



18551 East 160th Avenue
Brighton, CO 80601-3295
(303) 655-2900 FAX (303) 655-2870
Chris Fiedler, Ed. D. Superintendent

BOARD OF EDUCATION
Patrick Day, President
Roberta Thimmig, Vice President
Rick Doucet, Director
Blaine Nickeson, Director
Greg Piotraschke, Director
Lloyd Worth, Director

BOARD OF EDUCATION SCHOOL DISTRICT 27J

**October 25, 2016
7:00 p.m. Regular Meeting
District Training Room
80 S. 8th Avenue
Brighton, CO 80601**

BOARD OF EDUCATION MISSION STATEMENT

The Board of Education is committed to the School District's overall success and improvement.

The central focus of all meetings and discussions will be on establishing, monitoring, and supporting the District's goals. We will actively engage all segments of our community in this ongoing focus and provide an instructional program to assure that our students meet or exceed the highest and most rigorous standards.

AGENDA

1. CALL TO ORDER

President Day

All matters noticed on this agenda, in any category, may be considered for action as listed. Any item not so noticed may not be considered. Items listed on this agenda may be considered in any order, at the discretion of the chairperson.

2. PLEDGE OF ALLEGIANCE

President Day

ROLL CALL FOR ATTENDANCE (Policy Reference: 2.G.1) President Day

3. APPROVAL OF AGENDA

President Day

Recommended motion: "...move to approve the agenda dated October 25, 2016 as presented."

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Day

4. APPOINTMENT OF DIRECTOR DISTRICT SIX

President Day

The Board of Education certifies that Jennifer Venerable has been duly appointed to Director District Six for a term to be completed on November 7, 2017.

Recommended motion: ... “move to approve the appointment of Jennifer Venerable as Director for District Six for a term to be completed on November 7, 2017.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1).

President Day

5. SWEARING IN CEREMONY OF DIRECTOR JENNIFER VENERABLE

President Day

The Honorable Brian Bowen will administer the oath of office to Jennifer Venerable for the Board of Education Director District Six for a term to be completed on November 7, 2017.

6. BOARD OF EDUCATION RECOGNITIONS

President Day

a. The Board of Education would like to recognize Teresa R. Gallegos for her service and dedication to the Board of Education and the School District 27J community. Ms. Gallegos resigned her position, and it was accepted by the Board of Education on September 13, 2016, due to her moving out of her director district.

b. The Board of Education would like to recognize the following groups for their commitment and dedication to the School District 27J community for organizing school supplies donations:

A Precious Child

Allstate Insurance, Melissa Rippy

Mile High Blaze Women’s Tackle Football Team, Wyndy Flato Dominy

ReMax Momentum, Jennifer Sheldon

Sue Corbett

The Stuart Family

United Power – Julie Stewart

c. The Board of Education would like to congratulate The Orchard Church for receiving the “Reaching In” Award. This group organized a painting event at Henderson Elementary School. Kevin Williams will accept the award on behalf of The Orchard Church.

d. The Board of Education would like to congratulate David and Sherry Franks for receiving the “Reaching In” Award. Mr. and Mrs. Franks have volunteered countless hours to the students and staff at Vikan Middle School.

e. The Board of Education would like to congratulate the following staff members for receiving the “Reaching Out” Award for Marching Off the Map:

Classified:

Krishna Cardenas, Athletic Secretary at Prairie View High School

Lori Marten, District Wellness Coordinator

Nichole Poppie, Assistant Director, Nutrition Services

Julie Shaw, Special Education Severe Needs Paraprofessional at Prairie View Middle School

Certified:

Levi Carrillo, Counselor at Prairie View High School
Sheri Collier, Instructional Specialists for Gifted and Talented at the Educational Service Center and Achieve Institute at Pennock Elementary School
Melissa Frohman, First Grade Teacher at Pennock Elementary School
Lucy Sanchez, Fourth Grade Teacher at South Elementary School

Groups/Teams:

Overland Trail Middle School – Roberto Cuevas, Edward Landeros

Innovations and Options Academies Leadership Team - Kenlyn Newman, Kate Blair, Jen Alexander

Northeast Elementary School International Baccalaureate Leadership Team - Cora Gupton, Carol Wright, Angelina Baxley, Jennifer Petit, Suzanne Haley, Jennifer Hirsch, Jamie Vannice, Toby Karr, Bill Parker, Jennifer Ceretto, Heather Garcia

Vikan Middle School Sixth Grade Team - Kathryn Padderud, Jason Komora, April O'Neal, Ana Marlatt, Joni Zigan, Brian Lambrecht.

Vikan Middle School Special Education Paraprofessional Team - Carmen Castro, Eremita Estrada, Debra Woodring, Olivia Javalera, Elvia Vasquez

7. SUPERINTENDENT'S REPORT

Dr. Fiedler

Dr. Fiedler will report on activities throughout the district.

A brief reception will occur at this time to honor Ms. Gallegos and the award winners.

8. ADAMS COUNTY YOUTH INITIATIVE PRESENTATION

President Day

ACYI Partnership Director Lisandra Gonzales will present the 2015 Cradle to Career Partnership Report. This is informational only, and no official Board of Education action is required. (Separate Enclosure)

9. MATTERS OF PUBLIC COMMENT

President Day

The Board will now hear public comment on the following topics that have been indicated on the sign-in sheet. A reminder that this Board meeting is a business meeting held in public not a public meeting. The Board hears public comment to learn about the preferences and concerns of our community. So, tonight we will listen. We are prohibited by state law to take any action on the items because law requires formal public notice prior to any action on an agenda item. During our next meeting, if appropriate, we will consider your comments in our discussion, and we will ask that the Superintendent attempt to find an answer for any of your questions by that time.

The Board welcomes the comments of our community members, but to ensure that everyone will have an opportunity to participate, we have a few ground rules we ask you to follow:

Anyone intending to address the Board should sign the speaker sign-in sheet at the back of the room. I will call speakers in the order in which they signed in.

Speakers' comments are limited to three minutes.

If more than one person wishes to speak on the same topic, the new speaker is limited to providing only new information. Please, do not repeat views already expressed by other speakers.

We ask you to refrain from making complaints or negative comments against individual students or district employees; however, we cannot prevent you from doing so. Such complaints and comments should be addressed first at the classroom or school level, and then if still unresolved, to the Superintendent.

Disturbing good order by inappropriate language or gestures is grounds for removal from the meeting.

We thank you in advance for your participation tonight.

10. CONSENT AGENDA (Policy References: 2.C.4)

President Day

All matters listed under Consent Agenda are operational matters about which the Board has governing policies, implementation of which is delegated to the Superintendent. They will be enacted in one motion by category in the order listed below. There will be no discussion of these items prior to the time the Board of Directors votes on the motion, unless members of the board, staff or public request specific items to be discussed separately and/or removed from this section.

Any member of the public who wishes to discuss Consent Agenda items should notify the President of the Board at the time requested and be recognized by invitation of the President to address the Board.

- a. Approval of the Board of Education minutes dated September 27, 2016 Regular Board Meeting (Enclosure)
- b. Approval of personnel items on memorandum dated October 18, 2016 (Confidential Enclosure)
- c. Approval of Resolution Number Five 2016-2017 to designate the district attendance officers and to authorize the attendance officers to represent the district in truancy court proceedings (Enclosure)
- d. Approval of the waiver of Management Limitations 3.E Asset Protection, Item 6, for the expressed purpose of allowing for the architectural design work related to the completion of Middle School Number Five. (Enclosure)

Recommended motion: "...move to approve of the consent agenda items as presented."

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Day

11. GOVERNANCE PROCESS THAT SUPPORTS OUR GLOBAL GOALS

President Day

- a. Ownership Linkage
- b. Board Education
- c. Board Committees
 - i. Facility Planning Advisory Committee
 - ii. Capital Facility Fee Foundation
 - iii. Rocky Mountain Risk
 - iv. Reaching Out/In
 - v. Commerce City and School District 27J Use Tax Committee
 - vi. 2015 Bond Oversight Committee
- d. Board Reports – Board Members report on activities in which they have been involved that support our Global Goals.
- e. Other Matters of Information for the Board

12. EXPECTATIONS OF THE BOARD (Policy Reference 4.E)

Dr. Fiedler

- a. Board acts to accept/reject the following reports due/submitted since last meeting. (ADDENDUM “A”) None at this time.
- b. Chief Financial Officer Lori Schiek will present the Expectations of the Board Report through 3.D Financial Conditions and Activities. (Separate Enclosure)

Recommended motion: “move to accept the Expectations of the Board Report through 3.D Financial Conditions and Activities as conveying reasonable interpretation of the executive limitations.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Day

POLICY WORK

President Day

c. Policy Review Schedule:

- | | |
|------------------------|---|
| i. October 25, 2016 | 3.D Financial Conditions & Activities Internal |
| ii. November 8, 2016 | 3.H Emergency Executive Succession |
| iii. December 13, 2016 | 3.D External Financial Conditions & Activities
3.I Board Awareness and Support Internal & Direct Insp. |
| iv. January 24, 2017 | 3.C Treatment of Faculty/Staff/Volunteers
3.D Financial Conditions and Activities |
| v. February 28, 2017 | 1.1 Graduation Rate
3.B Treatment of Parents/Guardians |
| vi. March 14, 2017 | 3.G Compensation & Benefits |
| vii. April 25, 2017 | 3.E Asset Protection |
| viii. May 23, 2017 | 3.A Treatment of Students/Public
3.F Financial Planning/Budgeting |
| ix. June 13, 2017 | None |
| x. August 22, 2017 | 3.0 General Executive Constraint |
| xi. September 26, 2017 | 1.2 Composite ACT Scores/1.3 Academic Status of 27J
3.J Charter Schools |

- d. The Board of Education will discuss revisions to Policy 3.E Asset Protection Item 11. (Enclosure)

Recommended Motion: “Move to approve the revision to Policy 3.E Asset Protection Item 11 as presented.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Day

13. EXECUTIVE SESSION

President Day

The Board of Education will conduct an executive session per CRS 24-6-402(4)(f)(I) for the purpose of discussing a personnel matter.

Recommended motion: “Move to approve entering into an executive session per CRS 24-6-402(4)(f)(I) for the purpose of discussing Superintendent Dr. Chris Fiedler’s evaluation.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1).

President Day

14. SCHEDULE OF MEETINGS

November 8, 2016 5:30 p.m. Study Session
7:00 p.m. Regular Board Meeting
Lois Lesser Board Room
Educational Service Center
18551 E. 160th Avenue
Brighton, CO 80601
**Note: Only meeting of the month

November 29, 2016 5th Tuesday Joint Meeting with City Councils
Time and Location are To Be Determined

December 8-11, 2016 Colorado Association of School Boards Winter Conference
The Broadmoor Hotel
1 Lake Avenue
Colorado Springs, CO 80906

December 13, 2016 5:30 p.m. Study Session
7:00 p.m. Regular Board Meeting
Lois Lesser Board Room
Educational Service Center
18551 E. 160th Avenue
Brighton, CO 80601
**Note: Only meeting of the month

January 10, 2017 6:00 p.m. Linkage Meeting or Planning Session
Lois Lesser Board Room
Educational Service Center
18551 E. 160th Avenue
Brighton, CO 80601

January 24, 2017 5:30 p.m. Study Session
7:00 p.m. Regular Board Meeting
Lois Lesser Board Room
18551 E. 160th Avenue
Brighton, CO 80601

January 31, 2017 5th Tuesday Joint Meeting with City Councils
Time and Location are To Be Determined

15. BOARD MEETING EVALUATION

Director Piotraschke

16. CLOSING COMMENTS

17. ADJOURNMENT

Date of Notice: October 20, 2016

**BOARD OF EDUCATION
SCHOOL DISTRICT 27J**

**September 27, 2016
Regular Meeting Minutes**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Director Day, Director Doucet, Director Piotraschke, and Director Worth were present for this entire meeting. Director Thimmig was absent from this entire meeting.

3. APPROVAL OF AGENDA

Motion by Director Day, seconded by Director Piotraschke to approve the agenda dated September 27, 2016 as presented with the deletion of item 6b Recognition of Teresa R. Gallegos. Ms. Gallegos was unable to attend this evening, and she will be honored at a future meeting. Roll Call Vote: All Ayes.

4. APPOINTMENT OF DIRECTOR DISTRICT FOUR

The Board of Education certified that Blaine Nickeson has been duly appointed to Director District Four for a term to be completed on November 7, 2017.

Motion by Director Piotraschke, seconded by Director Worth to approve the appointment of Blaine Nickeson as Director for District Four for a term to be completed on November 7, 2017. Roll Call Vote: All Ayes.

5. SWEARING IN CEREMONY OF DIRECTOR BLAINE NICKESON

The Honorable Brian Bowen administered the oath of office to Blaine Nickeson for the Board of Education Director District Four for a term to be completed on November 7, 2017.

6. BOARD OF EDUCATION RECOGNITIONS

- a. Tom Green, Community Affairs Representative from United Power, presented the Board of Education with the District's Capital Credit Distribution for 2016 in the amount of \$26,274.84.

A brief reception occurred at this time: 7:07 p.m.

The meeting reconvened at 7:20 p.m. All Board members were present.

7. BOND OVERSIGHT COMMITTEE REPORT

The Board of Education was presented with the quarterly report from the 2015 Bond Oversight Committee. This was for informational purposes only. No Board of Education action was required. Jason McEldowney and Amy Werpy presented the report. Ms. Werpy explained that the report that was provided in the Board packet stated that the committee has met seven times since its formation. The actual number of meetings that has occurred is nine.

Motion by Director Worth, seconded by Director Piotraschke to approve receipt of the September 27, 2016 Bond Oversight Committee report to the Board of Education. Roll Call Vote: All Ayes.

8. SUPERINTENDENT'S REPORT

Dr. Fiedler reported on activities throughout the district.

9. MATTERS OF PUBLIC COMMENT

Name	Address
Yvette Martinez	1522 Lewiston Street Commerce City, CO 80022

Ms. Martinez represented Foundations Academy. She introduced Jerry Martinez, their new principal who started this year. Ms. Martinez continued by thanking the Board of Education for the partnership, and they are proud members of the 27J community. They continue to serve the needs of the community, and are monitoring their Free and Reduced Lunch enrollment numbers. It is a continual challenge, and they are attempting to maintain or increase these percentages. They are researching new ideas and keeping an open mind to seek ways to increase the enrollment and percentage.

10. CONSENT AGENDA

Motion by Director Nickeson seconded by Director Piotraschke to approve of the consent agenda items as presented. Roll Call Vote: All Ayes.

- a. Approval of the Board of Education minutes dated August 23, 2016 Regular Board Meeting and September 13, 2016 Special Meeting and Linkage Meeting
- b. Approval of personnel items on memorandum dated September 20, 2016
- c. Approval of the Resolution Number Three 2016-2017 as presented authorizing the issuance of General Obligation Refunding Bonds and to authorize the Superintendent or his designee to negotiate and execute any and all documents required to make final determinations pursuant to the Bond Resolution, and to execute any and all documents relating thereto.
- d. Approval of the Waiver of Management Limitation 3.E.5 – Fair Vendor Bidding Process – and authorize the Superintendent or his designee to negotiate and execute any and all documents required to enter into the lease described herewith.

11. GOVERNANCE PROCESS THAT SUPPORTS OUR GLOBAL GOALS

- a. Ownership Linkage: Director Worth reported that the Board met with a group of advocates on September 13, 2016. The board received candid information and good feedback. The Board will review this information at the October 11, 2016 Planning Session.
- b. Board Education: President Day will be constructing topics for Board Education.
- c. Board Committees
 - i. Facility Planning Advisory Committee: Director Day explained the process that the group used to forward their school naming recommendation to the Board of Education this evening. The previous naming process was done by long-time community members and their recommendation was forwarded to the superintendent. Three of those long-time community members did participate in the current process.
 - ii. Capital Facility Fee Foundation: Director Worth reported that the group's primary focus was to investigate methods of investing funds that they have. Currently they are looking at local banks, and find it challenging to find alternative locations within their current bylaws. There was a recent audit of the foundation's processes and procedures. It was a good audit that resulted in minor improvements on handling funds that are coming into the foundation.
 - iii. Rocky Mountain Risk: President Day reported that at the last meeting, the group looked at projections and took action to bolster the insurance pool due to an increase of severity of claims the group is seeing. There is an increase of worker's compensation claims. They will continue this discussion at their next meeting.
 - iv. Reaching Out/In: Awards will be given at the October 25, 2016 Board of Education meeting. The topic is Marching Off the Map.
 - v. Commerce City and School District 27J Use Tax Committee: No report at this time.
 - vi. 2015 Bond Oversight Committee: The Board of Education received their first quarterly report from this committee this evening.
- d. Board Reports – Board Members report on activities in which they have been involved that support our Global Goals. Director Worth reported that he attended the Superintendent's Cup. It was a great game between the Brighton High School and Prairie View High School football teams, with Prairie View taking the victory. President Day attended a highly competitive volleyball game between Prairie View Middle School and Vikan Middle School. Vikan was victorious. Director Piotraschke attended the Colorado Association of School Boards (CASB) Delegate assembly. The group formally adopting resolutions on behalf of their members.
- e. Other Matters of Information for the Board: None

12. RESOLUTION FOR VOTER REGISTRATION OF HIGH SCHOOL STUDENTS

The Board of Education considered approving Resolution Number Four 2016-2017 approving the voter registration of School District 27J High School Students.

The Resolution was read into public record at this time by Director Nickeson.

Motion by Director Nickeson, seconded by Director Doucet to approve Resolution Number Four 2016-2017 as presented. Roll Call Vote: All Ayes.

13. EXPECTATIONS OF THE BOARD

- a. Board acts to accept/reject the following reports due/submitted since last meeting. (ADDENDUM “A”) None at this time.
- b. General Counsel Janet Wyatt presented the Expectation of the Board Report through 3.J Charter Schools.

Motion by Director Worth, seconded by Director Piotraschke to accept the Expectations of the Board Report through 3.J Charter Schools as conveying reasonable interpretation of the executive limitations. Roll Call Vote: All Ayes.

- c. Chief Academic Officer Kelly Corbett presented the Expectation of the Board Report through Academic Global Goals -1.2 Composite ACT Scores and 1.3 Academic Status of 27J Schools.

Motion by Director Piotraschke, seconded by Director Nickeson to accept the Expectations of the Board Report through Academic Global Goals – 1.2 Composite ACT Scores and 1.3 Academic Status of 27J Schools as conveying reasonable interpretation of the executive limitations. Roll Call Vote: All Ayes.

POLICY WORK

d. Policy Review Schedule:

- i. September 27, 2016 1.2 Composite ACT Scores/1.3 Academic Status of 27J 3.J Charter Schools
- ii. October 25, 2016 3.D Financial Conditions & Activities Internal
- iii. November 8, 2016 3.H Emergency Executive Succession
- iv. December 13, 2016 3.D External Financial Conditions & Activities 3.I Board Awareness and Support Internal & Direct Insp.
- v. January 24, 2017 3.C Treatment of Faculty/Staff/Volunteers 3.D Financial Conditions and Activities
- vi. February 28, 2017 1.1 Graduation Rate 3.B Treatment of Parents/Guardians
- vii. March 14, 2017 3.G Compensation & Benefits
- viii. April 25, 2017 3.E Asset Protection
- ix. May 23, 2017 3.A Treatment of Students/Public 3.F Financial Planning/Budgeting
- x. June 13, 2017 None
- xii. August 22, 2017 3.0 General Executive Constraint

14. APPROVAL OF NAME FOR ELEMENTARY SCHOOL #12

The Board of Education considered names for Elementary School #12.

Motion by Director Doucet, seconded by Director Nickeson to approve the name Reunion Elementary for Elementary School #12 located at 11021 Landmark Drive, Commerce City, Colorado. Roll Call Director Day, Director Doucet, Director Nickeson, Director Piotraschke, Director Worth, All Ayes, Director Worth, No.

15. SCHEDULE OF MEETINGS

- October 11, 2016 5:30 p.m. Board of Education Planning Session
Possible Director District 6 Candidate Interviews
Lois Lesser Board Room
Educational Service Center
18551 E. 160th Avenue
Brighton, CO 80601
- October 13, 2016 6:00 p.m. Possible Director District 6 Candidate Interviews
Lois Lesser Board Room
Educational Service Center
18551 E. 160th Avenue
Brighton, CO 80601
Note – Meeting was changed to October 12th during the Study Session
- October 25, 2016 5:30 p.m. Study Session
7:00 p.m. Regular Board Meeting
Possible Director District 6 Swearing In Ceremony
District Training Room
80 S. 8th Avenue
Brighton, CO 80601
- November 8, 2016 5:30 p.m. Study Session
7:00 p.m. Regular Board Meeting
Lois Lesser Board Room
Educational Service Center
18551 E. 160th Avenue
Brighton, CO 80601
**Note: Only meeting of the month
- November 29, 2016 5th Tuesday Joint Meeting with City Councils
Time and Location are To Be Determined
- December 8-11, 2016 Colorado Association of School Boards Winter Conference
The Broadmoor Hotel
1 Lake Avenue
Colorado Springs, CO 80906
- December 13, 2016 5:30 p.m. Study Session
7:00 p.m. Regular Board Meeting
Lois Lesser Board Room
Educational Service Center
18551 E. 160th Avenue

Brighton, CO 80601

**Note: Only meeting of the month

16. BOARD MEETING EVALUATION

Director Worth presented the meeting evaluation.

17. CLOSING COMMENTS: Director Nickeson thanked the members of the Board of Education for welcoming him. President Day thanked him for stepping up for the position. President Day also thanked staff for preparing the reports this evening realizing that the State of Colorado continues to change the measurements. He also thanked staff for preparing the materials that described the bond expenditures.

18. ADJOURNMENT: 8:58 p.m.

SCHOOL DISTRICT 27J
BOARD OF EDUCATION
RESOLUTION NUMBER FIVE
2016-2017

Resolution to Designate District Attendance Officers and to Authorize Attendance Officers to Represent the District Truancy Court Proceedings

WHEREAS, Colorado Statute 22-33-107 allows district boards of education to designate one or more employees to act as attendance offices for the district and,

WHEREAS, Colorado Statute 13-1-127(7), makes it permissible for school districts to represent themselves in certain truancy court matters without requiring legal counsel to be present; and

THEREFORE, BE IT RESOLVED, that the Board of Education of School District 27J confirms the designations of employees: Kevin West, Darcy Brown, Dakota Finley, Kacee Burke, Sallynn Duran, David Castro, Evita Webb, Shawn Gallardo, Amera Mora, and Julie Small (and their respective successors) as district attendance officers, and authorizes the attendance officers to represent the District in truancy court matters consistent with the parameters established in statute, as recommended by the Superintendent of schools; and

BE IT FURTHER RESOLVED, that such designation shall remain in effect until or unless modified by future resolution of the Board of Education.

Signed this 25th day of October, 2016

Patrick Day
Board of Education President

Lynn Ann Sheats
Board of Education Secretary

Board of Education Agenda Item

Board Meeting of: October 25, 2016

Subject: Waiver of Management Limitation 3.E.6 – Related to the Design Services required for the Completion of Middle School #5

Status of Item: Consent

Time Needed: 10 minutes

PERTINENT FACTS:

- Management Limitation 3.E.6. last revised on June 25, 2013, states “The Superintendent will not: Engage in design, construction, or any other aspect related to development of real property including financing or payment of such services, without obtaining comparative prices through a fair bidding process with supporting documentation.”
- Staff is recommending that MS #5 be designed and constructed as a prototype building similar to the construction of Prairie View Middle School and Stuart Middle School.
- The design has a proven track record of functional design and operational efficiency.
- Staff is further recommending that Management Limitation 3.E.6 be waived to allow for the hiring of the architect of the aforementioned schools for Middle School #5.
- Larson - Incitti Architects (LIA) was selected as the architect firm for the design of Prairie View Middle School through a fair bidding process conducted in the fall of 2005.
- LIA was subsequently approved as the architect of Stuart Middle School in December 2007 via a waiver due to the prototyping nature of this school.
- A decision to utilize a prototype approach will provide the District with a significant savings in architect and engineering fees as well as savings in the staff time required to design a new model of middle school.

Board Policies or C.R.S. Relating to Item:

Board Policy III.E.6 - Asset Protection - Engage in the design related to the development of real property without obtaining comparative prices...

Originator: Terry Lucero, Chief Operating Officer

SCHOOL DISTRICT 27J



**GOVERNING POLICY OF
THE BOARD OF EDUCATION
Policy 4.E – MONITORING SUPERINTENDENT PERFORMANCE**

(Accepted 8-24-10)

Management Limitations 3.D

To: Board of Education

From: Dr. Chris Fiedler, Superintendent of Schools

Re: Expectations of the Board Report – 3.D Financial Conditions and Activities

I hereby present my Expectations of the Board Report through 3.D Financial Conditions and Activities in accordance with the monitoring schedule as set forth in Board policy. I certify the information in this report is true. (Separate Enclosure)

Signed: 

Date: October 25, 2016

Dr. Chris Fiedler
Superintendent, School District 27J

Board of Education Agenda Item

Board Meeting Date: October 25, 2016

Item: Approval of Revision to Board of Education Policy 3.E.11, Investments.

Status of Item: Action

Time Needed: Consent Agenda

Relevant Information:

The current adopted Board of Education Policy 3.E.11, Investments reads as follows:

The Superintendent will not:

11. Invest or hold operating capital in unsecure instruments or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.

I interpret this to mean all cash owned by the District is deposited in accounts with the highest levels of safety as follows:

- a. Cash is deposited in accounts where the District holds title to market value collateral representing obligations of the US Government; and*
- b. Cash is deposited in institutions participating in a pooled US Government security collateral arrangement in accordance with the Colorado Public Deposit Protection Act (CPDPA); and*
- c. Cash is held in public entity money market funds organized under authorizing Colorado law, having the highest credit rating assigned by a nationally recognized credit rating agency.*

Data Reported

All funds are invested according to the Colorado Public Deposit Protection Act. This statute specifies investment instruments meeting defined rating maturity and concentration risk criteria. The District has adopted an investment policy which is more restrictive and limits investments to the following:

- Obligations of the US and certain US Agency securities
- Written repurchase agreements collateralized by certain authorized securities
- Certain time certificates of deposit of savings accounts in state or national banks
- Certain time certificates of deposit of savings accounts in state or federally chartered savings and loans
- Certain money market mutual funds
- Local government investment pool

ColoTrust (Colorado Government Liquid Asset Trust) was established for local government entities in Colorado to pool surplus funds and is registered with the State Securities Commission.

Pools operate similar to a money market fund and each share is equal in value to \$1. Investments of the pool consist of US Treasury bills, notes and note strips, and repurchase agreements collateralized in connection with the direct investment and withdrawal functions of the pool. Substantially, all securities owned by the pool are held by the Federal Reserve Bank in the account maintained for the custodial banks. The custodian's internal records identify the investments owned by the District. Due to their high liquidity, these funds are classified as cash equivalents for reporting purposes. The trust is rated AAA by Standard and Poor's.

The recommended revision to Board of Education Policy 3.E.11, Investments is:

The Superintendent will not:

11. Invest or deposit funds that do not comply with the District's Investment Policy and applicable State law.

I interpret this to mean that all District funds are invested or deposited according to the applicable Colorado Revised Statutes ("CRS") including:

- a) CRS 11-10.5-101, et seq., Public Deposit Protection Act ("PDPA");*
- b) CRS 24-75-601, et. seq., Funds - Legal Investments*
- c) CRS 24-75-603, Depositories;*
- d) CRS 24-75-701, et. seq., Local governments – authority to pool surplus funds.*

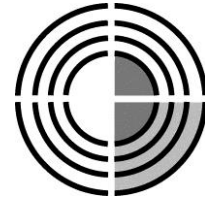
Data Reported

All funds are deposited or invested according to applicable state law. The District has adopted an Investment Policy which complies with state law but is more restrictive in diversification and credit exposure. Authorized investments include, but are not limited to:

- Obligations of the United States Treasury
- Agencies and Instrumentalities of the federal government
- Bank deposits collateralized according to PDPA
- AA or AAA rated corporate bonds
- A-1 or P-1 rated commercial paper or negotiable certificates of deposit
- A, AA or AAA rated municipal bonds
- Money market mutual funds
- Local government investment pools ("LGIP")

All securities are held in a bank safekeeping or custodial account. Security transactions are executed on a delivery vs. payment basis. The District receives monthly statements on all investment accounts. Investments in local government investment pools (Colotrust and CSAFE) and money market mutual funds (CSIP) shall be rated AAAM.

Originator: Lori Schiek



Policy 3.E – ASSET PROTECTION

Date Adopted/Last Revised: August 28, 2012, June 25, 2013,
October 25, 2016

Management Limitations

Monitoring Date: February

The Superintendent will not cause or allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.

The Superintendent will not:

1. Allow the organization to be uninsured:
 - a) Against theft and casualty losses to at least 90% of replacement value; and
 - b) Against liability losses to Board members, staff and the organization itself in an amount equal to or greater than the average for comparable organizations.
 - c) Against employee theft and dishonesty.
2. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
3. Operate without employing risk management practices to minimize exposure of the organization, its Board or staff to claims of liability.
4. Allow any purchase wherein normally prudent protection has not been given against conflict of interest
5. Allow the purchase, disposal, or lease of real estate or personal property valued at more than \$20,000 without having obtained comparative prices through a fair vendor bidding process with supporting documentation.
6. Engage in design, construction, or any other aspect related to development of real property including financing or payment for such services, without obtaining comparative prices through a fair bidding process with supporting documentation.
7. Allow the Board to be unaware of the acquisition, encumbrance, lease or disposal of real estate valued at more than \$20,000 without providing the Board with information for discussion prior to a final decision being made.
8. Fail to protect intellectual property, information and files from loss, improper access or significant damage.
 - a) Fail to maintain records in a manner consistent with a Records Retention Schedule established in accordance with recommendations from legal counsel.
9. Receive, process or disburse funds under controls insufficient to meet the Board-appointed auditor's standards.
10. Compromise the independence of the Board's audit or other external monitors or advisors. Engaging parties already chosen by the Board as consultants or advisers is not permitted.
11. Invest or deposit funds that do not comply with the District's Investment Policy and applicable State Law.
12. Endanger the organization's public image, its credibility, or its ability to accomplish Goals.
13. Change the organization's name or substantially alter its identity.

POLICY	METHOD	FREQUENCY	SCHEDULE
3.D - Financial Condition & Activities	Internal	Semi - Annually	January & October
	External	Annually	December
3.C - Treatment of Faculty/Staff/Volunteers	Internal	Annually	January
1.1 -Graduation Rate	Internal	Annually	February
3.B -Treatment of Parents/Guardians	Internal	Annually	February
3.G -Compensation & Benefits	Internal	Annually	March
3.E - Asset Protection	Internal	Annually	April
3.A - Treatment of Students/Public	Internal	Annually	May
3.F -Financial Planning/Budgeting	Internal	Annually	May
3.0 -General Executive Constraint	Internal	Annually	August
1.2 -Composite ACT Scores	Internal	Annually	September
1.3 –Academic Status of Schools	Internal	Annually	September
3.J Charter Schools	Internal	Annually	September
3.H -Emergency Executive Succession	Internal	Annually	November
3.I -Board Awareness & Support	Internal	Annually	December
	Direct Inspection	Annually	December