.93</b>	<b>551,267.99</b>
	22-000-00-0000-6760-000-0000-00-3 Reserved fund balance	.00	.00	.00	.00
	22-000-00-0000-6775-000-0000-00-3 Budgeted Fund Balance	.00	.00	.00	.00
	22-000-00-0000-6770-000-0000-00-3 Unreserved fund balance	.00	.00	.00	.00
	<b>Total Equity</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
	22-000-00-0000-6780-000-0000-00-3 Estimated Revenues	-3,051,686.03	-280,654.20	-345,649.58	-3,397,335.61
	22-000-00-0000-6781-000-0000-00-3 Revenue Control	.00	390,050.00	986,016.78	986,016.78
	22-000-00-0000-6782-000-0000-00-3 Appropriations	3,051,686.03	280,654.20	345,649.58	3,397,335.61
	22-000-00-0000-6783-000-0000-00-3 Expenditure Control	.00	-238,914.87	-1,028,504.14	-1,028,504.14
	22-000-00-0000-6784-000-0000-00-3 Encumbrance Control	.00	-132,762.37	-205,390.38	-205,390.38
	22-000-00-0000-6753-000-0000-00-3 Reserve for Encumbrances	.00	132,762.37	205,390.38	205,390.38
	<b>Total Controls</b>	<b>.00</b>	<b>151,135.13</b>	<b>-42,487.36</b>	<b>-42,487.36</b>
	<b>Total Equity and Control</b>	<b>.00</b>	<b>151,135.13</b>	<b>-42,487.36</b>	<b>-42,487.36</b>
	<b>Total Liabilities and Equity</b>	<b>637,501.92</b>	<b>151,135.13</b>	<b>-128,721.29</b>	<b>508,780.63</b>

\*Fund is in Balance .00

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 31</b>	<b>Bond Redemption Fund</b>				
	31-000-00-0000-8101-000-0000-00-3 Cash-Colorado National Bank	.00	.00	.00	.00
	31-000-00-0000-8111-000-0000-01-3 Investment-ColoTrust	.00	.00	.00	.00
	31-000-00-0000-8111-000-0000-02-3 Investment-Piper Jaffray	.00	.00	.00	.00
	31-000-00-0000-8111-000-0000-04-3 Investment-US Bancorp/Piper Jaf	.00	.00	.00	.00
	31-000-00-0000-8111-000-0000-05-3 US Bancorp-Dreyfus	.00	.00	.00	.00
	31-000-00-0000-8111-000-0000-06-3 Cash Held with Trustee	896,535.96	.00	549,083.52	1,445,619.48
	31-000-00-0000-8111-000-0000-07-3 US Bank Custodial Account	1,139,698.88	-727,219.92	-1,135,715.55	3,983.33
	31-000-00-0000-8111-000-0000-08-3 Bond Refunding Escrow	.00	.00	.00	.00
	31-000-00-0000-8121-000-0000-00-3 Property Taxes Receivable	233,379.12	.00	-117,559.12	115,820.00
	31-000-00-0000-8132-000-0000-10-3 Due To/From From General Fund	-18.60	.00	18.60	.00
	<b>Total Assets</b>	<b>2,269,595.36</b>	<b>-727,219.92</b>	<b>-704,172.55</b>	<b>1,565,422.81</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 31</b>	<b>Bond Redemption Fund</b>				
	31-000-00-0000-7421-000-0000-00-3 Accounts Payable	.00	.00	.00	.00
	31-000-00-0000-7441-000-0000-00-3 Matured Coupons Payable	.00	.00	.00	.00
	31-000-00-0000-7455-000-0000-00-3 Accrued Interest Payable	.00	.00	.00	.00
	31-000-00-0000-7481-000-0000-00-3 Deferred Revenue	139,100.00	.00	.00	139,100.00
	<b>Total Liabilities</b>	<b>139,100.00</b>	<b>.00</b>	<b>.00</b>	<b>139,100.00</b>
	31-000-00-0000-6720-000-0000-00-3 Restricted Fund Balance	.00	.00	.00	.00
	31-000-00-0000-6775-000-0000-00-3 Budgeted Fund Balance	-1,908,685.00	.00	.00	-1,908,685.00
	31-000-00-0000-6760-000-0000-01-3 Restructed fund balance	2,130,495.36	.00	.00	2,130,495.36
	31-000-00-0000-6770-000-0000-00-3 Undesignated Fund Balance	.00	.00	.00	.00
	<b>Total Equity</b>	<b>221,810.36</b>	<b>.00</b>	<b>.00</b>	<b>221,810.36</b>
	31-000-00-0000-6780-000-0000-00-3 Estimated Revenues	-3,037,550.00	.00	.00	-3,037,550.00
	31-000-00-0000-6781-000-0000-00-3 Revenue Control	.00	25,125.82	48,173.19	48,173.19
	31-000-00-0000-6782-000-0000-00-3 Appropriations	4,946,235.00	.00	.00	4,946,235.00
	31-000-00-0000-6783-000-0000-00-3 Expenditure Control	.00	-752,345.74	-752,345.74	-752,345.74
	31-000-00-0000-6784-000-0000-00-3 Encumbrance Control	.00	.00	.00	.00
	31-000-00-0000-6753-000-0000-00-3 Reserve for Encumbrances	.00	.00	.00	.00
	<b>Total Controls</b>	<b>1,908,685.00</b>	<b>-727,219.92</b>	<b>-704,172.55</b>	<b>1,204,512.45</b>
	<b>Total Equity and Control</b>	<b>2,130,495.36</b>	<b>-727,219.92</b>	<b>-704,172.55</b>	<b>1,426,322.81</b>
	<b>Total Liabilities and Equity</b>	<b>2,269,595.36</b>	<b>-727,219.92</b>	<b>-704,172.55</b>	<b>1,565,422.81</b>
	*Fund is in Balance	.00			

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 41</b>	<b>Building Fund</b>				
41-000-00-0000-8111-000-0000-00-3	Building Fund Cash C-Safe	2,041,698.79	-135,830.38	-1,779,140.04	262,558.75
41-805-00-0000-8105-000-0000-00-3	Cash with Fiscal Agent	22,031,271.00	.00	-11,246,693.75	10,784,577.25
41-000-00-0000-8142-000-3188-00-3	BEST Grant Receivable	12,868.20	.00	-12,868.20	.00
41-000-00-0000-8132-000-0000-10-3	Due To From General Fund	36,623.34	-47.64	-74,677.31	-38,053.97
41-000-00-0000-8132-000-0000-43-3	Due to/from	.00	.00	.00	.00
	<b>Total Assets</b>	<b>24,122,461.33</b>	<b>-135,878.02</b>	<b>-13,113,379.30</b>	<b>11,009,082.03</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 41</b>	<b>Building Fund</b>				
	41-000-00-0000-7421-000-0000-00-3 Accounts Payable	.00	.00	-2,970,923.39	-2,970,923.39
	41-000-00-0000-7421-000-0000-01-3 Prior Yrs Accounts Payable	3,252,431.70	.00	-281,508.31	2,970,923.39
	41-805-00-0000-7432-000-3188-00-3 Construction Contracts Payable-	.00	.00	.00	.00
	<b>Total Liabilities</b>	<b>3,252,431.70</b>	<b>.00</b>	<b>-3,252,431.70</b>	<b>.00</b>
	41-000-00-0000-6726-000-0000-00-3 Restricted Fund Balance	20,860,164.21	.00	.00	20,860,164.21
	41-000-00-0000-6775-000-0000-00-3 Budgeted Fund Balance	-24,116,458.86	.00	.00	-24,116,458.86
	41-000-00-0000-6770-000-0000-00-3 Undesignated Fund Balance	9,865.42	.00	.00	9,865.42
	<b>Total Equity</b>	<b>-3,246,429.23</b>	<b>.00</b>	<b>.00</b>	<b>-3,246,429.23</b>
	41-000-00-0000-6780-000-0000-00-3 Estimated revenue	-732,275.00	.00	.00	-732,275.00
	41-000-00-0000-6781-000-0000-00-3 Revenue Control	.00	.00	801.40	801.40
	41-000-00-0000-6782-000-0000-00-3 appropriations	24,848,733.86	.00	.00	24,848,733.86
	41-000-00-0000-6783-000-0000-00-3 Expenditure Control	.00	-135,878.02	-9,861,749.00	-9,861,749.00
	41-000-00-0000-6784-000-0000-00-3 Encumbrance	.00	88,807.85	-444,879.62	-444,879.62
	41-000-00-0000-6753-000-0000-00-3 Reserve for Encumbrances	.00	-88,807.85	444,879.62	444,879.62
	<b>Total Controls</b>	<b>24,116,458.86</b>	<b>-135,878.02</b>	<b>-9,860,947.60</b>	<b>14,255,511.26</b>
	<b>Total Equity and Control</b>	<b>20,870,029.63</b>	<b>-135,878.02</b>	<b>-9,860,947.60</b>	<b>11,009,082.03</b>
	<b>Total Liabilities and Equity</b>	<b>24,122,461.33</b>	<b>-135,878.02</b>	<b>-13,113,379.30</b>	<b>11,009,082.03</b>
	*Fund is in Balance	.00			



Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 43</b>	<b>CAPITAL RESERVE FUND</b>				
43-000-00-0000-8101-000-0000-00-3	Cash-North Valley Bank	50,825.45	-91,644.75	14,524.50	65,349.95
43-000-00-0000-8111-000-0000-01-3	Investment-ColoTrust	13,116.63	-31,588.00	47,147.84	60,264.47
43-000-00-0000-8111-000-0000-02-3	Investment-US Bank Debt Svc Res	420,537.50	.00	.00	420,537.50
43-000-00-0000-8111-000-0000-03-3	Investment-US Bank Interest Fun	4.22	.00	.00	4.22
43-000-00-0000-8111-000-0000-04-3	Investment-CLASS	.00	.00	.00	.00
43-000-00-0000-8111-000-0000-05-3	Unrestricted Cash	.00	.00	.00	.00
43-000-00-0000-8111-000-0000-06-3	Investment-Wells Farqo	.00	.00	.00	.00
43-000-00-0000-8111-000-0000-07-3	Investment-Wells Farqo (Tech)	.00	.00	.00	.00
43-000-00-0000-8111-000-0000-08-3	Investment-New Tech High	.00	.00	.00	.00
43-000-00-0000-8111-000-0000-09-3	Investment-Wells Farqo (Buses)	.00	.00	.00	.00
43-000-00-0000-8153-000-0000-00-3	Accounts Receivable	.00	.00	.00	.00
43-000-00-0000-8181-000-0000-00-3	Prepaid Expenes	.00	.00	.00	.00
43-000-00-0000-8142-000-3189-00-3	BEST Roofing Receivable	.00	.00	.00	.00
43-000-00-0000-8132-000-0000-10-3	Due To/From General Fund	97,243.90	23,857.02	-111,246.23	-14,002.33
43-000-00-0000-8132-000-0000-18-3	Due To/From Ins Res Fund	.00	.00	.00	.00
43-000-00-0000-8132-000-0000-19-3	Due to/from CPP	.00	.00	.00	.00
43-000-00-0000-8132-000-0000-22-3	Due To/From Governmental Grants	7,000.00	.00	-7,000.00	.00
43-000-00-0000-8132-000-0000-41-3	Due to/from	.00	.00	.00	.00
	<b>Total Assets</b>	<b>588,727.70</b>	<b>-99,375.73</b>	<b>-56,573.89</b>	<b>532,153.81</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 43</b>	<b>CAPITAL RESERVE FUND</b>				
43-000-00-0000-7421-000-0000-00-3	Accounts Payable	.00	.00	.00	.00
43-000-00-0000-7421-000-0000-01-3	Prior Yrs Accounts Payable	.00	.00	.00	.00
43-000-00-0000-7481-000-0000-00-3	Deferred Property Tax Revenue	.00	.00	.00	.00
43-000-00-0000-7481-000-0000-01-3	Deferred Revenue	116,126.10	.00	.00	116,126.10
43-000-00-0000-7531-000-0000-00-3	Obligation-Capital Leases	.00	.00	.00	.00
	<b>Total Liabilities</b>	<b>116,126.10</b>	<b>.00</b>	<b>.00</b>	<b>116,126.10</b>
43-000-00-0000-6726-000-0000-00-3	Reserved fund balance	254,985.60	.00	.00	254,985.60
43-000-00-0000-6775-000-0000-00-3	Budgeted Fund Balance	-271,114.00	.00	219,072.00	-52,042.00
43-000-00-0000-6770-000-0000-00-3	Unreserved fund balance	217,616.00	.00	.00	217,616.00
	<b>Total Equity</b>	<b>201,487.60</b>	<b>.00</b>	<b>219,072.00</b>	<b>420,559.60</b>
43-000-00-0000-6780-000-0000-00-3	Estimated Revenues	-1,865,850.00	.00	-319,072.00	-2,184,922.00
43-000-00-0000-6781-000-0000-00-3	Revenue Control	.00	439,880.25	1,193,613.37	1,193,613.37
43-000-00-0000-6782-000-0000-00-3	Appropriations	2,136,964.00	.00	100,000.00	2,236,964.00
43-000-00-0000-6783-000-0000-00-3	Expenditure Control	.00	-539,255.98	-1,250,187.26	-1,250,187.26
43-000-00-0000-6784-000-0000-00-3	Encumbrance Control	.00	-68,094.08	-93,186.85	-93,186.85
43-000-00-0000-6753-000-0000-00-3	Reserve for Encumbrances	.00	68,094.08	93,186.85	93,186.85
	<b>Total Controls</b>	<b>271,114.00</b>	<b>-99,375.73</b>	<b>-275,645.89</b>	<b>-4,531.89</b>
	<b>Total Equity and Control</b>	<b>472,601.60</b>	<b>-99,375.73</b>	<b>-56,573.89</b>	<b>416,027.71</b>
	<b>Total Liabilities and Equity</b>	<b>588,727.70</b>	<b>-99,375.73</b>	<b>-56,573.89</b>	<b>532,153.81</b>
	*Fund is in Balance	.00			

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning Balance</u>	<u>Current Balance</u>	<u>YTD Balance</u>	<u>Ending Balance</u>
<b>Fund 51</b>	<b>Nutrition Service Fund</b>				
51-000-00-0000-8101-000-0000-00-3	Cash-North Valley Bank	622,935.69	39,851.20	-249,860.76	373,074.93
51-000-00-0000-8101-000-0000-01-3	Cash-North Valley Bank School P	30,404.46	.00	5,034.07	35,438.53
51-000-00-0000-8103-000-0000-00-3	Petty Cash	825.00	.00	.00	825.00
51-000-00-0000-8103-000-0000-51-3	Petty Cash-Office	200.00	.00	300.00	500.00
51-000-00-0000-8111-000-0000-01-3	Investment-ColoTrust	1,059,782.29	.00	461.37	1,060,243.66
51-000-00-0000-8141-000-0000-00-3	Due from State	.00	.00	.00	.00
51-000-00-0000-8141-000-0000-01-3	Due from Federal Gov't	.00	.00	.00	.00
51-000-00-0000-8141-000-0000-02-3	Receivable From Fed Govt	.00	.00	.00	.00
51-000-00-0000-8141-000-0000-03-3	Receivable-State of Colorado	.00	.00	.00	.00
51-000-00-0000-8153-000-0000-01-3	Accounts Receivable	12,133.45	.00	-12,133.45	.00
51-000-00-0000-8154-000-0000-01-3	Uncollected meal costs	.00	.00	.00	.00
51-000-00-0000-8171-000-0000-04-3	Commodity Received from Federal	.00	.00	.00	.00
51-000-00-0000-8171-000-0000-05-3	Prior Years Inventory Adjustmen	.00	.00	.00	.00
51-000-00-0000-8231-000-0000-00-3	Building Improvements	54,857.62	.00	.00	54,857.62
51-000-00-0000-8241-000-0000-00-3	Equipment over \$5000	273,673.75	.00	.00	273,673.75
51-113-00-0000-8153-000-0000-00-3	MDW Accounts Receivable	.00	.00	.00	.00
51-113-00-0000-8171-000-0000-00-3	MDW Inventory	.00	.00	.00	.00
51-113-00-0000-8171-000-0000-01-3	MDW Food Inventory	3,942.50	5,388.28	16,034.27	19,976.77
51-113-00-0000-8171-000-0000-02-3	MDW Non Food Inventory	114.56	.00	.00	114.56
51-114-00-0000-8153-000-0000-00-3	MNT Accounts Receivable	.00	.00	.00	.00
51-114-00-0000-8171-000-0000-00-3	MNT Inventory	.00	.00	2,123.35	2,123.35
51-114-00-0000-8171-000-0000-01-3	MNT Food Inventory	4,455.85	6,203.91	26,925.57	31,381.42
51-114-00-0000-8171-000-0000-02-3	MNT Non Food Inventory	1,333.50	.00	334.83	1,668.33
51-115-00-0000-8153-000-0000-00-3	VV Accounts Receivable	.00	.00	.00	.00
51-115-00-0000-8171-000-0000-00-3	VV Inventory	.00	.00	.00	.00
51-115-00-0000-8171-000-0000-01-3	VV Food Inventory	1,981.99	5,916.91	20,237.50	22,219.49
51-115-00-0000-8171-000-0000-02-3	VV Non Food Inventory	674.75	.00	.00	674.75
51-116-00-0000-8153-000-0000-00-3	WH Accounts Receivable	.00	.00	.00	.00
51-116-00-0000-8171-000-0000-00-3	WH Inventory	.00	.00	.00	.00
51-116-00-0000-8171-000-0000-01-3	WH Food Inventory	2,136.64	5,096.41	16,441.59	18,578.23
51-116-00-0000-8171-000-0000-02-3	WH Non Food Inventory	279.87	.00	88.62	368.49
51-151-00-0000-8153-000-0000-00-3	BH Accounts Receivable	.00	.00	.00	.00
51-151-00-0000-8171-000-0000-00-3	BH Inventory	.00	.00	.00	.00
51-151-00-0000-8171-000-0000-01-3	BH Food Inventory	1,803.67	7,405.06	22,371.97	24,175.64
51-151-00-0000-8171-000-0000-02-3	BH Non Food Inventory	447.97	.00	160.50	608.47
51-155-00-0000-8153-000-0000-00-3	Explore Accounts Receivable	.00	.00	.00	.00
51-155-00-0000-8171-000-0000-00-3	Explore Inventory	.00	.00	.00	.00
51-155-00-0000-8171-000-0000-01-3	Explore Food Inventory	2,435.73	4,655.85	14,709.85	17,145.58

Balance Sheet Summary

Account No/Description		Beginning Balance	Current Balance	YTD Balance	Ending Balance
<b>Fund 51</b>	<b>Nutrition Service Fund</b>				
	51-155-00-0000-8171-000-0000-02-3 Explore Non Food Inventory	1,031.41	.00	.00	1,031.41
	51-181-00-0000-8153-000-0000-00-3 MELC Accounts Receivable	.00	.00	.00	.00
	51-181-00-0000-8171-000-0000-00-3 MELC Inventory	.00	.00	.00	.00
	51-181-00-0000-8171-000-0000-01-3 MELC Food Inventory	2,658.63	1,280.07	4,417.45	7,076.08
	51-181-00-0000-8171-000-0000-02-3 MELC Non Food Inventory	575.92	.00	.00	575.92
	51-220-00-0000-8171-000-0000-00-3 JD Inventory	.00	.00	.00	.00
	51-220-00-0000-8171-000-0000-01-3 JD Food Inventory	.00	.00	.00	.00
	51-220-00-0000-8171-000-0000-02-3 JD Non Food Inventory	.00	.00	.00	.00
	51-221-00-0000-8171-000-0000-00-3 YK Inventory	.00	.00	.00	.00
	51-221-00-0000-8171-000-0000-01-3 YK Food Inventory	.00	.00	3,288.08	3,288.08
	51-221-00-0000-8171-000-0000-02-3 YK Non Food Inventory	.00	.00	.00	.00
	51-301-00-0000-8153-000-0000-00-3 SKV Accounts Receivable	.00	.00	.00	.00
	51-301-00-0000-8171-000-0000-00-3 SKV Inventory	.00	.00	.00	.00
	51-301-00-0000-8171-000-0000-01-3 SKV Food Inventory	2,210.99	.00	.00	2,210.99
	51-301-00-0000-8171-000-0000-02-3 SKV Non Food Inventory	1,288.84	.00	.00	1,288.84
	51-334-00-0000-8153-000-0000-00-3 Acad/Clay Accounts Receivable	.00	.00	.00	.00
	51-334-00-0000-8171-000-0000-00-3 Acad/Clay Inventory	.00	.00	5,303.96	5,303.96
	51-334-00-0000-8171-000-0000-01-3 Acad/Clay Food Inventory	.00	9,270.35	24,939.71	24,939.71
	51-334-00-0000-8171-000-0000-02-3 Acad/Clay Non Food Inventory	.00	.00	19.14	19.14
	51-335-00-0000-8153-000-0000-00-3 MEC/MESA Accounts Receivable	.00	.00	.00	.00
	51-335-00-0000-8171-000-0000-00-3 MEC/MESA Inventory	.00	.00	.00	.00
	51-335-00-0000-8171-000-0000-01-3 MEC/MESA Food Inventory	.00	6,520.95	22,627.21	22,627.21
	51-335-00-0000-8171-000-0000-02-3 MEC/MESA Non Food Inventory	.00	.00	276.54	276.54
	51-511-00-0000-8153-000-0000-00-3 York Intl Accounts Receivable	.00	.00	.00	.00
	51-511-00-0000-8171-000-0000-00-3 York Intl Inventory	-10.00	.00	.00	-10.00
	51-511-00-0000-8171-000-0000-01-3 York Intl Food Inventory	4,495.88	7,666.83	19,911.50	24,407.38
	51-511-00-0000-8171-000-0000-02-3 York Intl Non Food Inventory	1,001.25	.00	.00	1,001.25
	51-512-00-0000-8153-000-0000-00-3 GLA Accounts Receivable	.00	.00	.00	.00
	51-512-00-0000-8171-000-0000-00-3 GLA Inventory	.00	.00	.00	.00
	51-512-00-0000-8171-000-0000-01-3 GLA Food Inventory	4,848.30	5,108.53	17,603.20	22,451.50
	51-512-00-0000-8171-000-0000-02-3 GLA Non Food Inventory	970.91	.00	.00	970.91
	51-000-00-0000-8141-000-0000-04-3 Receivable of Local	.00	.00	.00	.00
	51-000-00-0000-8142-000-3161-00-3 School Lunch State Match A/R	.00	.00	.00	.00
	51-000-00-0000-8142-000-3162-00-3 School Breakfast A/R	.00	.00	.00	.00
	51-000-00-0000-8142-000-3164-00-3 Smart Start Nutrition A/R	1,036.20	-1,117.50	-1,959.60	-923.40
	51-000-00-0000-8142-000-3169-00-3 Child Nutrition Lunch A/R	.00	-959.60	-856.00	-856.00
	51-000-00-0000-8142-000-4553-00-3 Federal School Breakfast A/R	41,323.92	-51,217.99	-84,527.00	-43,203.08
	51-000-00-0000-8142-000-4555-00-3 Federal School Lunch A/R	166,414.26	-204,736.87	-332,398.50	-165,984.24

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 51</b>	<b>Nutrition Service Fund</b>				
51-000-00-0000-8142-000-4556-00-3	Special Milk Program A/R	.00	-.74	-.74	-.74
51-000-00-0000-8142-000-4559-00-3	Federal Summer Food Serv A/R	24,542.18	.00	-24,542.18	.00
51-000-00-0000-8171-000-0000-01-3	Food Inventory	28,779.94	1,056.58	25,290.83	54,070.77
51-000-00-0000-8171-000-0000-02-3	Non Food Inventory	13,053.54	3,431.75	13,850.18	26,903.72
51-000-00-0000-8232-000-0000-00-3	Accum Depreciation Bldg	-16,385.00	.00	.00	-16,385.00
51-000-00-0000-8242-000-0000-00-3	Accum Depreciation Equip	-92,610.74	.00	.00	-92,610.74
51-000-00-0000-8245-000-0000-00-3	Depreciation Expense	-.05	.00	.00	-.05
51-156-00-0000-8153-000-0000-00-3	Welby Montessori Accounts Recei	.00	.00	.00	.00
51-156-00-0000-8171-000-0000-00-3	Welby Montessori Inventory	.00	.00	.00	.00
51-156-00-0000-8171-000-0000-01-3	Welby Montessori Food Inventory	2,582.88	4,802.43	13,352.69	15,935.57
51-156-00-0000-8171-000-0000-02-3	Welby Montessori Non Food Inven	670.73	.00	.00	670.73
51-305-00-0000-8153-000-0000-00-3	NVYAS Accounts Receivable	.00	.00	.00	.00
51-740-00-0000-8153-000-0000-00-3	Catering Accounts Receivable	538.90	.00	-538.90	.00
51-740-00-0000-8171-000-0000-00-3	Catering Inventory	470.74	.00	449.58	920.32
51-740-00-0000-8171-000-0000-01-3	Catering Food Inventory	2,550.38	1,847.66	5,246.15	7,796.53
51-740-00-0000-8171-000-0000-02-3	Catering Non Food Inventory	254.13	.00	73.36	327.49
51-935-00-0000-8153-000-0000-00-3	New America Accts Receivable	.00	.00	.00	.00
51-000-00-0000-8132-000-0000-10-3	Due To/From General Fund	-347.73	-4,458.42	-137,562.84	-137,910.57
51-000-00-0000-8132-000-0000-22-3	Due To/From Government Grant	.00	.00	.00	.00
	<b>Total Assets</b>	<b>2,266,365.70</b>	<b>-146,988.35</b>	<b>-562,506.90</b>	<b>1,703,858.80</b>

Balance Sheet Summary

Account No/Description		Beginning Balance	Current Balance	YTD Balance	Ending Balance
<b>Fund 51</b>	<b>Nutrition Service Fund</b>				
51-000-00-0000-7421-000-0000-00-3	Accounts Payable	.00	.00	.00	.00
51-000-00-0000-7421-000-0000-01-3	Accounts Payable-Prior Yrs	647.00	.00	-647.00	.00
51-000-00-0000-7401-000-0000-00-3	Advance from General Fund	.00	.00	.00	.00
51-000-00-0000-7461-000-0000-01-3	Accrued Salaries and Benefits	104,680.29	.00	.00	104,680.29
51-000-00-0000-7461-000-0000-03-3	Early Retirement-Current	.00	.00	.00	.00
51-000-00-0000-7461-000-0000-04-3	Early Retirement-Non-current	.00	.00	.00	.00
51-000-00-0000-7461-000-0000-05-3	Accrued Vacation	2,883.06	.00	.00	2,883.06
51-000-00-0000-7481-000-0000-00-3	Deferred Commodity Revenue	.00	.00	.00	.00
51-000-00-0000-7541-000-0000-02-3	Accrued Sick Leave	32,995.30	.00	.00	32,995.30
51-113-00-0000-7481-000-0000-00-3	MDW Deferred Revenue	-746.78	.00	718.96	-27.82
51-114-00-0000-7481-000-0000-00-3	MNT Deferred Revenue	-1,348.87	.00	330.05	-1,018.82
51-115-00-0000-7481-000-0000-00-3	VV Deferred Revenue	124.53	.00	1,538.23	1,662.76
51-116-00-0000-7481-000-0000-00-3	WH Deferred Revenue	-1,725.26	.00	507.41	-1,217.85
51-151-00-0000-7481-000-0000-00-3	BH Deferred Revenue	-28.20	.00	877.00	848.80
51-155-00-0000-7481-000-0000-00-3	Explore Deferred Revenue	-2,218.33	.00	223.12	-1,995.21
51-181-00-0000-7481-000-0000-00-3	MELC Deferred Revenue	-237.13	.00	.00	-237.13
51-334-00-0000-7481-000-0000-00-3	Aced/Clay Deferred Rev	.00	.00	1,552.75	1,552.75
51-335-00-0000-7481-000-0000-00-3	MEC/MESA Deferred Revenue	.00	.00	540.25	540.25
51-511-00-0000-7481-000-0000-00-3	York Intl Deferred Revenue	1,230.74	.00	2,170.30	3,401.04
51-512-00-0000-7481-000-0000-00-3	GLA Deferred Revenue	677.03	.00	89.45	766.48
51-521-00-0000-7481-000-0000-00-3	MESA Deferred Revenue	532.76	.00	677.79	1,210.55
51-156-00-0000-7481-000-0000-00-3	Welby Montessori Deferred Reven	-624.86	.00	74.40	-550.46
51-301-00-0000-7481-000-0000-00-3	SKV Deferred Revenue	238.03	.00	50.00	288.03
51-305-00-0000-7481-000-0000-00-3	NVYAS Deferred Revenue	.00	.00	.00	.00
51-526-00-0000-7482-000-0561-00-3	Livewell Colo Grant Def Rev	.00	.00	.00	.00
51-935-00-0000-7481-000-0000-00-3	New America Deferred Revenue	155.43	.00	3.00	158.43
	<b>Total Liabilities</b>	<b>137,234.74</b>	<b>.00</b>	<b>8,705.71</b>	<b>145,940.45</b>
51-000-00-0000-6721-000-0000-01-3	Capital Contribution from Gen F	443,559.35	.00	.00	443,559.35
51-000-00-0000-6721-000-0000-02-3	Capital Contribution from Cap R	125,326.97	.00	.00	125,326.97
51-000-00-0000-6790-000-0000-41-3	Contributed Capital from Bldg F	.00	.00	.00	.00
51-000-00-0000-6730-000-0000-00-3	Retained Earnings Appropriated	.00	.00	.00	.00
51-000-00-0000-6730-000-0000-01-3	Budgeted Fund Balance	.00	.00	.00	.00
51-000-00-0000-6775-000-0000-00-3	Budgeted Fund Balance	.00	.00	-179,400.00	-179,400.00
51-000-00-0000-6792-000-0000-00-3	Unreserved fund balance	1,560,244.64	.00	.00	1,560,244.64
	<b>Total Equity</b>	<b>2,129,130.96</b>	<b>.00</b>	<b>-179,400.00</b>	<b>1,949,730.96</b>

Balance Sheet Summary

<u>Account No/Description</u>		<u>Beginning</u>	<u>Current</u>	<u>YTD</u>	<u>Ending</u>
		<u>Balance</u>	<u>Balance</u>	<u>Balance</u>	<u>Balance</u>
<b>Fund 51</b>	<b>Nutrition Service Fund</b>				
	51-000-00-0000-6780-000-0000-00-3 Estimated Revenues	-2,337,284.36	.00	89,700.00	-2,247,584.36
	51-000-00-0000-6781-000-0000-00-3 Revenue Control	.00	1,774.66	68,424.93	68,424.93
	51-000-00-0000-6782-000-0000-00-3 Appropriations	2,337,284.36	.00	89,700.00	2,426,984.36
	51-000-00-0000-6783-000-0000-00-3 Expenditure Control	.00	-148,763.01	-639,637.54	-639,637.54
	51-000-00-0000-6784-000-0000-00-3 Encumbrance Control	.00	-581.43	-1,175.70	-1,175.70
	51-000-00-0000-6753-000-0000-00-3 Reserve for Encumbrances	.00	581.43	1,175.70	1,175.70
	51000000000678500000000003 Encumbrance for Balance	.00	.00	.00	.00
	<b>Total Controls</b>	<b>.00</b>	<b>-146,988.35</b>	<b>-391,812.61</b>	<b>-391,812.61</b>
	<b>Total Equity and Control</b>	<b>2,129,130.96</b>	<b>-146,988.35</b>	<b>-571,212.61</b>	<b>1,557,918.35</b>
	<b>Total Liabilities and Equity</b>	<b>2,266,365.70</b>	<b>-146,988.35</b>	<b>-562,506.90</b>	<b>1,703,858.80</b>
	*Fund is in Balance	.00			

# Memo

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TO: Board of Education  
FROM: Charlotte Ciancio, Superintendent  
DATE: December 4, 2012

**Policy:** Communication and Support of the Board of Education (EL 4.8)  
**Report Type:** Decision Making  
**SUBJECT:** Adoption of Personnel Policies

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**Policy Wording:** The superintendent shall not fail to inform and support the Board in its work.

**Policy Interpretation:** This policy is interpreted as ensuring the Board officially adopts required policies for use in the school district upon recommendation of the superintendent.

**Board Action:** District administration is requesting the Board's adoption of "Personnel" Policies

**Report:** At the November 30, 2012, Board work session, district administration and the Board of Education reviewed the Personnel policies:

GBA	Open Hiring/Equal Employment Opportunity
GBAA	Sexual Harassment
GBEB	Staff Conduct and Responsibilities
GBEBA	Staff Dress Code
GBEC	Drug-Free Workplace
GBEE	Staff Use of the Internet and Electronic Communications
GBGB	Staff Personal Security and Safety
GCE/GCF	Professional Staff Recruiting/Hiring
GCKAA	Teacher Displacement
GCOA	Evaluation of Instructional Staff
GCOB	Evaluation of Administrative Staff
GCOA	Instructional Staff Reduction in Force
GDE/GDF	Support Staff Recruiting/Hiring

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



## **Open Hiring/Equal Employment Opportunity**

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the District's staff.

Therefore, the District shall promote and provide for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the District towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status, or disability.

The District shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools*

### LEGAL REFERENCES:

20 U.S.C. §1681 (*Title IX of the Education Amendments of 1972*)

29 U.S.C. §201 et seq. (*Fair Labor Standards Act*)

29 U.S.C. §621 et seq. (*Age Discrimination in Employment Act of 1967*)

29 U.S.C. §794 (*Section 504 of the Rehabilitation Act of 1973*)

42 U.S.C. §12101 et seq. (*Title II of the Americans with Disabilities Act*)

42 U.S.C. §2000d (*Title VI of the Civil Rights Act of 1964*)

42 U.S.C. §2000e (*Title VII of the Civil Rights Act of 1964*)

42 U.S.C. §2000ff et seq. (*Genetic Information Nondiscrimination Act of 2008*)

C.R.S. § 22-32-110 (1)(k) (*The practices of employment, promotion, and dismissal shall be unaffected by the employee's religion, creed, color, sex, sexual orientation, marital status, racial or ethnic background, national origin, ancestry, or participation in community affairs*)

C.R.S. § 22-61-101 (*discrimination in employment prohibited*)

C.R.S. § 24-34-301 et seq. (*Colorado Civil Rights Division procedures*)

C.R.S. § 24-34-402 et seq. (*discriminatory or unfair employment practices*)

### CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

GBAA: Sexual Harassment

## **Sexual Harassment**

Mapleton Public Schools (the “District”) is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the District staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers, or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by an employee of the District in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

### **Sexual harassment prohibited**

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual implications;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body;
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns; or,

6. Sexual violence.

**Reporting, investigation and sanctions**

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the District's complaint process (AC-R).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the District's compliance officer.

All reports of sexual harassment received by any District employee shall be promptly forwarded to the compliance officer (AC-E-1). The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the District's complaint and compliance process (AC-R). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the District from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

**Notice of policy**

Notice of this policy shall be circulated to all District schools and departments and incorporated in employee handbooks.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

**LEGAL REFERENCES:**

20 U.S.C. §1681 et seq. (*Title IX of the Education Amendments of 1972*)

42 U.S.C. §2000e et seq. (*Title VII of the Civil Rights Act of 1964*)

C.R.S. § 24-34-401 et seq. (*discrimination or unfair employment practices*)

C.R.S. § 24-34-301 et seq. (*Colorado Civil Rights Division procedures*)



**GBAA**

**CROSS REFERENCES:**

AC: Nondiscrimination/Equal Opportunity

AC-R: Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

JLF: Reporting Child Abuse/Child Protection

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

LEGAL REFERENCES:

- C.R.S. § 18-12-105.5 (*unlawful possession of weapons on school grounds*)
- C.R.S. § 18-12-214 (3)(b) (*school security officers may carry concealed handgun pursuant to valid permit*)
- C.R.S. § 19-3-308 (5.7) (*notifying Superintendent of abuse or neglect when suspect acting in official capacity as an employee of a school district*)
- C.R.S. § 22-32-109(1)(ee) (*duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission*)
- C.R.S. § 22-32-109.1 (8) (*policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees*)
- C.R.S. § 22-32-109.7 (*Board of Education duties – employment of personnel*)
- C.R.S. § 22-32-109.8 (6) (*requirement to terminate non-licensed employees for certain felony offenses*)
- C.R.S. § 22-32-109.8 (10) (*non-licensed applicant requirements*)
- C.R.S. § 22-32-109.9 (*licensed personnel fingerprint requirement*)
- C.R.S. § 22-32-110 (1)(k) (*employment, promotion, and dismissal shall be unaffected by the employee's religion, creed, color, sex, sexual orientation, marital status, racial or ethnic background, national origin, ancestry, or participation in community affairs*)
- C.R.S. § 24-18-104 (*rules of conduct for public employees*)
- C.R.S. § 24-18-109 (*rules of conduct for local government officials and public employees*)

CROSS REFERENCES:

- JLC: Student Health Services and Records
- JLDAC: Screening/Testing of Students
- JLF: Reporting Child Abuse/Child Protection
- KFA: Public Conduct on School Property

## **Staff Dress Code**

Teachers and other staff members project an image to the community and to students about the professionalism of Mapleton Public Schools (the “District”). During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses, and coordinated separates. School Directors have the final authority to decide what constitutes professional attire.

### **Unacceptable Items**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable on school grounds or at school activities or sanctioned events:

- Shorts;
- Dresses, skirts or other similar clothing shorter than mid-thigh length;
- Sunglasses and/or hats worn inside the building;
- Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, leggings, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts;
- T-shirts, and/or tank tops or other similar clothing with straps narrower than 1.5 inches in width;
- Blue jeans;
- Clothing with holes or tears;
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons;
  - Are of a sexual nature;
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;
  - Are obscene, profane, vulgar, lewd, or legally libelous;
  - Threaten the safety or welfare of any person;
  - Promote any activity prohibited by the student code of conduct;
  - Otherwise disrupt the teaching-learning process.

### **Exceptions**

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

Uniformed workers (e.g. food preparers, custodians, etc.) shall wear the required uniform. There may be special school wide clothing specific days developed by individual schools in celebration of special activities.

School Directors in conjunction with the school accountability committee may develop and adopt school-specific dress codes that are consistent with this policy, subject to approval by the Superintendent (or designee). Employees will be expected to abide by their school's dress code if one has been established.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

#### LEGAL REFERENCES:

C.R.S. § 22-32-109 (1)(cc) (*districts required to have staff dress code*)

#### CROSS REFERENCES:

GBEB: Staff Conduct and Responsibilities

JICA: Student Dress Code

## **Drug-Free Workplace**

Mapleton Public Schools (the "District") is dedicated to promoting a work environment free from the effects of illegal or misused legal drugs, alcohol, and controlled substances. In order to provide quality service to the public and a safe, healthful and efficient work environment, Mapleton Public Schools requires its employees to report for work fit to perform their jobs. Observance of this policy is mandatory and a condition of employment. The District will follow all applicable laws and regulations, including the Americans with Disabilities Act (ADA).

Mapleton Public Schools strictly prohibits its employees from being under the influence, or the use, consumption, sale, transfer, distribution, manufacture, or possession of illegal drugs, controlled substances or alcohol during the work day for all of its employees or while on any District property, work site, at a school activity or sanctioned event, and in a District owned vehicle or personal vehicle being used for District business or parked on District property, collectively known as the "workplace."

Mapleton Public Schools has established drug testing rules, regulations, and procedures regarding its employees and applicants for employment.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent or designee no later than five days after the conviction. The District has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the District and the convicted employee's work site.

Employees found in violation of this policy may be subject to disciplinary actions up to and including termination. Other actions, including notification of appropriate law enforcement agencies, may be taken in response to a violation of the policy.

### **Use of Prescription and/or Over the Counter Drugs**

Employees who must use medically prescribed or over-the-counter drugs, which may adversely affect their ability to perform work in a safe and productive manner, are expected to notify a manager, supervisor or Human Resources prior to starting work or entering District facilities or work sites for duty.

In those circumstances where use of a prescribed or over-the-counter drug is not consistent with the safe and efficient performance of duties, employees may be required to use accrued leave or take leave without pay as determined to be appropriate by Human Resources.

### **Alcohol and Drug Screening**

Any employee may have a drug and/or alcohol screening administered when the District has reasonable suspicion to believe that the employee is under the influence of alcohol and/or drugs while in the course of performing their job duties for the District, or following an accident or injury in which an employee is involved. Refusal to consent to such tests may result in disciplinary action, up to and including termination of employment.



Employees with commercial drivers' licenses are subject to alcohol and drug screening in accordance with District Policy EEAEAA, Drug and Alcohol Testing for Bus Drivers.

Employees testing positive as a result of alcohol and drug screening shall be placed on administrative leave, until a decision is made by the superintendent or designee.

### **Rehabilitation for Drug or Alcohol Use**

Employees requiring assistance with drug and/or alcohol rehabilitation may contact the Human Resources Department for information on organizations that assist such individuals. It is the responsibility of employees to seek assistance from appropriate sources before alcohol or drug use leads to performance problems and/or disciplinary action. The cost of entering a rehabilitation program will be the burden of the employee.

Employees' decisions to seek assistance shall not be used against the employee in any disciplinary proceeding. No information obtained as a result of voluntary entry into a treatment program shall be used for disciplinary purposes. Seeking help and counsel with drug and/or alcohol abuse does not exempt employees from disciplinary measures for violation of this policy, or any other District policy.

*Adopted December 11, 2012.*

#### LEGAL REFERENCES:

20 U.S.C. 7117 (*Safe and Drug-Free Schools and Communities Act of 1994*)

21 U.S.C. 812 (*definition of controlled substance*)

41 U.S.C.701 and 702

#### CROSS REFERENCES:

GBEC-E: Drug Free Workplace

EEAEAA: Drug and Alcohol Testing For Bus Drivers

GCQF: Discipline, Suspension and Dismissal of Professional Staff

GDQD: Discipline, Suspension and Dismissal of Support Staff

JICH: Drug and Alcohol Use by Students

## **Staff Use of the Internet and Electronic Communications**

Mapleton Public Schools supports the use of the internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

Staff members shall take responsibility for their own use of School District computers and computer systems to avoid contact with or create material or information that violates this policy. At all times, the District reserves the right to remove, without advance notice or permission, any and all comments on the District's electronic technologies network which violate applicable laws, regulations and policies, Federal, state and local.

Mapleton Public Schools does not discriminate against employees who use these media for lawful personal interests and affiliations or other lawful purposes. Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage District officials, students, employees or anyone associated with or doing business with the District. Any copyrighted information where written reprint information has not been obtained in advance must be properly cited in order to give appropriate recognition to the original creator. Bloggers and commenters are personally responsible for their commentary on social networking sites.

### **Blocking or Filtering Obscene, Pornographic and Harmful Information**

To protect students from material and information that is obscene, including child pornography and any other materials otherwise harmful to minors, as defined by the District, network monitoring and firewall software is being utilized at the District level to block or filter such material and information from computers having internet or electronic communications access.

### **No Expectation of Privacy**

Mapleton Public Schools' computers and computer systems are owned by the District and are intended for educational purposes and official business at all times. Staff members shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the Mapleton Public Schools.

### **Confidentiality**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or District employees that is protected by confidentiality laws unless

such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and District policy. Staff members shall handle all employee, student and district records in accordance with District policies GBJ, Personnel Records and Files; and JRA/JRC, Student Records/Release of Information on Students.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

### **Public records**

Electronic messages sent or received by the Board of Education, District employees or students, including electronic mail on District-owned equipment, as well as other documents generated through use of the District's system may be considered a public record subject to disclosure or inspection under the Colorado Open Records Act.

### **Unauthorized and Unacceptable Uses**

Staff members shall use District computers and computer systems in a responsible, efficient, ethical and legal manner. Employees are expected to protect personal login and password information, and should never share access with anyone, including a co-worker, student, parents/guardian or volunteer. Employees are responsible for exercising good judgment when utilizing district resources. A staff member identified as a security risk or having a history of problems with computer systems may be denied access to the District's network. Staff members also are held responsible and liable for any or all damages to school equipment assigned to them. Therefore, examples of unacceptable uses include, but are not limited to, the following. No staff member shall access, create, transmit, retransmit or forward material or information that:

- Promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- Is not related to District education objectives except as provided in other District policies, or adversely affects the reputation or image of this organization;
- Contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, which are intended to stimulate erotic feelings or appeal to interests in nudity, sex or excretion;
- Harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, sexual orientation, religion, national origin, age, marital status, disability or handicap. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation;
- Is for personal profit, financial gain, advertising, commercial purposes or campaigning purposes;

- Is intended to solicit, proselytize, advocate, or communicate the views of a non-school sponsored organization, except as otherwise provided in agreements with recognized employee organizations;
- Plagiarizes the work of another;
- Uses inappropriate or profane language or depictions likely to be offensive to others in the school community;
- Violates any federal or state law, including but not limited to copyrighted material and material protected by trade secret that contains personal information about themselves or others, including information protected by confidentiality laws;
- Shares student or district staff home addresses, phone numbers, or other private information except as allowed in policy JRA/JRC.

The following activities are also prohibited:

- Using another individual's internet or electronic communications account;
- Unauthorized attempts to log in to any network as a system administrator;
- Any malicious attempt to harm or destroy District data, or data of another user;
- Downloading, installing, storing or using malicious software, viruses, "cracking," and keystroke monitoring software;
- Interfering with or disrupting another information technology user's work as well as the proper function of information processing and network services or equipment;
- The individual assigned a computer/security account is accountable for any and all transactions entered under that computer/security account login;
- Leaving an active system unattended, thereby allowing an unauthorized person to gain access to district resources through the user's login session;
- Using a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws;
- Causes network performance degradation due to excessive bandwidth use as a result of unauthorized download or streaming of video or music not directly related to curriculum;
- Exporting software, technical information, encryption software, or technology in violation of international or regional export control laws. Staff members should consult with their supervisor prior to exporting any material in question;
- Taking home or altering technology equipment (hardware or software) without permission of the Information Technology Department;
- Using information services for personal use or gain;
- Using District electronic communication resources to participate in activities including, but not limited to, news groups, wikis, blog discussions, and social networking except for bona fide educational purposes.

### **Social, Collaborative, Interactive, and Responsive Technologies**

Mapleton Public Schools supports the use of technologies such as blogs, wikis, podcasts, for educational purposes and communicating with the community. These technologies are considered an extension of the classroom and are used to convey information about District services; promote and raise awareness of Mapleton Public Schools; and communicate with employees, students, and community members. Social media networks may not be used for classroom instruction or school-sponsored activities without the prior authorization of a supervisor or School Director and submitted to the District Communications Office. Staff members must provide a plan to your supervisor or School Director to show how this use of technology will be monitored to prevent misuses or to prevent in appropriate contact. In addition, your staff shall provide their supervisor or School Director all access codes and login information. Parental consent for students under the age of 18's participation on social networks shall be on file with the student's records.

The District also acknowledges that employees may choose to utilize technologies such as Twitter, MySpace, and Facebook on their own time. Employees should exercise good judgment and common sense, while maintaining their professionalism as District employees and should address inappropriate behavior or activity on these networks, including requirements for mandated reporting. Employees must avoid posting any information or engaging in communications that violate state or federal laws or District policies.

A clear line between personal and professional usage must be defined by the following:

- Personal social networking sites should not be used to encourage inappropriate personal non-professional relationships with current or recent students. "Friending" or otherwise establishing personal relationships with students on social networking sites or through other interactive technologies may be inappropriate and can erode professional boundaries expected of employees.
- Confidential student, information may not be disclosed on personal social networking sites or through other interactive technologies. Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).
- Staff members shall handle all employee, student and District records in accordance with District policies GBJ, Personnel Records and Files; and JRA/JRC, Student Records/Release of Information on Students.

All employees must identify themselves as employees of the District when posting official comments or responses on the social networking site. Schools are responsible for ensuring all blogging and social networking information complies with District policies and guidelines including but not limited to the following: Bullying Policy, Sexual Harassment Policy and Acceptable Computer/Internet Use Agreement Policy. School Directors are

authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive, upon approval of the primary account administrator as designated by the Superintendent.

### **Use of District's name and logo**

Staff using the District's electronic resources must abide by guidelines regarding the use of the District's official name, logo or branding. District branding may not be used without appropriate authorization from Communications. Users of District electronic resources shall not represent or otherwise make statements on behalf of Mapleton Public Schools unless appropriately authorized to do so.

### **Passwords**

Accounts must be protected as follows:

- All accounts, including accounts within major applications, must have a password.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- All user-level passwords must conform to the following strong password requirements
  - A strong password contains a minimum of eight (8) to fourteen (14) characters in length.
  - Have at least one numeric or symbol
  - Be significantly different from prior passwords
  - Not contain your name or user name
  - Not be a common word or name
- Passwords should never be written down or stored online unless they are encrypted using a district-approved encryption method.
- Passwords must be changed at least every 90 days.
- Passwords must be changed immediately if guessed by a password cracker or seen by another person even partially and must not be given to anyone.

### **Security**

Security and integrity of District computer systems and information is a high priority and requires participation of all staff members. Staff members who identify a security problem while using the internet or electronic communications should immediately notify the IT Service Desk and avoid demonstrating the problem to other users. Student or employee information stored in electronic format shall not be taken home on a laptop or transferred to an external device for home or outside use unless district data security and encryption procedures are followed.

Staff members shall not:

- Use another person's password or any other identifier

- Gain or attempt to gain unauthorized access to District computers or computer systems
- Read, alter, delete or copy, or attempt to do so, electronic communications of other system users

### **Unauthorized Software**

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner. Software will not be copied or duplicated or loaded on any system without the proper proof of legal use rights or number of licenses.

### **Staff Member Use is a Privilege**

Staff member use of the internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy may result in the loss of the privilege to use these tools, as well as disciplinary action up to and including dismissal and/or legal action. The District may deny, revoke or suspend access to District technology or close accounts at any time.

Staff members shall be required to verify their acceptance of and compliance with the District's acceptable use agreement.

### **Alternative Workspace**

When working at home or an alternative workplace, District computer system users must establish security standards at their alternate workplace sufficient to protect hardware, software, and information. This includes:

- Having only those resources employees really need and have authority to use.
- Establishing a thorough understanding and agreement with supervisors as to what employees' security responsibilities are.
- Using software according to licensing agreements.
- Ensuring any non-approved or pirated software is not installed on District property computers.
- Ensuring that any confidential or sensitive information that is downloaded is secure with District approved encryption methods.

### **School District Makes No Warranties**

The District makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs a staff member suffers in using the internet and electronic communications including, but not limited to, loss of data, service interruptions and loss of

data resulting from delays or service interruptions.

The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. Use of any information obtained via the internet and electronic communications is at the staff member's own risk.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

LEGAL REFERENCES:

47 U.S.C.. 254(h) (*Children's Internet Protection Act of 2000*)

47 U.S.C.. 231 (*Child Online Protection Act of 1998*)

20 U.S.C.. 6801 et seq. (*Elementary and Secondary Education Act*)

CROSS REFERENCES:

GBJ: Personnel Records and Files

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



## **Staff Personal Security and Safety**

Mapleton Public Schools (the “District”) is dedicated to providing a safe environment for both students and staff. To that end, the following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or District employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on District premises.

1. The teacher or employee shall file a written complaint with the School Director, the Superintendent’s office, and the Board of Education.
2. The School Director, after receipt both of the complaint and adequate proof of the charges, may suspend the student for three (3) days in accordance with established procedures.
3. The Superintendent may initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The Superintendent (or designee) shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

### **Communication of Disciplinary Information**

The School Director (or designee) shall communicate discipline information concerning any student enrolled in the District to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

*Adopted December 11, 2012 by the School Board for Mapleton Public Schools.*

LEGAL REFERENCES:

C.R.S. § 19-3-304 (3.5) (*no person shall knowingly make a false report of child abuse or neglect*)

C.R.S. § 19-3-304(4) (*penalties for failing to report child abuse or neglect*)

C.R.S. § 22-32-126 (*authority of school principals*)

C.R.S. § 22-33-106 (1)(g) (*making a false accusation against an employee of an educational entity is grounds for suspension, expulsion, and denial of admission*)

CROSS REFERENCES:

JK: Student Discipline

JKD/JKE: Suspension/Expulsion of Students

## **Professional Staff Recruiting/Hiring**

### **Recruiting**

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, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the District's schools.

It is the responsibility of the Superintendent, with the assistance of other administrators, to determine the personnel needs of the District in general, and of each individual school, and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the District's schools. Any present employee of the District may apply for a position for which he/she is licensed, highly qualified, and meets other stated requirements.

### **Background Checks**

Prior to hiring any person, in accordance with state law, the District shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit reports are used in the hiring process, the District shall comply with the Fair Credit Reporting Act.

### **Hiring**

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, genetic information, religion, national origin, ancestry, age, marital status or disability.

All candidates shall be considered on the basis of their merits, qualifications, and the needs of the District. Recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the School Director has an opportunity to consent. Unless otherwise required by law, the final selection for nomination shall be made only by the Superintendent.

### **Appointment of Candidates**

Nominations shall be made at meetings of the Board of Education. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the District. If there is a negative vote by the Board, the Superintendent shall submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the District to the appropriate state agency.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

#### LEGAL REFERENCES:

15 U.S.C. § 1681 *et seq.* (*Fair Credit Reporting Act*)

20 U.S.C. § 6319 (*teacher requirements under No Child Left Behind Act of 2001*)

42 U.S.C. § 653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)

34 C.F.R. 200.55 (*federal regulations regarding highly qualified teachers*)

C.R.S. § 13-80-103.9 (*liability for failure to perform an education employment required background check*)

C.R.S. § 14-14-111.5 (*Child Support Enforcement procedures*)

C.R.S. § 22-2-119 (*inquiries prior to hiring*)

C.R.S. § 22-32-109 (1)(f) (*Board duty to employ personnel*)

C.R.S. § 22-32-109.7 (*duty to make inquiries prior to hiring*)

C.R.S. § 22-32-126 (*principal's role in hiring and assignment*)

C.R.S. § 22-60.5-114 (3) (*State Board can waive some requirements for initial license applicants upon request of school district*)

C.R.S. § 22-60.5-201 (*types of teacher licenses issued*)

C.R.S. § 22-61-101 (*prohibiting discrimination*)

C.R.S. § 22-61-103 (*requirement for teacher's oath*)

C.R.S. § 22-63-201 (*licensure required*)

C.R.S. § 22-63-202 (*employment contracts and mutual consent placement*)

C.R.S. § 22-63-206 (*transfers*)



## **GCE/GCF**

C.R.S. § 24-5-101 (*effect of criminal conviction on employment*)

C.R.S. § 24-34-402 (1) (*discriminatory and unfair employment practices*)

C.R.S. § 24-72-202 (4.5) (*definition of personnel file in open records law*)

### **CROSS REFERENCES:**

GBA: Open Hiring/Equal Employment Opportunity

GCKAA: Teacher Displacement

## Teacher Displacement

Consistent with the Board of Education's authority to direct the District's educational programs, the Board may take action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building, including closure, consolidation or reconstitution. Displacement occurs when such Board action results in the removal of a non-probationary teacher from the teacher's assigned school. This policy and accompanying regulation shall apply to the designation and reassignment of a displaced teacher.

This policy and accompanying regulation shall not apply to teacher dismissals, nonrenewals, reductions in force or other personnel actions that do not result in displacement of teachers.

### Definitions

For purposes of this policy and accompanying regulation, the following definitions shall apply:

1. "Teacher" means a person who holds a teacher's license issued pursuant to the Colorado Educator Licensing Act, C.R.S. 22-60.5-101 et seq. and who is employed to instruct, direct or supervise the instructional program. "Teacher" does not include those persons holding authorizations or administrative positions within the school district.
2. "Displaced teacher" means any non-probationary teacher who is removed from the teacher's assigned school as a result of Board action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building, including closure, consolidation or reconstitution.
3. "Mutual consent placement" occurs when a displaced teacher applies for a position under the supervision of another school director and the hiring school director consents. The hiring school director's consent must consider input from at least two teachers employed at the school and chosen by the teaching faculty at the school to represent them in the hiring process.
4. "Priority hiring pool" is a subgroup of displaced teachers who were actively employed and deemed satisfactory or effective in their performance evaluation preceding their displacement and who have not secured a mutual consent placement. Teachers in the priority hiring pool shall receive the first opportunity to interview for available positions for which they are qualified within the District.
5. "Hiring cycle" means the period of time during which the Board reviews the staffing needs of the District and acts to fill vacant positions, if any. The Board engages in two hiring cycles each calendar year: first, when the Board projects and fills staffing needs for the next school year (between approximately March 1<sup>st</sup> and the day before the opening day of the next school year); and, second, as the Board reviews its current staffing and makes adjustments as necessary during the current school year (from the first day of school through the last day of the current school year).

6. "Transfer" means the reassignment of a teacher from one school, position or grade level to another in the District. Transfers that do not result from displacement will be addressed in accordance with the Board's transfer policy (GCKA).

### **Board of Education's Determination and Statement**

If the Board determines a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building necessitates action that may require the displacement of one or more teachers, it shall adopt a statement that reasonably identifies the action and the reasons for that action. This statement shall be transmitted to the Superintendent and made available to District faculty.

To the extent possible, the Board shall establish the actual number of teacher positions to be displaced consistent with the Board's authority to establish educational programs within the District. If it is not possible at the time the Board issues its initial statement for the Board to address personnel implications, the Board shall issue a revised statement of action after receiving additional input from the Superintendent.

### **Superintendent's Action**

After receiving the Board's statement, the Superintendent shall prepare recommendations for appropriate personnel action, which may include teacher displacement, consistent with Board policy and state and federal law. As necessary and appropriate, the superintendent shall submit to the Board such recommendations and the Board may revise as necessary its statement of action.

The Superintendent shall cause written notice of displacement to be provided to all displaced teachers. Notice shall be in writing and delivered via certified mail to a displaced teacher's address of record. The Superintendent shall immediately cause a displaced teacher to receive an initial list of all vacant positions for which the teacher is qualified, as well as a list of vacancies in any area identified by the District to be an area of critical need.

### **Mutual Consent Placement**

Displaced teachers shall have the right to pursue a mutual consent placement in the District. Any displaced teacher remains solely responsible for identifying available positions within the District and pursuing any and all vacancies for which the teacher is qualified. Displaced teachers who were deemed satisfactory or effective in their performance evaluation preceding their displacement shall be members of a priority hiring pool.

During the period in which the teacher is attempting to secure a mutual consent placement, the District may place a displaced teacher in a twelve-month assignment or other limited-term assignments, including, but not limited to, a teaching assignment, substitute assignment or instructional support role. Such assignment by the district is not a mutual consent placement.

If a displaced teacher is unable to secure a mutual consent placement in a school of the

District after twelve months or two hiring cycles, whichever period is longer, the District shall place the displaced teacher on unpaid leave until such time as the displaced teacher is able to secure an assignment.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

LEGAL REFERENCES:

C.R.S. § 22-60.5-101 et seq. (*Colorado Educator Licensing Act of 1991*)

C.R.S. § 22-63-101 et seq. (*Teacher Employment, Compensation, and Dismissal Act of 1990*)

C.R.S. § 22-63-202 (2)(c.5) (*displacement and mutual consent provisions*)

C.R.S. § 22-63-202 (2)(c.5)(II)(B) (*requirement to develop policies for Board adoption addressing displacement and mutual consent provisions*)

C.R.S. § 22-63-206 (*permitting transfer of teachers from one school, position or grade level to another*)

CROSS REFERENCES:

GCE/GCF: Professional Staff Recruiting/Hiring

GCKA: Instructional Staff Assignments and Transfers

GCKB: Administrative Staff Assignments and Transfers



## Evaluation of Instructional Staff

Mapleton Public Schools (the “District”) recognizes that sound appraisal of teaching performance is critical in achieving the educational objectives of the District. The Board of Education expects its supervisory and administrative staffs to exert reasonable efforts to help and encourage staff members to develop their teaching personalities and instructional abilities to an optimum degree.

Pursuant to state law and District policy, the performance evaluation system shall serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of licensed personnel. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The Board shall consult with district administrators, teachers, parents, and the advisory school district personnel performance evaluation council in developing the evaluation system.

The basic requirements of the evaluation system shall be:

1. All licensed personnel, including full-time and part-time teachers, shall be regularly evaluated by an administrator/supervisor who has a principal or administrator license issued by the Colorado Department of Education and/or such administrator’s/supervisor’s designee, who has received education and training in evaluation skills approved by the Colorado Department of Education that will enable them to make fair, professional and credible evaluations of the personnel whom they are responsible for evaluating. Annual evaluations will occur for licensed employees when required by law.
2. Evaluations shall be conducted in a fair and friendly manner and shall be based on written criteria which pertain to good teaching and the staff member's particular position.
3. Standards for satisfactory performance of licensed personnel and criteria which can be used to determine whether performance meets such standards shall be developed. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance. The District personnel performance evaluation council shall be an active participant in the development of standards of performance.

4. All evaluation standards and criteria shall be given in writing to all licensed personnel and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation, student growth data, and peer, parent or student input obtained from standardized surveys. All data on which an evaluation judgment is based will be documented to the extent possible and available for the teacher's review.
6. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn. Teachers shall receive documented observations and written evaluation reports in accordance with state law as set forth in the regulation accompanying this policy.
7. All written evaluation reports shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements if any are needed in performance.
8. The staff member concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it and receive a copy. The evaluator's supervisor shall also review and sign the evaluation report.
9. If the evaluatee disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.
10. The system shall contain a process to be followed when a teacher's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, a remediation plan and a reasonable opportunity to correct the deficiencies.

The District shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, District policy, or contract. Neither shall this policy and/or the

evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal, or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the District's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.

*Adopted December 11, 2012, by the Board of Education for Mapleton Public Schools.*

**LEGAL REFERENCES:**

C.R.S. § 22-9-101 et seq. (*Licensed Personnel Performance Evaluation Act*)

C.R.S. § 22-63-103 (*definition of probationary teacher*)

C.R.S. § 22-63-301 (*grounds for dismissal*)

C.R.S. § 22-63-302 (8) (*burden of proof*)

**CROSS REFERENCES:**

BDFA: District Personnel Performance Evaluation Council

GCOE: Evaluation of Evaluators

GCQF: Discipline, Suspension and Dismissal of Professional Staff

IK: Academic Achievement

## **Evaluation of Administrative Staff**

The Board of Education for Mapleton Public Schools shall institute and maintain a comprehensive program for the evaluation of all licensed administrative personnel, including school directors.

The purpose of administrator evaluations shall be to assist administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of administrators. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for an unsatisfactory performance dismissal proceeding under state law, if applicable.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

The Board shall consult with District administrators, parents, and the advisory school district personnel performance evaluation council when developing the process for evaluation of licensed administrators.

All licensed administrators or school directors that administer, direct, or supervise the instructional program shall be evaluated consistent with state law.

The basic requirements of the evaluation system as it pertains to licensed administrators shall be:

1. All licensed administrators shall be regularly evaluated by a supervisor possessing a principal or administrator license issued by the Colorado Department of Education or such supervisor's designee, who has received education and training in evaluation skills approved by the Colorado Department of Education which will enable them to make fair, professional and credible evaluations of the personnel whom they are responsible for evaluating.
2. Evaluations shall be conducted using multiple fair, transparent, timely, rigorous, and valid methods and shall be based on predetermined written criteria which pertain to the administrator's position.
3. Standards for satisfactory performance of administrators and criteria which can be used to determine whether performance meets such standards shall be developed. The District personnel performance evaluation council shall be an active participant in the development of standards of performance.

4. Evaluation standards and criteria shall be given in writing to all administrators and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation and peer, parent, or student input obtained from standardized surveys. Each school director's evaluation shall include input from teachers employed at the school. All data on which an evaluation judgment is based will be documented to the extent possible and available for the administrator's review.
6. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn. School directors shall receive one evaluation that results in a written report each academic year.
7. All written evaluation reports shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements if any are needed in performance.

The administrator concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it and receive a copy. The evaluator's supervisor shall review and sign the evaluation report.

If the administrator disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

8. The system shall contain a process to be followed when a school director's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, a remediation plan and an opportunity to correct the deficiencies.

The District shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

The Superintendent shall make regular reports to the Board concerning the outcome of administrator evaluations.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly

established by statute, District policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the District's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.

Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.

**LEGAL REFERENCES:**

C.R.S. § 22-9-101 et seq. (*Licensed Personnel Performance Evaluation Act*)

C.R.S. § 22-32-109 (1)(jj) (*board's duty to identify areas in which principals may need professional development*)

C.R.S. § 22-32-126 (*employment and authority of principals*)

C.R.S. § 22-63-301 (*grounds for dismissal*)

C.R.S. § 22-63-302 (8) (*burden of proof*)

**CROSS REFERENCES:**

BDFA: District Personnel Performance Evaluation Council

GCOE: Evaluation of Evaluators

GCQF: Discipline, Suspension and Dismissal of Professional Staff

## **Instructional Staff Reduction in Force**

Mapleton Public Schools (the “District”) values its employees and is dedicated to maintaining relationships with employees that is honest, candid, and respectful. Despite the District’s best efforts to avoid it, there are times when the District is forced to reduce the number of teachers the District employs. The following policy has been developed to address reduction in the instructional staff work force.

### **Definitions**

1. “Cancellation of employment” means the cessation of employment of a teacher when there is a justifiable reduction in the number of teaching positions in the District for reasons of fiscal exigency or program change.
2. “Teacher” means any person who is defined as a teacher under the Teacher Employment, Compensation, and Dismissal Act of 1990, C.R.S. § 22-63-101 *et seq.*
3. “Fiscal exigency” means any significant decline in the Board of Education’s ability to fund the operations of the District as a result of a decline in student enrollment, restrictions on revenues, increased costs or any other action, event or condition that may cause the District’s current or projected budget to be insufficient to adequately meet the District’s current or projected needs. A fiscal exigency may exist based solely upon current revenue and expenditure projections.
4. “Program change” means any elimination, curtailment or reorganization of curriculum, program or school operation, or a reorganization of curriculum, program or operation, or a reorganization or consolidation of two or more individual schools. A program change need not be caused by fiscal exigency.
5. “Day” means every day including Saturdays, Sundays and teacher work days, but it does not include official school holidays such as Thanksgiving and Christmas.

### **General Grounds for Cancellation of Employment**

A cancellation of employment may take place when the Board decides that a fiscal exigency exists or a program change justifies a reduction of teaching positions. The Board is responsible for determining what constitutes a fiscal exigency or program change justifying a decrease in teaching positions. The Board’s decision, and any resulting cancellation of employment, may be effected only in accordance with this policy and the accompanying procedures.

### **Board of Education's Preliminary Determination and Statement**

If the Board of Education determines a fiscal exigency or program change justifies the reduction of teaching positions, it shall prepare an initial statement that identifies with reasonable particularity the reasons for the decision and the number of staff to be reduced. (See GCQA-E2 for a sample statement) This statement shall be transmitted to the Superintendent and all District instructional staff.

### **Superintendent's Action**

Within 20 days after receiving the initial statement of the Board, the Superintendent shall submit to the Board recommendations for canceling the employment of particular teachers. In making this recommendation, performance evaluations made in accordance with Section 22-9-106, C.R.S. shall be a significant consideration in the Superintendent's recommendation. The Superintendent may also consider other factors, including but not limited to: probationary/nonprobationary status, length of service to the District, Ability to perform additional functions, and relationship to core curriculum. These additional factors will be considered only after performance evaluations have been considered. The Superintendent also may consider additional needs of the District as a factor in determining which employment contracts to cancel.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

#### LEGAL REFERENCES:

CRS 22-60.5-101 et seq. (Colorado Educator Licensing Act)

CRS 22-63-202(3) (cancellation of employment contracts; reduction in force)

#### CROSS REFERENCES:



## Support Staff Recruiting/Hiring

The Board of Education for Mapleton Public Schools shall establish and budget for classified positions in the District on the basis of need and the financial resources of the District.

### Recruiting

The recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent (or designee) who shall confer with school directors and other supervisory personnel in making a selection. Only qualified paraprofessionals, as defined by the No Child Left Behind Act of 2001, shall be hired to provide instructional support for students in Title I School-wide and Targeted Assistance Programs.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

### Background Checks

Prior to hiring any person, in accordance with state law, the District shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment as appropriate. In all cases where credit reports are used in the hiring process the District shall comply with the Fair Credit Reporting Act.

All non-licensed applicants recommended for a position in the District shall submit a notarized form with information about felony or misdemeanor convictions as required by law and will submit fingerprints to a law enforcement agency to facilitate a criminal background check. *State law defines "convicted" as: "[A] conviction by a jury or by a court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with a felony or misdemeanor, the payment of a fine, a guilty plea accepted by a court, a plea of nolo contendere, and the imposition of a deferred sentence or suspended sentence by the court."* C.R.S. 22-32-109.8(8)(a). This requirement shall not apply to any student currently enrolled in the District applying for a job. Applicants may be conditionally employed prior to receiving the fingerprint results.

If the District receives an update from CDE regarding school employees previously subject to a fingerprint-based background check, the District will cross-check its employee list with the update and take appropriate action if necessary, including parental notification. C.R.S. 22-2-119(4)(b), 1 CCR 301-83.

A non-licensed employee who is terminated solely due to disqualification from employment for a felony domestic violence and/or a felony drug offense, as required by state law, may reapply for employment after five (5) years have passed since the date the offense was committed. At the Superintendent's discretion, the District may reconsider an application if a request is made in writing. The District may choose to conduct an assessment to determine if the applicant poses a risk to students or staff, and will consider the factors outlined in state law.

## Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status, or disability.

The Board shall officially appoint all employees upon the Superintendent's recommendation; however, temporary appointments may be made pending Board action. Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the District to the appropriate state agency.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

- 15 U.S.C. §1681 et seq. (*Fair Credit Reporting Act*)
- 20 U.S.C. §6319 (*paraprofessional requirements under No Child Left Behind Act of 2001*)
- 42 U.S.C. §653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)
- 42 U.S.C. §2000ff et seq. (*Genetic Information Nondiscrimination Act of 2008*)
- 34 C.F.R. 200.58, 200.59 (*federal regulations regarding paraprofessional qualifications*)
- C.R.S. § 13-80-103.9 (*liability for failure to perform an education employment required background check*)
- C.R.S. § 14-14-111.5 (*Child Support Enforcement procedures*)
- C.R.S. § 22-2-119 (*duty to make inquiries prior to hiring*)
- C.R.S. § 22-32-109 (1)(f) (*Board duty to employ personnel*)
- C.R.S. § 22-32-109.7 (*duty to make inquiries prior to hiring*)
- C.R.S. § 22-32-109.8 (*fingerprinting requirements for non-licensed positions*)
- C.R.S. § 24-5-101 (*effect of criminal conviction on employment*)
- C.R.S. § 24-34-402 (1) (*discriminatory and unfair employment practices*)

### CROSS REFERENCES:

- GBA: Open Hiring/Equal Employment Opportunity
- GDA: Support Staff Positions
- GDAA: Title I Paraprofessionals

# *Memo*

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TO: Charlotte Ciancio, Superintendent  
FROM: Shae Martinez, Director of Business Services  
DATE: December 11, 2012

**POLICY:** Financial Condition and Activity (EL 4.3)  
**REPORT TYPE:** Decision Preparation  
**SUBJECT:** Mill Levy Certification FY 2013

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**Policy Wording:** The Superintendent shall neither cause nor allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in District Ends policies.

**Policy Interpretation:** The District will not fail to make tax payments and other government ordered payments and filings timely and accurately.

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

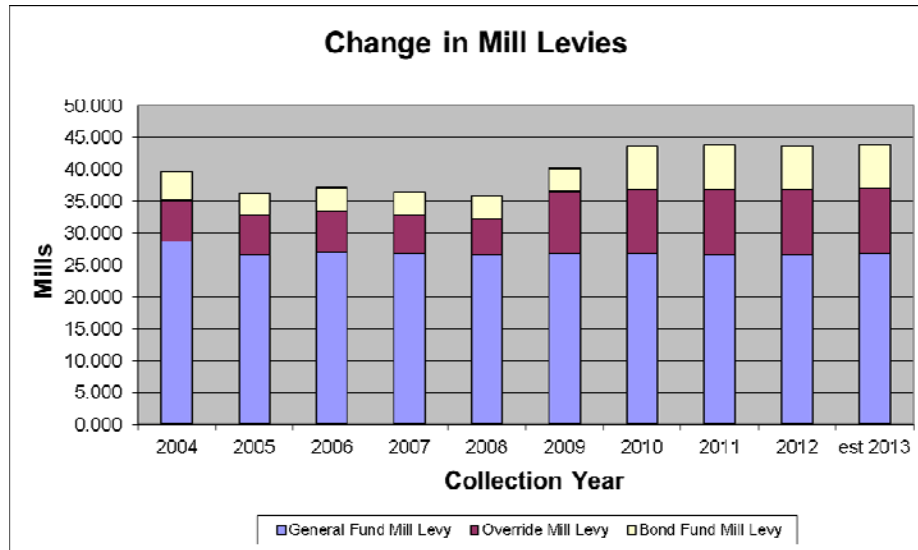
The levy for the District General Fund totals 36.946 mills; the levy for the Bond Redemption Fund totals 6.960 mills, for a total district mill levy of 43.906.

The Adopted Budget for the District projected a General Fund mill levy of 36.861. This preliminary figure was based on a projected assessed valuation of \$453,631,720 provided by the Department of Education. The actual assessed valuation as certified by the county assessor was \$452,371,640 – which was lower than the original projection. Once the election and the actual assessed valuation were finalized, the mill levy was adjusted to its current value.

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

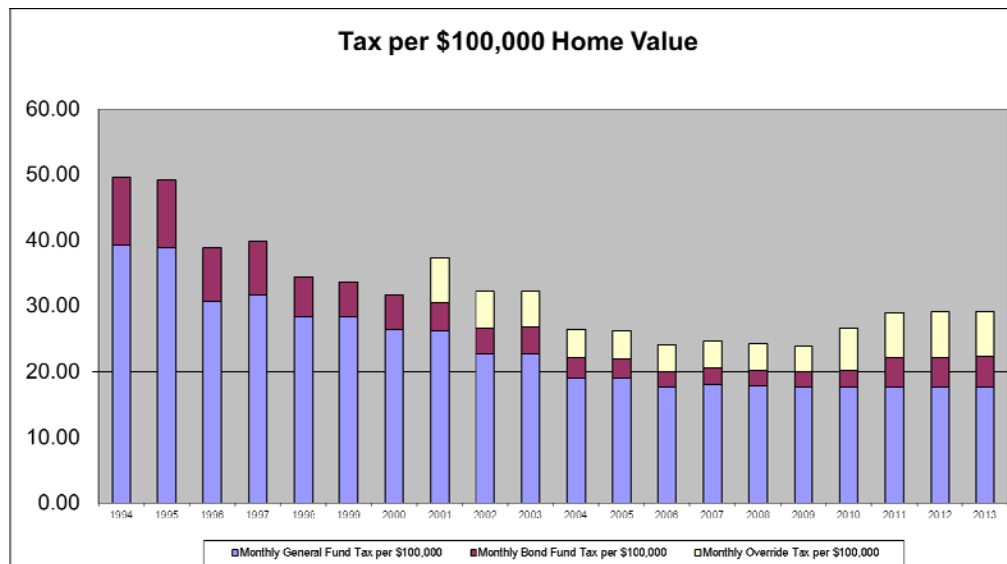
Upon certification by the Board of Education, the total general fund mill levy of 36.861 and bond fund mill levy of 6.960 will be assessed on all District property owners beginning January 1, 2013.

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



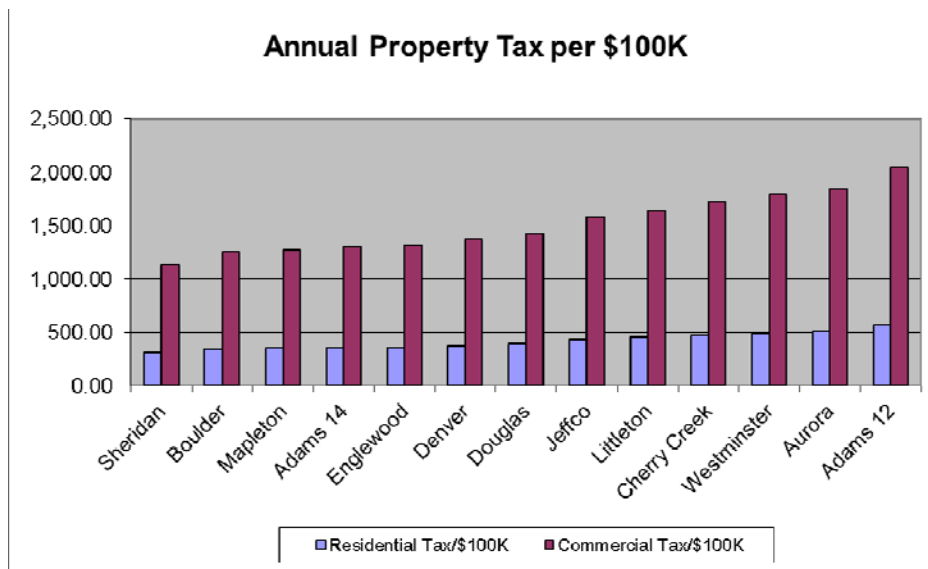
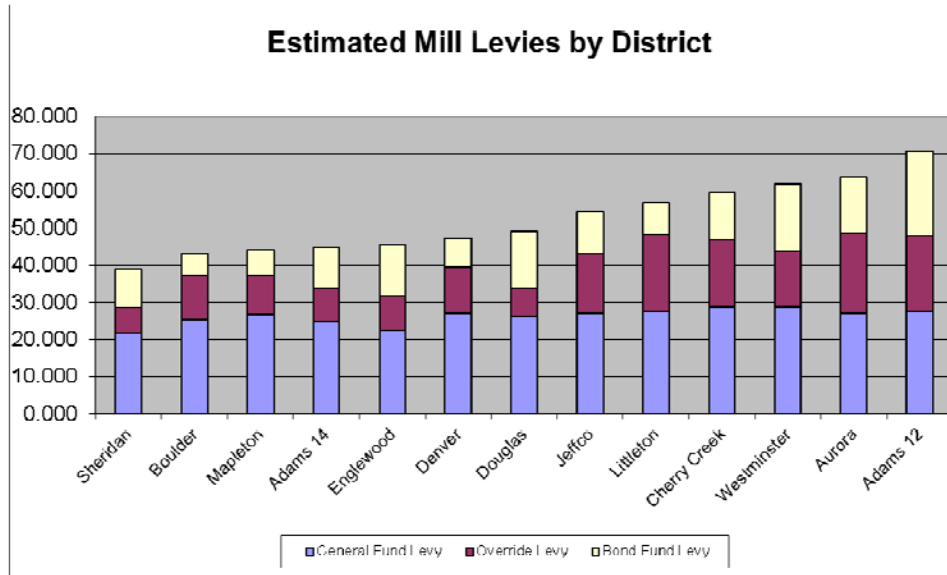
The total school district mill levy increased by .166 mills from FY 2012. The mill levy increase is due to a decrease in the assessed valuation from \$453,631,720 to \$452,371,640 (\$1,260,080 or .02%). State law allows school districts to levy additional mills to collect abated taxes, and to adjust override and bond mill levies to keep the dollar value constant. The mill levy for the district is still 2.2 mills lower than in 2001 when the district passed its last override mill levy. This is due primarily to the substantial growth in our district's assessed valuation over the past two decades (more than a 94% increase).

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



Tax per \$100,000 of home value peaked in 1993 at \$59.85 after the district passed its last capital construction bond election. Since then, the annual tax per \$100,000 in home value has dropped to a low of \$23.78 per month in fiscal year 2009. The current monthly tax per \$100,000 of home value is \$29.12. This is an increase of .11 per month over last year.

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



These levies are estimates based on CDE figures – most districts are like us, certifying their mill levies at this meeting in December. As soon as I have finals, I'll update this chart. As you can see, Mapleton's levy is lower than many districts in the metro area. Boulder and Denver have such high assessed valuations they don't really fit into the comparison. And Sheridan and Englewood have very low base mill levies, 21 and 22 mills, respectively, where Mapleton starts with a base levy of 26.6 mills. This levy is controlled by the state under the TABOR guidelines. Taking these factors into account, Mapleton's levy is really quite low – even after the override assessment and bond. This demonstrates good stewardship of tax resources to our community.

**Recommendation:** District administration recommends that the Board of Education adopt the General Fund mill levy of 36.946 mills; and the Bond Redemption Fund mill levy of 6.960 mills; for a total levy of 43.906

# *Memo*

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TO: Charlotte Ciancio, Superintendent  
FROM: Shae Martinez, Director of Business Services  
DATE: December 11, 2012

**POLICY:** Communication and Support to the Board (EL 4.8)  
**REPORT TYPE:** Incidental  
**SUBJECT:** FY 2012 Audit Presentation

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**Policy Wording:** The Superintendent shall not fail to inform and support the Board in its work.

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

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

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Don Herman, Chief Operations Officer  
DATE: December 11, 2012

**Policy:** Financial Condition and Activity (EL 4.3)  
**Report Type:** Decision Preparation  
**SUBJECT:** CITY OF THORNTON INTERGOVERNMENTAL AGREEMENT

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**Policy Wording:** The Superintendent shall neither cause nor allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in District Ends policies.

**Policy Interpretation:** This policy is interpreted as requiring board approval to acquire, lease, encumber or dispose of real property.

**Decision Requested:** District administration is requesting the Board approve the agreement with the City of Thornton as presented.

For some time, the District has been discussing the formation of an Inter-Governmental Agreement (IGA) with the City of Thornton. Many of the District schools are located within the boundaries of Thornton and enjoy the benefits provided by City services. The City, in turn, has expressed interest in joint use of the District facilities such as the football field, baseball field, practice fields, basketball courts and other interior spaces. Through discussions with the City, District administration believes an Inter-Governmental Agreement would best serve both parties and the community as a whole.

The agreement allows the City access to District fields and facilities at no cost unless the use requires the District to incur expenses, such as adding a custodian or event facilitator to help with a large activity. The District would still have first priority use, but would be required to schedule that use in advance to avoid any conflicts. In return, the City agrees to provide normal maintenance free of charge for several District sites within Thornton boundaries (see Attachment A). The value of this regular maintenance is estimated at \$49,495 per year. Further, the City agrees to withhold the assessment of tap fees in the amount of \$229,539 through the life of the agreement.

Finally, the IGA allows the District to assess a pro-rated capital maintenance fee for the long-term upkeep of fields and facilities.

District fields and facilities will be scheduled by District personnel through our regular facility use process, though the City has expressed interest in managing the scheduling of the fields themselves.

The agreement is for one year, beginning January 1, 2013, and automatically renews each year. The agreement can be terminated by submitting a letter by September 30 of 2013. The City agrees to maintain liability insurance according to District policy.



Negotiations with the City for this inter-governmental agreement have been sensible and straightforward. Both parties believe this agreement will form a good foundation for a long-term relationship with the City of Thornton.

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
MAPLETON PUBLIC SCHOOLS AND  
THE CITY OF THORNTON  
FOR THE JOINT USE OF FACILITIES**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into the \_\_\_ day of December 2012 by and between the City of Thornton, a Colorado home rule municipality, (the "City") and Mapleton Public Schools, also known as Adams County School District #1, a political subdivision of the State of Colorado, (the "District") (jointly the "Parties").

WITNESSETH

WHEREAS, the District and the City are both political subdivisions of the State of Colorado; and

WHEREAS, Section 18(2) of Article XIV of the Colorado Constitution and Sections 29-1-201, *et seq.* and 29-20-105 of the Colorado Revised Statutes authorize and encourage governments to cooperate by contracting with one another for their mutual benefit; and

WHEREAS, on August 28, 2012, the City and the District entered into an Intergovernmental Agreement setting aside water fees for new buildings on the Skyview Campus while a joint use agreement was negotiated; and

WHEREAS, the water fees, in the amount of \$229,539, are due and payable December 31, 2012 unless the City and District execute a Joint Use Agreement by this date; and

WHEREAS, the District has certain facilities and fields that the City can use for the benefit of its citizens; and

WHEREAS, the Parties agree that jointly using the facilities and fields is desirable; and

WHEREAS, the Parties wish to enter into a long-term Joint Use Agreement for the benefit of all taxpayers in the City and School District.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

I. DEFINITIONS

A. City Manager means the City Manager of the City of Thornton or designee.

B. Superintendent means the Superintendent for Mapleton Public Schools also known as Adams County School District #1 or designee.

C. District Facilities means gymnasiums, lunch rooms, common areas, libraries, classrooms, meeting rooms, theatres and play and sports fields owned or operated by the District.

D. City Use shall be defined as use by any official City of Thornton-sanctioned organization or activity, as determined by the City Manager or designee.

## II. USE AND SCHEDULING

A. The Parties recognize that the District shall have priority use of District Facilities during normal school hours and the City shall have priority use of District Facilities outside normal school hours as may be modified from time to time as provided herein.

B. The Parties recognize that the District has certain facilities and play fields that are available for use outside normal school hours.

C. The Parties shall annually each designate one person as a key contact for scheduling the use of District Facilities ("joint use schedule"). The Parties agree that only the designated employees may establish, modify or eliminate items from the joint use schedule.

D. The Parties agree that the District shall provide and maintain all scheduling for all District Facilities. However, nothing herein shall prevent the Parties from sharing the scheduling responsibilities. The Superintendent and the City Manager or their designees may change the scheduling responsibilities by separate informal document. The Parties agree that the long-term goal is for the City to take over responsibility for scheduling and maintenance of District play fields within the City boundaries. This responsibility will be assumed by the City of Thornton no later than July 1, 2013.

E. Section VII lists the City's proposed uses of District Facilities to be scheduled. The Parties agree to review and modify this list as circumstances warrant.

F. The Parties agree that the City may use all District Facilities owned or operated by the District, including those that may not be within the boundaries of the City.

## III. FEES/OVERTIME

A. The Parties agree that as long as this Agreement remains in full force and effect that District Facilities used by the City shall be free of any rental, use or other fees that may be established by the District for use of their facilities by other persons or entities. In the event the District chooses to charge such fees for use of District Facilities by the City or groups affiliated with the City, the entire amount of \$229,539 will become immediately due and payable. In the event the City fails to perform the maintenance services outlined in sections V and VI, the District will assess the City for the total accumulated rental fees accrued by the City or its affiliated organizations.

B. The Parties recognize that the City may use certain District Facilities after normal school hours. The Parties agree that the City, or groups affiliated with the City, will pay the cost of regular or overtime pay of District staff required to work additional hours to cover a use scheduled outside normal school hours. The Parties further agree that overtime will only be charged if an employee is required to work outside of their normal schedule. For example, if a custodian is working a normal after-hour shift during the time the City is using a District Facility, the City will not be billed for the time the custodian is required to be there as part of their normal duties. However, if the District determines it cannot accommodate the activity with its normal staff, additional staff will be assigned, and hourly rates will be charged to the City or its affiliated groups. The District agrees that it will advise the City of proposed regular or overtime costs prior to the event or use of any District Facility. Overtime rates will be billed commensurate with the District's pay plan as may be amended from time to time. The Parties agree that the City may review the District's pay plan as requested.

#### IV. PRIORITY

A. First priority for scheduling the use of all District Facilities shall be school events and programs sponsored by the District.

B. Second priority for scheduling the use of all District Facilities shall be for programs, events and activities sponsored by the City. The Parties recognize that the City will be using District facilities for some youth leagues and other affiliated uses. The Parties agree that once a schedule has been established for City Use of District facilities, the District will use its best efforts to avoid the cancellation of the scheduled use by individual school administrative personnel in favor of another individual school use that will cause parents, coaches and others to be displaced from the scheduled event.

#### V. MAINTENANCE, DAMAGE AND VANDALISM

A. The Parties acknowledge that from time to time a District Facility may experience damage or vandalism from a group using the District Facility. The Parties agree to negotiate appropriate compensation for damage or vandalism that may be attributable to use by the City and to assist the City in the event the

City is able to seek compensation from third parties. The Parties further agree that the City shall not be liable for repair or replacement attributable to normal wear and tear.

B. The Parties recognize that certain District Facilities and equipment require maintenance of a non-routine nature. By way of example and not of limitation, facilities such as wood gym floors, cinder tracks, athletic courts and baseball in-fields require some repair that falls outside normal maintenance standards. The Parties agree to share in the cost of non-routine maintenance needs as follows:

- 1) The cost of projects to address future, non-routine maintenance shall be planned for and discussed at least one year in advance of the year of the anticipated planned expenditure in order to allow the Parties to obtain budgetary authority for such projects.
- 2) The Parties agree that each shall pay a pro-rata share of the total cost of the agreed upon repairs based on the number of hours of the actual use of any given facility.
- 3) Upon approval of this Agreement, the Parties will assess the useful life of District Facilities that the City will be using. The Parties agree that the City will not be asked to participate in the repair or replacement of District Facilities at the end of their useful life.

## VI. MAINTENANCE SERVICES

A. The Parties agree that the City will provide certain maintenance services at District Facilities as outlined in Attachment A. The current value of these services is estimated at \$49,495. The Parties also agree that the District will maintain an accounting of the value of the services (rental fees and other services) provided by the District to the City.

B. Annually, the Parties will review the services provided by each entity under this Agreement and estimate the value. Nothing contained herein shall prevent the Parties from modifying the services upon the approval of the City Manager and the Superintendent.

## VII. SCHEDULE OF USES

A. Each year in the fourth quarter of the year, the Parties will meet to agree on District Facilities and schedule of uses by the City for the following year.

B. The District Facilities scheduled to be used by the City for the 2013-2014 school year are as follows:

- 1) Move the City boxing program to Mapleton High School.

- 2) Use the Skyview auditorium for dance recitals.
- 3) Use the Skyview auditorium for choir and band concerts.
- 4) Use the Skyview auditorium for the Young Artists Festival.
- 5) Use the gymnasium at York/Bertha Heid and/or Monterey Elementary for boys basketball.
- 6) Off-season use of the Skyview football field for youth soccer and football.

C. The Parties agree that the District Facilities scheduled to be used may be modified upon the approval of the City Manager and the Superintendent.

#### VIII. TERM AND TERMINATION

A. The term of this Agreement is for a twelve (12) month period beginning January 1, 2013 and ending December 31, 2013.

B. This Agreement shall be automatically extended from year to year for additional one calendar year period unless either party shall give the other ninety (90) days advance written notice of its intent to terminate the Agreement at the end of the current one-year period.

C. Upon termination of this Agreement by the District, the Water Fees totaling \$229,539 shall become immediately due and payable.

D. Upon termination of this Agreement by the City, all accumulated rental fees accrued by the City or its affiliates less the value of all accumulated maintenance services as reflected in Section VI, shall become immediately due and payable.

#### IX. AMENDMENTS

Any amendment to this Agreement shall be in writing and approved by the Parties.

#### X. NOTICE

Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if personally delivered or served by facsimile. Notice shall also be sufficient if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth below, or at such other address as

has been previously furnished in writing, to the other party or parties. Such notice shall be deemed to have been given when received by the other party.

City of Thornton  
Attention: City Manager  
City Manager's Office  
9500 Civic Center Drive  
Thornton, Colorado 80229

Adams County School District #1  
Attention: Superintendent  
Superintendent's Office  
591 East 80<sup>th</sup> Avenue  
Denver, Colorado 80229

XI. LIABILITY AND INSURANCE

A. Each party agrees to indemnify and hold harmless the other, its officers and employees from and against all liability claims, demands and expenses, including court costs and attorney fees, on account of any injury, loss or damage which arise out of or are in any manner connected with the work or any construction to be performed or repair or maintenance or the use and occupancy of a District Facility under this Agreement, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by the acts, errors, or omissions of the other party, any contractor, subcontractor, or subconsultant of the other party, or any of its officers, employees, agents, invitees, servants, successors, or assigns. The obligations of this section shall not apply to damages for which either party shall become liable, by final judgment, to pay to a third party as the result of its negligent act, error, or omission.

B. Each party agrees to procure and maintain in force, during the term of this Agreement, at its own cost, General Liability Insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards.

C. The Parties hereto understand and agree that the City, the District, their officers and employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. 24-10-101 *et seq.*, as from time-to-time amended, or otherwise available to either party, their officers, or their employees.

XII. INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the Parties.

XIII. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

XIV. SEVERABILITY

If any article, section, paragraph, sentence, clause or phrase of this Agreement is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity, enforceability or constitutionality of the remaining provisions of this Agreement.

XV. NON-DISCRIMINATION

Neither of the Parties hereto shall discriminate on the basis of age, sex, race, religion, ancestry, national origin, physical or mental disability in any policy or practice.

XVI. COMPLIANCE WITH LAW

The work and services to be performed hereunder shall be done in compliance with all applicable federal, state and local laws, ordinances, rules and regulations.

XVII. PARAGRAPH CAPTIONS

The captions of the paragraphs are set forth only for the convenience and reference of the Parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.

XVIII. EFFECTIVE DATE

This Agreement will be effective upon the date last approved by the Parties.

XIX. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and District, and nothing contained in this Agreement shall give or allow any such claim to right of action by any other third person on such Agreement. It is the expressed intention of the City and the District that any person other than the City or District receiving



services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

IN WITNESS WHEREOF, the City and School District have caused this instrument to be executed by their duly authorized officers and their corporate seals to be hereunto affixed as set for below.

Signatures on next page.

CITY OF THORNTON, COLORADO

\_\_\_\_\_  
Jack Ethredge, City Manager/Date

ATTEST:

\_\_\_\_\_  
Nancy A. Vincent, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret Emerich, City Attorney

ADAMS COUNTY SCHOOL DISTRICT #1

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Superintendent, Mapleton Public Schools

ATTEST:

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President, Board of Education

APPROVED AS TO FORM:

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Attorneys for Adams County School District #1

## Attachment A

### Mapleton Property Service Levels 2013:

#### Meadow Elementary School:

Service levels for this location include full maintenance of the multiuse soccer field and baseball field east of the school building. Tasks include; daily inspection of site and litter removal, weed control in turf and along sidewalks and curbs, graffiti removal, mowing, fertilizing, core aeration of turf, program irrigation system, inspect and repair irrigation system, overseed turf as needed for wear, sidewalk and patio cleaning in and around the pavilion. Ballfield maintenance includes; scarifying infields, adding infield mix as needed, spray weeds as needed, remove lip between turf and infield, maintain safe play surface. No playground maintenance at this location.



Meadow Elementary

**Clayton / Bertha Heid Elementary Schools:**

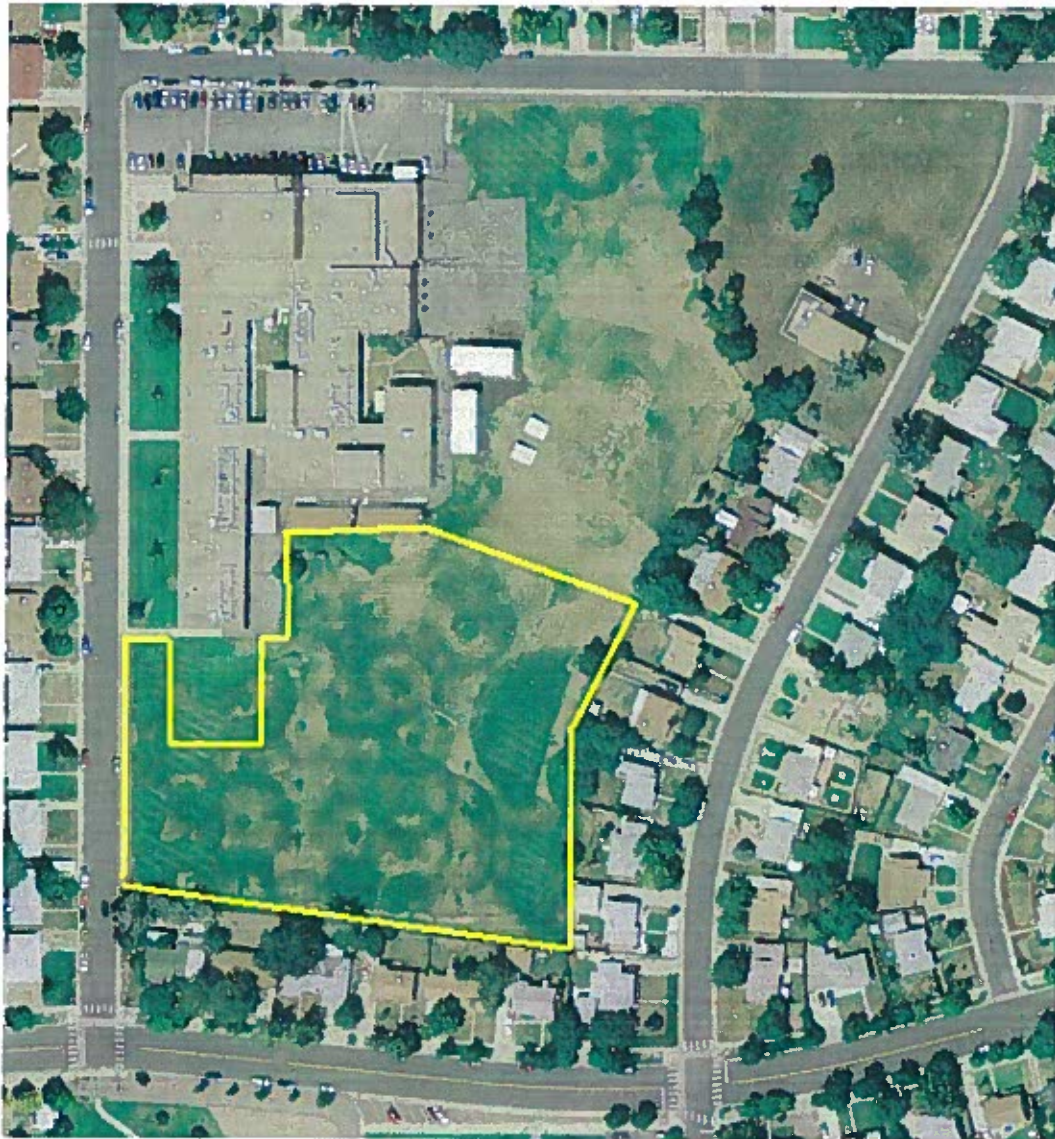
Service levels for this location include full maintenance of the two baseball fields and the multiuse soccer field area between the two schools. Tasks include; daily inspection of site and litter removal, weed control in turf and along sidewalks and curbs, graffiti removal, mowing, fertilizing, core aeration of turf, program irrigation system, inspect and repair irrigation system, overseed turf as needed for wear and sidewalk cleaning. Ballfield maintenance includes; scarifying infields, adding infield mix as needed, spray weeds as needed, remove lip between turf and infield, maintain safe play surface. No playground maintenance at this location.



Clayton / Bertha Heid Park

**York International School:**

Service levels for this location include irrigation management and irrigation repairs. The area identified reflects approximately 3 acres of turf that the City will be responsible for. There will not be any mowing, fertilizing, aeration, litter removal or playground maintenance at this location.



**York International**

**Skyview Campus:**

Service levels for this location include irrigation management and irrigation repairs for approximately 12 acres that make up the existing high school baseball field and the existing high school football field and the practice field. There will not be any mowing, fertilizing, aeration, litter removal, no playground maintenance, stadium maintenance, track maintenance storm water detention maintenance.



Skyview Campus

# *Memo*

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TO: Charlotte Ciancio, Superintendent  
FROM: Don Herman, Chief Operations Officer  
DATE: December 11, 2012

**Policy:** Financial Condition and Activity (EL 4.3)  
**Report Type:** Decision Preparation  
**SUBJECT:** REAL PROPERTY DONATION TO CITY OF THORNTON FOR POZE BLVD AND  
CLAYTON STREET TRAFFIC IMPROVEMENT PROJECT

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**Policy Wording:** The Superintendent shall neither cause nor allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in District Ends policies.

**Policy Interpretation:** This policy is interpreted as requiring board approval to acquire, lease, encumber or dispose of real property.

**Decision Requested:** District administration is requesting the Board approve the real property donation as presented.

The District is currently cooperating with the City of Thornton to construct improvements to Clayton Street to allow for better traffic flow and to provide ADA accessible crosswalks at various intersections. One such intersection is at Poze Boulevard and Clayton Street on the Explore Site.

The City wants to construct a more rounded corner with improved ADA ramps. To do this, they need to intrude upon our property by a total of 22 square feet. Diagrams and illustrations of the project are attached.

The current sidewalk and curb are more squared-off, which makes it difficult for our buses to turn south on Clayton Street from eastbound Poze. This rounded corner will make that much simpler.

District administration recommends approval of the property dedication as noted.



**'EXHIBIT A'**

A PARCEL OF LAND LOCATED IN THE SOUTHWEST ¼ OF SECTION 24, TOWNSHIP 2 SOUTH, RANGE 68 WEST OF THE 6TH P.M., CITY OF THORNTON, COUNTY OF ADAMS, STATE OF COLORADO DESCRIBED AS FOLLOWS:

CONSIDERING THE WEST RIGHT-OF-WAY LINE OF CLAYTON STREET TO BEAR SOUTH 00°02'01" EAST, AND WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO; BEGINNING AT THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF CLAYTON STREET AND THE SOUTH RIGHT-OF-WAY LINE OF POZE BOULEVARD, ALSO BEING THE NORTHEAST CORNER OF BLOCK 85, THORNTON; THENCE SOUTH 00°02'01" EAST COINCIDENT WITH SAID WEST RIGHT-OF-WAY LINE AND THE EAST LINE OF SAID BLOCK 85, A DISTANCE OF 5.96 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE TO THE SOUTHWEST, HAVING A RADIUS OF 37.64 FEET AND A CENTRAL ANGLE OF 14°53'59", THE CHORD OF WHICH BEARS NORTH 55°25'26" WEST, A DISTANCE OF 9.76 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 9.79 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF POZE BOULEVARD; ALSO BEING THE NORTH LINE OF SAID BLOCK 85 AND THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE TO THE NORTH, HAVING A RADIUS OF 1148.01 FEET AND A CENTRAL ANGLE OF 00°24'05", THE CHORD OF WHICH BEARS NORTH 87°01'30" EAST, A DISTANCE OF 8.04 FEET; THENCE EASTERLY ALONG THE ARC OF SAID CURVE, AND COINCIDENT WITH SAID SOUTH RIGHT-OF-WAY LINE, A DISTANCE OF 8.04 FEET TO THE TRUE POINT OF BEGINNING.

SAID PARCEL CONTAINS 22 SQUARE FEET OR 0.001 ACRES, MORE OR LESS.

PREPARED BY: CURTIS D. HOOS, PLS 37971  
FOR AND ON BEHALF OF:  
AMERICAN WEST LAND SURVEYING CO.  
A COLORADO CORPORATION



# 'EXHIBIT A'



GRAPHIC SCALE  
1"=10'



**POZE BOULEVARD**  
(80' RIGHT-OF-WAY)

R=1148.01'  
A=8.04'  
Delta=00°24'05"  
CH=8.04'  
CHB=N87°01'30"E

22 S.F.+/-  
0.001 Ac.+/-

TRUE POINT  
OF BEGINNING

SOUTH RIGHT-OF-WAY LINE OF POZE BLVD.

R=37.64'  
A=9.79'  
Delta=14°53'59"  
CH=9.76'  
CHB=N55°25'26"W

S00°02'01"E  
5.96'

WEST RIGHT-OF-WAY LINE OF CLAYTON STREET  
(S00°02'01"E BASIS OF BEARINGS)

CLAYTON STREET  
(60' RIGHT-OF-WAY)

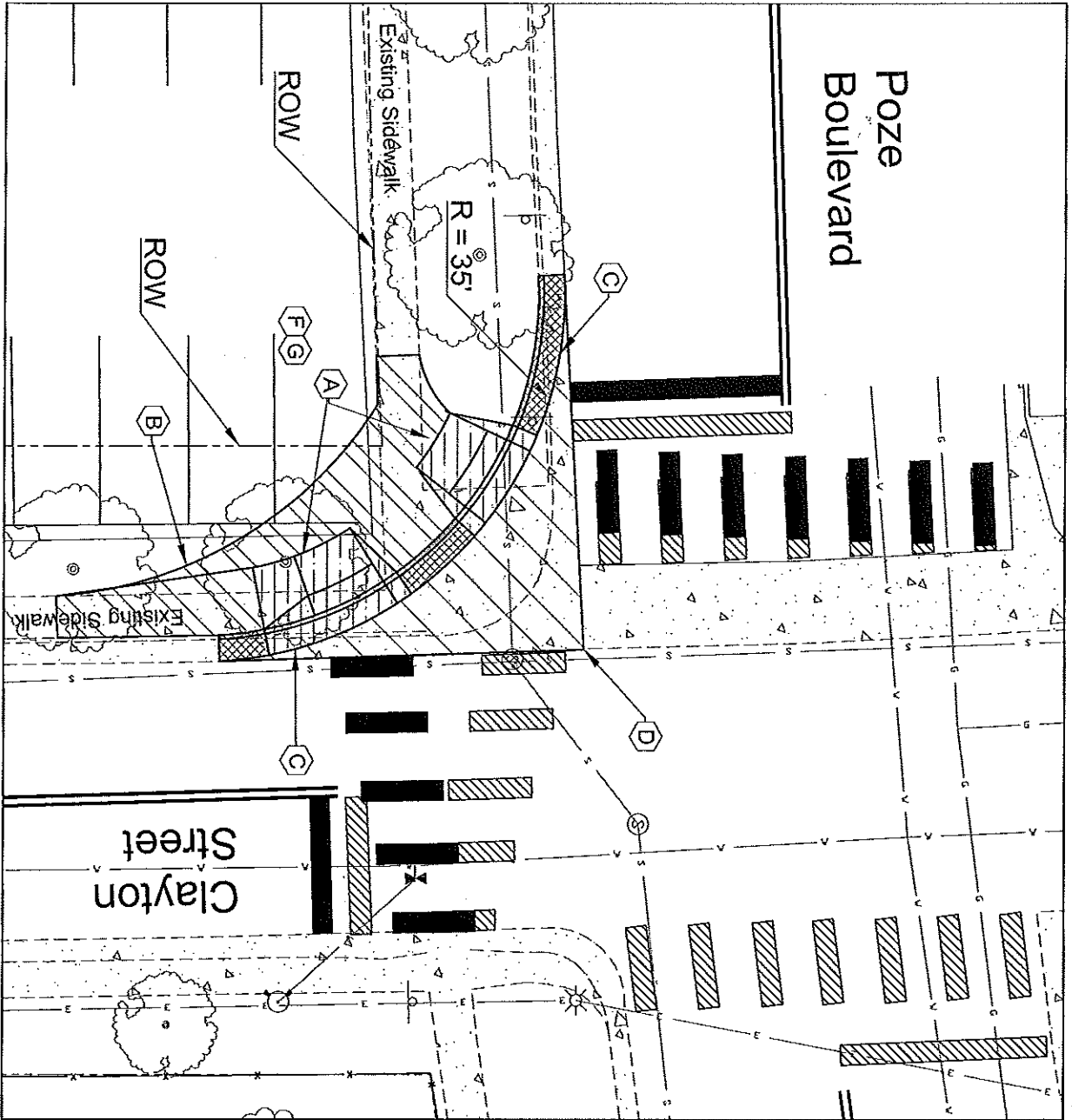
BLOCK 85  
THORNTON  
(FILE 10, MAP 141)

PARCEL NO. 0171924305001  
SCHOOL DISTRICT NO. 1  
591 E. 80TH AVE.  
DENVER, CO 80229-5806



NOTE: THIS DRAWING IS MEANT TO DEPICT THE ATTACHED DESCRIPTION AND IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT REPRESENT A MONUMENTED LAND SURVEY. NOTE: THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY AMERICAN WEST LAND SURVEYING CO. TO DETERMINE OWNERSHIP, RIGHTS-OF-WAY OR EASEMENTS OF RECORD.

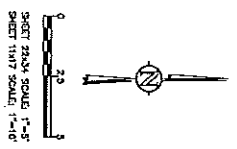
	DRAWN BY: CDH	<p><b>American West</b> <b>Land Surveying Co.</b> A Colorado Corporation</p>
	FIELD: MRH	
PARCEL NO. 0171924305001 SCHOOL DISTRICT NO. 1	OCT. 10, 2012	
	PAGE 2 OF 2	
PO Box 129, Brighton, CO 80601 * P 303-659-1532 F 303-655-0575 * AMWESTLS.COM		



**LEGEND**

- Sanitary Sewer Manhole
- Local Control Pole
- Sign
- Pedestrian Tree

Key Notes	Description
(A)	Construct Type I sidewalk ramp.
(B)	Construct sidewalk.
(C)	Construct curb and gutter.
(D)	Construct cross park.
(E)	Construct cross park.
(F)	Repair handdrainage.
(G)	Acquire right-of-way.
(H)	
(I)	



<p>PLAN SHEET</p> <p><b>INTERSECTION IMPROVEMENT PROJECT</b></p>	<p>CITY OF THORNTON</p> <p>12450 WASHINGTON STREET</p> <p>THORNTON, COLORADO</p>	<p><b>Sustainable Traffic Solutions, Inc.</b></p> <p>823 West 124th Drive Westminster, CO 80234 303.589.6875 joe@sustainabletrafficsolutions.com</p>
<p>Project No.: Date: 10/08/2012 Drawn By: JJJH</p> <p>CLAYTON ST. / POZE BLVD.</p> <p style="font-size: 2em; font-weight: bold;">5</p>		

# *Memo*

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TO: Charlotte Ciancio, Superintendent  
FROM: Jackie Kapushion, Assistant Superintendent  
DATE: December 5, 2012

**POLICY:** Communication and Support to the Board (EL 4.8)  
**REPORT TYPE:** Decision Making  
**SUBJECT:** New America School-Denver Contract Transfer Resolution

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**Policy Wording:** The Superintendent shall not fail to inform and support the Board in its work.

**Policy Interpretation:** This policy is interpreted to include submitting to the Board any resolutions that require Board approval.

**Report:** In June 2010, Mapleton Public Schools entered into a contract with the New America School and became the charter's authorizer for the term of three years. Next year, the New America School's charter will transfer to the Charter School Institute, and that organization will become the authorizer of the New America School-Denver campus. However, the New America School-Denver will continue to operate within Mapleton's District boundaries for one year (2013-2014) until a permanent location is determined. This act temporarily suspends the District's exclusive chartering authority for one academic year. In order to allow this suspension to take place, the Board of Education is asked to approve a resolution allowing for this adjustment. The suspension of the District's exclusive chartering authority applies only in the case of the New America School-Denver charter school.

**Decision Requested:** District administration requests the Board's approval of a resolution transferring the New America School's contract application to the Charter School Institute beginning July 1, 2013, for the 2013-2014 school year, thus temporarily suspending Mapleton's exclusive chartering authority.

## Adams County School District No. 1

### RESOLUTION

(Approving The New America School's Application for Transfer to the Charter School Institute)

WHEREAS, the Board of Education of the Adams County School District No. 1, also known as Mapleton Public Schools ("School District"), is a local board of education that has exclusive chartering authority to authorize charter schools within its geographic boundaries, pursuant to C.R.S. § 22-30.5-504; and

WHEREAS, the School District is the current authorizer of The New America School ("NAS-Denver"), a School District charter school; and

WHEREAS, in June, 2010, the School District and NAS-Denver entered into a charter school contract for a three-year term that expires on June 30, 2013; and

WHEREAS, although the School District and NAS-Denver have enjoyed a positive relationship and the School District has provided fair and equitable treatment to NAS-Denver, NAS-Denver has expressed a desire to apply to transfer to the state's Charter School Institute ("CSI") as its charter authorizer for the renewal of its charter and to eventually relocate outside of the School District boundaries; and

WHEREAS, the Board of Education has no objection to and believes that it would be in the best interests of both the School District and NAS-Denver to allow NAS-Denver to transfer to an institute charter school; and

WHEREAS, the School District and NAS-Denver both desire that NAS-Denver become a CSI school by the beginning of the next fiscal year, July 1, 2013; and

WHEREAS, the Board of Director of CSI on September 18, 2012, approved the transfer of NAS-Denver to CSI.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Adams County School District No. 1, as follows:

1. Pursuant to C.R.S. § 22-30.5-505(8), the Board of Education may permit the establishment of one or more CSI charter schools within the geographic boundary area of the School District by adopting a favorable resolution and submitting the resolution to the State Board of Education.

2. The Board of Education hereby authorizes NAS-Denver to transfer to CSI to become NAS-Denver's charter school authorizer, beginning with the 2013-2014 school year.

3. Unless extended by the Board of Education, this resolution is effective until the first to occur of June 30, 2013, or the CSI Board entering into a contract with NAS-Denver.

4. Following the adoption of this resolution and during the time period stated in paragraph 3 above, the current charter school contract will remain in effect.

5. This resolution applies only to NAS-Denver and shall not be construed in any manner as a voluntary relinquishment of the School District's exclusive chartering authority, which exclusivity is hereby expressly reserved and retained.

Adopted this \_\_\_ day of December, 2012.

Adams County School District No. 1

By: \_\_\_\_\_  
Norma Frank, President

ATTEST:

By: \_\_\_\_\_  
Raymond Garcia, Secretary

# Memo

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TO: Charlotte Ciancio, Superintendent  
FROM: Whei Wong, Chief Communications Officer  
DATE: December 6, 2012

**Policy:** Board Committee or Liaison Principles (GP 1.7)  
**Report Type:** Monitoring  
**SUBJECT:** Citizens Construction Advisory Committee Update

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**Policy Wording:** Board committees or liaisons, when used, will be assigned so as to reinforce the wholeness of the Board's job and as never to interfere with the delegation from Board to Superintendent. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation or by performing specific audit functions. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations.

**Policy Interpretation:** This policy is interpreted as allowing the Board to create the Citizens Construction Advisory Committee (CCAC) and appoint a liaison.

**Decision Requested:** There is no decision requested this evening. This is an information-only update to the Board.

**Report:** Cindy Croisant, Chair of the Citizens Construction Advisory Committee, is providing this latest update to the Board of Education.

#### In the Skyview Student Center remodel:

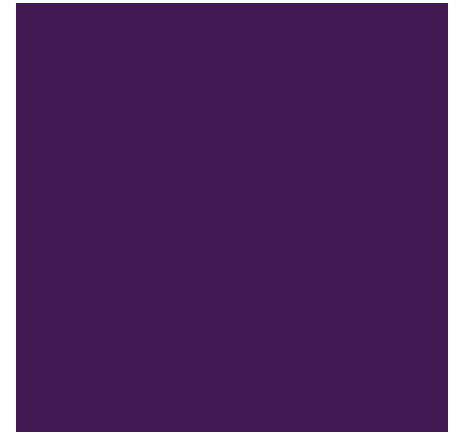
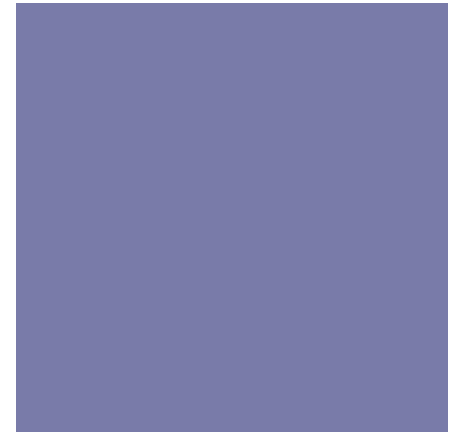
- The Welcome Center is up and running! Staff is busy preparing for the Preschool and Kindergarten Discovery Fair coming up on December 12, from 12 - 7 p.m.
- To correct a minor issue discovered after installation, Neenan is redoing portions of the locker room floors. Crews will begin work when students are out of the building on winter break.

#### On the North Valley School for Young Adults/Library Addition:

- The North Valley School for Young Adults addition is on schedule and will be ready for students next semester! Crews are finishing interior trim, coordinating door hardware, installing classroom and office cabinets, glass and lighting fixtures. Furniture will be delivered January 2-4, 2013.
- Exterior finishes are wrapping up. Exterior site concrete, including stairs and a ramp from the student parking lot are in place. Crews will soon begin landscaping the areas in front of the addition. The School District is also in the process of placing orders for pavers that will be installed in front of the indoor/outdoor fireplace.
- The "tree" inside the library is taking shape. The library is slated to open in late spring/early summer.

Overall, the projects are on target. Updates are being posted to the School District website. The Citizen's Construction Advisory Committee will meet next on Tuesday, January 15.





# Construction Committee Update

December 11, 2012

# + Skyview Renovations



# + North Valley/Library Addition



# + North Valley/Library Addition



# *Memo*

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TO: Charlotte Ciancio, Superintendent  
FROM: Jackie Kapushion, Assistant Superintendent  
DATE: December 5, 2012

**POLICY:** Accountability/Commitment to Accomplishment (AE)  
**REPORT TYPE:** Monitoring  
**SUBJECT:** 2012-13 DAAC Update

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

**Decision Requested:** This report is an "information-only" update. No decision is requested at this time.

**Report:** Colorado law requires that local Boards of Education create a School District Accountability Committee to monitor and provide input in six areas. In December, the DAAC agenda was focused on the following charge:

To provide input and recommendations on an advisory basis to the Board and administration concerning the development and use of assessment tools used for the purpose of measuring and evaluating student academic growth as it relates to teacher evaluations.

In addition to hearing general District updates from the superintendent (regarding: Race to the Top and the school-based health clinic) and reviewing minutes from the last DAAC meeting, the committee spent the majority of their time working with Mike Crawford to understand Senate Bill 191 – the Educator Effective Law and how our district will be supporting its implementation within the next two years. DAAC members looked at specific tools and rubrics that will be used in Mapleton to measure teacher growth. The DAAC asked specific questions related to the Charlotte Danielson Framework and provided written input on our model as it has been developed thus far.

At their next meeting, the DAAC will spend time understanding the District's Unified Improvement Plan (UIP) for the 2013-14 school year. This topic aligns with the following DAAC charge:

To advise the Board concerning preparation of, and annually submit to the Board recommendations regarding the contents of, a district performance, improvement, priority improvement, or turnaround plan, whichever is required based on the District's accreditation category. In advising and preparing the recommendations,

the School District Accountability Committee shall make reasonable efforts to consult in a substantive manner with the School Accountability Committees of the District and shall compile and submit to the Board the school performance, improvement, priority improvement, and turnaround plans submitted by the School Accountability Committees.

DAAC meetings are held the first Tuesday of each month (when feasible) from 4:30-6:30 p.m. in the Board Room. January's meeting will be held on January 15<sup>th</sup> due to the New Year's Holiday.

This information is being presented for information and discussion only.