

Attachment 9: Service Agreements/Buyback Services
Colorado Springs School District 11
Description of Buyback Services to Charter Schools
As of February 2014 (Updated May 2020)

The following are descriptions of possible services the charter may purchase from the District. Due to District staffing issues related to some of the buyback services not all services may be available for a charter to purchase at any given time. Also, some services are required to be purchased from the District due to State statutes or requirements determined by the Colorado Department of Education (CDE). For example, CDE only allows data (student count, suspensions, end of year report, etc.) to be transmitted by the District and not the charter school. Questions about the buyback services should be directed to Mark Capps, 719-520-2060.

Capital Reserve Charge (Mandatory) - This charge is based on the amount the District allocates to its own Capital Reserve Fund. It is only charged to the School as a result of its use of a District facility.

The District utilizes the Capital Reserve Fund for facility replacements, remodels, land acquisition, additions, improvements, and major repairs or major replacements of existing building systems or subsystems either partially or in their entirety. The method for prioritizing capital projects shall be equitable across all District owned facilities; this buyback charge does not alter the prioritization for capital projects in any way.

Building Maintenance Charge (Mandatory) - This building maintenance service includes annual inspections and preventative maintenance of some building systems and subsystems. These services are required of the Charter Schools housed in District facilities to ensure the buildings are being properly maintained and protected for longevity and reliability.

The following list is provided as an example and is not intended to be exhaustive: HVAC (boiler inspections, hydronic system chemical treatment, tightening of belts, greasing bearings, checking safety valves, supplying air filters for tenant replacement, etc.), electrical (panel inspections, tightening lugs, etc.), plumbing (backflow preventer inspections for both domestic and irrigation lines, pressure reduction compliance, etc.), structural inspections (caulking, waterproofing, foundations, etc.), roofing inspections, fire extinguishers (annual inspection), fire alarm system (inspections and testing), etc. Any corrective work identified shall be repaired/replaced by the tenant if the optional building maintenance charge is not selected. Corrective work must meet District standards.

Building Maintenance Charge (Optional) - This building maintenance service includes corrective work as needed by the Charter Schools, excluding tenant responsible maintenance as defined in next section. This includes building system repairs or replacements, interior and exterior protective finishes (structural only), door locks, pest control and prevention.

These services are optional to Charter Schools housed in District facilities. Prioritization of the repairs will be equitable with all District 11 buildings; response time will be constrained by existing workload and District resources; corrective action shall be equitable with other District buildings, at the discretion of District 11 facilities, and based on available resources.

Grounds Maintenance Charge (Mandatory) - This Grounds Maintenance service includes annual inspections and preventative maintenance of some grounds systems and subsystems. These services are required of the Charter Schools housed in District facilities to ensure the properties are being properly maintained and protected for longevity and reliability.

The following list is provided as an example and is not intended to be exhaustive: irrigation system (secure sprinkler systems for winter and reactivate in the spring and perform system preventative maintenance checks), playgrounds (annual inspections and preventative maintenance such as tightening of bolts, measuring fall surface depth, etc.). These services are currently only provided to Charter School housed in District facilities. **CIVA Charter School is specifically excluded from this mandatory buyback.**

Grounds Maintenance Charge (Optional) - This grounds maintenance service includes general landscape maintenance (mowing and trimming large turf areas, pesticide and herbicide application as needed, etc.), irrigation system (broken head repairs, controller and wiring repairs, backflow preventer maintenance, etc.), snow removal and sanding (includes parking lots, paved playgrounds, and entrance drive as needed), etc. These services exclude the tenant responsible maintenance as defined in next section.

These services are optional to Charter Schools housed in District facilities. Prioritization of the repairs will be equitable with all District 11 grounds; response time will be constrained by existing workload and District resources; corrective action shall be equitable with other District buildings, at the discretion of District 11 facilities, and based on available resources.

Capital Construction Project Support Services – This is invoked when school volunteers to enter into capital projects outside of the planned schedule time. This only applies when in D11 facility. These services include the pre-award, award, and post award support for both Project Management and Contracting from the Facilities Operations, Transportation Complex. The below chart reflects a flat rate fee for the capital project effort and resulting contract.

Basic Security Services –The service provided with this buyback includes 24 hours/7 days a week uniformed patrol response to calls for assistance in handling an unruly parent, unruly student, evacuation, school lockout (all exterior doors are locked), (exterior and interior doors are locked), determining if a criminal act has occurred, calling the Colorado Springs Police Department when required, etc. After the incident, a report detailing the investigation and a debriefing with the Charter School principal is provided. Also included is response from a security officer to handle threat assessments, a building security audit and consultation on materials provided for a school crisis plan and emergency plan. Also included are responses from a security officer to handle fire and burglar alarms activated in District owned buildings, threat assessments, building security audits, and consultation on materials provided for a school crisis plan and emergency plan.

Fire and Security Alarm Response – All District buildings have security intrusion alarm systems and a separate fire alarm system. The District’s alarm technicians maintain the security system. This service is only provided to charter schools using District facilities that are connected to our alarm system. The service provided is 24 hours/7 days a week. **CIVA Charter School is specifically excluded from this.**

Radio Maintenance and Communications – The charter school may purchase their own radios and communicate by using the District’s channel (the District maintains the FCC license) when they purchase

this buyback. Included in this buyback service is a maintenance agreement the District has for radio repair and battery replacement. To ensure coverage of the maintenance agreement the Charter School is required to purchase the radios using the same vendor as the District.

Security Camera Maintenance – This service is only provided to Charter Schools using District facilities with cameras linked to the District’s system. The District has a maintenance agreement for cameras, monitors and digital recorders.

Crossing Guards (Roosevelt Charter only) – Crossing guards are required at certain intersections used by students walking to an elementary school. The City of Colorado Springs will evaluate and make the determination whether your elementary school requires a crossing guard at a specific intersection. The District’s Risk Department and the Security Office maintain the records of the intersection evaluations. The Security Office will inform the City of a new charter school location. If the City determines that an intersection should have a crossing guard the District will fingerprint, hire and pay the individual. The District annually reviews the intergovernmental agreement with the City, processes the crossing guard payroll forms and submits a bill to the City. The City will reimburse the District a portion of the crossing guard salary but does not reimburse for the PERA and Medicare expense. The reimbursement is factored in the cost of the crossing guard buyback. The crossing guard buyback is based on the number of student-teacher contact days at your charter school.

Student Attendance, Discipline and Crime of Violence Hearing Services - The Charter School will receive attendance/truancy services, hearings, expelled student educational services, and crime of violence hearing services. In addition, training and materials will be provided to staff when they attend the in-service training at the beginning of each school year. Services are provided to answer questions throughout the Charter School year. There are many Colorado statutes that are required to be followed in the three areas of attendance, discipline and crime of violence notifications.

Attendance enforcement services will be followed through from the initial notice through the completion of the case. All letters and forms required to be sent by certified mail or hand-delivered to the appropriate court, student, parent/guardian, school principal, attorney or judge will be processed by the District 11 Office of Student Support and Engagement. The District will pay all attorney fees, courier charges, mailing charges (based on the Charter’s payment for attendance, discipline and expulsion-related buyback services). The Charter will assist in writing correspondence and maintaining records and may be asked by the District to provide staff to attend court hearings.

Disciplinary services include consultation on discipline issues, formal student discipline hearings, and the provision of expelled student educational options.

Crime of Violence hearings may be required when a student is involved in a Crime of Violence off school grounds. “Crimes of Violence” include not only certain violent crimes, but also certain forms of unlawful sexual behavior. The District Attorney is required to notify the Charter School and/or the District when a student commits a Crime of Violence. The School may expel the student based on the information received from the District Attorney and after the School has performed its own investigation and held a due process hearing. Because of the severity of the crimes at issue, the School may expel the student prior to the student being found guilty or not guilty by a court of law. The District will provide the investigation, pay the attorney, provide the required outside consultant, prepare and mail the required notification letters by certified mail and hold the crime of violence hearing.

Assessment and Data Management – There are various assessments and data gathering instruments used by the District. The District will set a fee for each charter school based on per student costs using the products chosen by the District. When required assessment materials are printed by the District, such as DIBELS booklets and W-APT, the School may be charged a fee (in future years) for the provision of these materials at a rate commensurate with the cost of production as part of a buyback service charge (no fee is anticipated for 2016-2017). As with the many other issues surrounding K-12 education, the District will provide more detailed information on the assessment requirements during the monthly charter school meetings.

The following are the required tests that are purchased as buyback services:

- DIBELS – This required K-3 assessment. Though some scoring is managed with on-line interfaces (currently paid for by CDE there are also booklets must be copied to provide the full assessment system. (Should the State/CDE stop providing financial support for Amplify, the on-line component of DEBELS, the District will re-visit the cost management of this assessment with the School.)
- Any other assessment as required by law with associated costs will be negotiated at the time of its implementation.
- Use of ATL/Galileo does not incur a buyback fee – this assessment test is required to be given two times per year (Fall and Spring) and can be given an optional third time (Winter) per year for students in grades 1-9. The District provides the test, scoring, and test results through the District’s contract with Assessment Technologies Incorporated. Training is offered around the use of the test and interpretation of the results. Testing for additional grades will be available in the 2016-17 school year for no additional cost, but may require a buyback charge in future years. Other features of the ATI/Galileo system are available to charters without additional buyback service charge.

The fee charged to the Charter School for Alpine Achievement covers the management of data and reporting services associated with the above assessments, IEP’s, READ plan etc.

Pupil Accounting and Student Records Services – This service is required due to statutory requirements of maintaining student records and the Colorado Department of Education’s (CDE) requirement that only a District transmit data to CDE, not each charter school. Transmitted data includes information for the pupil count, assessment labels, discipline, demographics, dropout and graduation rates, etc. As part of the pupil accounting buyback service the charter school will annually receive an updated pupil count procedure manual when they attend the pupil count in-service training prior to the October 1 student count. The District wants to ensure your school accurately includes all countable pupils and obtains the most funds for each qualified pupil. CDE performs an audit of the pupil count and if your school has an ineligible student the per pupil revenue funds will be taken away. Monthly meetings are held to discuss student enrollment, student withdrawal, attendance procedures and other student data issues. Enrollment and attendance manuals are also made available to the charters.

The District’s Records Management Center maintains the records of all students, including charter students, after the student has left the District by either dropping out, going to a different school district or by graduating. It is a statutory requirement that the District maintain the records of each student after they have left the District. The Records Management Center keeps the cumulative record for each student for three years of inactivity, the cumulative records of students that have received Special

Education services for five years of inactivity and the permanent retention of the permanent record card (for elementary students) and the transcript (for secondary students). One-on-one training for school staff regarding record-keeping and the rules surrounding student data privacy is offered as needed. State law requires that parents/guardians receive the *Annual Notification of Parents/Guardians' Rights form each year*. This letter is provided to your charter school at the beginning of each year for each student.

Special Education Partial Services (out-of-district placement) - The “special education partial services (out-of-district) placement buyback” is also an insurance-type buyback service. Out-of-district placement may only be needed occasionally, but when it is needed, a specialized team of individuals is required to make the determination that it is necessary for the student to be educated in a treatment facility, rather than in a public school setting. The District will work with Charter School staff, the parents, the student, the District’s internal team, and the District’s legal advisors in assisting the School in making the determination of placing a child in a facility. In addition to the per pupil funding that the facility may receive, there are also excess costs that must be paid to the facility. Both of these costs are established by the Colorado Department of Education and are legally required to be paid.

Health Screening - The services provided for the health screening buyback consist of training your school’s volunteer chairman to coordinate the volunteers needed for the health screening process and providing District employees to administer the hearing test. After the volunteer chairman has been trained and your school has selected the volunteers, the health screening team (District employees) will go to your school and work with the Charter School’s volunteers and train them on how to do vision screening and complete the student’s health form. Due to the sensitive equipment that is used for the hearing screening only District 11 employees are allowed to perform this service. For two days health screeners are at your school working with the volunteer chairman and the volunteers for the initial screening. The health screeners return for another day to re-test all the students who failed the initial screening. At the end of the re-screening the Charter School nurse will send a letter to the parents informing them that their child may need to see a specialist.

Intra-district Pony Delivery – The District has courier service to deliver mail to all of the Charter Schools multiple days per week, during the school year. This mail is initiated from within the District to schools and other locations. The courier service will pick-up your mail and bring it to the Production Printing building and drop off mail to your school from the administration building. The charter can choose to have deliveries from one day a week to three days a week.

Telecommunications T-1 Line – There is a monthly fee charged by our vendor for the use of a T-1 line which is an improvement over a modem connection the Charter School may have. The T-1 line provides a high-speed connection and prevents static interference that can temporarily disconnect service. There is a connection charge to set up the T-1 line and a disconnect charge if you change your location.

Substitute Call Services – “This service allows the Charter School to have a substitute sent to their school in the event instructional staff (teacher, teacher’s aide), is absent.” In SFE we have changed the rule that only instructional staff receive subs, and clerical employees are only able to obtain a sub for long term vacancies, not daily vacancies. The charter employee must call in their absence to the District’s automated phone system, which will call substitutes from an approved list of substitute employees. “By July 15th of each year the charter school will need to provide District’s Human Resource Office with a list of their employees eligible to have a substitute. Although the District provides the

substitute employee for the charter school, each charter school is responsible for the salary paid to the substitute and will have to set each substitute up in their payroll system.

Transportation – Regular and special education student transportation services are offered as a buyback service to charter schools that have specific boundaries as designated by the District. The only District charter school with a specified boundary is Roosevelt Charter Academy. Field trip services are not offered as a buyback since they are billed separately on a cost per trip basis.

Warehouse Delivery - When warehouse delivery services are available for purchase from the District, and your location opts to buyback those services, your location will receive delivery of warehouse items once a week between the hours of 7:00 a.m. and 1:00 p.m. The warehouse will notify you of your school's weekly delivery day. The warehouse driver will establish a staging area at your school where items are dropped off or return items can be picked up. The warehouse requisition form (electronic form # 88450) along with the charter school's purchase order should be faxed (596-1588) to the warehouse three business days prior to the Charter School's scheduled delivery day. The charter school is not required to purchase this buyback to order items from the District's warehouse. The procedures required to order items from the warehouse are included in the Other District Services Billed Separately document. The warehouse is open from 6:30 a.m. to 3:30 p.m., Monday through Friday. Warehouse deliveries to the Charter Schools begin two weeks before the start of the District school year and end two weeks after the last day of school. The warehouse is closed for two weeks during winter break and five days for inventory during the last week of June. Charter Schools that do not opt for this service or cannot receive this service due to warehouse staffing restrictions, may still order materials from the warehouse and go to the warehouse to pick orders up directly.

Field Trip Insurance – If the charter school wishes to have field trip insurance they can contact the District's carrier to obtain their own policy. There are requirements to maintain field trip information/documentation to ensure coverage. Coverage is \$5,000 per injury, \$25 deductible, subject to change.

Volunteer Services and Community Partnership and Volunteer Insurance – The volunteer services buyback includes a variety of services. For detailed information, please go to the District's website and choose "Parents & Community," then "Volunteer Services." The following is a summarization of the volunteer services you may receive.

- Recruitment of volunteers from the District's community-wide effort to encourage individuals to contribute to our students' educational experience, to include the GrandFriends program,
- All District 11 volunteers must be registered as required by board policy and the District's volunteer insurance company. A volunteer management system is available to you for online registration of your volunteers. A registered volunteer is covered up to \$5,000 in medical costs if he/she is injured while performing his/her volunteer tasks. A volunteer working unsupervised with children must submit to an extensive background check which includes fingerprinting and the cost is paid by the charter school,
- The volunteer management system includes a kiosk for volunteers to check in and log hours. This system has an added feature of also checking in visit of more than 2,500 volunteers who serve as classroom enrichment speakers sharing their travel experience, career expertise, talent

or hobby and are available at the teacher's requestors with a real time screening for listing on the sex offenders list.

- The District's Community Resource Bank is a database of more than 2,500 volunteers who serve as classroom enrichment speakers sharing their travel experience, career expertise, talent or hobby and are available at the teacher's request,
- The SideKicks project matches an individual student's request for an interview, a job shadow, a tour, or a six-week mentor program with an adult in a career field the student would like to explore,
- Community-school partnerships are developed from community organizations or businesses that choose to become an education partner with the District and we will match the needs of the Charter School with identified assistance from the Charter School partner,
- Translators are provided upon teacher request for parent/teacher conferences, IEP staffing, and other communications to our English language learner families.

Middle School Athletic Services – These services are available from the District athletics office. These services include payment to track officials, hiring and paying of game workers, administration of the middle school athletic program, sport chairman stipend, tournament fees, preparation of athletic fields, awards, and rule books.

Capital Construction Project Support Services – This is invoked when school volunteers to enter into capital projects outside of the planned schedule time. This only applies when in D11 facility. These services include the pre-award, award, and post award support for both Project Management and Contracting from the Facilities Operations, Transportation Complex. The below chart reflects a flat rate fee for the capital project effort and resulting contract.

PROJECT MANAGER'S TIME - BUYBACK:				1/17/2020
				FY20/21
		Post-Award Hours: Planning Coordination, Design Review, Budget Management, Pre-Construction Meetings; owner architect contractor meetings, RFI review, Coordination with Building Staff, Submittal Review, Technical Oversight, On-Site Construction Management,		
	Pre-Award Hours: meetings; scope development; RFP creation; proposal evaluation; award	Schedule Management, invoice approvals; change order processing; Punchlist Creation, Warranty Review, Close-Out Management		
Contract Type			Price/Hour	Total
Simple Construction	10	64	\$52.89	\$3,913.53
Consultant Service	2	4	\$52.89	\$317.31
Architect/Engineer	10	48	\$52.89	\$3,067.36
CM/GC \$1-5m - based on 9 mo/constn ¹	34	430	\$52.89	\$24,538.88
CM/GC \$5-10m - based on 12 mo/constn ²	43	676	\$52.89	\$38,024.68
CM/GC \$10m+ - based on 18 mo/constn ³	52	1248	\$52.89	\$68,751.17
Footnotes - Post-award Hours Assumptions/Computations:				
1-CM/GC \$1-5m = 10 hrs/wk x 43 wks constn				
2-CM/GC \$5-10m = 13 hrs/wk x 52 wks constn				
3-CM/FC \$10m+ = 16 hrs/wk x 78 wks constn				
Month = 4.3 weeks				
Note: The categories above assume a typical construction duration based on the project magnitude. If durations are different the hourly rate shall be multiplied by the hrs/wk of the appropriate category and then reimbursed accordingly.				

FACILITIES TRADES TIME - BUYBACK:				1/17/2020
				FY20/21
		Post-Award Hours: Design Input & Review, RFI review, Pre-Construction Meeting, Submittal Review, Technical Oversight, Quality Control, Operation and Maintenance (Owner)		
Contract Type	Pre-Award Hours: Not Applicable	Training.	Price/Hour	Total
Simple Construction	0	32	\$36.03	\$1,152.84
Consultant Service	0	2	\$36.03	\$72.05
Architect/Engineer	0	128	\$36.03	\$4,611.35
CM/GC \$1-5m - based on 9 mo/constn ¹	0	129	\$36.03	\$4,647.37
CM/GC \$5-10m - based on 12 mo/constn ²	0	260	\$36.03	\$9,366.80
CM/GC \$10m+ - based on 18 mo/constn ³	0	624	\$36.03	\$22,480.31
Footnotes - Post-award Hours Assumptions/Computations:				
1-CM/GC \$1-5m = 3 hrs/wk x 43 wks constn				
2-CM/GC \$5-10m = 5 hrs/wk x 52 wks constn				
3-CM/FC \$10m+ = 8 hrs/wk x 78 wks constn				
Month = 4.3 weeks				
Note: The categories above assume a typical construction duration based on the project magnitude. If durations are different the hourly rate shall be multiplied by the hrs/wk of the appropriate category and then reimbursed accordingly.				

CONTRACTING OFFICER'S TIME - BUYBACK:				1-Jun-19
		Post-Award Hours: Contract development; file completion; invoice approvals; change order processing; finalization		
Contract Type	Pre-Award Hours: meetings; scope development; RFP creation; proposal evaluation; award		Price/Hour	Total
Simple Construction	12	48	\$54.83	\$3,289.80
Consultant Service	2	8	\$54.83	\$548.30
Architect/Engineer	6	24	\$54.83	\$1,644.90
CM/GC \$1-5m - based on 9 mo/constn ¹	16	172	\$54.83	\$10,308.04
CM/GC \$5-10m - based on 12 mo/constn ²	24	312	\$54.83	\$18,422.88
CM/GC \$10m+ - based on 18 mo/constn ³	40	336	\$54.83	\$20,616.08
Footnotes - Post-award Hours Assumptions/Computations:				
1-CM/GC \$1-5m = 4 hrs/wk x 43 wks constn				
2-CM/GC \$5-10m = 6 hrs/wk x 52 wks constn				
3-CM/FC \$10m+ = 10 hrs/wk x 78 wks constn				
Month = 4.3 weeks				