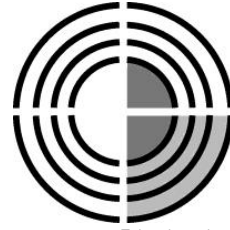




**COLORADO SCHOOL DISTRICT 27J
GOVERNING POLICY OF
THE BOARD OF EDUCATION**



Management Limitations

Policy III.I – BOARD AWARENESS & SUPPORT

Date Adopted/Last Revised: January 27, 2009

Date Reported - December 10, 2013

The Superintendent will not cause or allow the Board to be uninformed or unsupported in its work.

I interpret “uninformed” to mean: failure to provide relevant facts and answer requests for information to help the Board make a decision.

I interpret “unsupported,” to mean: failure to, through the use of District personnel, resources and relationships, willingly help the Board complete their responsibilities.

I interpret “its work” to mean: the Board’s job defined in Governance Process and Board/Superintendent Linkage Policies.

Data Reported:

Since the adoption of the Policy Governance® model in January, 2009 the Superintendent of Schools has consistently provided information to the Board in multiple ways. Information has been provided through official Expectations of the Board reports, Board updates, and other publications, and staff who are made available to guarantee that the Board of Education of School District 27J is properly and reasonably informed of issues that appear before the Board.

- Expectations of the Board reports have been presented on time according to the Board’s Calendar
- Board updates have been presented weekly on Sunday evenings
- Additional Board updates have occurred when necessary to insure the Board is aware of significant events or incidents within the District

On Friday, July 27, 2012 district staff published the first edition of the 27J Compass. The latest edition was released on November 22, 2013. Bi-monthly editions have continued to be published during this monitoring period sharing news from throughout School District 27J. During this

reporting period, staff and I have supported the board's continued efforts to hear from stakeholders through the following linkage meetings:

Linkage with Adelante Juntos	January 8, 2013
Linkage with Main Street Businesses	February 12, 2013
Linkage with Alternative Education Groups	June 4, 2013
Linkage with Principals	July 30, 2013
Linkage with Charter Boards	September 10, 2013

As the Board of Education has conducted its work, the Superintendent of Schools has ensured the availability of staff to answer questions and/or provide clarifying information at the Board's request. Since the adoption of the governance model, the Chief Operations Officer, Chief Legal Officer, Chief Academic Officer, Chief Finance Officer, and the Chief Human Resources Officer have all appeared before the Board of Education to provide Expectations of the Board reports and to answer questions brought forth by the Board of Education.

Conclusion: I report compliance

The Superintendent will not:

1. Withhold, impede or confound information necessary for the Board's informed accomplishment of its job.
 - a) The Superintendent will not neglect to submit Expectations of the Board reports (including Superintendent interpretations of board policies being monitored, as well as reporting data) required by the Board (see "Monitoring Superintendent Performance" policy in Board-Management Delegation) in a timely, accurate and understandable fashion.

I interpret "Expectations of the Board reports" to mean: information or data provided in writing to the Board of Education derived from internal reports in relation to each Board Global Goal and Executive Limitation as established by the Board calendar

I interpret "timely" to mean: data are presented within the dates established by the board for monitoring each policy prohibition located in the Executive Limitations

I interpret "accurate" to mean: conforming exactly or almost exactly to fact

I interpret "understandable" to mean: capable of being comprehended or understood

Data Reported:

When the governance model was adopted in January, 2009, the first Expectations of the Board report, Asset Protection, was submitted the following month. Since that time, each Expectations

of the Board report has been submitted in a timely fashion and has been compliant with the reporting calendar constructed by the Board of Education. When this reporting calendar has been modified and approved by the Board of Education, reports continued to be submitted in a timely fashion.

Each of these required reports was submitted prior to the Board of Education meeting and included in the official board packet in accordance with Superintendent Policies (BEDA, BEDB, BE, BEA, BEB, and BF), and in alignment with historical Board practices and C.R.S. 22-32-108.

Conclusion: I report compliance

b) The Superintendent will not allow the Board to be unaware of any actual or anticipated noncompliance with any Board Global Goals or Management Limitations policy, regardless of the Board's monitoring schedule.

I interpret "actual noncompliance" to mean: a policy has not been followed or that an action has caused the policy to be violated.

I interpret "anticipated noncompliance," to mean: a strong likelihood exists that a proposed or existing practice will violate a policy if the practice is initiated or continues for a period of time and will such timeliness will be reported upon awareness.

Data Reported:

During the past year, the Superintendent of Schools has been forthright in advising the Board of Education of the potential and actual occurrence of declaration of noncompliance. The occurrences of non-compliance have been disclosed to the Board of Education through Expectations of the Board reports during Board Meetings on the following dates: February 26, 2013 (Global Goal 1.1 – Graduation Rate), August 27, 2013 (Global Executive Constraint 3.0 – ERA Grant Violation), and September 24, 2013 (Global Goal(s) 1.2 - ACT & 1.3 - TCAP) and (Charter Schools 3.J – ERA Repayment).

Conclusion: I report compliance

c) The Superintendent will not let the Board be without decision information it periodically requests, or unaware of relevant trends, or other points of view, issues and options as needed for well-informed board decisions.

I interpret "decision information," to mean: The Superintendent shall present credible and independently verifiable information to the Board for the purpose of enhancing Board members' understanding of issues and assist them in their decision-making responsibilities.

Data Reported:

A weekly work product is submitted to the Board of Education that includes information on multiple topics. Weekly work products and Superintendent Reports have been sent to the Board of Education and members of the executive succession and leadership teams in the 2013 calendar year. Topics shared have included, but are not limited to:

- School Finance Updates
- Funding Ranking by Colorado School District
- Amendment 66
- Board Election Information
- School and District events
- District student demographics
- Staff Hiring Trends
- Information on Achievement Gaps
- Grants and donations
- Capital Projects
- Constituency letters
- Policy changes
- Personnel changes
- Student of the month recognitions
- Strategic partnerships
- Negotiations
- School alignment
- Expulsions
- Legislative updates and potential organizational impacts
- Relationships with charter schools
- Potential liabilities in charter schools
- Changes or modifications to the school calendar
- Graduation protocols
- Student and staff achievement highlights
- Notification when the Superintendent has invoked Executive Succession
- Intergovernmental agreements/relations
- Event photographs
- Increase in student enrollment and facilities
- Notification of investigations or litigation

It is important to note that these work products are not considered to be public documents and not subject to Colorado Open Records Act (CORA) requests. The Superintendent of Schools is purposefully deliberate and concise in providing necessary information, not including information that would be more appropriate for an executive session of the Board of Education.

Conclusion: I report compliance

d) The Superintendent will not let the Board be unaware of incidental information it requires, including but not limited to anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal/organizational changes. Notification of planned internal changes is to be provided in advance, when feasible.

I interpret “incidental information” to mean: information that will likely prevent the Board and the Superintendent’s ability to pursue or attain compliance with Board policy.

I interpret “adverse media coverage” to mean: there is likelihood that newspaper, radio or television reports of occurrences in the district cast the district in a negative light.

I interpret “threatened lawsuits” to mean: communication in writing of intent to take action in a court of law.

I interpret “pending lawsuits” to mean: claims against the district, which have been filed and have not been resolved.

I interpret “material external and internal changes” to mean: conditions, such as demographic trends, different from the norm within the district or outside the district that would have a negative effect upon the accomplishment of the Board’s policies, would violate the Board’s operational limitations, or negatively impact the Board’s ability to meet Ends.

I interpret “feasible” to mean, upon the Superintendent’s review, awareness of a condition that will negatively affect the ability to meet Ends or Executive Limitations with sufficiently complete data to provide accurate notice to the Board of Education. The Board will be informed of such conditions within the district upon the Superintendent’s awareness.

Data Reported:

Information regarding developing incidents as well as information related to potential adverse media coverage is provided to the Board of Education in the form of work products as well as situationally appropriate e-mails. Evidence of compliance includes the e-mails that are sent to members of the Board of Education when an ambulance or other emergency service is dispatched to a school or if a School District vehicle is involved in an accident. The same process is used when it is anticipated that adverse media coverage can be expected.

Equal Employment Opportunity Commission Updates:

One employment related complaint since this report was last presented in December of 2012.

Office of Civil Rights Updates:

There were no Office of Civil Rights complaints filed against the District since this report was last presented in December 2012.

Student Injury Updates:

One student injury case remains unresolved. In 2008 a student at Southeast Elementary slipped and fell on some stairs outside of the building near the playground area and suffered a skull fracture. The plaintiffs allege that we were negligent by not removing water that had pooled at the bottom of the stairs as a result of heavy rains the day and evening before. They originally brought seven claims against the district, and all but one has been dismissed. On an initial hearing, the court found for the plaintiff on the remaining claim involving negligence and will allow the lawsuit to proceed. We filed an appeal of this ruling on August 3, 2011, the result of which was that the Appellate Court overturned the trial court's initial ruling and ordered the case dismissed. The plaintiff has filed a Writ of Certiorari to the Colorado Supreme Court. Oral arguments were heard on October 29, 2013. No decision has been reported.

Conclusion: I report compliance

e) The Superintendent will not fail to inform the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board or Board member behavior that is detrimental to the work relationship between the Board and the Superintendent.

I interpret "inform" to mean: notification will be given to the Board if the Board or any individual Board member's actions are inconsistent with the Board's own means policies

I interpret "detrimental" to mean: actions which undermine the Board/CEO relationship.

Data Reported:

To date there has been no reason to advise the Board of failure to follow any of its own policies. The Superintendent is aware of this expectation and is attentive and ready to meet this expectation if the need arises. As of the date of this monitoring report, There have been no incidents of individual Board actions or detrimental behaviors to report as required in Board Members' Code of Conduct 2.F(7).

Conclusion: I report compliance

f) The Superintendent will not present information in unnecessarily complex or lengthy form, or in a form that fails to differentiate among information of three types:

- i) monitoring
- ii) decision preparation (or “action item”); and
- iii) incidental/ “FYI.”

I interpret “unnecessarily complex or lengthy form, or in a form that fails to differentiate among information of three types” to mean: information contained in the Board agenda that is not concise and/or easy to decipher in making a point.

Data Reported:

Individual Board packets provide timely and pertinent information within the agenda. This has been the Board of Education approved process since the adoption of the governance model. It has been a regular practice that incidental information is contained within e-mails and weekly work products.

The Board has asked appropriate questions concerning the numerous Expectations of the Board reports that have been submitted to date. There has not been an occurrence when the Board has collectively determined that an Expectations of the Board report has been arduously lengthy or complex.

Conclusion: I report compliance

- 2. Allow the Board to be without logistical and clerical assistance.
 - a) The Superintendent will not allow the Board to be without workable, user-friendly mechanisms for official Board, officer or committee communications and functions.

I interpret “logistical and clerical assistance” to mean: providing a communication vehicle or channel, including, but not limited to, written or oral transmissions such as e-mail, fax, Board packets and updates for the Board’s work.

Data Reported:

The Board of Education and its officers have available, at their discretion, staff to perform clerical functions as well as to provide logistical support for Board of Education events. These functions include regular Board meetings, Ward picnics, community functions, community engagement/linkage meetings, employee recognitions, and general correspondence that have been initiated by the Board of Education or that support the work of the Board of Education.

Conclusion: I report compliance

b) The Superintendent will not fail to provide pleasant and efficient arrangements for Board and committee meetings.

I interpret “pleasant and efficient arrangements” to mean: providing a working environment that assists to enhance the quality of the Board’s work, an arena that allows for debate and provides the necessary technological support to ensure the that Board has access to information.

Data Reported:

The Board of Education has the ability to determine the location of meetings which are conducive to the purpose of the meeting. Examples of compliance include the holding of a community engagement meeting at the Educational Services Center, the employee and community recognition awards being held at the district training center, and other regularly scheduled meetings being held once again in our school buildings at the request of the Board. These meetings include dinner provided by local vendors or the catering programs at Prairie View High School. As of the date of this monitoring report no complaints have been recorded from either Board members or the public concerning the venue(s) used by the Board of Education to conduct its work.

During the public meetings held throughout the cycle of this monitoring report, legal recording of proceeding have been kept, wireless internet access is provided, and members of the Technology staff are on hand to ensure that the Board’s access to technology is available. Laptops have been purchased for the newly appointed members of the Board of Education.

Conclusion: I report compliance

3. Impede the Board’s holism, misrepresent its processes and role, or impede its lawful obligations.
 - a) The Superintendent will not deal with the Board in a way that favors or privileges certain board members over others except when:
 - i) fulfilling individual requests for information, or
 - ii) responding to officers or committees with respect to duties charged to them by the Board.
 - b) The Superintendent will not fail to submit for the Board’s Consent Agenda items delegated to the Superintendent yet required by law, regulation or third-party to be Board-approved, along with applicable monitoring information.

I interpret “holism” to mean: neglecting to recognize the Board of Education as a “whole.”

I interpret “misrepresent its processes and role” to mean: overtly falsifying the Board’s statutory authority.

I interpret “impede its lawful obligations” to mean: not providing the Board of Education information in a timely manner which would lead to the Board being in noncompliance with its statutory duty.

Data Reported:

The weekly work products, Board of Education official packets, and other occasional information that is requested, is consistently sent to all Board of Education members, without deference or prejudice to any one sitting member. It is worth noting that, as allowable by Board Policy 2.D within the Governance Process section, the Superintendent of Schools does meet on a weekly basis with the President and the Vice President of the Board of Education. Most often the topic centers on the construction of the agenda for the forthcoming business meeting. The Board President informs the other members of the Board of Education of the items discussed at this meeting.

As reported in the Internal Monitoring Report - 3.0 Global Executive Constraint and approved by the Board of Education on August 27, 2013, School District 27J has been compliant with the statutory requirements that are placed upon us. Examples of requirements fulfilled by each department are listed below. Please keep in mind that many of these requirements overlap into more than one area of responsibility.

Student Achievement:

Title I Parent Notification

School Accreditation Data

Count of Students with Disabilities

TCAP Testing

Gifted and Talented Plan Submission

Vocational Educational Program Expenditures

Finance:

Online posting of financials

Charter School Overhead, Direct, and Purchased Service costs

Kindergarten & Preschool Count

ADE

Pupil Reporting

Annual Budget Preparation

Operations:

Food Allergy Policy Implementation/Update

Public School Transportation Fund Reimbursement

Capital Construction Expenditures

Elections

Student Handbook updated to website

Human Resources:

Teacher and Principal Evaluation

Non-Renewal Notices

Superintendent:

Public Officials Honoraria Reporting

Election Requirements

Intergovernmental Agreements

School Goals and Objectives Submission

Board member and officer reports

Legal:

Child Welfare Liaison

Student Handbook/FERPA updates

District 504 Coordinator

Charter School Liaison

504/ADA Compliance

Policies

In addition to the statutory requirements and as a result of legislative changes, the following Superintendent policies were authored, modified, deleted, codified and implemented during the 2012-2013 school year through Policy Council in order to achieve governance compliance:

LBB Cooperative Educational Programs

GBEA/GBEB Staff Conflicts of Interest

IC/ICA School Year/Calendar Year

IC/ICA-R School Year/Calendar Year

EEA Student Transportation Services

JQ Student Fees, Fines, and Charges

LBD Charter Schools LBD-R Charter Schools

FF-R Naming of Facilities

Conclusion: I report compliance.