

# *Board of Education*

## *Mesa County Valley School District 51*

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*Board Business Meeting Minutes*

*October 17, 2017*

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### **Board Business Meeting Minutes**

|                                                                                                  |   |   |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
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| A - Doug Levinson<br>B - Paul Pitton<br>C - John Williams<br>D - Tom Parrish<br>E - Greg Mikolai |   |   |   |   |   | <b>Board of Education</b><br><b>Mesa County Valley School District 51</b><br><b>Business Meeting Minutes: October 17, 2017</b><br><b>Adopted: November 14, 2017</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
|                                                                                                  | A | B | C | D | E |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
|                                                                                                  |   |   |   |   |   | AGENDA ITEMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ACTION    |
| Present                                                                                          | x | x | x | x | x | <u>Business Meeting</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 6:00 p.m. |
| Absent                                                                                           |   |   |   |   |   | A. CALL TO ORDER/PLEDGE OF ALLEGIANCE<br>➤ Mr. Williams welcomed attendees to the October Business Meeting and gave instructions for meeting participants to address the Board, <i>under Item G, Audience Comments.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
| Motion                                                                                           |   | x |   |   |   | B. AGENDA APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Adopted   |
| Second                                                                                           |   |   |   |   | x |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| Aye                                                                                              | x | x | x | x | x |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| No                                                                                               |   |   |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| Motion                                                                                           |   |   |   |   | x | C. MEETING MINUTES AND SUMMARY APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Adopted   |
| Second                                                                                           |   |   |   | x |   | C-1. August 8, 2017, Board Work Session Meeting Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
| Aye                                                                                              | x | x | x | x | x | C-2. September 5, 2017, Board Work Session Meeting Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
| No                                                                                               |   |   |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
|                                                                                                  |   |   |   |   |   | D. RECOGNITIONS<br>D-1. Recognition for Colorado Band Association Exemplary Awards, FMS, MGMS, OMMS, RMS, F8/9, CHS, GJHS, PHS [Resolution: 17/18: 09]<br>➤ Mr. Mikolai requested band directors Mr. Joe Webb, Mr. Scott Davis, Mr. Randy Rabito, Ms. Sarah Kamstra, Mr. Brett Argo, Mr. Hans Snell, Mr. Isaac Lavadie and Mr. Jeff Mason come forward. The Board recognized the directors for receiving an Exemplary Band Award from the Colorado Bandmasters Association. To earn the award, their bands had to demonstrate superior performances in concert band as well as two or more of the following areas: marching, solo ensemble, jazz band and total band enrollment. Many of these directors have won this award in the past, which highlights their dedication and commitment to quality in music. The Board and Dr. Haptonstall congratulated those band directors who were present. |           |
|                                                                                                  |   |   |   |   |   | E. BOARD REPORTS/COMMUNICATIONS/REQUESTS<br>➤ Mr. Mikolai stated, not only was this the last time he would be able to present a recognition to a band director, he no longer has any children participating in a District 51 band class.<br>➤ Mr. Williams requested to have discussion around teacher workloads during agenda item K, Board Open Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
|                                                                                                  |   |   |   |   |   | F. LEGISLATIVE REPORT<br>➤ Mr. Pitton reported he had just returned from the Colorado Association of School Boards Delegate Assembly. Two of the main topics discussed at the assembly were the Public Employees Retirement Association (PERA), and the School Finance Formula. Other topics included eliminating the October count and going to a count system using average student enrollment, teacher accreditation and incentive pay, with possibly offering loan pay offs and or housing allowance, also a parent academy to help those parents whose students struggle with education. Mr. Pitton asked Mr. Phil Onofrio, Chief Financial Officer to report on possible changes to PERA and Dr. Ken Haptonstall, Superintendent, to report on the School Finance Formula.                                                                                                                   |           |

|                                                                                                  |   |   |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
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|                                                                                                  | A | B | C | D | E | AGENDA ITEMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ACTION |
|                                                                                                  |   |   |   |   |   | <ul style="list-style-type: none"> <li>➤ Mr. Onofrio reported PERA is proposing a two percent increase in employee contributions and an increase in contributions paid by school districts. The increases are necessary to stabilize the fund.</li> <li>➤ Dr. Haptonstall reported a group of superintendents have been meeting for over a year to discuss ways to improve the School Finance Formula. They are in the process of finalizing a proposed formula. A couple of state legislators are interested in carrying the proposal forward as a bill. Last year the legislators passed a bill for a two-year study to review the current funding formula, created in 1992.</li> </ul> <p>G. AUDIENCE COMMENTS</p> <ul style="list-style-type: none"> <li>➤ Mr. Billy Johnson, 737 Ash Drive, Grand Junction, CO 81506<br/>Mr. Johnson, a science teacher at Fruita Monument High School related he would like to entertain the idea of opening an outdoor classroom center or a charter school with STEM (science, technology, engineering &amp; math) curriculum. The center, or charter school, would work in collaboration with the Colorado Parks and Wildlife at a facility in Cameo.</li> <li>➤ Ms. Heather O'Brien, 2472 Patterson Road, Grand Junction, CO 81505<br/>Ms. O'Brien, Mesa Valley Education Association President, updated the Board on a change to the workload team's annual survey. This year, instead of sending teachers the normal twenty-question survey, the team sent a two-question survey asking: what is your level and what is your workload like. At this time, they have received around 300 responses. The team will be working through the responses and reporting to the Board at a future meeting.</li> </ul> <p>H. SUPERINTENDENT'S REPORT</p> <p>H-1. Trauma Informed Classroom Trainings, Mrs. Cathy Ebel, Prevention Services Coordinator</p> <ul style="list-style-type: none"> <li>➤ Mrs. Ebel, gave the Board members an opportunity to try a calming tool, a stuffed dog with an animated heartbeat. The trauma coaches are using this tool with students and staff. The trauma coaches are Ms. Tammara Dickerson and Ms. Shannon Hoffman, working at the elementary level, and Ms. Margery Brennan and Ms. Mary Beth Luedtke, working at the secondary level. The trauma coaches will work at eight different schools, yet to be determined, spending around ten hours per week at each school. Mrs. Ebel explained the different scenarios, which could cause a person to have trauma and how trauma can effect behavior. She gave the Board a handout showing the different state of minds and explained the need to be aware of a person's state of mind. About 80% of learning takes place in a calm state, whereas in an alarmed state, learning drops to 40%. Trauma can rewire the brain, causing a person to operate in a state of alarm, which can lead to behavior issues. Mrs. Ebel updated the Board on trainings which have taken place and planned future trainings. The trauma trainings and coaches work in conjunction with the five steps of the growth mindset culture and the D51 Learning Model. This is just one more step in the District, not only working to improve school physical safety, but also psychological safety.</li> </ul> |        |

|                                                                                                  |   |   |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |
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|                                                                                                  | A | B | C | D | E |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |
|                                                                                                  |   |   |   |   |   | AGENDA ITEMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ACTION  |
| Motion<br>Second<br>Aye<br>No<br>Abstain                                                         |   |   |   |   |   | H-2. Business/Investment Reports, Mrs. Vi Crawford, Financial Services Director and Ms. Melanie Heath, Budget Analyst<br>➤ Ms. Heath noted the budget report contains information about the 16-17 end-of-the year report, information on the first quarter of this year, along with a memo drafted by the oversight committee. She elaborated on two items in the budget; capital projects and the general operating funds. She reported this year's enrollment count appears to be down thirty students.<br>➤ Discussion took place with the Board regarding funds the District earns interest on, funding shortages at the beginning of the fiscal year prior to receiving property tax revenue and the Fiscal Oversight Committee.<br><br>H-3. Expulsion Report<br>➤ Reviewed<br><br>H-4. Communications Report/District Initiatives Update<br>➤ Mr. Tony Giurado, Chief Academic Officer noted there were no significant updates at this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Adopted |
|                                                                                                  | x |   | x | x | x | I. CONSENT AGENDA<br>I-1. Personnel Actions<br>I-1-a. Licensed Personnel [Resolution: 17/18:21]<br>I-1-b. Classified Personnel [Resolution: 17/18: 20]<br>I-2. Gifts [Resolution: 17/18: 18]<br><br>J. BUSINESS ITEMS<br>J-1. Policy First Reading<br>J-1.a. GCD, Administrator Leaves and Absences<br>J-1.b. GDC, Support Staff Leaves and Absences<br>➤ Dr. Haptonstall reported the information currently in policy GDQE, Support Staff Severance Pay is now included in policy GDC, Support Staff Leaves and Absences, so at such time as policy GDC is adopted, policy GDQE will be rescinded.<br><br>K. BOARD OPEN DISCUSSION<br>➤ Mr. Williams would like to explore ways to lessen teacher's workloads. An example was the amount of time teachers spend in returning emails to parents. One possibility is a four-day student contact week with the fifth day used for professional development and teacher needs. Mr. Williams also reported the campaign committee is continuing to work at a high level.<br>➤ Mr. Pitton reported an added burden to teachers over this past month was mandatory reporting training and suicide prevention training, which took place on a teacher workday.<br>➤ Mr. Mikolai is frustrated over the community's lack of understanding of the marijuana money. With the City of Palisade allowing marijuana sales, many people believe District 51 will now be receiving additional funds. |         |

|                                                                                                  |   |   |   |   |   |                                                                                                                                         |           |
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|                                                                                                  | A | B | C | D | E |                                                                                                                                         |           |
|                                                                                                  |   |   |   |   |   | AGENDA ITEMS                                                                                                                            | ACTION    |
| Motion<br>Second<br>Aye<br>No                                                                    |   |   |   |   |   | L. FUTURE MEETINGS<br>➤ Reviewed.                                                                                                       | 7:32 p.m. |
|                                                                                                  |   |   |   |   |   | M. ADJOURNMENT                                                                                                                          |           |
|                                                                                                  | x | x | x | x | x | <div style="text-align: right;"> Bridget Story, Assistant Secretary<br/> Board of Education </div>                                      |           |

Board of Education Resolution: 17/18: 19

Presented: October 17, 2017

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Each year the Colorado Bandmasters Association (CBA) presents the Exemplary Band Award to a small number of middle and high school bands that demonstrate excellence in their craft. This award is presented to those bands whose director is a member of CBA and the band has met predetermined criteria, within a single school year. The bands must demonstrate superior performances in concert band as well as two out of the four following areas: marching, solo ensemble, jazz band and total band student enrollment.

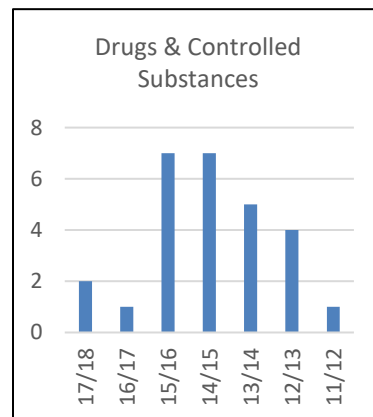
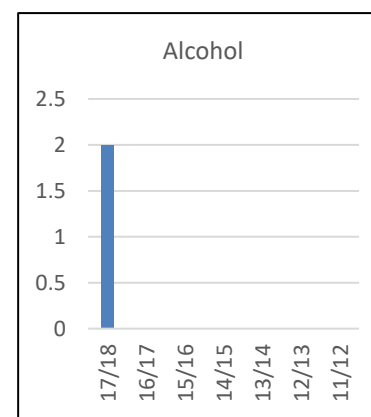
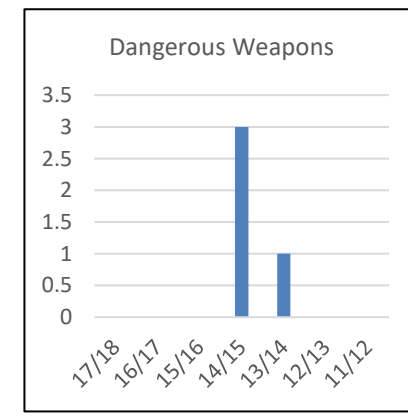
The Exemplary Band Award is a state level award and we are proud to note that nine schools from District 51 received this award. All of these bands are true models of excellence as are their directors. Many of these directors have won this award over the past several years, which showcases their dedication and commitment to quality in music. The Board would like to recognize and congratulate the following band directors and their bands for receiving the 2017-2018 Bandmaster Exemplary Band Award.

- Joe Webb, Fruita Middle School
- Scott Davis, Mount Garfield Middle School
- Randy Rabito, Orchard Mesa Middle School
- Sarah Kamstra, Redlands Middle School
- Brett Argo, Fruita 8/9
- Dylan Ford and Hans Snell, Central High School
- Isaac Lavadie, Grand Junction High School
- Jeff Mason, Palisade High School

| Category | High School |   |       |   | Middle School |   |       |   | Elementary School |   |       |   | Total |       | Total for previous years as of August 31 of: |       |       |       |       |
|----------|-------------|---|-------|---|---------------|---|-------|---|-------------------|---|-------|---|-------|-------|----------------------------------------------|-------|-------|-------|-------|
|          | 17/18       |   | 16/17 |   | 17/18         |   | 16/17 |   | 17/18             |   | 16/17 |   | 17/18 | 16/17 | 15/16                                        | 14/15 | 13/14 | 12/13 | 11/12 |
|          | M           | F | M     | F | M             | F | M     | F | M                 | F | M     | F |       |       |                                              |       |       |       |       |
| 100      | 2           |   |       | 1 |               |   |       |   |                   |   |       |   | 2     | 1     | 7                                            | 7     | 5     | 4     | 1     |
| 200      | 2           |   |       |   |               |   |       |   |                   |   |       |   | 2     |       |                                              |       |       |       |       |
| 300      |             |   |       |   |               |   |       |   |                   |   |       |   |       |       |                                              |       |       |       |       |
| 400      |             |   |       |   |               |   |       |   |                   |   |       |   |       |       | 1                                            |       |       | 1     |       |
| 500      |             |   |       |   |               |   |       |   |                   |   |       |   |       |       |                                              | 3     | 1     |       |       |
| 600      |             |   |       |   |               |   |       |   |                   |   |       |   |       |       |                                              |       |       |       |       |
| 700      |             |   |       |   |               |   |       |   |                   |   |       |   |       |       |                                              |       |       |       |       |
| DSP      |             |   |       |   |               |   |       |   |                   |   |       |   |       |       |                                              |       |       |       |       |
| VOO      |             |   |       |   |               |   |       |   |                   |   |       |   |       |       |                                              |       |       |       | 1     |
| Total    | 4           |   |       | 1 |               |   |       |   |                   |   |       |   | 4     | 1     | 8                                            | 10    | 6     | 5     | 2     |

#### Category Description

100 - drug or controlled substance  
 200 - alcohol  
 300 - tobacco  
 400 - felony assault  
 500 - dangerous weapons  
 600 - robbery  
 700 - other felonies  
 DSP - destruction / defacement of school property  
 VOO - other violations



# **Communications Update**

## **September 13 – October 10, 2017**

### Includes

**Earned Media Coverage**

**Paid Media Coverage**

**Electronic Direct Communication**

**Events**

**Social Media Reports**



## **Earned Media**

### **The Daily Sentinel**

Sept 13, Students harvest fruits of their labor

<http://www.gjsentinel.com/news/articles/students-harvest-fruits-of-their-labor>

Sept 14, Memorial to a 'gentle soul'

<http://www.gjsentinel.com/news/articles/memorial-to-a-gentle-soul/>

Sept 18, School board candidates gather at forum

<http://www.gjsentinel.com/news/articles/school-board-candidates-gather-at-forum>

Sept 19, Restating D51's case

<http://www.gjsentinel.com/opinion/articles/restating-d51s-case>

Sept 20, Parents fret about future of Fruita ag classes

<http://www.gjsentinel.com/news/articles/parents-fret-about-future-of-fruita-ag-classes>

Sept 20, Health costs drop for school district employees

<http://www.gjsentinel.com/news/articles/health-costs-drop-for-school-district-employees>

Sept 24, Tope Elementary embraces new curriculum

<http://www.gjsentinel.com/news/articles/tope-elementary-embraces-new-curriculum/>

Sept 26, Substitute hired to teach ag at Fruita Monument

<http://www.gjsentinel.com/news/articles/substitute-hired-to-teach-ag-at-fruita-monument>

Sept 27, State records: School candidates failed to file necessary paperwork

<http://www.gjsentinel.com/news/articles/state-records-school-candidates-failed-to-file-nec>

### **KKCO/KJCT**

Sept 13, D51 students use bowling as alternate sport in P.E. class

<http://www.kjct8.com/content/news/D51-students-use-bowling-as-alternate-sport-in-PE-class-444058963.html>

Sept 13, Education Matters: D51 students harvest farm

<http://www.kjct8.com/video?vid=444345763>

Sept 18, Meet the School District 51 board candidates

<http://www.nbc11news.com/content/news/445530453.html>

Sept 20, Local high school marching bands dazzle the field at Stocker Stadium

<http://www.nbc11news.com/content/news/446104143.html>

Sept 20, Grand Junction principal wins outstanding math leader award

<http://www.nbc11news.com/content/news/446258073.html>

Sept 20, Careerwise apprenticeship program gives students real-world experience

<http://www.nbc11news.com/content/news/446256233.html>

Sept 21, School receives \$149,000 to renovate playground

<http://www.nbc11news.com/content/news/446626553.html>

Sept 22, District 51 gives tour to show conditions of Orchard Mesa Middle School

<http://www.nbc11news.com/content/news/District-51-gives-tour-to-show-conditions-of-Orchard-Mesa-Middle-School-446683253.html>

Sept 25, D51 students take class outside

<http://www.nbc11news.com/content/news/447804673.html>

Sept 27, Going green helped D51 save \$1.7 million

<http://www.nbc11news.com/content/news/448367473.html>

Sept 28, Local fifth graders take over Ameritowne

<http://www.nbc11news.com/content/news/448573763.html>

Sept 29, D51 art heritage program needs volunteers

<http://www.nbc11news.com/content/news/448730493.html>

Oct 2, Talking to children about tragedies

<http://www.nbc11news.com/content/news/449152263.html>

Oct 2, Local students collecting school supplies for kids affected by Hurricane Harvey

<http://www.nbc11news.com/content/news/449152663.html>

Oct 4, R-5 Film Fest highlights Colorado National Monument

<http://www.nbc11news.com/content/news/449505123.html>

Oct 4, Local high school Green Team dedicated to helping the environment

<http://www.nbc11news.com/content/news/449504333.html>

Oct 4, National Walk to School Day

<http://www.nbc11news.com/content/news/449495523.html>

Oct 5, Free college application week for D51 seniors

<http://www.nbc11news.com/content/news/449683043.html>

## KREX

Sept 18, D51 grants for educator training

<http://www.westernslopenow.com/news/local-news/d51-grants-for-educator-training/813875453>

Sept 20, STEAM programs becoming focus for schools, employers

<http://www.westernslopenow.com/news/local-news/steam-programs-becoming-focus-for-schools-employers/815450429>

Sept 22, Eight District 51 schools offering free breakfast for all students

<http://www.westernslopenow.com/news/local-news/eight-district-51-schools-now-offering-free-breakfast-for-all-students/816975750>

Sept 27, Young AmeriTowne On The Road returns to the Grand Valley

<http://www.westernslopenow.com/news/local-news/young-ameritowne-on-the-road-returns-to-the-grand-valley/819871871>

Sept 28, District 51 receives recognition for being eco-friendly

<http://www.westernslopenow.com/news/local-news/district-51-receives-recognition-for-being-eco-friendly/820780017>

Oct 2, Local middle school launches new cycling program

<http://www.westernslopenow.com/news/local-news/local-middle-school-launches-new-cycling-program/823208298>

Oct 4, R-5 Monument Film Festival

<http://www.westernslopenow.com/news/local-news/r-5-monument-film-festival/826045461>

Oct 5, District 51 assesses readiness for threats

<http://www.westernslopenow.com/news/local-news/district-51-assesses-readiness-for-threats/827586641>

## Paid Media Coverage

The following ads have appeared weekly on the Education page of the Daily Sentinel

September 25



### **Did You Know?**

Recreational marijuana tax revenue never goes directly to school districts

#### **Do school districts collect marijuana sales tax money?**

**No.** Only the city or town, county, and state where the sale takes place collect sales tax money.

#### **Do schools get money second-hand from marijuana taxes?**

**Sometimes.** A city or county can share the money they collect or keep it in their budgets. The state shares its marijuana sales tax collections through grants. Districts must apply for these grants, and not all districts get one. The grants are only for drug prevention, behavioral health, literacy or construction.

#### **Do schools in towns with recreational marijuana sales get more grants?**

**No.** Any district can apply. Having recreational marijuana stores within district boundaries is not a requirement for a grant application, nor does it earn a district any bonus points when it comes to getting the grant.

#### **What kind of grants can schools get?**

Less than 10 percent of all money that went into the state's Marijuana Tax Cash Fund last year went into education. The impacted programs are:

- The School Health Professionals Grant Program
- The Early Literacy Competitive Grant Program
- The School Bullying Prevention and Education Cash Fund, and
- The Office of Dropout Prevention and Student Re-engagement

The state of Colorado also takes up to \$40 million in collections from marijuana excise taxes each year to fund a grant program for school construction called the Building Excellent Schools Today (BEST) Grant Program.

#### **Is it easy to get a grant?**

**No.** There are 178 school districts in Colorado with a total of \$14 billion in construction needs all clamoring for a piece of the \$40 million of marijuana excise tax in BEST grant funding and even less in Marijuana Tax Cash Fund grants.

#### **Does District 51 get any of these grants?**

**Yes.** This year, 42 school districts, including District 51, received a School Health Professionals Grant. District 51 will use its grant for \$557,300 to hire eight half-time counselors in elementary schools and four full-time social workers at the middle and high school level. The social workers will focus on mental health and substance abuse prevention. The district also will receive \$112,846 this year from the Office of Dropout Prevention and Education Cash Fund, a state fund that gets money from marijuana taxes.

#### **Has D51 ever received a marijuana tax-funded grant for construction or maintenance?**

**No.** The BEST grant, mentioned earlier, provides matching grants for school construction and renovation projects. District 51 applied for a \$13 million BEST grant to replace Orchard Mesa Middle School, but the district's request did not make the final cut. Why only \$13 million for a \$40 million project? BEST grants require matching funds. District 51 would have had to find a way to provide the other two-thirds of the project cost.



## Did You Know?

The state funding formula for school districts is a lot like baking a cake



**Step 1 – Add Ingredients**

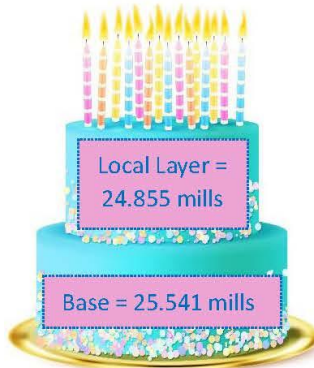
### State Funding Formula

Decide how much tax money a school district receives based on its:

- Enrollment
- At-risk students
- Cost of living
- Personnel costs
- District size (bigger districts get less per student)



### Denver Public Schools



### Mesa County 51



**Step 2 – Follow the Recipe**

### **Step 3 – Add Layers**

**Base** = How much money a district gets through the state funding formula.

**Local Layer** = extra property tax dollars approved by local voters for overrides, bonds & abatement.



This slice never gets to D51

### **Step 4 – Now That it's Finished, Slice It Up**

Each Colorado school district loses a portion of formula funding to the Negative Factor. The funding formula and extra local contributions give District 51 \$8,188 per student, but D51 gets \$7,279 instead.

October 9



### Did You Know?

There's a lot happening in District 51



Multiple schools celebrated National **Walk to School Day** on Oct. 4, including **Orchard Avenue Elementary**.



**East Middle School** will debut a grant-funded **Bike Program** during second quarter. The Specialized Foundation provided the school with training, curriculum, and 30 bikes and helmets. Students can ride the bikes during gym class or take an elective.



Students and staff from **Mt. Garfield** and **Redlands middle schools** who helped organize a metal recycling drive attended an awards banquet Oct. 4 in Denver, where District 51 was honored as a **Gold Leader** in the state's **Environmental Leadership Program**.

Fifth-graders from a dozen District 51 elementary schools will explore the visiting **AmeriTowne** project this fall. Kids learn about finances and various jobs by taking on adult roles in a simulated town.



**Tope Elementary** began STEAM programming this year, meaning they incorporate the problem-solving and creative thinking skills of Science, Technology, Engineering, the Arts, and Math into all lessons. Tope joins **Central High, West Middle, and New Emerson** schools in offering a STEAM or STEM focus.

**Want more?** Visit [d51news.org](http://d51news.org) and follow D51 on Facebook, Twitter, and Instagram.

# Electronic Direct Communication

## Parent Newsletter



School District 51 Family and Community Newsletter | September 2017



### Full STEAM ahead at Tope

District 51 is adding to its roster of schools with a focus on Science, Technology, Engineering, the Arts, and Math this year. Read more about STEAM and STEM programming at Tope and in other schools across D51 [here](#).



### Students harvest tomatoes they planted in May for cafeteria

Pomona Elementary students who planted seeds in May at the CSU Research Center on Orchard Mesa returned last week to [pick the fruits \(and veggies\) of their labor](#). The produce will go to D51 cafeterias and Food Bank of the Rockies.



### Facts about recreational marijuana funding and schools

Wondering where Colorado's recreational marijuana tax money is going? If so, you're not alone. Find the answers to some of the most common questions we see on a regular basis and see what we do and don't get [here](#).

### Candidates set for 2017 election

The District 51 School Board has three seats on the Nov. 7 ballot. The candidates (in alphabetical order) are:

- Amy Davis (District E)
- Tom Keenan (District E)
- Tom Parrish (District D)
- Dusti Reimer (District D)
- John Williams (District C)



### D51 a model of energy efficiency

Did you know School District 51 has been recognized nationally for its energy efficiency efforts and is admired statewide for its recycling programs? Learn more [here](#).



### Mt. Garfield, Redlands students recognized by CDPHE

Environmental efforts at MGMS and RMS have earned District 51 status as a [Gold Leader](#) in the state's Environmental Leadership Program. Gold Leaders show a strong and sustainable commitment to environmental management.



### Take a look at Orchard Mesa

Learn more about Orchard Mesa Middle School in the video above.

[Tour OMMS](#) in person at 5:30 tonight or watch on Facebook Live.

### Fun for the Whole Family

Sept. 22-24: [Fruita Fall Festival](#).

Sept. 30: Free Admission at [Colorado National Monument](#).

Sept. 30-Oct. 1: [Grand Junction Air Show](#) 8:30 a.m. to 5 p.m., Grand Junction Regional Airport.

Oct. 6-7: [Downtown Art Festival](#), Downtown Grand Junction.

Oct. 14: Children's Nature Center's [Boo at the Zoo](#), 10 a.m. to 4 p.m., Mesa Mall.

### D51 Foundation offers new grant

Do you know teachers or principals interested in growing their knowledge as educators? Let them know about this new [grant](#) from the District 51 Foundation.



### Patriot Day events honor first responders, heroes of Sept. 11

Schools across D51 marked the anniversary of the terrorist attacks of Sept. 11, 2001, with assemblies, activities, and lessons of what happened that day.



### Marching Band Festival Sept. 30

The [Colorado West Marching Band Festival](#) will welcome competitors from across Colorado to strut their stuff Sept. 30 at Stocker Stadium. Field shows begin at noon and awards will be presented at 3 p.m. Tickets are \$6 for students, active military and 55+; \$10 for adults; and free for kids under 5.



### Eight schools offering free breakfast through USDA

Six D51 elementary schools and two middle schools where more than 70% of students qualify for free or reduced-price school meals are offering free breakfast to all students in hopes of giving them a better start to the school day. Learn more [here](#).

### Four more Community Meetings with the School Board this fall

Bring your questions for the board to any of their four remaining Community Meetings this fall. Each meeting starts at 6 p.m.

- Sept. 21 - OMMS Caf
- Sept. 25 - GJHS Library
- Oct. 2 - Fruita 8/9 Library
- Oct. 9 - Redlands Caf



### September is Suicide Awareness Month

D51 middle and high school students helped Mesa County Public Health compile a paper chain filled with messages of encouragement for the #BeThe1To suicide prevention campaign. If you or someone you know needs help with any issue, including suicidal thoughts, please contact [Safe2Tell](#).



[Bookcliff's Jim Butterfield](#) named Outstanding Math Leader The [Colorado Council of Teachers of Mathematics](#) recently named Bookcliff Middle School Principal Jim Butterfield an Outstanding Math Leader. Educators are nominated and selected for this award by showing a commitment to math professional growth.



### R-5 class builds vehicles that travel on both land and water

Students in R-5 High's project-based learning class created amphibious vehicles made to work on both land and in water. They tested their crafts at Las Colonias and on the Colorado River.



### Priority 1 Maintenance

There is a list of \$55 million in Priority 1 Maintenance projects in District 51 (followed by Priority 2 and Priority 3 lists, which are less urgent). Priority 1 projects are those that need to be done sooner than others before conditions can deteriorate and possibly lead to structure failure. What's on the list? [Click here](#) to find out.



D51 Communications Department  
(970) 254-7912  
[communicate@d51schools.org](mailto:communicate@d51schools.org)

## District 51 Insider

School District 51 Staff Newsletter | September 2017



Sept 5 Board Brief

Sept 19 Board Brief

### Recognize!

Do you know a student, staff member, or school that has received a State or National award? Send us some information so we can recognize them at the next Board of Education Meeting (if applicable).

### Communications Report

Every month, the Communications department puts together a brief snapshot of what we've been up to. Read the current report here.



**Sept. 22-24, Fruit Fall Festival.** Free. Vendor booths, arts, crafts, food, live music, parade.

**Sept. 28, D51 Caregiver Support Group.** 4-5:30 p.m., Harry Butler Board Room.

**Sept. 29, Food Truck Friday - Palisade.** St. Kathryn Cellars. 5:30 - 8:30 p.m.

**Sept. 30, Free admission to National Parks.**

**Oct. 6-7, Downtown Art Festival.**

### Help Us Out

Do you know of any **Discounts for D51 employees?** (gym memberships, technology, subscriptions, retail discounts, etc.) Please send us an email so we can make information available to staff!

Click here to see what we have so far.

Overwhelmed by all the **Acronyms and Jargon?** (What's an IEP? Or PBL?) Check out this list, and let us know if we're missing any!

### Stay Connected

**D51 Community** - Local events and promotions.

**D51 News** - Primary source for things happening in District 51.

**Staff News** - Exclusive information for D51 staff.

**D51 Classifieds** - A forum for



Click on the video above to hear an update from Superintendent Haptonstall! If you have questions or comments for the Superintendent's office, email [superintendent@d51schools.org](mailto:superintendent@d51schools.org)

### In This Edition (click on a link to jump to that section)

[District 51 Election Do's and Don'ts](#)

[Employee Assistance Program Updates](#)

[D51 Energy Efficiency](#)

[Health Screening Information](#)

[D51 Foundation Updates](#)

[Staff & Student Spotlight](#)

[Human Resources Updates](#)



### The District 51 Bond and Mill Levy Election

On June 20, 2017, School Board members voted unanimously to pursue a bond measure and mill levy override in the Nov. 7, 2017, Coordinated Election. Employees cannot use District time, money, or resources (which includes district email accounts) for anything election-related.

If you have questions about what you, as an employee, can or cannot do, check out the video above.

Read more about the Fair Campaign Practices Act, and how it affects you.

Read more about the Bond and Mill Levy, and what they would do for D51 schools.

Questions? Email us



### D51 a model of energy efficiency

District 51 has received numerous awards and recognitions for its work in energy management and environmental initiatives. Read more about how a solar garden, composting, recycling, wind energy, and other projects have helped save money over the years.



D51 staff to search for or post items for sale.

**D51 Communications** - Help us get the word out about great things happening in D51!



### Orchard Mesa MS

The staff and students at Orchard Mesa MS have some unique challenges to overcome with their aging building. Learn more about how they make it work from the video above.



### Staff News

Staff News is now on Yammer! Join Yammer to stay connected to colleagues in District 51, and to receive news updates from across the district. You can also subscribe to email updates.

### We Are D51

We know that we work with some pretty amazing people, and we like stories. We want to start a series to highlight staff of all positions across District 51. Is there a coworker you really enjoy working with? Or have you noticed someone doing something really cool or noteworthy? Fill out this nomination form and we just might pay them a visit to hear their story and recognize them.



### D51 Foundation Update

The **D51 Foundation** is launching a Professional Learning Grant opportunity! Grants are available to teachers and principals. Apply for a grant at [www.d51foundation.org](http://www.d51foundation.org) by December 31 for consideration. Contact [Angela Christensen](#) for more information.

### Student/Staff Spotlight

Mr. Peite Pope (Environmental Health & Safety Manager), Mr. Jory Sorensen (Principal at Redlands Middle School), Mrs. Rocio Roybal (Principal at Mount Garfield Middle School - not pictured) and D51 students were recognized for their environmental efforts that contributed to D51 being recognized as a Gold Leader in the Environmental Leadership Program from the Colorado Department of Public Health and Environment.

To be considered a Gold Leader, an entity must show a lasting commitment to improving environmental performance, and set continual environmental improvement goals. Congratulations!



### New D51 Employee Assistance Program

We are thrilled to announce that TRIAD will be our new EAP provider as of October 1.

TRIAD is a locally owned and operated company that knows our community well. They are very excited to support the school district in multiple ways, from individual personal counseling for staff and their families, to on-site crisis support for staff should the need arise.

TRIAD also provides a variety of benefits to support supervisors and managers: employee mediation, supervisor training in conflict resolution, substance abuse recognition, and managing burnout.

Click here for more information about TRIAD. Contact [Siri Vensel](#) for more info.

### 2017 School Board Election

Candidates for the three open seats on the District 51 School Board have been set. The names (in alphabetical order) are below

- Amy Davis (District E)
- Tom Keenan (District E)
- Tom Parrish (District D)
- Dusti Reimer (District D)
- John Williams (District C)



### Human Resources Did You Know?

District 51 has a plethora of policies in place that help to guide the actions of both students and staff, some of which include

[Professional Boundaries](#)

[Staff Code of Conduct](#)

[Sexual Harassment](#)

[Drug Free Workplace](#)

And many more.... If you have any questions or would like to read more you can search the board policies by visiting the [Board Policy page](#).

### District 51 Wellness Program

Employees and spouses on a District 51 health plan can participate in a health screening and receive \$50, and a reduction on their 2018 deductible. Click here for more info and screening dates and locations.

Registration for health screenings opens on September 25.

Click here to log in to your wellness portal.

Questions? Forgot your username or password? Contact [Gussie Nishi](#).



### Did we miss something?

We want to hear from you! Staff are welcome to ask questions about the information you read, or provide suggestions for future articles.

Submit your ideas/feedback/comments to [Cat Foster](#)



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# Board Brief, September 19

## BOARD BRIEFS

September 19, 2017

### Community

#### Partnerships

D51 Executive Director of High Schools/Academic Alternative Schools Matt Diers updated the board on a variety of partnerships the district has with community organizations to offer students career preparation opportunities. The district has several examples of partnerships, including:



- The D51 Youth Apprenticeship Program (CareerWise), which the Grand Junction Area Chamber of Commerce was instrumental in implementing. So far, 11 businesses have taken apprentices.
- The Emerging Workforce Committee and its subcommittees, the Career Link Committee and the Youth Collaboration Committee.
- Career Internship Development Coordinator Darcy Weir, who runs the Chamber's YEA: Youth Entrepreneurs Academy, which starts next month for 2017-18.
- The Grand Junction Economic Partnership, which consults with the district to help improve education pathways.
- The Mesa County Workforce Development Board, which helps with the Kick Start Program, paid internships, job search services, and the D51 Youth Apprenticeship Program.
- The Mesa County Workforce Center, which has the Mesa County Work Ready Community Initiative, ACT Work Keys testing program, and National Career Readiness Certification.
- Alpine Bank and Colorado Mesa University, who run the quarterly Student of the Month program.
- CMU and Western Colorado Community College, who partner with the district to offer concurrent enrollment at both CMU and WCCC, on-site college classes at the high schools, Western CO BOCES, and provide four College and Career Advisors in D51 schools.



#### Community Hospital Services

CEO Chris Thomas and other representatives from Community Hospital provided the board with an update on the district's five-year partnership with the

hospital. Before the partnership began, in 2011, the district's self-funded health plan borrowed \$1.7 million from the general fund, largely due to expensive claims. In order to encourage more employees see a physician early (before their health worsens and becomes a much larger issue), the district partnered with Community the following year to provide an employee health care clinic, and the district started offering employees annual health screenings in 2012-13. The clinic includes numerous providers, including after-hours care.

In 2014, deductibles were lowered with the health screenings, and plan savings were reinvested in the workforce. In 2016, the district's insurance program began offering a Community Health Partnership Plan, which steered patients to Community and offered savings. Community also offers a 12-week Lifestyle Medical Program that helps employees develop health skills.

Today, D51 has a healthy surplus in its insurance fund, premiums have been stagnant since 2014 for individuals and stable since 2015 for families, and deductibles have been the same since 2014. Thomas said he hopes to see the district's partnership with Community grow and evolve, in particular by encouraging healthy behaviors over multiple tests and procedures.

#### Recognitions

D51 School Board members recognized the following people for their accomplishments:

\* Mt. Garfield and Redlands middle school students and their principals,

Rocio Roybal and Jory Sorensen, and D51 Environmental Health & Safety Manager Petie Pope, for helping the district become a Gold Leader in the Colorado Environmental Leadership Program. Gold Leaders show a strong and sustainable commitment to environmental management.

\* Bookcliff Middle School Principal Jim Butterfield, for being named an Outstanding Math Leader by the Colorado Council of Teachers of Mathematics. Educators are nominated and selected for this award by showing a commitment to math professional growth.



#### Public Comment

Several supporters of the Fruita Monument High School and Fruita 8/9 School agriculture programs and FFA came to Tuesday's meeting to encourage the district to continue both programs following the resignation of two teachers. Superintendent Ken Haptonstall said both schools plan to continue ag programming, and he hopes to grow the programs as soon as the right permanent teachers can be hired.

#### Staffing Update

Cindy Starr and Colleen Martin from D51 Human Resources updated the board on current open positions. Two half-time counseling positions at the elementary level, one intervention position at DYC, two special education severe needs - behavior positions, a half-time moderate needs position, a significant support needs position, a social worker position, a deaf and hard of hearing position, a speech pathologist job, and a psychologist position are currently open.

Many of these positions are difficult to fill, as they are highly specialized and require specific licensure or certification. Subs are covering many of the positions for now.



#### Board Policy Second Reading and Adoption

\* IHBG - Home Schooling

\* JEA - Compulsory Attendance Age

\* JFC - Student Withdrawal from School/Dropouts

\* JH - Student Absences and Excuses

Board members also approved a resolution for a lease agreement for activity buses.

#### Communications Report/

#### District Initiatives Update

District 51 departments are working on ways to embed behaviors that will help us realize the vision to Engage, Equip, and Empower our learning community today for a limitless tomorrow. There's also continued support for implementation of Social and Emotional Learning and the D51 Learning Model, including working with high school teachers who are exploring new ways of grading and reporting.



#### Future Meetings

Sept. 21: Conversation with the Board, 6 p.m., Orchard Mesa Middle School Cafeteria

Sept. 25: Conversation with the Board, 6 p.m., GJHS Library

Sept. 29: CASB Regional Meeting, 11 a.m., Double Tree

Oct. 2: Conversation with the Board, 6 p.m., Fruita 8/9 Library

Oct. 3: Board Work Session, 6 p.m., Butler Board Room

Oct. 9: Conversation with the Board, 6 p.m., Redlands Middle School Cafeteria

Oct. 17: Alpine Bank/CMU Student of the Month Luncheon, 11:30 a.m., Colorado Mesa University Center

Oct. 17: Board Business Meeting, 6 p.m., Butler Board Room

### BOARD BRIEFS

October 3, 2017

#### Safety and Security Update

D51 Director of Safety and Security Tim Leon updated the board on the Claire Davis School Safety Act, passed in 2015 as Senate Bill 213. The act went into effect this summer and allows schools to be sued for up to \$350,000 for an injury to one person during one incident or up to \$990,000 for multiple people injured during one incident if a school or its employees did not "exercise reasonable care" to protect students and staff from "reasonably foreseeable" crimes of violence (primarily murder or felony sexual assault) at school or school-sponsored events. The definition of "reasonable care" and "reasonably foreseeable" are unclear at this time. In general, though, Mr. Leon said schools are likely to be protected as long as employees act in good faith.



The update also included information about:

- **Safe2Tell** - Safe2Tell is a statewide service that allows people to anonymously report a variety of things - from school threats to bullying to mental health concerns - through an app, website, or call line. Since the district did a big publicity push in March, 195 reports have been made to Safe2Tell in District 51. Those reports include 46 suicide threats, 35 bullying reports, 21 cutting reports, 19 reports of drug use, 17 depression reports, and 2 planned school attack reports, all of which prompted law enforcement and school officials to intervene.
- **School resource officers** - Currently, there are seven school resource officers and four security officers in the district. Two spots are open for school resource officers. The Mesa County Sheriff's Office hopes to fill those spots by the end of the month, which would bring the tally of school resource officers up to nine.
- **Mandated drills** - All schools are required to have 11 fire drills per year, two lockdown drills per year, and one shelter-in-place drill per year. There have been four lockdown drills already this year, with 28 more scheduled, and 13 shelter-in-place drills, with eight more scheduled. Fifteen schools have already had at least three fire drills this year.
- **Threat assessments** - 23 reported threats of any nature have been assessed for validity and severity to date in 2017-18. Of those reports, 18 were found to be not serious, while five were serious/substantive. In all of 2016-17, there were 154 threat assessments performed, including 29 that were serious/substantive and 42 that were very serious/substantive.



#### Nutrition Services Update

D51 Nutrition Services Director Dan Sharp provided an update on various activities in Nutrition Services. Over the last four years, the department has transitioned from processed foods to foods made from scratch, equipped cafeterias with salad bars, and started using more local providers for produce, including lettuce, potatoes, other vegetables, and apples. A community

alliance with local partners also allowed students to plant fruit and vegetable seeds this spring and harvest the produce last month in part for our school cafeterias. In addition, the Nutrition Services Department will do some wellness policy updates this year with help from Ayme Zortman, who will help form a wellness board and improve wellness programming in schools.

Mr. Sharp also provided an update on this summer's meal service program, including the Lunch Lizard mobile food truck program, which delivered 25,000 meals to students in the neighborhoods most at risk for childhood hunger during Summer 2017. The Lunch Lizard fleet of three trucks is entirely funded by community partners and not the district.

## Events

### Explore D51

We are continuing with our annual Explore D51 Community Class. This year's class has 25 participants, some of whom have taken the class in previous years. Explore D51 meets monthly, from 5-7pm, and focuses on a different subject each class. Our first class, in August, was an introduction to District 51 with special guest John Williams. September's class was about School Budget and Finance with presentations by Phil Onofrio, Chief Operating Officer, and Melanie Heath, Budget Analyst. October's class will be about Facilities and Maintenance with Eric Nilsen, Director of Maintenance, and Eric Anderson, Energy Conservation Manager, giving the presentation.



### Community Meetings with the Board of Education

The Board of Education had six public meetings across the valley for members of the community to attend. We publicized the meetings on Facebook repeatedly, placed an ad in the Daily Sentinel education page, TV stations mentioned the meetings, and an email was sent to the parents of Fruita 8/9, Redlands, GJHS, Orchard Mesa Middle School and their feeder schools. Communications organized a tour of Orchard Mesa Middle School before the meeting on September 21. Thank you to the two dozen people who showed up to the six meetings.

### COMMUNITY MEETINGS WITH THE D51 SCHOOL BOARD

6 - 7:30 P.M.



## Social Media

Our posts on Facebook have reached 10,182 “fans” and 10,219 “followers.” Posts include The Daily Sentinel’s Student of the Week, school events and activities like AmeriTowne, information for Safe2Tell and crisis numbers, information about the Community Board of Education meetings, a video about Orchard Mesa Middle School, how Colorado is behind on the national average of school days, etc.

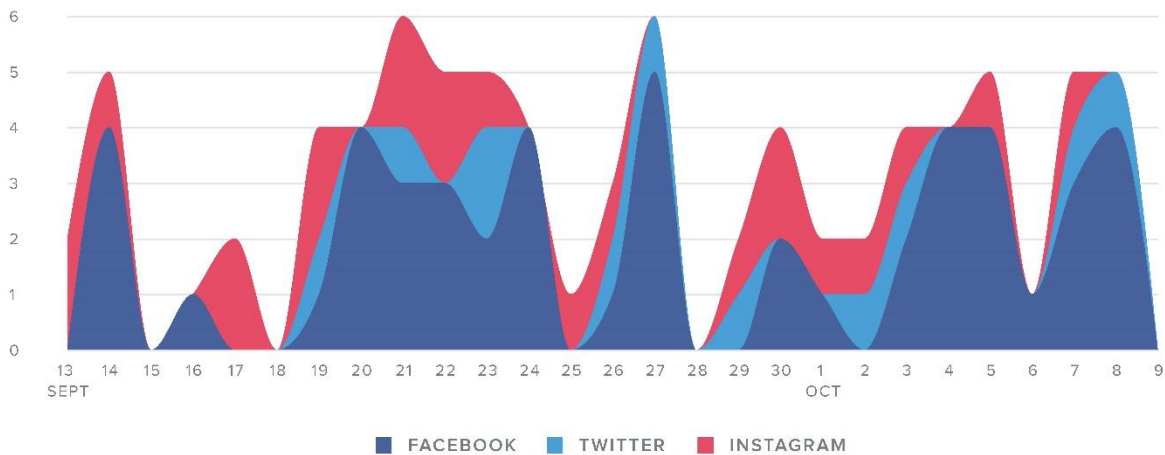
A full social media report is available upon request, or at this link: [District 51 Report, September 13 – October 9](#)

### Group Stats by Profile/Page

| Profile/Page                                                                                                       | Total Fans / Followers | Fan / Follower Increase | Messages Sent | Impressions | Impressions per Post | Engagements | Engagements per Post | Link Clicks |
|--------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|---------------|-------------|----------------------|-------------|----------------------|-------------|
|  School Distri...<br>@district51  | 2,921                  | -0.20%                  | 20            | 11,142      | 557                  | 154         | 7.7                  | 59          |
|  Mesa ...strict 51<br>Business Pa | 10,181                 | 0.43%                   | 98            | 389,707     | 3,977                | 4,093       | 41.8                 | 2,454       |
|  School Distri...<br>@d51schools  | 411                    | 5.12%                   | 4             | —           | —                    | 108         | 27.0                 | —           |

### Group Audience Growth

AUDIENCE GROWTH, BY DAY



| Audience Growth Metrics | Totals        | Change        |
|-------------------------|---------------|---------------|
| <b>Total Fans</b>       | <b>13,513</b> | <b>▲ 0.4%</b> |
| New Facebook Fans       | 43            | ▲ 0.4%        |
| New Twitter Followers   | -6            | ▼ 0.2%        |
| New Instagram Followers | 20            | ▲ 5.1%        |
| Total Fans Gained       | 57            | ▲ 0.4%        |

Total followers increased by

▲ **0.4%**

since previous date range

Board of Education Resolution: 17/18: 21

Adopted: October 17, 2017

| <b>Name</b>                     | <b>School/Assignment</b>        | <b>Effective Date</b> |
|---------------------------------|---------------------------------|-----------------------|
| <b>Retirements</b>              |                                 |                       |
| None at this time.              |                                 |                       |
| <b>Resignations/Termination</b> |                                 |                       |
| Hudson, Ryan                    | Itinerant/Floating Substitute   | September 18, 2017    |
| Pacheco, Jennifer               | Loma/Gifted and Talented        | October 14, 2017      |
| Sigle, Maggie                   | Broadway/Kindergarten           | September 16, 2017    |
| <b>Leave of Absence</b>         |                                 |                       |
| Clinkingbeard, Virgil Kent      | RMS/SPED Moderate Needs         | September 29, 2017    |
| <b>New Assignments</b>          |                                 |                       |
| Gilman, Michelle                | BTK/Speech Language Pathologist | October 23, 2017      |
| Johnston, January               | Hawthorne/Physical Therapist    | September 13, 2017    |
| Luedtke, Marybeth               | BTK/Trauma Coach                | October 2, 2017       |
| Martin, Deborah                 | MGMS/SPED SSN                   | September 18, 2017    |
| Rendt Padron, Ariel             | BTK/Social Worker               | October 25, 2017      |
| Sandstedt, Kathryn              | Broadway/Kindergarten           | September 18, 2017    |

*I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District 51 Board of Education on October 17, 2017.*

\_\_\_\_\_  
*Bridget Story*  
*Assistant Secretary, Board of Education*



## Mesa County Valley School District 51

### Classified Administrator Personnel Action

Board of Education Resolution: 17/18: 20

Adopted: October 17, 2017

| Name                            | School/Assignment                 | Effective Date     |
|---------------------------------|-----------------------------------|--------------------|
| <b>Retirements</b>              |                                   |                    |
| None at this time.              |                                   |                    |
| <b>Resignations/Termination</b> |                                   |                    |
| None at this time.              |                                   |                    |
| <b>Leave of Absence</b>         |                                   |                    |
| None at this time.              |                                   |                    |
| <b>New Assignments</b>          |                                   |                    |
| Randy Dalton                    | ASC/Executive Director Technology | September 15, 2017 |

*I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District 51 Board of Education on October 17, 2017.*

---

*Bridget Story  
Assistant Secretary, Board of Education*

Board of Education Resolution: 17/18: 18

Adopted: October 17, 2017

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Donor</b>             | Western Colorado Community Foundation |
| <b>Gift</b>              | Cash                                  |
| <b>Value</b>             | \$5,000.00                            |
| <b>School/Department</b> | West Middle School / STEM Program     |

|                          |                                                      |
|--------------------------|------------------------------------------------------|
| <b>Donor</b>             | Kroger                                               |
| <b>Gift</b>              | Cash                                                 |
| <b>Value</b>             | \$35.30                                              |
| <b>School/Department</b> | West Middle School / Administration special projects |

|                          |                                                      |
|--------------------------|------------------------------------------------------|
| <b>Donor</b>             | The Kula Foundation                                  |
| <b>Gift</b>              | Cash                                                 |
| <b>Value</b>             | \$19.18                                              |
| <b>School/Department</b> | West Middle School / Administration special projects |

|                          |                                         |
|--------------------------|-----------------------------------------|
| <b>Donor</b>             | Candy Time Shoppe                       |
| <b>Gift</b>              | Cotton candy machine, cart and supplies |
| <b>Value</b>             | \$1,750.00                              |
| <b>School/Department</b> | Palisade High School / Band program     |

|                          |                                               |
|--------------------------|-----------------------------------------------|
| <b>Donor</b>             | Clippedin Productions Dba Bikestate 38        |
| <b>Gift</b>              | Cash                                          |
| <b>Value</b>             | \$500.00                                      |
| <b>School/Department</b> | Palisade High School / National Honor Society |

|                          |                                                         |
|--------------------------|---------------------------------------------------------|
| <b>Donor</b>             | Kendall Family                                          |
| <b>Gift</b>              | Multi-purpose inflator pump                             |
| <b>Value</b>             | \$55.00                                                 |
| <b>School/Department</b> | Appleton Elementary School / Physical education classes |

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Donor</b>             | Jolley Smiles                         |
| <b>Gift</b>              | Pencils                               |
| <b>Value</b>             | \$150.00                              |
| <b>School/Department</b> | Appleton Elementary School / Students |

|                          |                                                      |
|--------------------------|------------------------------------------------------|
| <b>Donor</b>             | The Mona Private Foundation                          |
| <b>Gift</b>              | Cash                                                 |
| <b>Value</b>             | \$1,000.00                                           |
| <b>School/Department</b> | Lincoln Orchard Mesa Elementary / Kindergarten class |

|                          |                                           |
|--------------------------|-------------------------------------------|
| <b>Donor</b>             | Jolley Smiles                             |
| <b>Gift</b>              | Pencils                                   |
| <b>Value</b>             | \$125.00                                  |
| <b>School/Department</b> | Lincoln Orchard Mesa Elementary / Student |

Board of Education Resolution: 17/18: 18

Adopted: October 17, 2017

|                          |                              |
|--------------------------|------------------------------|
| <b>Donor</b>             | Kathleen Lujan               |
| <b>Gift</b>              | Cash                         |
| <b>Value</b>             | \$100.00                     |
| <b>School/Department</b> | Palisade High School / Choir |

|                          |                                                      |
|--------------------------|------------------------------------------------------|
| <b>Donor</b>             | Alpine Door                                          |
| <b>Gift</b>              | Wood                                                 |
| <b>Value</b>             | \$400.00                                             |
| <b>School/Department</b> | Palisade High School / Construction tech ed. classes |

|                          |                                   |
|--------------------------|-----------------------------------|
| <b>Donor</b>             | Andrew and Amy Mohler             |
| <b>Gift</b>              | Jupiter Trombone                  |
| <b>Value</b>             | \$350.00                          |
| <b>School/Department</b> | East Middle School / Band classes |

|                          |                                   |
|--------------------------|-----------------------------------|
| <b>Donor</b>             | Jared Stewart                     |
| <b>Gift</b>              | Olds ambassador trumpet           |
| <b>Value</b>             | \$150.00                          |
| <b>School/Department</b> | East Middle School / Band classes |

|                          |                                         |
|--------------------------|-----------------------------------------|
| <b>Donor</b>             | Marianne Basinger                       |
| <b>Gift</b>              | Cello case                              |
| <b>Value</b>             | \$100.00                                |
| <b>School/Department</b> | Fruita Monument High School / Orchestra |

|                          |                                        |
|--------------------------|----------------------------------------|
| <b>Donor</b>             | Doyle and Associates                   |
| <b>Gift</b>              | Cash                                   |
| <b>Value</b>             | \$500.00                               |
| <b>School/Department</b> | Palisade High School / Speech & Debate |

NOW THEREFORE BE IT RESOLVED the Mesa County Valley School District 51 Board of Education, in accepting the donations listed above, extends their appreciation and acknowledges these important partnerships within the community which support learning for all students.

*I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District 51 Board of Education on October 17, 2017.*

\_\_\_\_\_  
Bridget Story  
Assistant Secretary, Board of Education

**Definitions:**

Administrator: Full or part time employee paid from the Administrative/Professional Technical (APT) Salary Schedule.

Licensed Administrator: Full or part time Administrator whose position requires a license issued by the Colorado Department of Education.

Year-Round Administrator: Full or part time Administrator whose regular work assignment provides services for 12 months. Administrators who work less than year-round, and have extensions to regular work assignments shall not be defined as Year-Round Administrator and shall not qualify for paid vacation.

**Leaves of Absences**

The Board of Education shall provide a plan for leaves and absences designed to help Administrators maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations. Such leaves and absences shall be granted in accordance with the law and board policies pertaining to specific types of leaves.

Where appropriate, the Family and Medical Leave Act (FMLA) of 1993 will be followed. Administrators shall be eligible for leave under FMLA when they have been employed by District 51 for at least 12 months and have worked a minimum of 1,250 hours during the preceding 12 months.

Where appropriate, the District will provide leave as required by the Parental Involvement in K-12 Education Act for academic activities for children whom the Administrator has primary legal responsibility in accordance with the Act. Parental involvement leave is unpaid. The employer or Administrator, however, may elect to substitute accrued paid vacation leave, personal leave or other paid leave for this time. If an Administrator has accrued vacation leave or sick leave, the vacation or sick leave must be used for purposes of attending academic activities of the Administrator's child. The District may disallow parental leave in certain limited circumstances.

**1. Temporary Leaves of Absence**

An Administrator must, as soon as practical, notify his/her immediate supervisor of any injury or sickness, which will prevent the Administrator from reporting to work. The District may require proof of illness or injury at any time sick leave is used, either by a statement from the Administrator's licensed health care provider, or by an examination of the Administrator by a licensed health care provider, or licensed health care providers, selected and paid for by the District.

If the licensed health care provider determines that the Administrator is capable of returning to work, the Administrator shall do so as soon as possible.

- 1.1 Sick Leave - Except as otherwise provided in individual employment contracts, sick leave shall be provided as follows:

Administrators that are not year-round shall be awarded sick leave as follows:

- a. Full Time Teacher Work Year – 10 Days

For each additional 10 contract days beyond the identified teacher work year, the Administrator will receive one-half (1/2) day of additional sick leave. Sick leave for Administrators who work less than full time shall accumulate at a lesser rate, prorated upon the amount of time the Administrator is scheduled to work.

- b. All sick leave shall be available from the beginning of the school year.
- c. For purpose of this policy, Full Time Teacher Work Year shall be defined by the Mesa Valley Education Association/District 51 Agreement, Exhibit A.

Year-Round Administrators shall accumulate sick leave as follows:

- a. Ten (10) hours for each full month of full-time employment. Sick leave for Administrators who work less than full time shall accumulate at a lesser rate, prorated upon the amount of time the Administrator is scheduled to work.
- b. Sick leave shall be accrued and awarded on a monthly basis.

An Administrator shall not be paid for any authorized sick leave in excess of his or her accumulated sick leave.

Sick Leave as provided in section 1.1, may be used by an Administrator to care for a member of the Administrator's immediate family who has sustained injury or illness. The maximum number of days usable for this purpose at any one time is five days, except that such five-day period may be extended by the superintendent or designee when, in his/her judgment, extenuating circumstances warrant such extension. The immediate family is defined as including father, father-in-law, step-father, mother, mother-in-law, step-mother, sister, sister-in-law, step-sister, brother, brother-in-law, step-brother, son-in-law, daughter-in-law, husband, wife, child, step-child, grandchild, grandparent or any person who has acted as a parent of the Administrator.

At the time of separation from the District, an Administrator will receive as follow:

- a. Licensed Administrators: At the time of separation from the District, the Administrator will receive pay at one-half (1/2) of every sick leave day in excess of sixty (60) days paid at the short-term certified substitute rate of pay.
- b. Non-licensed Administrators: At the time of separation from the District, the Administrator will receive pay at one-half (1/2) of every sick leave day in excess of sixty (60) days paid at the Administrators daily rate of pay.

## **1.2 Personal Leave**

Full-time Administrators may be granted personal leave as follows:

- a. Year-Round Administrators may use three (3) days of sick leave per fiscal year, beginning July 1st, for the purpose of conducting personal business.
- b. Administrators who are not year-round may use six (6) days of sick leave per fiscal year, beginning July 1<sup>st</sup>, for the purpose of conducting personal business.
- c. Personal leave is charged against accrued sick leave, and is not accumulative from contract year-to-year.

The Administrator must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. If the day being requested is immediately preceding and/or following a vacation period as identified on the adopted District calendar, the first or last student contact day, or three (3) or more consecutive days the request shall state the reason for the absence. Failure to submit an employee leave request could result in a deduction in pay, upon review by Human Resources. Leave will not be granted if a substitute is required and is not available. If the leave is to be denied because a substitute is not available, the appropriate supervisor/designee shall inform the Administrator accordingly within two workdays after the request is received. In no case, shall more than the annually allotted days of personal leave be granted. Leave may not be used for: vacation, job interviews, the day immediately preceding and/or following vacation periods as defined by the adopted calendar, and the first and last student contact days except in the case of unforeseen circumstances which must be explained to the satisfaction of the superintendent or designee.

**1.3 Bereavement Leave**

Five (5) days will be provided in case of death of an immediate family member, such leave to be completed not later than one (1) week following the funeral of the deceased family member; however, absence for this cause in excess of (5) five days shall be charged to the Administrator's accrued sick leave. The term immediate family is defined as including father, father-in-law, step-father, mother, mother-in-law, step-mother, grandparents, grandchild, sister, sister-in-law, step-sister, brother, brother-in-law, step-brother, son-in-law, daughter-in-law, husband, wife, child, stepchild or individual living in household. Absence necessitated by death in the family other than in the immediate family shall be given the same consideration upon recommendation by the superintendent or designee.

The Administrator must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. Failure to submit an employee leave request may result in a deduction from pay.

**1.4 Jury Duty**

An Administrator who is required to serve on a jury will be excused from duties, and shall receive regular salary in addition to any jury service fees received from the court, while actually performing jury service, during periods when the Administrator would otherwise be performing duties for the District.

To qualify for the benefits provided in this section, an Administrator shall promptly report for normal duties whenever released by the court, or a court official, for either all or part of the day, from being present in court. The Administrator must submit an employee leave request to the appropriate supervisor or designee, as soon as possible and send their Juror certificate to Human Resources. Failure to submit an employee leave request may result in a deduction from pay.

**1.5 Subpoenaed Witness**

Administrators subpoenaed to appear as a witness in court or at a deposition shall be excused without any deduction in salary, unless the witness is being paid as an expert witness and is paid more than the statutory witness fee and mileage.

The Administrator must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. Such requests shall be accompanied by proper documentation. Failure to submit an employee leave request may result in a deduction from pay.

**1.6 Officiating and Judging Leave**

The time released from District duties to serve as paid officials and judges for out-of-district interscholastic activities shall be deducted from accrued leave.

Administrators serving as non-paid officials and judges for interscholastic activities shall not be charged with deductions from pay or accrued leave.

The Administrator must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. Such requests shall be accompanied by documentation of the circumstances involved. Failure to submit an employee leave request could result in a deduction in pay, upon review by Human Resources.

**1.7 Vacations – This section applies to Year-Round Administrators only.**

The Board of Education recognizes the purpose of a vacation is not a reward for services, but an important factor in protecting the general welfare of the Administrator. Except as otherwise provided in individual employment contracts, vacation shall be granted as follows:

- a. Annual vacation for full-time Administrators shall be accrued on a monthly basis. A total of 20 days shall be awarded annually. Vacation accrual will be prorated if Administrator has a delayed contract start date.
- b. The rate of vacation pay shall be equal to the Administrator's regular rate of pay in effect for the Administrator's regular job on the date the vacation is taken.
- c. January 1 of each year shall be the anniversary date for calculating vacation eligibility. An Administrator may not decline to take his/her vacation and receive extra pay for the same.
- d. Prior to using accrued vacation, an Administrator must submit an employee leave request to the appropriate supervisor or designee, as soon as possible.
- e. When possible, vacation shall be granted on the dates selected by the Administrator. Where there is a conflict in the vacation dates requested by two or more Administrators, preference shall be given to the Administrator who has the longest continuous service with the District.
- f. An Administrator who is laid off, discharged, retired or separated from the service of the District for any reason prior to taking his/her vacation shall be compensated for the unused vacation accumulated at the time of separation at the administrator's regular rate of pay.
- g. An Administrator may carry over 35 accumulated vacation days from one calendar year (January thru December)/annual to the next, without loss.
- h. Any vacation earned or accumulated and not taken in excess of (35 days) is lost unless there are extenuating circumstances whereby the superintendent or designee may approve requests for additional carryover or accumulation.

**1.8 Holidays – This section applies to Year-Round Administrators only.**

Year-Round Administrators shall receive one (1) days' pay for each of the following holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Spring Day
- Memorial Day
- Independence Day
- Colorado Day or substitute
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day
- Day before Christmas

When any of the above holidays falls on Saturday, the preceding Friday shall be observed as a holiday. When any of the above holidays falls on Sunday, the succeeding Monday shall be observed as the holiday. If for any reason any of the scheduled holidays falls on a regularly scheduled school day according to the school calendar as adopted by the Board of Education, the holiday shall be rescheduled to the closest non-school day exclusive of Saturday or Sunday.

## **2. Extended Leave of Absence**

Extended Leave of Absences may be granted as provided in 2.1, 2.2, and 2.3 of this section. All extended leaves of absence shall be subject to the following conditions:

- a. While on leave, the Administrator shall maintain their employment status, accrued annual leave and, at the Administrator's expense, all insurance benefits for which the Administrator is eligible.
- b. No other benefits (sick leave, etc.) shall accrue during an unpaid leave period.
- c. Upon conclusion of an extended leave, the Administrator may return to the employment of the District, and shall be assigned to a position consistent with the education, training, and certification/licensure of the Administrator. The Administrator will be granted the position formerly held, whenever possible.
- d. Administrators should communicate as soon as practicable with their supervisor and Human Resources Department regarding the timing of the proposed leave.
- e. Leaves shall not be granted or used for the purpose of accepting or engaging in employment.
- f. Extended Leaves may be granted for up to a maximum of twelve (12) months.
- g. The District will comply with the Family and Medical Leave Act (FMLA) and will designate extended leave as FMLA when it has sufficient information to determine that leave qualifies for FMLA.
- h. The Board of Education may grant a leave for any Administrator making application.

### **2.1 Extended Health Leave**

Leave may be granted for illness to the Administrator, or for illness to a member of the Administrator's immediate family requiring the Administrator's attention.

An Administrator making application for health leave shall submit a form of necessity from a licensed health care provider. In addition, the District may require any Administrator requesting such leave to

undergo an examination by a licensed health care provider selected by the District, the cost of such examination to be paid by the District.

Certification of physical ability and ability to perform all duties with or without limitation must be submitted by the Administrator's licensed health care provider to the District's Human Resources Department prior to returning to work. In addition, the District may require the Administrator at any time to undergo an examination by a licensed healthcare provider selected by the District, the cost of any such examination to be paid by the District.

The District will require frequent progress reports from the Administrator's licensed health care provider regarding the Administrator's condition, prognosis and continuing need for leave.

Upon return from an approved sick leave, an Administrator will be assigned to the position held at the time leave was granted, providing the position is open. If the position is not open, the Administrator shall be assigned to a comparable position. The comparability of positions shall be determined by the superintendent or designee.

## **2.2 Maternity/Parental Leave**

Maternity/Parental Leave may be taken to care for a child within one (1) year of the birth of a child, placement of a foster child, or adoption. The Administrator shall confer with the Executive Director of Human Resources or designee regarding the scheduling of such leave. Maternity/Parental leave shall not exceed four (4) consecutive quarters as defined on the adopted District calendar, to the extent possible and shall be scheduled to avoid disruption of District operations or student learning. Whenever possible, upon return from this leave, an Administrator shall resume the position held at the time such leave commenced.

- a. Certification of physical ability and ability to perform all duties without limitation must be submitted by the Administrator's licensed health care provider to the District's Human Resources Department prior to returning to work. In addition, the District may require the Administrator at any time to undergo an examination by a licensed healthcare provider selected by the District, the cost of any such examination to be paid by the District.

## **2.3 Other extended leaves of absence without pay may be granted by the superintendent and such decision shall be final.**

Legal References: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)  
42 U.S.C. §2000 e-2 (Title VII of the Civil Right Act of 1964)

C.R.S. 13-71-119

C.R.S. 13-71-126 C.R.S. 13-71-129

C.R.S. 13-71-132 through 13-71-134

C.R.S. 14-15-101 et seq. (Colorado Civil Union Act)

C.R.S. 22-1-112 (School year-national holidays)

C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions)

Proposed policy

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**Definitions:**

Support Staff Employee(s): Full or part time employee paid from the Support Staff Hourly and Support Staff Exempt Salary Schedules.

Year-Round Support Staff Employee: Full or part time Support Staff whose regular work assignment provides services for 12 months. Support Staff Employees who work less than year-round, and have extensions to regular work assignments are not defined as Year-Round Support Staff and shall not qualify for paid vacation.

**Leaves of Absences**

The Board shall provide a plan for leaves and absences designed to help Support Staff Employees maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations. Such leaves and absences shall be granted in accordance with the law and board policies pertaining to specific types of leaves.

Where appropriate, the Family and Medical Leave Act (FMLA) of 1993 will be followed. Support Staff Employees shall be eligible for leave under the Family and Medical Leave Act when they have been employed by District 51 for at least 12 months and have worked a minimum of 1,250 hours during the preceding 12 months.

Where appropriate, the District will provide leave as required by the Parental Involvement in K-12 Education Act for academic activities for children whom the Support Staff Employee has primary legal responsibility in accordance with the Act. Parental involvement leave is unpaid. The employer or Support Staff Employee, however, may elect to substitute accrued paid vacation leave, personal leave or other paid leave for this time. If a Support Staff Employee has accrued vacation leave or sick leave, the vacation or sick leave must be used for purposes of attending academic activities of the Support Staff Employee's child. The District may disallow parental leave in certain limited circumstances.

**1. Temporary Leaves of Absence**

A Support Staff Employee must, as soon as practical, notify his/her immediate supervisor of any injury or sickness, which will prevent the Support Staff Employee from reporting to work. The District may require proof of illness or injury at any time sick leave is used, either by a statement from the Support Staff Employee's licensed health care provider, or by an examination of the Support Staff Employee by a licensed health care provider, or licensed health care providers, selected and paid for by the District.

If the licensed health care provider determines that the Support Staff Employee is capable of returning to work, the Support Staff Employee shall do so as soon as possible.

**1.1 Sick Leave** - Except as otherwise provided in individual employment contracts, sick leave shall be provided as follows:

Full-time Support Staff Employees shall accumulate sick leave at the rate of ten (10) hours for each full month of employment. Sick leave for Support Staff Employees who work less than full-time shall accumulate at a lesser rate based upon the amount of time actually worked. The amount of paid sick

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leave per day shall not exceed eight hours pay at the Support Staff Employee's regular rate of pay in any event. Sick leave shall be accrued and awarded on a monthly basis. A Support Staff Employee shall not be paid for any authorized sick leave in excess of his or her accumulated sick leave.

Sick Leave as provided in section 1.1, may be used by a Support Staff Employee to care for a member of the Support Staff Employee's immediate family who has sustained injury or illness. The maximum number of days usable for this purpose at any one time is five days, except that such five-day period may be extended by the superintendent or designee when, in his/her judgment, extenuating circumstances warrant such extension. The immediate family is defined as including father, father-in-law, step-father, mother, mother-in-law, step-mother, sister, sister-in-law, step-sister, brother, brother-in-law, step-brother, son-in-law, daughter-in-law, husband, wife, child, step-child, grandchild, grandparent or any person who has acted as a parent of the Support Staff Employee.

At the time of separation from the District, a Support Staff Employee will receive pay equal to one-half (1/2) of the Support Staff employees daily rate of pay for every sick leave day accrued in excess of sixty (60) days.

#### **1.2 Personal Leave**

Full-time Support Staff Employees may be granted personal leave as follows:

- a. Year-Round Support Staff Employees may use three (3) days of sick leave per fiscal year, beginning July 1<sup>st</sup>, for the purpose of conducting personal business.
- b. Support Staff who are not year-round may use six (6) days of sick leave per fiscal year, beginning July 1<sup>st</sup>, for the purpose of conducting personal business.
- c. Personal leave is charged against accrued sick leave, and is not accumulative from contract year-to-year.

The Support Staff Employee must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. If the day being requested is immediately preceding and/or following a vacation period as identified on the adopted District calendar, the first or last student contact day or three (3) or more consecutive days the request shall state a reason for the absence. Failure to submit an employee leave request could result in a deduction in pay, upon review by Human Resources. Leave will not be granted if a substitute is required and is not available. If the leave is to be denied because a substitute is not available, the appropriate administrator/designee shall inform the Support Staff Employee accordingly within two workdays after the request is received. In no case, shall more than the annually allotted days of personal leave be granted. Leave may not be used for: vacation, job interviews, the day immediately preceding and/or following vacation periods as defined by the adopted calendar, and the first and last student contact days except in the case of unforeseen circumstances which must be explained to the satisfaction of the superintendent or designee.

#### **1.3 Bereavement Leave**

Five (5) days will be provided in case of death of an immediate family member, such leave to be completed not later than one (1) week following the funeral of the deceased family member; however,

absence for this cause in excess of (5) five days shall be charged to the Support Staff Employee's accrued sick leave. The term immediate family is defined as including father, father-in-law, step-father, mother, mother-in-law, step-mother, grandparents, grandchild, sister, sister-in-law, step-sister, brother, brother-in-law, step-brother, son-in-law, daughter-in-law, husband, wife, child, stepchild or individual living in household. Absence necessitated by death in the family other than in the immediate family shall be given the same consideration upon recommendation by the superintendent or designee.

The Support Staff Employee must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. Failure to submit an employee leave request may result in a deduction from pay.

#### **1.4 Jury Duty**

A Support Staff Employee who is required to serve on a jury will be excused from duties, and shall receive regular salary in addition to any jury service fees received from the court, while actually performing jury service, during periods when the Support Staff Employee would otherwise be performing duties for the District.

To qualify for the benefits provided in this section, a Support Staff Employee shall promptly report for normal duties whenever released by the court, or a court official, for either all or part of the day, from being present in court. The Support Staff Employee must submit an employee leave request to the appropriate supervisor or designee, as soon as possible and send their Juror certificate to Human Resources. Failure to submit an employee leave request may result in a deduction from pay.

#### **1.5 Subpoenaed Witness**

Support Staff Employees subpoenaed to appear as a witness in court or at a deposition shall be excused without any deduction in salary, unless the witness is being paid as an expert witness and is paid more than the statutory witness fee and mileage.

The Support Staff Employee must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. Such requests shall be accompanied by proper documentation. Failure to submit an employee leave request may result in a deduction from pay.

#### **1.6 Officiating and Judging Leave**

The time released from District duties to serve as paid officials and judges for out-of-district interscholastic activities shall be deducted from accrued leave.

Support Staff Employees serving as non-paid officials and judges for interscholastic activities shall not be charged with deductions from pay or accrued leave.

The Support Staff Employee must submit an employee leave request to the appropriate supervisor or designee, as soon as possible. Such requests shall be accompanied by documentation of the

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circumstances involved. Failure to submit an employee leave request could result in a deduction in pay, upon review by Human Resources.

**1.7 Vacations** – This section applies to Year-Round Support Staff Employees only.

The Board of Education recognizes the purpose of a vacation is not a reward for services, but an important factor in protecting the general welfare of the Support Staff Employee. Except as otherwise provided in individual employment contracts, vacation shall be granted as follows:

- a. Vacation shall be determined by the regularly scheduled work hours, exclusive of overtime. Overtime shall be defined as hours worked in excess of 40 per week. The amount of vacation earned shall be determined on a pro rata basis in accordance with earning rates established for full-time Support Staff Employees.
- b. Annual vacation for full-time Support Staff Employees shall be accrued and awarded on a monthly basis. Total days awarded shall be as follows:
  - One to five years employment – 10 days annually
  - Six to ten years employment – 15 days annually
  - Over ten years employment – 20 days annually
- c. The rate of vacation pay shall be equal to the Support Staff Employee's regular rate of pay in effect for the Support Staff Employee's regular job on the date the vacation is taken.
- d. January 1 of each year shall be the anniversary date for calculating vacation eligibility. A Support Staff Employee may not decline to take his/her vacation and receive extra pay for the same.
- e. Prior to using accrued vacation, a Support Staff Employee must submit an employee leave request to the appropriate supervisor or designee, as soon as possible.
- f. When possible, vacation shall be granted on the dates selected by the Support Staff Employee. Where there is a conflict in the vacation dates requested by two or more Support Staff Employees, preference shall be given to the Support Staff Employee who has the longest continuous service with the District.
- g. A Support Staff Employee who is laid off, discharged, retired or separated from the service of the District for any reason prior to taking his/her vacation shall be compensated for the unused vacation accumulated at the time of separation at the employee's regular rate of pay.
- h. A Support Staff Employee may carry over accumulated vacation days from one calendar year (January thru December)/annual to the next, without loss, as follows:
  - One to five years employment – 15 days annually
  - Six to ten years employment – 25 days annually
  - Over ten years employment – 35 days annually
- i. Any vacation earned or accumulated and not taken in excess of the above is lost unless there are extenuating circumstances whereby the superintendent or designee may approve requests for additional carryover or accumulation.
- j. Emergency requests for vacation shall be given consideration and every effort made to accommodate the Support Staff Employee's request.

**1.8 Holidays** – This section applies to Year-Round Support Staff Employees only.

Year-Round Support Staff Employees shall receive one (1) days' pay for each of the following holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Spring Day
- Memorial Day
- Independence Day
- Colorado Day or substitute
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day
- Day before Christmas

When any of the above holidays falls on Saturday, the preceding Friday shall be observed as the holiday. When any of the above holidays falls on Sunday, the succeeding Monday shall be observed as the holiday. If for any reason any of the scheduled holidays falls on a regularly scheduled school day according to the school calendar as adopted by the Board of Education, the holiday shall be rescheduled to the closest non-school day exclusive of Saturday or Sunday.

If a Support Staff Employee works on any of the holidays listed above, he/she shall be paid time and one-half his/her regular hourly rate for all hours actually worked in addition to his/her holiday pay.

## **2. Extended Leaves of Absence**

Extended Leave of Absences may be granted as provided in 2.1, 2.2, and 2.3 of this section. All extended leaves of absence shall be subject to the following conditions:

- a. While on leave, the Support Staff Employee shall maintain their employment status, accrued annual leave and, at the Support Staff Employee's expense, all insurance benefits for which the Support Staff Employee is eligible.
- b. No other benefits (sick leave, etc.) shall accrue during an unpaid leave period.
- c. Upon conclusion of an extended leave, the Support Staff Employee may return to the employment of the District, and shall be assigned to a position consistent with the education, training, and certification/licensure of the Support Staff Employee. The Support Staff Employee will be granted the position formerly held, whenever possible.
- d. Support Staff Employees should communicate as soon as practicable with their supervisor and Human Resources Department regarding the timing of the proposed leave.
- e. Leaves shall not be granted or used for the purpose of accepting or engaging in employment.
- f. Extended Leaves may be granted for up to a maximum of twelve (12) months.
- g. The District will comply with the Family and Medical Leave Act (FMLA) and will designate extended leave as FMLA when it has sufficient information to determine that leave qualifies for FMLA.
- h. The superintendent or designee may grant a leave for any Support Staff Employee making application.

### **2.1 Extended Health Leave**

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Leave may be granted for illness to the Support Staff Employee, or for illness to a member of the Support Staff Employee's immediate family requiring the Support Staff Employee's attention.

A Support Staff Employee making application for health leave shall submit a form of necessity from a licensed health care provider. In addition, the District may require any Support Staff Employee requesting such leave to undergo an examination by a licensed health care provider selected by the District, the cost of such examination to be paid by the District.

Certification of physical ability and ability to perform all duties with or without limitation must be submitted by the Support Staff Employee's licensed health care provider to the District's Human Resources Department prior to returning to work. In addition, the District may require the Support Staff Employee at any time to undergo an examination by a licensed healthcare provider selected by the District, the cost of any such examination to be paid by the District.

The District will require frequent progress reports from the Support Staff Employee's licensed health care provider regarding the Support Staff Employee's condition, prognosis and continuing need for leave.

Upon return from an approved sick leave, a Support Staff Employee will be assigned to the position held at the time leave was granted, providing the position is open. If the position is not open, the Support Staff Employee shall be assigned to a comparable position. The comparability of positions shall be determined by the superintendent or designee.

## **2.2 Maternity/Parental Leave**

Maternity/Parental Leave may be taken to care for a child within one (1) year of the birth of a child, placement of a foster child, or adoption. The Support Staff Employee shall confer with the Executive Director of Human Resources or designee regarding the scheduling of such leave. Maternity/Parental Leave shall not exceed four (4) consecutive quarters as defined on the adopted District calendar, to the extent possible and shall be scheduled to avoid disruption of District operations or student learning. Whenever possible, upon return from this leave, a Support Staff Employee shall resume the position held at the time such leave commenced.

- a. Certification of physical ability and ability to perform all duties without limitation must be submitted by the Support Staff Employee's licensed health care provider to the District's Human Resources Department prior to returning to work. In addition, the District may require the Support Staff Employee at any time to undergo an examination by a licensed healthcare provider selected by the District, the cost of any such examination to be paid by the District.

## **2.3 Other Leave**

Other extended leaves of absence without pay may be granted by the superintendent and such decision shall be final.

Legal Reference(s):    29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)  
                                 42 U.S.C. §2000 e-2 (Title VII of the Civil Right Act of 1964)  
                                 C.R.S. 13-71-119  
                                 C.R.S. 13-71-126  
                                 C.R.S. 13-71-129  
                                 C.R.S. 13-71-132 through 13-71-134  
                                 C.R.S. 14-15-101 et seq. (Colorado Civil Union Act)  
                                 C.R.S. 22-1-112 (School year-national holidays)  
                                 C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions)