January Regular Meeting
Monday, January 13, 2025 6:00 PM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

Ms Diana Elliott: Present
Gema Gomez: Present
Daymon Johnson: Absent
Michael Marrero: Present
Mary O'Malley: Present
Present: 4, Absent: 1.
Daymon Johnson: Present
Present: 5.
Daymon Johnson came in at 6:03

I. Opening of Meeting

I.a. Roll Call

I.b. Pledge of Allegiance

I.c. Adoption of the Minutes

I make a motion to approve the minutes as presented. This motion, made by Ms Diana Elliott and seconded by Mary O'Malley, Carried.
Daymon Johnson: Absent, Ms Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 4, Nay: 0, Absent: 1

I.d. Adoption of the Agenda

I make a motion to approve the agenda as presented. This motion, made by Mary O'Malley and seconded by Ms Diana Elliott, Carried.
Ms Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

II. Celebrations

II.a. Cancer Fighters to the Rescue

Superintendent Bongard acknowledged the 2024 Cancer Fighter Crew for their outstanding efforts in collecting and delivering over 5,700 toys to Colorado Children's Hospital. She invited Tyce Bollers and Natalie Damron to share more about the program and to recognize the other students whose hard work made this initiative a success.

II.b. January 6th Professional Development

This past Monday, we held our annual Winter Professional Development Day for all instructional staff, organized by our Data, Teaching, and Learning Coach, Stacey Alonzi. The event featured 11 different sessions, most of which were led by our own staff, covering topics such as school policy, autism awareness, and the use of AI in schools. Staff had the opportunity to choose three sessions of personal interest and were also required to attend a session on the importance of learning targets in instructional planning. This day of professional learning is one of the many ways we are aligning

instructional expectations across the district, as outlined in the Strasburg Way Strategic Plan. A huge thank you to everyone who presented and participated, making the day a valuable learning experience for all.

III. Public Participation/General

No Public Participation

IV. Old Business

Michael Marrero emphasized the importance of ensuring the board follows through on agenda items and carries them forward as needed.

V. New Business

V.a.Revised Budget Discussion

Nancy Taylor provided an update; details can be found in the attached document.

VI. Board Reports/Discussion

No official matters were brought before the board. There was a brief discussion regarding the recent weather and the protocol for calling snow days.

VI.a. Board Feedback

No official matters were brought before the board. There was a brief discussion regarding the recent weather and the protocol for calling snow days.

VI.b. Legislative and Colorado Association of School Boards

Diana Elliott provided an update on legislative matters and CASB activities, including key dates for upcoming events and recent developments:

CASB Key Dates:

- Day at the Capitol: February 6, 2025
- Student Day at the Capitol: February 13, 2025
- Annual Conference at the Broadmoor: December 11-13, 2025
- Delegate Assembly: September 6, 2025 (new date)
- Winter Legislative Conference: February 27-28, 2025

Legislative Update:

- The Legislator Resolutions Committee Meeting was held on January 13, 2025.
- The Colorado Adequacy Studies were released this past week. These studies, requested by lawmakers, provide critical insights into state educational adequacy. The next steps will depend on how lawmakers decide to use the findings.

VI.c. District Accountability Committee

Vennissia Jimez provided an update on the DAC meeting held on January 9th, where the budget and policies discussed earlier in the Board meeting were also reviewed. She also informed the Board that a new member has joined the DAC.

VI.d. East Central Board of Cooperative Educational Services

There is nothing new to report at this time, as no meeting has occurred. The executive director evaluation will take place in Limon, and Diana will be attending.

VI.e. Chamber of Commerce

The Chamber of Commerce meeting is scheduled for this Wednesday, January 15th. The topic will be 'The History of the I-70 Scout,' and Michael is planning to attend.

VI.f. Construction

No construction update at this time.

VII. Superintendent Report/Discussion

VII.a. Policy Updates

- Policy ACA and Policy JICH were discussed last month.
  - ACA is a new policy required by legislation, addressing student name changes.
  - JICH is an existing policy regarding metal detectors and includes our intent to use them for vape detection.
- Policy LBD and its accompanying regulation are also required by legislative updates. These policies pertain to charter schools, of which we currently have none. The update outlines a timeline for charter school applications, ensuring a full planning year following board approval.
- Policy DKC and its regulation are included because we found the current policy does not align with our practice. While we are not changing the policy itself, we are updating the regulation to increase the reimbursement amount for food expenses when staff travel, reflecting the significant rise in food costs since the regulation was last revised.

VII.b. Staff Professional Development and Appreciation

This past Monday, we held our annual Winter Professional Development Day for all instructional staff, organized by our Data, Teaching, and Learning Coach, Stacey Alonzi. The event featured 11 different sessions, most of which were led by our own staff, covering topics such as school policy, autism awareness, and the use of AI in schools. Staff had the opportunity to choose three sessions of personal interest and were also required to attend a session on the importance of learning targets in instructional planning. This day of professional learning is one of the many ways we are aligning instructional expectations across the district, as outlined in the Strasburg Way Strategic Plan. A huge thank you to everyone who presented and participated, making the day a valuable learning experience for all.

VII.c. 2nd Semester Priorities

Here's a concise bullet-point summary for the minutes:

- Strasburg Way Strategic Plan Focus:
  Continuing efforts to align the district's vision and instructional practices, with an anticipated instructional framework to be presented in the spring.
- Communication Plan:
  Evaluating and strengthening the district's communication strategy, building on the success of the monthly superintendent newsletter.
- Profile of a Learner:
  Developing a PreK-12 online portfolio to showcase student growth in alignment with the Profile of a Learner traits and post-secondary workforce readiness goals. A resource will be presented to ICC, DAC, and BOE soon.
- Staff Evaluations:
  All staff will receive comprehensive evaluations with SMART goals focused on professional growth by March 31st.

- Planning for Next Year:
  Strategic planning for 2025-2026 is underway, with a focus on budget, staffing, programming, curriculum, and professional development to meet the goals outlined in the Strategic Plan.

VIII. Adoption of Consent Agenda

I make a motion to approve the consent agenda as presented. This motion, made by Mary O'Malley and seconded by Ms Diana Elliott, Carried.
Ms Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

VIII.a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

VIII.b. Personnel Matters Contract/Letter of Assignments – Reassignments

VIII.c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

VIII.d. Revised 2024-2025 Budget

VIII.e. Policy Updates

VIII.e.i. DKC - Expense Authorization Reimbursement - Approval

VIII.e.ii. DKC-R - Expense Authorization Meal Guidelines - Approval

VIII.e.iii. ACA - Name Changes - Approval

VIII.e.iv. JIHC - Use of Metal Detectors - Approval

VIII.e.v. LBD - Relations with District Charter Schools - Approval

VIII.e.vi. LBD-R - Relations with District Charter Schools Regulation Approval

IX. Calendar Review

IX.a. Meeting Times and Dates Review

Coffee with the Board of Education and a Work Session are scheduled for January 31st. The topic for Coffee with the Board will be the 5 Essentials Survey.
Please note, there will be no Coffee with the Board in February, going to keep it quarterly.

IX.b. Future Agenda Topics

- 5 Essentials Survey
- Strategic Plan Update
- Calendaring: Determine who will attend graduation
- Second Quarter Finance Report
- Final Reconciliation for Construction
- Superintendent Evaluation

X. Adjournement

Recommend the Board adjourn the meeting at 7:18 p.m. This motion, made by Mary O'Malley and seconded by Ms Diana Elliott, Carried.

Ms Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

December Regular Meeting

Monday, December 9, 2024 6:00 PM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

Ms Diana Elliott:	Present
Gema Gomez:	Present
Daymon Johnson:	Present
Michael Marrero:	Present
Mary O'Malley:	Present

Present: 5.

I. Opening of Meeting

I.a. Roll Call

I.b. Pledge of Allegiance

I.c. Adoption of the Minutes

I recommend we approve the minutes as presented. This motion, made by Mary O'Malley and seconded by Ms Diana Elliott, Carried.
Daymon Johnson: Absent, Ms Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 4, Nay: 0, Absent: 1

I.d. Adoption of the Agenda

I recommend we approve the agenda as presented. This motion, made by Ms Diana Elliott and seconded by Mary O'Malley, Carried.
Daymon Johnson: Absent, Ms Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 4, Nay: 0, Absent: 1

II. Celebrations

II.a. Unified Bowling

Congratulations to the Unified Bowling team for placing 9th at state! Special recognition goes to Rylee Tiffany and Carson Byorick for qualifying for the All-State Bowling Team.

II.b. SNAP Council

Just wanted to how out our high school SNAP (Student Northern Arapaho Partnership) who presented at the November I-70 Chamber of Commerce Luncheon. The audience was clearly impressed with our students and the amazing partnership that they continue to foster with the Northern Arapaho tribe as the years go on. Even said we should go national with it for funding purposes!

II.c. Thanksgiving Meals

Shoutout to our Food Services Team, led by Katy Hickson, for their incredible work last month! They served 881 meals to students and families, 52 meals to staff, and 36 meals to senior citizens at the annual lunch. Another great example of how we come together to make Strasburg the best place to be!

III. Public Participation/General

No Public Participation at this time.

IV. Old Business

See attached

IV.a. Final Mill Levy Certification

See attached

V. New Business

V.a.CASB Conference Reflection

Each Board Member shared insights and experiences from their time at the CASB conference, highlighting key takeaways and lessons learned.

VI. Board Reports/Discussion

VI.a. Board Feedback

There was no board feedback this month. The discussion focused on the chain of command.

VI.b. Legislative and Colorado Association of School Boards

There is a Resolution Committee meeting scheduled for this Thursday 12/13/2024 to discuss plans for the upcoming year. Additionally, CASB Day at the Capitol is February 6th, with Student Day set for February 13th.

VI.c. District Accountability Committee

No meeting this month due to CASB conference. The next meeting is scheduled for January 2nd.

VI.d. East Central Board of Cooperative Educational Services

Superintendent Bongard and Diana Elliott attended the most recent BOCES meeting. Key topics of discussion included the BOCES audit and the preparation of the Executive Director's evaluation.

VI.e. Chamber of Commerce

Michael Marrero led a discussion on increasing engagement and involving Gema in future efforts.

VI.f. Construction

No construction updates at this time.

VII. Superintendent Report/Discussion

VII.a. Policy Updates

Two of them (GDE-DGF and GCE-GCF) have changes to age related questions during the hiring process and are required to be updated by law that was passed.

One of them (JICA) is surrounding graduation attire and what is allowable at graduations. This is also a change that is mandated by law, students are able to wear clothing that represents their backgrounds and cultures.

One of them (ACA) is brand new and is also required by law. It focuses on preferred names for students.

The last one (JIHC) is regarding the use of metal detectors at school. There has always been a policy in affect for metal detectors for the use of weapon detection, but we are looking at adding for the use of tobacco product searches as well. Vaping in our high school, and somewhat in the middle school, are still concerns, and we want to make a serious effort and send the message to students that 1) they are not good for your health, and 2) leave

them at home. This coupled with our vape detectors will help to reduce the amount of vapes that are being carried into our schools.

VII.b. Remote Learning Feedback

The district held its first remote learning days in November. A survey was conducted, with participation from 91 parents or community partners and 263 students, yielding valuable insights. Approximately 73-75% of respondents agreed that the district performed well during this period.

Key takeaways for administrative review include extending teacher availability, identifying technology needs, and ensuring expectations are clear and aligned to avoid assigning excessive workloads (e.g., two hours of work per teacher). Moving forward, the next remote learning initiative will include elementary school students, and another survey will be conducted to gather additional feedback.

VIII. Adoption of Consent Agenda

I recommend we approve the consent agenda as presented. This motion, made by Mary O'Malley and seconded by Ms Diana Elliott, Carried.

Ms Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea

Yea: 5, Nay: 0

VIII.a. Mill Levy Certification

VIII.b. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

VIII.c. Personnel Matters Contract/Letter of Assignments – Reassignments

VIII.d. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

VIII.d.i. Rikki Simmons

VIII.e. 1st Read Policy ACA

VIII.f. 1st Read Policy JIHC

VIII.g. JICA Approval

VIII.h. GDE-GDF Approval

VIII.i. GCE-GCF Approval

IX. Calendar Review

- **No Work Sessions this month**
- **Board Meeting:** January 13th
- **Work Session/Coffee W/ BOE** January 31st

IX.a. Meeting Times and Dates Review

IX.b. Future Agenda Topics

President Marrero reminded the board to ensure they submit their agenda items to the appropriate person, if they have any.

X. Adjournement

Recommend the Board adjourn the meeting at 7:00 p.m. This motion, made by Mary O'Malley and seconded by Michael Marrero, Carried.

Ms Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea

Yea: 5, Nay: 0

Mill Levy Comparison

Information is subject to change once actual county valuations received in early December.

FUND	Final December 2024		Proposed December 2024			December 2023		Variance	
	Dollar Value	Mill Total	Dollar Value	Mill Total		Dollar Value	Mill Total		
General Fund									
Total Program	$3,534,877	27.000	$3,538,707	27.000	0%	$3,519,668	27.000	$15,209	0.000
Hold Harmless	$0	0.000	$0	0.000		$0	0.000	$0	0.000
Voter Approved Mill Levy Override/s	$299,941	2.291	$291,878	2.227		$299,954	2.301	($13)	(0.010)
Abatement	$1,309	0.010	$9,076	0.069		$17,077	0.131	($15,768)	(0.121)
Total General Fund	$3,836,127	29.301	$3,839,661	29.296		$3,836,699	29.432	($572)	(0.131)
Bond Redemption Fund	$1,499,966	11.457	$1,500,019	11.445		$1,500,030	11.507	($64)	(0.050)
Transportation Fund	$0	0.000	$0	0.000		$0	0.000	$0	0.000
Special Building & Technology	$0	0.000	$0	0.000		$0	0.000	$0	0.000
Supplemental Capital Construction, Technology, & Maintenance	$0	0.000	$0	0.000		$0	0.000	$0	0.000
Other	$0	0.000	$0	0.000		$0	0.000	$0	0.000
Total Non-General Fund	$1,499,966	11.457	$1,500,019	11.445		$1,500,030	11.507	($64)	(0.050)
									0
Strasburg School District 31J TOTAL	$5,336,093	40.758	$5,339,680	40.741		$5,336,729	40.939	($636)	(0.181)

Strasburg School District 31J

Mill Levy Certification

Fiscal Year 2024-25

December 9, 2024

Strasburg School District 31J
2102 Wagner Street
Strasburg, Co. 80136

Kelle Bongard
Superintendent

Nancy Taylor
Chief Financial Officer

Strasburg School District 31J

Property Tax Mill Levy

In compliance with Colorado Revised Statute 22-40-102(6), this is to certify that the Strasburg School District 31J Board of Education met in a business session on December 09, 2024, and took action, recorded on the official minutes thereof, to establish the total Strasburg School District 31J mill levy for property tax year 2024 (to be collected in 2025) at: **40.758**

The millage total is based on a net assessed value of: **$130,921,375**

and is comprised of the following:

FUND	Dollar Value	Mill Total
General Fund		
Total Program	**$3,534,877**	**27.000**
Hold Harmless	**$0**	**0.000**
Voter Approved Mill Levy Override/s	**$299,941**	**2.291**
Abatement	**$1,309**	**0.010**
Total General Fund	**$3,836,127**	**29.301**
Bond Redemption Fund	**$1,499,966**	**11.457**
Transportation Fund	**$0**	**0.000**
Special Building & Technology	**$0**	**0.000**
Supplemental Capital Construction, Technology, & Maintenance	**$0**	**0.000**
Other	**$0**	**0.000**
Total Non-General Fund	**$1,499,966**	**11.457**
Strasburg School District 31J TOTAL	**$5,336,093**	**40.758**
Check Figure Must be Zero	**$0**	**$0**

Signature of Board of Education President _____

Estimated Full Funding Mill Levy	**90.809**
Projected Gross Funding from State	**$8,763,932**

Strasburg School District 31J

Policy:	File:
Use of Metal Detectors	JIHC
Adopted:	Revision:
	~~Jan 2025~~Jan 2025

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school or at school sponsored events, the administration shall be authorized to use stationary or mobile metal detectors in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation of the detector shall be conducted in private in accordance with the policy on personal searches.

Administration is also authorized to use metal detection devices when there is reasonable cause to believe a student is concealing other contraband including but not limited to sharp objects, lighters or other flammables, vaping products, or other items prohibited by District policy.

LEGAL REF.: C.R.S. 18-12-214 (4) (person with valid concealed handgun permit may not carry the gun beyond any security screening)

C.R.S. 22-32-109.1 (2)(a)(VIII)

CROSS REF.: KLG, Relations with Law Enforcement Authorities

Revised: 1-13-2025

Strasburg School District 31J

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Use of Metal Detectors	JIHC
Adopted:	Revision:
	Jan 2025

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C.R.S. 22-32-109.1 (2)(a)(VIII)

CROSS REF.: KLG, Relations with Law Enforcement Authorities

Revised: 1-13-2025

Strasburg School District 31J

Policy:	File:
Student Dress Code	JICA
Adopted:	Revision:
	~~January 2023~~ October 2024

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. This violation shall be considered as an unexcused absence. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

Unacceptable Items

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

    A. Refer to drugs, tobacco, alcohol, or weapons B.

    Are of a sexual nature

    C. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior

D. Are obscene, profane, vulgar, lewd, or legally libelous
E. Threaten the safety or welfare of any person
F. Promote any activity prohibited by the student code of conduct G. Otherwise disrupt the teaching-learning process

Graduation Adornment

Graduating students are expected to wear the attire customarily worn for graduation ceremony at their school, with the specific exceptions outlined below.

A student may adorn the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people. Adornments cannot include any alphabetical letters other than the student's name or numerals other than the graduating class (e.g. Class of 2024). Other written statements, phrases, or slogans are not permitted.

Students may be required to request permission to wear an adornment in advance, and the distruct reserves the right to prohibit any adornments are obscene, defamatory, fraudulent, profane, threatening, inappropriate, or disruptive or violate the dress code in any other manner. If it is determined that the adornment would cause substantial disruption based on reliable evidence, the student's request may be denied. Students who wear adornments that have not been approved may be required to remove the adornment if the adornment is substantially disruptive.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Adopted:

Revised: ~~1-10-2023~~ October 2024

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (board duty to adopt student dress code that prohibits disruptive clothing)

C.R.S 22-1-142.5 (students permitted to wear recognized objects of cultural or religious significance at graduation that are not substantially disruptive)

CROSS REFS.: IMDB, Flag Displays

JBB*, Sexual Harassment

JIC, Student Conduct

JICDA, Code of Conduct

JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students

Strasburg School District 31J

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Revised: October 2024

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CROSS REFS.: IMDB, Flag Displays

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JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students

File: GDE/GDF

Support Staff Recruiting/Hiring

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

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

Background checks

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

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

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

Adopted: 2006
Revised: 9-2020; 11-10-2021, November 2024

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*
42 U.S.C. 653 (a) *(Personal Responsibility and Work Opportunity Reconciliation Act)*
42 U.S.C. 2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)* C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)* C.R.S. 8-2-126 *(limits employers' use of consumer credit information)*
C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)
C.R.S. 13-80-103.9 *(liability for failure to perform an education employment required background check)*
C.R.S. 14-14-111.5 *(Child Support Enforcement procedures)*
C.R.S. 22-2-119 *(duty to make inquiries prior to hiring)*
C.R.S. 22-2-119.3 (6)(d) *(name-based criminal history record check – definition)*
C.R.S. 22-32-109 (1)(f) *(Board duty to employ personnel)*
C.R.S. 22-32-109 (1)(pp) *(annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)*
C.R.S. 22-32-109.7 *(duty to make inquiries prior to hiring)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based criminal history record check)*
C.R.S. 24-5-101 *(effect of criminal conviction on employment)*
C.R.S. 24-34-301 (3.3) *(definition of gender expression)*
C.R.S. 24-34-301 (3.5) *(definition of gender identity)*
C.R.S. 24-34-301 (7) *(definition of sexual orientation)*
C.R.S. 24-34-402 (1) *(discriminatory and unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

~~*NOTE 1: Specific procedures for background checks, fingerprinting, and submission of child support information need to follow as a regulation. The regulation might also*~~

~~*include specific procedures for making applications, for screening and for selection of candidates to be recommended to the Board.*~~

~~*NOTE 2: Federal law requires school districts to notify individuals fingerprinted that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). Districts must also notify fingerprinted applicants about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction, or update of an FBI identification record. 28 C.F.R. 50.12 (b). Districts must retain documentation that this notification was provided. For sample notification and acknowledgment forms that meet these federal requirements, visit the Colorado Bureau of Investigation's website: https://www.colorado.gov/pacific/cbi/identification-unit.*~~

~~*NOTE 3: State law requires school districts to annually distribute to employees "informational materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education." C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school districts must "distribute the informational materials to newly hired district employees as part of its employee orientation process." Id. Distribution to employees may be made via email "or as part of a mailing or regular communication to employees" Id.*~~

~~*NOTE 4: For purposes of this policy, these terms have the following meanings:*~~

- ~~*"Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*~~
- ~~*"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*~~
- ~~*"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (7).*~~
- ~~*"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (3.3).*~~
- ~~*"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (3.5).*~~

Strasburg School District 31J

Policy:	File:
Support Staff Recruiting/Hiring	GDE-GDF
Adopted:	Revision:
2006	November 2024

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

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

Background Checks

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

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

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

Adopted: 2006

Revised: 9-2020; 11-10-2021, November 2024

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

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C.R.S. 2-4-401 (3.5) (definition of gender identity)

C.R.S. 2-4-401 (13.5) (definition of sexual orientation)

C.R.S. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

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

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

C.R.S. 22-2-119 (duty to make inquiries prior to hiring)

C.R.S. 22-2-119.3 (6)(d) (name-based judicial record check – definition)

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

C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

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

C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based judicial record check)

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

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

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

C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in a conspicuous place” accessible to employees)

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GDA, Support Staff Positions

Professional Staff Recruiting/Hiring

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

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

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

Background checks

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

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, ~~marital status~~, or conditions related to pregnancy or childbirth is prohibited

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of candidates

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

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

Adopted: 2006
Revised: 09/2020; 11-10-2021; 11/2024

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*

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

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

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

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

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

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

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

C.R.S. 22-63-206 *(transfers)*

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

C.R.S. 24-34-301 (3.3) *(definition of gender expression)*

C.R.S. 24-34-301 (3.5) *(definition of gender identity)*

C.R.S. 24-34-301 (7) *(definition of sexual orientation)*

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

C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*

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

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualification)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GCKAA*, Teacher Displacement

~~*NOTE 1: Specific procedures for background checks need to follow as a regulation. The regulations might also include specific procedures for making applications, for screening and for selection of candidates to be recommended to the Board.*~~

~~*NOTE 2: State law requires public school teachers to take an oath/affirmation or sign a written pledge that states the following: "I solemnly (swear) (affirm) (pledge) that I will uphold the constitution of the United States and the constitution of the state of Colorado, and I will faithfully perform the duties of the position I am about to enter." C.R.S. 22-61-103 (1). A person authorized to administer oaths in Colorado shall administer the oath or affirmation, or the teacher must sign the pledge. C.R.S. 22-61-103 (2). The Colorado Department of Education has stated that a school district's hiring officials must ensure that teachers take the oath orally or in writing at the time of hiring or during the signing of the teacher's contract.*~~

NOTE 3: State law requires school districts to annually distribute to employees "informational materials related to federal student loan repayment and student loan forgiveness programs, inNcluding updated materials received from the department of education." C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school districts must "distribute the informational materials to newly hired district employees as part of its employee orientation process." Id. Distribution to employees may be made via e-mail "or as part of a mailing or regular communication to employees" Id.

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[Revised September 2021]
COLORADO SAMPLE POLICY 1994©

Strasburg School District 31J

Policy:	File:
Professional Staff Recruiting/Hiring	GCE-GCF
Adopted:	Revision:
2006	December 2024

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

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

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

Background Checks

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

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, or conditions related to pregnancy or childbirth is prohibited.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of Candidates

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

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

Adopted: 2006
Revised: 09/2020; 11-10-2021; 11/2024

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3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualification)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GCKAA*, Teacher Displacement

DRAFT

Worksession
Friday, November 22, 2024 9:00 AM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

Ms Diana Elliott: Present
Gema Gomez: Present
Daymon Johnson: Absent
Michael Marrero: Present
Mary O'Malley: Present
Present: 4, Absent: 1.

I. Call to Order
II. Roll Call
III. Discussion Topics
- III.a. Welcome to Gema
  Reviewed board protocols with Gema and discussed the distinctions between work sessions and regular board meetings.
- III.b. Board Norms Updates
  Engaged in a discussion on the concept and purpose of Board Norms
- III.c. Construction Update
- III.d. Land Update
  Discussion was held
- III.e. Educator Housing Survey
  A survey will be distributed to staff, based on collected data, to assess interest in teacher housing.
- III.f. Anti-Vaping Discussion
  Held a discussion on strategies to prevent vaping in schools and educate students about its dangers.
- III.g. Stasburg Story Dashboard
- III.h. ICAP
  See Attachment
- III.i. Superintendent Evaluation
  The Board evaluates the Superintendent twice a year. An updated evaluation form has been emailed to board members, and a discussion was held on the evaluation process.
- III.j. CASB Session Preview and Update

IV. Board Policy Review
- IV.a. ACA (new)
  See attachament
- IV.b. GDE-DGF (updated)
  See attachment
- IV.c. GCE-GCF (updated)
  see attachment
- IV.d. JICA (updated)
  See attachment

V. Adjournment

Strasburg School District 31J

Individual Career and Academic Plan (ICAP)

Scope and Sequence at a Glance

State & District Expectations	Elementary and Middle School				High School			
	K-5th	6th	7th	8th	9th	10th	11th	12th
Partnership & Communication	Partner with key stakeholders to support a meaningful process and communicate with teachers/educators, parents/guardians & community.							
Career & College Interest Learning	Career Month- November	Base: 3x a yr/ Behavior, Engagement, Academic Self Confidence, Social Connectivity in School	7 Mindsets: Unit 2- Passion First	Career Cluster Finder Survey				Senior Seminar:
		7 Mindsets: Unit 2- Passion First	7 Mindsets: Unit 4- 100% Accountable	7 Mindsets: Unit 2- Passion First				
				Sewing/ Home Economics, Service Learning, Speech				Aviation: 1. MSU Aviation Department Field Trip 2. Colorado Air and Space Port FIeld Trip
		7 Mindsets: Unit 4- 100% Accountable	7 Mindsets: Unit 5- Attitude of Gratitude	7 Mindsets: Unit 4- 100% Accountable	Principles of Construction, Principles of Marketing,	Principles of Construction, Stem, Principles of Marketing,	Cyber Security & Networking, Principles of Construction, Aviation Stem, Stem, Principles	Cyber Security & Networking, Principles of Construction,

					Finance, Graphic Design, Drama, Band, Principles of Business, Business Economics	Finance, Graphic Design, Drama, Band, Principles of Business, Business Economics, Sports Psychology, Principles of Strength & Conditioning	of Marketing, Finance, Graphic Design, Drama, Band, Principles of Business, Business Economics, Personal Health Technician, Sports Psychology, Principles of Strength & Conditioning	Aviation Stem, Stem, Principles of Marketing, Finance, Graphic Design, Drama, Band, Principles of Business, Business Economics, Personal Health Technician, Sports Psychology, Principles of Strength & Conditioning
Postsecondary Workforce Readiness Goal	Self-awareness, autonomy, empathy lessons	7 Mindsets: Unit 6- Live to Give	7 Mindsets: Unit 6- Live to Give	7 Mindsets: Unit 1- Everything is possible 7 Mindsets: Unit 7- The Time is Now	Annual PWR Goal	Annual PWR Goal	Annual PWR Goal	Game Plan Survey
Work Based Learning with District Partners	Community Service Projects/ House Projects 1st Grade: Community Helpers	7 Mindsets: Unit 3- We Are Connected	7 Mindsets: Unit 3- We Are Connected	Adams County Education Consortium Career Expo			FBLA: Business of Baseball FBLA: CTSO Leadership Training	Senior Seminar: 1. Community Service Project 2. Job Applications 3. Senior Project
Intentional sequence of courses aligned to PWR Goal	6th Grade Scheduling, Registration & Transition 2nd Grade Social Studies: Community Involvement, Government Roles	6th Grade Transition Survey 7th Grade Scheduling & Registration 7 Mindsets: Unit 7- The Time is Now	7 Mindsets: Unit 7- The Time is Now 8th Grade Scheduling & Registration	9th Grade Scheduling, Registration & Transition	10th Grade Scheduling & Registration	11th Grade Scheduling & Registration	12th Grade Scheduling & Registration	Preparing for Postsecondary Transition
Financial Impact of life after HS & Resume Builder	Young Ameritowne		International Towne	Financial Literacy				Senior Seminar: 1. Resume 2. Dave Ramsey Certificate 3. Personal Budget

Strasburg Profile of a Learner and Assessment Scores	All students are reading on grade level by the beginning of 3rd grade and proficient in mathematics at grade 5.		Every student is proficient at Mathematics in 8th grade.		Every 9th grade student remains on track to graduate by the end of freshman year with 6+ credits.		Ensure all students graduate from Strasburg with the knowledge and skills needed for post-secondary life.	
	CMAS./CoALT, MAP, ACCESS for ELL, I-Ready	CMAS./CoALT, MAP, ACCESS for ELL, I-Ready	CMAS./CoALT, MAP, ACCESS for ELL, I-Ready	CMAS./CoALT, MAP, ACCESS for ELL, I-Ready	PSAT 9, ACCESS for ELL, I-Ready,, PWR Demonstration	PSAT 10, ACCESS for ELL, I-Ready, PWR Demonstration	SAT, CMAS-Science, ACCESS for ELL, I-Ready, PWR Demonstration	ACCESS for ELL I-Ready, PWR Demonstration
Digital Portfolio/ Color Code	**Items in red are required to be completed in Naviance.**							
Digital Portfolio/ Color Code	**Items in light red are required to be completed in SEL curriculum in 7 Mindsets, BASE or TRAILS**							
Color code	**Items in yellow are field trip, enrichment, exploratory learning.**							
Color code	**Items in green are course specific offerings.**							

Strasburg 31J District ICAP Plan

The **Individual Career and Academic Plan (ICAP)** is a multi-year process that intentionally guides students and families in the exploration of career, academic and postsecondary opportunities. With the support of adults, students develop the awareness, knowledge, attitudes, and skills to create their own meaningful and powerful pathways to be career and college ready.

When students complete a Meaningful ICAP process, they:

- Connect the relevance of education to future aspirations
- Are more motivated to attend school and stay engaged
- Become confident learners who can actively set goals
- Make secondary and postsecondary course plans to pursue career and life goals
- Are able to articulate their transferable skills and apply knowledge about how their actions today connect with their goals

Colorado Expectations for Individual Career and Academic Planning (ICAP)

In 2009, Senate Bill 09-256 was enacted into law with a requirement that by September 2011, all students grades 9 - 12 would have access to a process within their high school to create and manage an individual career and academic plan (ICAP.) The intent of the Colorado Revised Statutes 2020 provision in the legislation is to decrease dropout rates and increase graduation rates. This should be accomplished by assisting students in developing and maintaining a personalized postsecondary career and educational plan that ensures readiness for postsecondary and workforce success.

ICAP Toolkit | Colorado Department of Education

- **The ICAP must include (but should not be limited to):**
  - Grades 9-12
  - career and college interest surveys,
  - written postsecondary and workforce goals, intermediate benchmarks and data reflecting progress toward those goals,
  - scores on assessments,
  - experiences in service learning and/or work environments,
  - activities that establish connections between school-based instruction and the world of work,
  - an intentional sequence of courses that reflect progress toward the
    - postsecondary goal, academic progress, college application(s), a resume or alternative work-based applications
  - an understanding of the financial impact of life after high school, including an education.

Strasburg Expectations for Individual Career and Academic Planning (ICAP)

- Ensuring All Students Meet Standards- IKE
  - Facilitated by counselors and administrators and monitored by school personnel.
  - The plan will be reviewed and access will be provided at a minimum, annually in grades seven through twelve and should include participation by students, parents or legal guardian, school counselors, school administrators and school personnel.
  - The ICAP and ICAP related data shall be available upon request to the student, parent or legal guardian and/or approved service providers in both electronic and printable form.
  - The ICAP will set out a course of study for each student based on completion of all requirements for graduation from Strasburg School District..
- Graduation Requirements- IKF
- Graduation Requirements- IKF-R
- Graduation Requirements- IKF-E1

- Multiple Credit Pathways Board Policy IHCDA
  - Students in grades 9-12 may participate in available concurrent enrollment courses on their home high school campus.
    - Option 2: The course is a graduation requirement (non-elective) on the student's graduation plan (ICAP) or part of an approved Strasburg program. Requirements: Have a current ICAP (Individual Career and Academic Plan) including the program of study with concurrent enrollment course work.
- Concurrent Enrollment- IHCDA
  - Have a current ICAP (Individual Career and Academic Plan) including the concurrent enrollment course work on file with their counselor.
- Post Secondary Work Force Success- IHBK
  - Beginning in 9th grade: District personnel shall assist students to develop and maintain individual career and academic plans (ICAP) in accordance with the requirements of state law. Each student's ICAP will be designed to assist the student and the student's parent/guardian with the following: exploring the postsecondary career and educational opportunities available to the student; aligning coursework and curriculum; setting performance expectations; meeting academic and career goals; applying to postsecondary education institutions; enabling the student to demonstrate postsecondary and workforce readiness prior to or upon high school graduation; securing financial aid; and ultimately entering the workforce.
- Post Secondary Work Force Success-IHBK-R
  - The district's ICAP plan shall address: 1. How the district will ensure that all students have access to and assistance in the development of an ICAP. 2. The role and responsibilities of the student, parents/guardians, and district staff in creating and updating an ICAP for the student. 3. The activities that will be addressed at each grade level of a student's ICAP. 4. How students' ICAPs will be stored. 5. If possible, the professional development that will be provided to appropriate district staff regarding ICAPs and the staff's role in implementing the district's ICAP plan. 6. The method that will be used to evaluate the implementation and effectiveness of the district's ICAP plan.
- Character Education- IHAK
  - The district believes that integrated character education is essential for all students to help students cultivate skills, habits and qualities of character that will promote an upright, moral and desirable citizenry and better prepare students to become positive contributors to society.
- Health Education-IHAM & Law Related Education-ITHACA
  - The district believes that integrated health education and citizenship, responsible participation, and alternative dispute resolution including mediation and conflict resolution is essential for all students to be active members in society and prepare for college, career, and post secondary workforce readiness.

Strasburg School District 31J

Policy:	File:
Name Changes	ACA
Adopted:	Revision:

This policy outlines the process by which students may change the name they are referred to at school to align with their gender identity. Students may choose to be identified in school by the first name that they have designated in accordance with this policy, and may request a change to their name or gender on their official student record through regulation JRA/JRC-R.

Definitions

a. **"Chosen Name"** as defined in Colorado law, is any name a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.

b. **"Legal Name"** is an individual's legal name as it appears on official government documents such as licenses, passports, and birth certificate.

Use of a Chosen Name or Preferred First Name

The Board directs the superintendent to establish procedures allowing students to inform the school of their chosen name (or a preferred first name such as a nickname) without altering their official name in school records. Students will not be required to provide proof of a legal name change to select a chosen or preferred name for use at school and during extracurricular activities, and do not legally need parental approval. However, parents will be notified of their student's name change request.

Personnel must strive to use the chosen or preferred name of all students. The district understands that honest mistakes may occur, but the intentional or knowing refusal to use a student's chosen name (for example, intentionally referring to the student by their legal name, another name that does not correspond to the student's gender identity, or avoiding use of their name) is prohibited under this policy and under Colorado law.

The district reserves the right to deny a preferred first name if it is vulgar or offensive, obscene, or is used for misrepresentation.

Name Changes on Official Student Records

The district is required to maintain a permanent student record ("official record") that includes a student's name and gender. Students or parents who wish to alter the student's name or gender must follow the process in JRA/JRC-R. The district will not

process a name change on a student's official record without a parent signature or a court order.

Students who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Disclosure to Third Parties

Information about a transgender student's gender identity, legal name, or sex assigned at birth may constitute confidential personally identifiable information. Disclosing transgender status to students, staff, or third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). Accordingly, the district will work with students and their families to keep personally identifiable information related to gender identity confidential in accordance with state and federal privacy laws.

In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student who is transgender but whose official record has not been amended, school staff and administrators must adopt practices to avoid the inadvertent disclosure of such confidential information.

LEGAL REFS.: 34 C.F.R. §99.1 *et seq. (Family Educational Rights and Privacy Act regulations)*

34 C.F.R. §99.20(d) (*parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records*)

34 C.F.R. §99.31 (*permitted reasons for disclosure of student records*)

3 C.C.R. 708-1:81.6(A)(4) (*sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns*)

C.R.S. 22-1-145 (*knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject*)

C.R.S. 22-1-145(b) (*gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth).*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

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

JRA/JRC-R, Student Records/Release of Information on Students

[June 2024]

DRAFT

File: GDE/GDF

Support Staff Recruiting/Hiring

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

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

Background checks

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

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

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

Adopted: 2006
Revised: 9-2020; 11-10-2021, November 2024

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*
42 U.S.C. 653 (a) *(Personal Responsibility and Work Opportunity Reconciliation Act)*
42 U.S.C. 2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)* C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)* C.R.S. 8-2-126 *(limits employers' use of consumer credit information)*
C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)
C.R.S. 13-80-103.9 *(liability for failure to perform an education employment required background check)*
C.R.S. 14-14-111.5 *(Child Support Enforcement procedures)*
C.R.S. 22-2-119 *(duty to make inquiries prior to hiring)*
C.R.S. 22-2-119.3 (6)(d) *(name-based criminal history record check – definition)*
C.R.S. 22-32-109 (1)(f) *(Board duty to employ personnel)*
C.R.S. 22-32-109 (1)(pp) *(annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)*
C.R.S. 22-32-109.7 *(duty to make inquiries prior to hiring)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based criminal history record check)*
C.R.S. 24-5-101 *(effect of criminal conviction on employment)*
C.R.S. 24-34-301 (3.3) *(definition of gender expression)*
C.R.S. 24-34-301 (3.5) *(definition of gender identity)*
C.R.S. 24-34-301 (7) *(definition of sexual orientation)*
C.R.S. 24-34-402 (1) *(discriminatory and unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

~~*NOTE 1: Specific procedures for background checks, fingerprinting, and submission of child support information need to follow as a regulation. The regulation might also*~~

~~*include specific procedures for making applications, for screening and for selection of candidates to be recommended to the Board.*~~

~~*NOTE 2: Federal law requires school districts to notify individuals fingerprinted that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). Districts must also notify fingerprinted applicants about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction, or update of an FBI identification record. 28 C.F.R. 50.12 (b). Districts must retain documentation that this notification was provided. For sample notification and acknowledgment forms that meet these federal requirements, visit the Colorado Bureau of Investigation's website: https://www.colorado.gov/pacific/cbi/identification-unit.*~~

~~*NOTE 3: State law requires school districts to annually distribute to employees "informational materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education." C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school districts must "distribute the informational materials to newly hired district employees as part of its employee orientation process." Id. Distribution to employees may be made via email "or as part of a mailing or regular communication to employees" Id.*~~

~~*NOTE 4: For purposes of this policy, these terms have the following meanings:*~~

- ~~*"Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*~~
- ~~*"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*~~
- ~~*"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (7).*~~
- ~~*"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (3.3).*~~
- ~~*"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (3.5).*~~

Strasburg School District 31J

Policy:	File:
Support Staff Recruiting/Hiring	GDE-GDF
Adopted:	Revision:
2006	November 2024

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

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

Background Checks

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

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

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

Adopted: 2006

Revised: 9-2020; 11-10-2021, November 2024

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

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

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

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. 2-4-401 (3.4) (definition of gender expression)

C.R.S. 2-4-401 (3.5) (definition of gender identity)

C.R.S. 2-4-401 (13.5) (definition of sexual orientation)

C.R.S. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

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

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

C.R.S. 22-2-119 (duty to make inquiries prior to hiring)

C.R.S. 22-2-119.3 (6)(d) (name-based judicial record check – definition)

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

C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

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

C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based judicial record check)

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

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

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

C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in a conspicuous place” accessible to employees)

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GDA, Support Staff Positions

Professional Staff Recruiting/Hiring

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

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

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

Background checks

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

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, ~~marital status~~, or conditions related to pregnancy or childbirth is prohibited

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of candidates

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

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

Adopted: 2006
Revised: 09/2020; 11-10-2021; 11/2024

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*

20 U.S.C. 6312 (c)(6) *(teacher licensure requirements under Every Student Succeeds Act)*

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

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

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

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

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

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

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

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

C.R.S. 22-63-206 *(transfers)*

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

C.R.S. 24-34-301 (3.3) *(definition of gender expression)*

C.R.S. 24-34-301 (3.5) *(definition of gender identity)*

C.R.S. 24-34-301 (7) *(definition of sexual orientation)*

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

C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*

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

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualification)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GCKAA*, Teacher Displacement

~~*NOTE 1: Specific procedures for background checks need to follow as a regulation. The regulations might also include specific procedures for making applications, for screening and for selection of candidates to be recommended to the Board.*~~

~~*NOTE 2: State law requires public school teachers to take an oath/affirmation or sign a written pledge that states the following: "I solemnly (swear) (affirm) (pledge) that I will uphold the constitution of the United States and the constitution of the state of Colorado, and I will faithfully perform the duties of the position I am about to enter." C.R.S. 22-61-103 (1). A person authorized to administer oaths in Colorado shall administer the oath or affirmation, or the teacher must sign the pledge. C.R.S. 22-61-103 (2). The Colorado Department of Education has stated that a school district's hiring officials must ensure that teachers take the oath orally or in writing at the time of hiring or during the signing of the teacher's contract.*~~

NOTE 3: State law requires school districts to annually distribute to employees "informational materials related to federal student loan repayment and student loan forgiveness programs, inNcluding updated materials received from the department of education." C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school districts must "distribute the informational materials to newly hired district employees as part of its employee orientation process." Id. Distribution to employees may be made via e-mail "or as part of a mailing or regular communication to employees" Id.

NOTE 4: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (7).*
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- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (3.5).*

[Revised September 2021]
COLORADO SAMPLE POLICY 1994©

Strasburg School District 31J

Policy:	File:
Professional Staff Recruiting/Hiring	GCE-GCF
Adopted:	Revision:
2006	December 2024

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

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

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

Background Checks

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

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, or conditions related to pregnancy or childbirth is prohibited.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of Candidates

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

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

Adopted: 2006
Revised: 09/2020; 11-10-2021; 11/2024

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)

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

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

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C.R.S. 2-4-401 (3.5) (definition of gender identity)

C.R.S. 2-4-401 (13.5) (definition of sexual orientation)

C.R.S. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

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

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

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

C.R.S. 22-2-119.3 (6)(d) (name-based judicial record check – definition)

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

C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

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

C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based judicial record check)

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

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

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

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

C.R.S. 22-61-103 (requirement for teacher's oath or written pledge)

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

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

C.R.S. 22-63-206 (transfers)

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

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

C.R.S. 24-34-301 (1) (discriminatory and unfair employment practices)

C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

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

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualification)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GCKAA*, Teacher Displacement

DRAFT

Strasburg School District 31J

Policy:	File:
Student Dress Code	JICA
Adopted:	Revision:
	October 2024

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. This violation shall be considered as an unexcused absence. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

Unacceptable Items

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

    A. Refer to drugs, tobacco, alcohol, or weapons B.

    Are of a sexual nature

    C. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior

D. Are obscene, profane, vulgar, lewd, or legally libelous
E. Threaten the safety or welfare of any person
F. Promote any activity prohibited by the student code of conduct G. Otherwise disrupt the teaching-learning process

Graduation Adornment

Graduating students are expected to wear the attire customarily worn for graduation ceremony at their school, with the specific exceptions outlined below.

A student may adorn the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people. Adornments cannot include any alphabetical letters other than the student's name or numerals other than the graduating class (e.g. Class of 2024). Other written statements, phrases, or slogans are not permitted.

Students may be required to request permission to wear an adornment in advance, and the distruct reserves the right to prohibit any adornments are obscene, defamatory, fraudulent, profane, threatening, inappropriate, or disruptive or violate the dress code in any other manner. If it is determined that the adornment would cause substantial disruption based on reliable evidence, the student's request may be denied. Students who wear adornments that have not been approved may be required to remove the adornment if the adornment is substantially disruptive.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Adopted:

Revised: October 2024

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (board duty to adopt student dress code that prohibits disruptive clothing)

C.R.S 22-1-142.5 (students permitted to wear recognized objects of cultural or religious significance at graduation that are not substantially disruptive)

CROSS REFS.: IMDB, Flag Displays

JBB*, Sexual Harassment

JIC, Student Conduct

JICDA, Code of Conduct

JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students

Strasburg School District 31J

Policy:	File:
Student Dress Code	JICA
Adopted:	Revision:
	~~January 2023~~ October 2024

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Adopted:

Revised: ~~1-10-2023~~ October 2024

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Strasburg School District 31 J
Revised Budget
FY 2024/25

Strasburg School District 31J
2102 Wagner Street
Strasburg, Co. 80136

Kelle Bongard
Superintendent

Nancy Taylor
Chief Financial Officer

January 8, 2025

Strasburg School District 31 J
Revised Budget
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FY 2024/25

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Strasburg School District 31 J

Revised Budget

Budget Development Assumptions

FY 2024/25

	FY 2023/24	FY 2024/25
Revenue-Based Assumptions		
October FTE Pupil Count	1,094.0	1,087.0
5-Yr Avg Funded Pupil Count	1,111.5	1,103.3
Post-Budget Stabilization Factor Per-Pupil Funding	$11,006	$11,747
Total Program Funding	$12,252,015	$13,192,621
Budget Stabilization Factor	$192,827	$0
Net Assessed Valuation	$130,358,063	$130,921,375
Property Tax Mill Levy Components: (12/23 & 12/24)		
General Fund	27.000	27.000
Abatement Levy	0.131	0.010
Bond Fund	11.507	11.457
Mill Levy Override Fund	2.301	2.291
Total Mill Levy	40.939	40.758
Expenditure-Based Assumptions		
District Contribution Family Insurance Premium	$8,400	$8,700
Employer PERA Contribution	21.40%	21.40%
Medicare Employer Contribution	1.45%	1.45%
Colorado Minimum Wage (1/1/24 & 25)	$14.42	$14.81
Debt-Based Assumptions		
Net Assessed Valuation (12/23 & 12/24)	$130,358,063	$130,921,375
Gross Debt Capacity @ 20%	$26,071,613	$26,184,275
General Obligation Principal Outstanding as of Year-End	($16,255,000)	($15,455,000)
Remaining Debt Capacity	$9,816,612.60	$10,729,275.00

Strasburg School District 31 J

Revised Budget

Appropriation Resolution

FY 2024/25

Appropriation Resolution

Be it resolved, by the Board of Education of Strasburg School District 31 J in the counties of Adams & Arapahoe, that the amounts shown in the following schedule be appropriated to each fund as specified in the Adopted Budget for the ensuing fiscal year beginning July 1, 2024 and ending June 30, 2025.

FUND	APPROPRIATION AMOUNT
General Fund	
General Fund	19,136,464
Special Revenue Funds	
Food Service Fund	753,848
Pupil Activity Fund	591,356
Bond Redemption Fund	
Bond Redemption Fund	3,722,196
Capital Projects Funds	
Capital Reserve Fund	456,603
Building Fund	2,211,235
Total Appropriation	$26,871,702

Strasburg School District 31 J
Revised Budget
Use of Beginning Fund Balance Resolution
FY 2024/25

Use of Beginning Fund Balance Resolution

A Resolution of the Board of Education of the Strasburg School District 31J
Authorizing the Use of a Portion of
Beginning Fund Balance as Authorized by Colorado Statutes

WHEREAS, C.R.S. 22-44-105 states that a budget, duly adopted pursuant to this article, shall not provide for expenditures, inter-fund transfers, or reserves, in excess of available revenues and beginning fund balance.

WHEREAS, the Board of Education may authorize the use of a portion of the beginning fund balance in the budget, stating the amount to be used, the purpose for which the expenditure is needed, and the district's plan to ensure that the use of the beginning fund balance will not lead to an ongoing deficit.

WHEREAS, the Board of Education has determined the beginning fund balance in the General Fund is sufficient to allow for the one-time expenditures and the action may lead to an ongoing deficit.

NOW, THEREFORE, BE IT RESOLVED:

In accordance with C.R.S. 22-44-105, the Board of Education authorizes the use of a portion of the fiscal year 2023-2024 Beginning Fund Balance for the following funds:

* **GENERAL FUND,** in the amount **$2,431,432** to spend down beginning fund balance.
* **FOOD SERVICE FUND,** in the amount **$4,780** to spend down beginning fund balance.
* **BOND FUND,** in the amount **$155,400** to spend down beginning fund balance.
* **BUILDING FUND,** in the amount **$0** to spend down beginning fund balance.
* **CAPITAL RESERVE FUND,** in the amount **$111,975** to spend down beginning fund balance.

BE IT FURTHER RESOLVED, the use of this portion of the beginning fund balance for the purposes set forth above may lead to an ongoing deficit.

_____
PRESIDENT OF THE BOARD

_____
DATE

Strasburg School District 31 J

Revised Budget

Fund Balance Change

FY 2024/25

Fund Balance Change Calculation Worksheet			
General Fund Beginning Fund Balance	$6,072,753		
General Fund Ending Fund Balance	$3,641,321		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			($2,431,432)
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Construction	2,060,000		
Special Education Costs	371,432		
Total		$2,431,432	
Food Service Fund Beginning Fund Balance	$53,578		
Food Service Fund Ending Fund Balance	$48,798		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			($4,780)
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Food Costs	$4,780		
		$4,780	
Activity Fund Beginning Fund Balance	$191,356		
Activity Fund Ending Fund Balance	$216,356		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			$25,000
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Building Fund Beginning Fund Balance	($158,765)		
Building Fund Ending Fund Balance	($121,463)		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			$37,302
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Bond Redemption Fund Beginning Fund Balance	$2,180,196		
Bond Redemption Fund Ending Fund Balance	$2,024,796		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			($155,400)
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Principal & Interest	$155,400		
		$155,400	
Capital Reserve Fund Beginning Fund Balance	$568,578		
Capital Reserve Fund Ending Fund Balance	$456,603		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			($111,975)
Identified Non-Recurring Uses/Expenses of Fund Balance:			
High School Renovations	$111,975		
		$111,975	

Strasburg School District 31 J

Revised Budget

Interfund Borrowing Resolution

FY 2024/25

Interfund Borrowing Resolution

Whereas Colorado Revised Statutes (C.R.S. 22-44-113) authorizes the Board of Education to borrow unencumbered monies from one fund for use by another fund. Monies borrowed from a fund pursuant to applicable laws must be repaid to said fund when needed to meet obligations of said fund and any such loan shall be repaid no later than three (3) months after the beginning of the following budget year. In the event monies are not forthcoming from designated sources, an amount equal to the outstanding liability shall be expended from the General Fund and used to repay the loan, now, therefore, be it

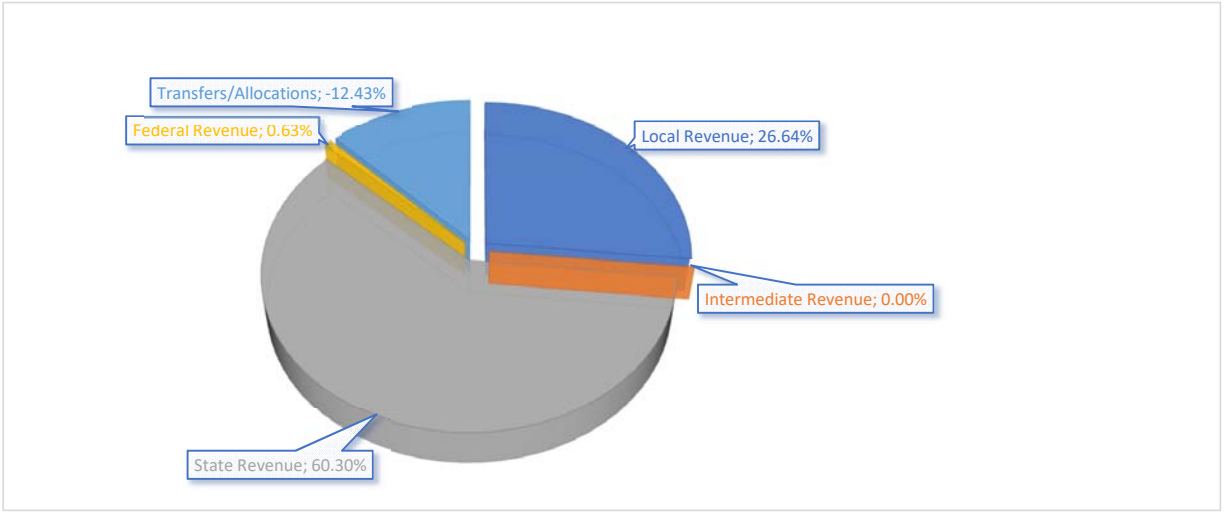
Resolved, that:

effective July 1. 2023, Strasburg School District hereby authorizes the following borrowing in accordance with applicable laws and regulations.

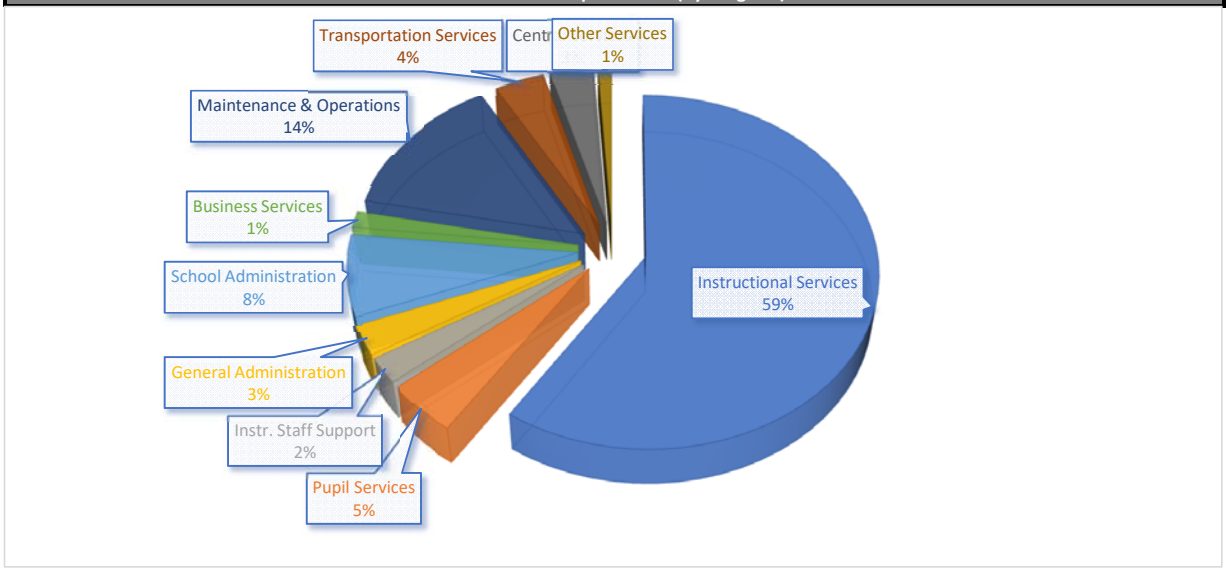
Fund Name	Borrowing Amount
10 General Fund	-$200,000
21 Food Service Fund	$200,000

Strasburg School District 31 J
Revised Budget
General Fund (Graphs)
FY 2024/25

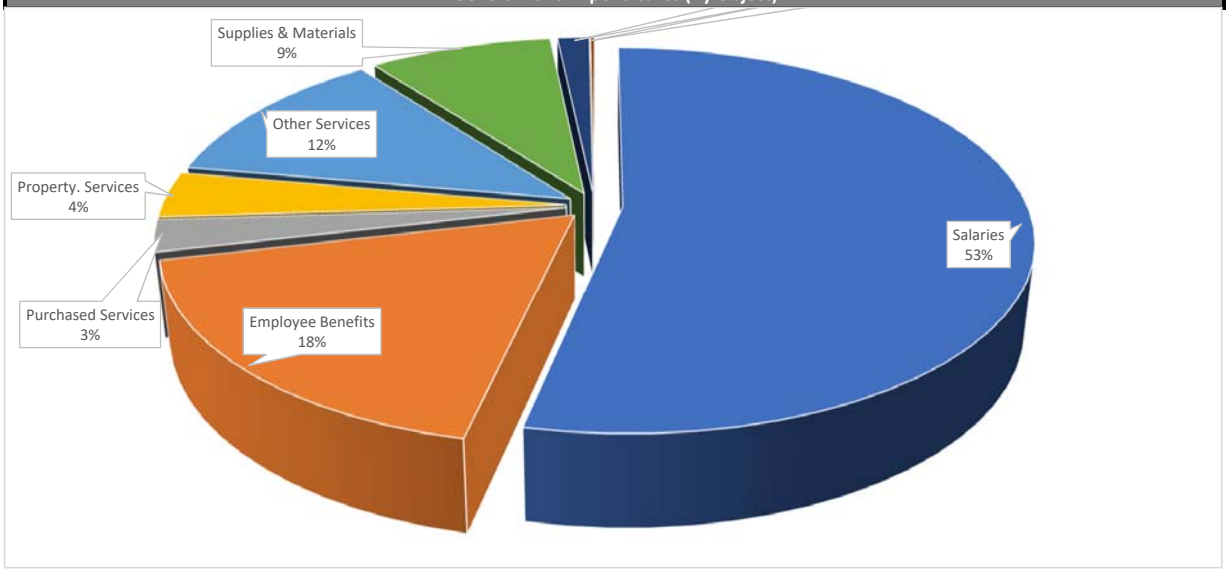
General Fund Revenues



General Fund Expenditures (By Program)



General Fund Expenditures (By Object)



Strasburg School District 31 J

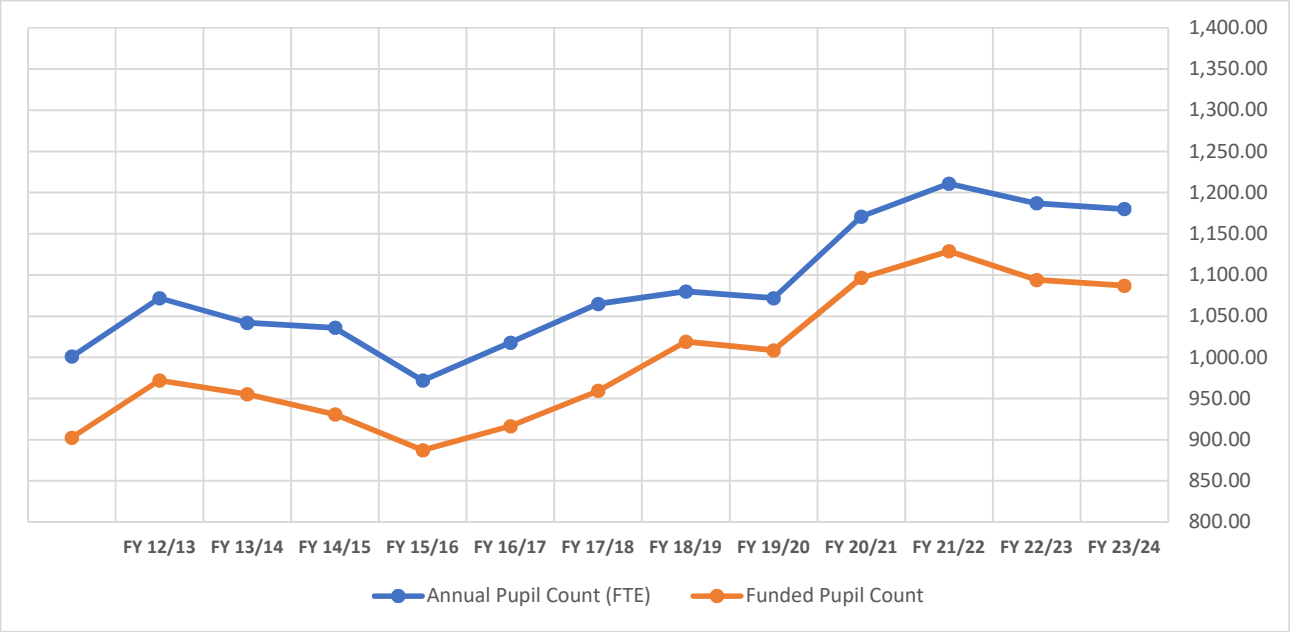
Revised Budget

Pupil Count History

FY 2024/25

Fiscal Year	Annual Pupil Count (FTE)	Year over Year Pupil Count Chg	Funded Pupil Count
FY 24/25	1,180.00	(7.0)	1,087.00
FY 23/24	1,187.00	(24.0)	1,094.00
FY 22/23	1,211.00	40.0	1,129.00
FY 21/22	1,171.00	99.0	1,096.50
FY 20/21	1,072.00	(8.0)	1,008.50
FY 19/20	1,080.00	15.0	1,019.00
FY 18/19	1,065.00	47.0	959.50
FY 17/18	1,018.00	46.0	916.50
FY 16/17	972.00	(64.0)	887.50
FY 15/16	1,036.00	(6.0)	931.00
FY 14/15	1,042.00	(30.0)	955.50
FY 13/14	1,072.00	71.0	972.00
FY 12/13	1,001.00	N/A	902.50

* From CDE Funding Worksheets



Strasburg School District 31 J

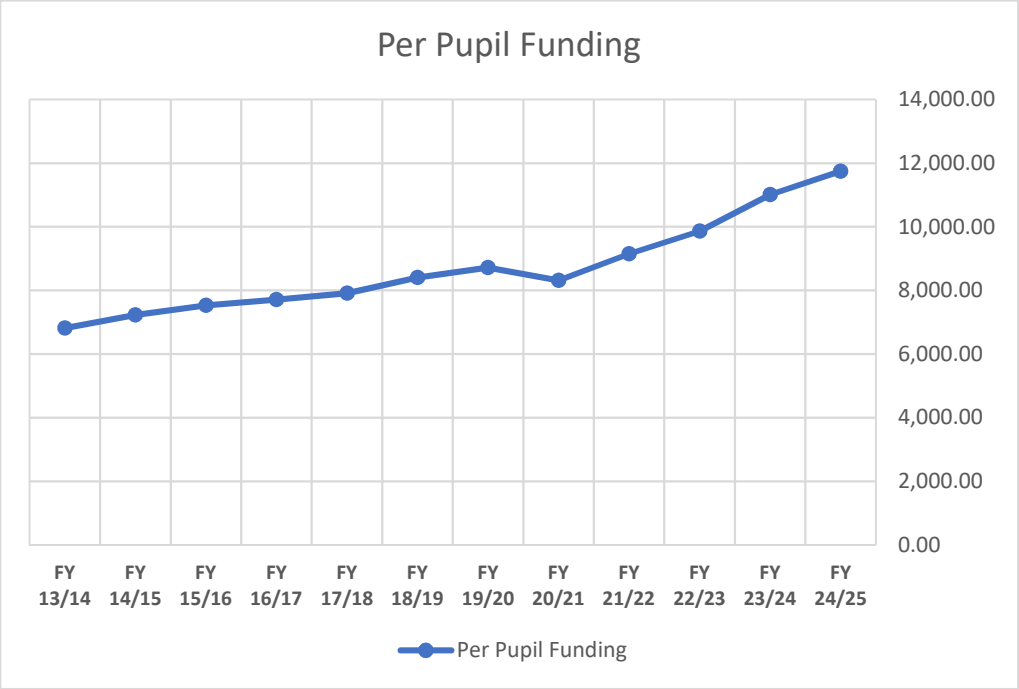
Revised Budget

Per Pupil Funding History

FY 2024/25

Fiscal Year	Per Pupil Funding
FY 24/25	11,747.19
FY 23/24	11,005.70
FY 22/23	9,867.46
FY 21/22	9,151.74
FY 20/21	8,319.36
FY 19/20	8,719.38
FY 18/19	8,403.50
FY 17/18	7,916.58
FY 16/17	7,713.12
FY 15/16	7,533.17
FY 14/15	7,229.99
FY 13/14	6,816.93

* From CDE Funding Worksheets



Individual Fund Statements

Strasburg School District 31 J

Revised Budget

General Fund Summary

FY 2024/25

	Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Beginning Fund Balance						
Restricted - TABOR	0	511,000	511,000	511,000	17,000	528,000
All Other Fund Balance	5,029,978	5,471,658	5,139,658	2,607,273	2,937,480	5,544,753
Total Beginning Fund Balance	5,029,978	5,982,658	5,650,658	3,118,273	2,954,480	6,072,753
Revenues						
Local Revenue	4,200,822	4,388,183	7,089,620	5,037,887	(406,032)	4,631,855
Intermediate Revenue	392	521	665	665	(308)	357
State Revenue	7,678,843	9,219,354	9,958,103	10,090,135	392,214	10,482,349
Federal Revenue	474,581	204,086	192,147	100,881	8,270	109,151
Transfers/Allocations	0	(50,000)	0	(50,000)	(2,110,000)	(2,160,000)
Total Revenues	12,354,638	13,762,145	17,240,535	15,179,568	(2,115,857)	13,063,711
Total Resources Available	17,384,616	19,744,803	22,891,193	18,297,841	838,623	19,136,464
Expenditures						
Instructional Services	6,851,630	7,662,422	8,518,380	9,011,653	186,720	9,198,373
Pupil Services	467,863	576,094	629,275	650,385	82,111	732,496
Instr. Staff Support	197,557	224,631	407,013	355,238	9,804	365,042
General Administration	392,529	491,590	459,118	430,944	(9,917)	421,027
School Administration	876,814	906,780	1,072,003	1,169,514	(7,306)	1,162,208
Business Services	190,298	207,710	236,943	381,217	(149,820)	231,397
Maintenance & Operations	1,657,661	2,150,310	2,120,687	2,183,451	(72,601)	2,110,850
Transportation Services	412,113	542,641	748,905	458,369	137,894	596,263
Central Services	355,492	332,753	549,895	532,492	(14,549)	517,943
Other Services	0	999,213	2,117,472	6,304	153,239	159,543
Total Expenditures	11,401,958	14,094,145	16,859,691	15,179,568	315,575	15,495,143
Other Financing Uses						
Transfers Out	0	0	0	0	0	0
Total Other Financing Uses	0	0	0	0	0	0
Surplus/(Deficit)	952,680	(332,000)	380,844	(0)	(2,431,432)	(2,431,432)
Fund Balances						
Restricted - TABOR	511,000	511,000	528,000	511,000	17,000	528,000
All Other Fund Balance	5,471,658	5,139,658	5,503,502	2,607,273	506,048	3,113,321
Total Fund Balance	5,982,658	5,650,658	6,031,502	3,118,273	523,048	3,641,321
Total Expenditures & Fund Balance				18,297,841	838,623	19,136,464
Total Appropriation				$18,297,841		$19,136,464

Strasburg School District 31 J

Revised Budget

General Fund Revenue Detail

FY 2024/25

	Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Local Revenues						
1110 Property Taxes	3,200,784	3,176,966	3,449,111	4,010,867	(472,990)	3,537,877
1110 Property Taxes - MLO	300,000	300,000	300,000	300,000	0	300,000
1120 Specific Ownership Taxes (SFA)	0	0	0	0	0	0
1120 Specific Ownership Taxes	257,772	284,531	437,032	250,000	0	250,000
1140 Delinquent Taxes & Interest	5,175	4,897	3,736	4,500	0	4,500
1141 Abatement	0	0	0	0	0	0
1300 Tuition	262,306	290,408	325,678	307,820	(5,962)	301,858
1400 Transportation Fees	0	0	0	0	0	0
1500 Earnings on Investments	7,671	98,991	161,719	50,000	25,000	75,000
1700 Pupil Activity Fees	95,270	94,725	89,527	89,700	0	89,700
1800 Community Services Fees	0	0	0	0	0	0
19XX Other Local Revenues	71,844	137,664	2,322,815	25,000	47,920	72,920
Total Local Revenues	4,200,822	4,388,183	7,089,620	5,037,887	(406,032)	4,631,855
Intermediate Revenue						
Mineral Lease	392	521	665	665	(308)	357
Other Intermediate Revenue	0	0	0	0	0	0
Total Intermediate Revenue	392	521	665	665	(308)	357
State Revenue						
State Equalization	6,915,831	7,962,953	8,559,167	9,090,884	392,497	9,483,380
State Equalization-Audit Adj	0	0	0	(16,670)	0	(16,670)
At-Risk Funding	4,161	5,288	5,673	0	0	0
State Match for MLO			49,524			
3130 Special Education	205,907	298,599	360,155	278,209	15,633	293,842
3139 ELPA Supplement	0			0	0	0
3140 English Language Proficiency	22,319	30,868	38,056	38,056	(4,215)	33,841
Career Success Pilot Program	0			0	5,632	5,632
3142 Colorado Early Childhood Revenue	18,000			0	0	0
3150 Gifted & Talented	8,988	9,282	9,836	9,836	(345)	9,491
3160 Transportation	85,096	73,526	106,184	96,190	(855)	95,335
3206 Library Grant	5,000	5,000	5,000	0	5,000	5,000
3227 School Turn Around Leaders (EASI)	0	24,500	55,500	0	0	0
3230 Small & Large Rural	179,634	218,330	192,014	0	0	0
3259 Read Act	27,297	34,763	40,578	38,630	0	38,630
3270 AP Exam Fee Grant				0	267	267
3291 New Comer Funding (HB 124-1389)			29,016			
3292 Summer EBT			1,900			
3293 Vaping Prevention Education				0	91,500	91,500
3897 Universal Preschool	0	0	460,132	410,000	0	410,000
3951 School Safety Grant	0	140,128	13,270	0	0	0
3281 At Risk Mitigation	68,080	0		0	0	0
3250 KDG Furniture Grant	13,295	3,504		0	0	0
3898 State Paid PERA Contribution	125,236	412,614	32,099	145,000	(112,901)	32,099
Total State Revenues	7,678,843	9,219,354	9,958,103	10,090,135	392,214	10,482,349
Federal Revenue						
CRF Funding	0	0	0	0	0	0
ESSA Title Funds	28,157	68,322	81,456	79,797	0	79,797
ESSER Relief Funds	281,493	73,742	996	0	5,168	5,168
Other Federal Revenue	164,931	62,022	109,695	21,084	3,102	24,186
Total Federal Revenues	474,581	204,086	192,147	100,881	8,270	109,151
Transfers/Allocations						
5241 Building Fund	0	0	0	0	(2,060,000)	(2,060,000)
5221 Food Service	0	(50,000)	0	(50,000)	(50,000)	(100,000)
5223 Pupil Activity Fund	0	0	0	0	0	0
Total Transfers/Allocations	0	(50,000)	0	(50,000)	(2,110,000)	(2,160,000)
Total Revenues	12,354,638	13,762,145	17,240,535	15,179,568	(2,115,857)	13,063,711

Strasburg School District 31 J

Revised Budget

General Fund Expenditures Summary

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Instruction (11)							
01XX	Salaries	3,708,722	3,797,309	4,280,194	4,417,420	(55,791)	4,361,629
02XX	Employee Benefits	1,268,456	1,530,935	1,382,980	1,589,217	(82,218)	1,506,999
03XX	Professional Services	994	34,123	57,826	24,500	0	24,500
04XX	Property Services	47,266	50,387	50,712	48,128	0	48,128
05XX	Other Services	45,823	53,054	117,341	116,240	(15,000)	101,240
06XX	Supplies & Materials	246,922	291,836	426,496	314,077	0	314,077
07XX	Equipment	134,274	203,852	97,951	61,500	4,500	66,000
08XX	Other Objects	0	5,725	0	0	0	0
09XX	Other Uses	7,513	0	0	0	0	0
Total Instruction		5,459,970	5,967,222	6,413,501	6,571,083	(148,509)	6,422,574
Special Education (12)							
01XX	Salaries	403,482	496,967	601,933	590,207	7,614	597,821
02XX	Employee Benefits	118,477	148,675	164,718	159,676	19,171	178,847
03XX	Professional Services	30,868	26,490	129	1,000	19,000	20,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	451,418	594,167	746,546	936,499	240,091	1,176,589
06XX	Supplies & Materials	6,415	3,040	3,153	5,800	0	5,800
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Special Education		1,010,661	1,269,339	1,516,479	1,693,182	285,876	1,979,058
Career & Technical Education (13)							
01XX	Salaries	300	0	0	85,474	29,151	114,626
02XX	Employee Benefits	0	0	0	28,402	11,069	39,471
03XX	Professional Services	0	0	0	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	0	0	0	25,000	5,632	30,632
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Career & Technical Education		300	0	0	138,876	45,853	184,730
Cocurricular Education (14)							
01XX	Salaries	191,179	209,111	340,135	341,796	0	341,796
02XX	Employee Benefits	51,708	61,396	97,005	80,515	0	80,515
03XX	Professional Services	35,174	34,713	42,388	52,000	5,000	57,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	102,638	120,640	108,872	134,200	(1,500)	132,700
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Cocurricular Education		380,700	425,861	588,400	608,512	3,500	612,012

Strasburg School District 31 J

Revised Budget

General Fund Expenditures Summary

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Student Support Svcs (21)						0	
01XX	Salaries	273,345	328,719	370,705	381,859	20,723	402,582
02XX	Employee Benefits	102,216	142,349	128,925	146,766	(4,662)	142,104
03XX	Professional Services	47,280	53,137	73,582	57,000	16,050	73,050
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	42,255	47,341	51,273	57,410	8,500	65,910
06XX	Supplies & Materials	2,768	4,548	4,670	6,950	41,500	48,450
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	120	400	0	400
09XX	Other Uses	0	0	0	0	0	0
Total Student Support Svcs		467,863	576,094	629,275	650,385	82,111	732,496
Instr Staff Support Svcs (22)							
01XX	Salaries	119,512	123,489	212,602	201,464	5,322	206,786
02XX	Employee Benefits	41,426	48,195	70,390	75,124	(518)	74,606
03XX	Professional Services	16,095	37,959	111,691	66,800	0	66,800
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	20,525	14,989	12,330	11,850	5,000	16,850
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Staff Support Svcs		197,557	224,631	407,013	355,238	9,804	365,042
General Administration (23)							
01XX	Salaries	213,895	228,343	218,741	197,287	0	197,287
02XX	Employee Benefits	63,282	80,829	64,562	67,657	(3,917)	63,740
03XX	Professional Services	78,809	113,354	111,068	103,500	(6,000)	97,500
04XX	Property Services	4,801	4,134	4,724	5,000	0	5,000
05XX	Other Services	6,576	17,180	17,691	10,000	0	10,000
06XX	Supplies & Materials	7,371	24,016	10,950	25,500	0	25,500
07XX	Equipment	0	0	8,017	0	0	0
08XX	Other Objects	17,795	23,734	23,366	22,000	0	22,000
09XX	Other Uses	0	0	0	0	0	0
Total General Administration		392,529	491,590	459,118	430,944	(9,917)	421,027
School Administration (24)							
01XX	Salaries	642,309	605,221	754,878	808,415	1,937	810,352
02XX	Employee Benefits	179,093	211,471	223,288	267,234	(9,243)	257,991
03XX	Professional Services	0	8,350	7,734	6,000	0	6,000
04XX	Property Services	19,608	22,228	24,366	19,900	0	19,900
05XX	Other Services	4,274	18,863	13,706	18,525	0	18,525
06XX	Supplies & Materials	29,450	37,753	44,187	45,840	0	45,840
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	2,079	2,895	3,844	3,600	0	3,600
09XX	Other Uses	0	0	0	0	0	0
Total School Administration		876,814	906,780	1,072,003	1,169,514	(7,306)	1,162,208

Strasburg School District 31 J

Revised Budget

General Fund Expenditures Summary

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Business Services (25)							
01XX	Salaries	127,715	132,400	165,360	168,016	(2,195)	165,821
02XX	Employee Benefits	33,217	44,391	45,722	50,201	(2,625)	47,576
03XX	Professional Services	24,113	18,977	17,048	10,000	0	10,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	1,490	2,980	3,815	3,000	0	3,000
06XX	Supplies & Materials	2,882	7,433	3,450	148,500	(145,000)	3,500
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	881	1,529	1,549	1,500	0	1,500
09XX	Other Uses	0	0	0	0	0	0
Total Business Services		190,298	207,710	236,943	381,217	(149,820)	231,397
Maintenance & Operations (26)							
01XX	Salaries	552,800	603,634	700,660	686,799	(37,860)	648,939
02XX	Employee Benefits	193,816	241,642	246,233	256,452	(18,597)	237,855
03XX	Professional Services	0	89	951	500	0	500
04XX	Property Services	248,385	441,227	322,439	281,275	(3,500)	277,775
05XX	Other Services	222,198	316,327	363,566	424,925	(12,644)	412,281
06XX	Supplies & Materials	434,175	533,840	478,224	526,000	0	526,000
07XX	Equipment	6,287	13,551	8,613	7,500	0	7,500
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Maintenance & Operations		1,657,661	2,150,310	2,120,687	2,183,451	(72,601)	2,110,850
Student Transportation (27)							
01XX	Salaries	237,434	276,550	257,520	254,268	(25,821)	228,447
02XX	Employee Benefits	66,417	86,496	70,567	73,101	(10,725)	62,376
03XX	Professional Services	306	1,522	1,437	1,100	0	1,100
04XX	Property Services	47,442	68,614	236,264	70,400	174,440	244,840
05XX	Other Services	3,689	15,929	1,057	500	0	500
06XX	Supplies & Materials	56,825	61,009	53,977	59,000	0	59,000
07XX	Equipment	0	32,519	128,082	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Student Transportation		412,113	542,641	748,905	458,369	137,894	596,263
Central Services (28)							
01XX	Salaries	124,665	121,505	208,031	219,705	(10,424)	209,281
02XX	Employee Benefits	41,635	49,636	69,536	79,287	(4,124)	75,163
03XX	Professional Services	16,773	12,365	59,614	55,000	0	55,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	65,188	48,134	64,434	57,000	0	57,000
06XX	Supplies & Materials	81,962	101,114	148,279	121,000	0	121,000
07XX	Equipment	25,146	0	0	0	0	0
08XX	Other Objects	125	0	0	500	0	500
09XX	Other Uses	0	0	0	0	0	0
Total Central Services		355,492	332,753	549,895	532,492	(14,549)	517,943

Strasburg School District 31 J

Revised Budget

General Fund Expenditures Summary

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Community Services (33)							
01XX	Salaries	0	0	0	0	0	0
02XX	Employee Benefits	0	0	0	0	0	0
03XX	Professional Services	0	0	0	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	0	0	0	0	0	0
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Community Services		0	0	0	0	0	0
Property Services (4x)							
01XX	Salaries	0	0	0	0	0	0
02XX	Employee Benefits	0	0	0	0	0	0
03XX	Professional Services	0	34,878	0	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	0	0	0	2,304	0	2,304
07XX	Equipment	0	964,335	2,117,472	4,000	153,239	157,239
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Property Services		0	999,213	2,117,472	6,304	153,239	159,543
Total Expenditures		$11,401,958	$14,094,145	$16,859,691	$15,179,568	$315,575	$15,495,143

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Instruction (11)

Program Description:

Included in this program are the expenditures incurred in planned learning activities and experiences that provide students in schools of all levels (K-12). Non-salary and benefit accounts represent funds allocated to schools (principals) based on the student count for each school. The Superintendent determines the number of FTE for each category of position based on the unique needs of each school.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Instruction (11)							
011X	Salaries	3,708,722	3,797,309	4,280,194	4,417,420	(55,791)	4,361,629
02XX	Employee Benefits	1,268,456	1,530,935	1,382,980	1,589,217	(82,218)	1,506,999
03XX	Professional Services	994	34,123	57,826	24,500	0	24,500
04XX	Property Services	47,266	50,387	50,712	48,128	0	48,128
05XX	Other Services	45,823	53,054	117,341	116,240	(15,000)	101,240
06XX	Supplies & Materials	246,922	291,836	426,496	314,077	0	314,077
07XX	Property	134,274	203,852	97,951	61,500	4,500	66,000
08XX	Other Objects	0	5,725	0	0	0	0
09XX	Other Uses	7,513	0	0	0	0	0
Total Instruction		5,459,970	5,967,222	6,413,501	6,571,083	(148,509)	6,422,574

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Instruction - Special Education (12)

Program Description:

This budget pays for educational services for students with disabilities and special needs. The primary expenditures for this program are the salaries and benefits costs for special education staff. Special Education expenditures in the General Fund are eligible for a partial reimbursement from the State of Colorado Special Education categorical funding as dictated by the Colorado public school finance act of 1994.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Special Education (12)							
011X	Salaries	403,482	496,967	601,933	590,207	7,614	597,821
02XX	Employee Benefits	118,477	148,675	164,718	159,676	19,171	178,847
03XX	Professional Services	30,868	26,490	129	1,000	19,000	20,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	451,418	594,167	746,546	936,499	240,091	1,176,589
06XX	Supplies & Materials	6,415	3,040	3,153	5,800	0	5,800
07XX	Property	0	0		0	0	0
08XX	Other Objects	0	0		0	0	0
09XX	Other Uses	0	0		0	0	0
Total Special Education		1,010,661	1,269,339	1,516,479	1,693,182	285,876	1,979,058

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Instruction - Career & Technical Education (CTE) (13)

Program Description:

This budget is used for students in state approved vocational programs operating in secondary schools. Expenditures made from this program are eligible for reimbursement from the Colorado Vocational Act at a rate of approximately 30%. The reimbursement revenue is a state categorical funding element from the Colorado public school finance act of 1994 and is listed in the General Fund under state revenues.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Career & Technical Education (13)							
011X	Salaries	300	0	0	85,474	29,151	114,626
02XX	Employee Benefits	0	0	0	28,402	11,069	39,471
03XX	Professional Services	0	0	0	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	0	0	0	25,000	5,632	30,632
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Career & Technical Education		300	0	0	138,876	45,853	184,730

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Instruction - Co-Curricular Activities (14)

Program Description:

This program supports athletic programs and competition. These programs promote student self-esteem, school spirit and physical and mental fitness. Expenditures of this program include salaries and benefits of staff, sports dues and fees, game officials, sports transportation and sports equipment.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Co-Curricular Instruction (14)							
011X	Salaries	191,179	209,111	340,135	341,796	0	341,796
02XX	Employee Benefits	51,708	61,396	97,005	80,515	0	80,515
03XX	Professional Services	35,174	34,713	42,388	52,000	5,000	57,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	102,638	120,640	108,872	134,200	(1,500)	132,700
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Co-Curricular Instruction		380,700	425,861	588,400	608,512	3,500	612,012

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Student Support Services (2100)

Program Description:

Student support services include all programs and activities in schools that support students but are not directly related to instruction. Examples include school nurses, counselors, social workers and school psychologists.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Student Support Services (21)							
011X	Salaries	273,345	328,719	370,705	381,859	20,723	402,582
02XX	Employee Benefits	102,216	142,349	128,925	146,766	(4,662)	142,104
03XX	Professional Services	47,280	53,137	73,582	57,000	16,050	73,050
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	42,255	47,341	51,273	57,410	8,500	65,910
06XX	Supplies & Materials	2,768	4,548	4,670	6,950	41,500	48,450
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	0	0	120	400	0	400
09XX	Other Uses	0	0	0		0	
Total Student Support Services		467,863	576,094	629,275	650,385	82,111	732,496

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Instructional Staff Services (2200)

Program Description:

Student support services include all programs and activities in schools that support students but are not directly related to instruction. Examples include media specialist, media services, and athletic director.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Instruct Support Services (22)							
011X	Salaries	119,512	123,489	212,602	201,464	5,322	206,786
02XX	Employee Benefits	41,426	48,195	70,390	75,124	(518)	74,606
03XX	Professional Services	16,095	37,959	111,691	66,800	0	66,800
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	20,525	14,989	12,330	11,850	5,000	16,850
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Student Support Services		197,557	224,631	407,013	355,238	9,804	365,042

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: General Administration (2300)

Program Description:

General administration is the primary central administration program of the district. This program includes the superintendent's office, Board of Education, legal fees, audit fees, and property tax collection fees. While other administrative costs show up in the 2500-2800 programs, this program is the "general" administration program that is required by the Colorado uniform chart of accounts.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
General Administration (23)							
011X	Salaries	213,895	228,343	218,741	197,287	0	197,287
02XX	Employee Benefits	63,282	80,829	64,562	67,657	(3,917)	63,740
03XX	Professional Services	78,809	113,354	111,068	103,500	(6,000)	97,500
04XX	Property Services	4,801	4,134	4,724	5,000	0	5,000
05XX	Other Services	6,576	17,180	17,691	10,000	0	10,000
06XX	Supplies & Materials	7,371	24,016	10,950	25,500	0	25,500
07XX	Property	0	0	8,017	0	0	0
08XX	Other Objects	17,795	23,734	23,366	22,000	0	22,000
09XX	Other Uses	0	0	0	0	0	0
Total General Administration		392,529	491,590	459,118	430,944	(9,917)	421,027

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: School Administration (2400)

Program Description:

This program is used to account for expenditures related to school administration. The program includes Principals, Asst. Principals and School Secretaries for staffing. This program also accounts for all non-instructional expenditures or expenses not included in the classroom.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
School Administration (24)							
011X	Salaries	642,309	605,221	754,878	808,415	1,937	810,352
02XX	Employee Benefits	179,093	211,471	223,288	267,234	(9,243)	257,991
03XX	Professional Services	0	8,350	7,734	6,000	0	6,000
04XX	Property Services	19,608	22,228	24,366	19,900	0	19,900
05XX	Other Services	4,274	18,863	13,706	18,525	0	18,525
06XX	Supplies & Materials	29,450	37,753	44,187	45,840	0	45,840
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	2,079	2,895	3,844	3,600	0	3,600
09XX	Other Uses	0	0	0	0	0	0
Total Instruction		876,814	906,780	1,072,003	1,169,514	(7,306)	1,162,208

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Business Services (2500)

Program Description:

The Business Services program records and accounts for the financial operations of the district. The primary functions include financial and General Ledger reporting, accounts payable, accounts receivable and payroll. Other functions of the Business Services program include grants accounting and most CDE compliance reporting.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Business Services (25)							
011X	Salaries	127,715	132,400	165,360	168,016	(2,195)	165,821
02XX	Employee Benefits	33,217	44,391	45,722	50,201	(2,625)	47,576
03XX	Professional Services	24,113	18,977	17,048	10,000	0	10,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	1,490	2,980	3,815	3,000	0	3,000
06XX	Supplies & Materials	2,882	7,433	3,450	148,500	(145,000)	3,500
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	881	1,529	1,549	1,500	0	1,500
09XX	Other Uses	0	0	0	0	0	0
Total Business Services		190,298	207,710	236,943	381,217	(149,820)	231,397

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Maintenance & Operations (2600)

Program Description:

The Maintenance & Operations program includes all of the costs of maintaining the district's facilities and grounds. The expenditures include construction, electrical, mechanical/HVAC, plumbing and grounds.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Maintenance & Operations (26)							
011X	Salaries	552,800	603,634	700,660	686,799	(37,860)	648,939
02XX	Employee Benefits	193,816	241,642	246,233	256,452	(18,597)	237,855
03XX	Professional Services	0	89	951	500	0	500
04XX	Property Services	248,385	441,227	322,439	281,275	(3,500)	277,775
05XX	Other Services	222,198	316,327	363,566	424,925	(12,644)	412,281
06XX	Supplies & Materials	434,175	533,840	478,224	526,000	0	526,000
07XX	Property	6,287	13,551	8,613	7,500	0	7,500
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Maintenance & Operations		1,657,661	2,150,310	2,120,687	2,183,451	(72,601)	2,110,850

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Transportation (2700)

Program Description:

The Transportation program accounts for all of the expenditures to operate the district's transportation fleet. This includes bus drivers and monitors, fuel and parts for repairs. Also paid for by this program are a variety of requirements to include mobile radio support, administration of required testing, printing for safety rules and regulations and other miscellaneous expenses of operating a vehicle fleet.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Transportation (27)							
011X	Salaries	237,434	276,550	257,520	254,268	(25,821)	228,447
02XX	Employee Benefits	66,417	86,496	70,567	73,101	(10,725)	62,376
03XX	Professional Services	306	1,522	1,437	1,100	0	1,100
04XX	Property Services	47,442	68,614	236,264	70,400	174,440	244,840
05XX	Other Services	3,689	15,929	1,057	500	0	500
06XX	Supplies & Materials	56,825	61,009	53,977	59,000	0	59,000
07XX	Property	0	32,519	128,082	0	0	0
08XX	Other Objects	0	0		0	0	0
09XX	Other Uses	0	0		0	0	0
Total Transportation		412,113	542,641	748,905	458,369	137,894	596,263

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Central Services/Human Resources (2800)

Program Description:

The Central Services program series typically account for the expenditures related to Human Resources and Information Technology. This includes the staffing, software costs and any other costs related to employee hiring, evaluation and dismissal.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Central Services (28)							
011X	Salaries	124,665	121,505	208,031	219,705	(10,424)	209,281
02XX	Employee Benefits	41,635	49,636	69,536	79,287	(4,124)	75,163
03XX	Professional Services	16,773	12,365	59,614	55,000	0	55,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	65,188	48,134	64,434	57,000	0	57,000
06XX	Supplies & Materials	81,962	101,114	148,279	121,000	0	121,000
07XX	Property	25,146	0		0	0	0
08XX	Other Objects	125	0		500	0	500
09XX	Other Uses	0	0		0	0	0
Total Central Services		355,492	332,753	549,895	532,492	(14,549)	517,943

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Property Services (4000)

Program Description:

The Property Services program accounts for all capital construction in the General Fund. While most of these expenditures are currently accounted for in the Capital Reserve Fund, it is possible that this program will be re-instated in the future.

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Property Services (40)							
011X	Salaries	0	0	0	0	0	0
01XX	Supplemental Pay & Stipends	0	0	0	0	0	0
02XX	Employee Benefits	0	0	0	0	0	0
03XX	Professional Services	0	34,878	0	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	0	0	0	2,304	0	2,304
07XX	Property	0	964,335	2,117,472	4,000	153,239	157,239
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Property Services		0	999,213	2,117,472	6,304	153,239	159,543

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

School Budgets

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Strasburg Elementary School

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Strasburg Elementary (110)							
011X	Salaries	2,240,658	2,424,531	2,553,469	2,567,302	11,245	2,578,546
02XX	Employee Benefits	725,263	1,009,032	796,579	935,969	(71,116)	864,852
03XX	Professional Services	8,137	27,627	7,659	26,350	20,000	46,350
04XX	Property Services	21,666	26,013	27,152	25,000	0	25,000
05XX	Other Services	810	6,940	5,212	9,775	0	9,775
06XX	Supplies & Materials	113,989	162,250	172,728	136,530	0	136,530
07XX	Property	15,681	10,472	11,903	2,000	0	2,000
08XX	Other Objects	7,988	6,175	1,524	1,200	0	1,200
09XX	Other Uses	0	0		0	0	0
Total Transportation		3,134,191	3,673,040	3,576,225	3,704,126	(39,872)	3,664,254

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Strasburg Preschool

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Strasburg Preschool (120)							
011X	Salaries			347,024	363,843	(1,346)	362,497
02XX	Employee Benefits			102,561	109,343	(310)	109,033
03XX	Professional Services			356	500	0	500
04XX	Property Services			7,890	0	0	0
05XX	Other Services			30,482	0	0	0
06XX	Supplies & Materials			669	8,000	0	8,000
07XX	Property				0	0	0
08XX	Other Objects				0	0	0
09XX	Other Uses				0	0	0
Total Transportation		0	0	488,983	481,686	(1,656)	480,030

Strasburg School District 31 J
Revised Budget
Elementary School Staffing Allocations
FY 2024/25

	PreK*	K-2	3-5	Total
Projected Enrollment	88	217	237	542
District Targeted Ratio	16:1	20:1	23:1	
School Allocation	5.5	10.9	10.3	26.7

FTE	*# of Students*	*General Fund Original*	*SPED*	*Title I*	*Other Grants*	*Conversion*	*Increase/ Decrease*	*2024-2025 FTE + Increase/Decrease*	*Vacancies*
Certified									
Principal		1.0						1.0	
Asst. Principal		1.0						1.0	
Preschool Director		0.0			1.0			1.0	
Classroom Teachers								0.0	
Preschool	88	0.0			4.0			4.0	
Kindergarten	74	4.0						4.0	
1st Grade	66	4.0						4.0	
2nd Grade	77	4.0						4.0	
3rd Grade	84	4.0						4.0	
4th Grade	72	4.0						4.0	
5th Grade	81	4.0						4.0	
Music Teacher	454	1.0						1.0	
PE Teacher	454	2.0						2.0	
Art Teacher	454	1.0						1.0	
Title I Teachers	127			1.0				1.0	
Math Interventionist		1.0						1.0	
English Language Learner	77	2.0						2.0	
Gifted and Talented	13							0.0	
Counselor	542	1.0						1.0	
Special Education Teacher	102		3.0					3.0	
Positions by Funding Source		**34.0**	**3.0**	**1.0**	**5.0**	**0.0**	**0.0**	**43.0**	**0.0**
Classified									
Building Secretary		1.0						1.0	
Para (Office)		1.0						1.0	
Para (Library)		1.0						1.0	
Para (Math Interventionist)		1.0						1.0	
Para (SPED)			7.1				0.4	7.5	1.0
Para (Preschool)					4.2			4.2	
Para (ELL)		0.0						0.0	
Para (Title I)				1.0				1.0	
Positions by Funding Source		**4.0**	**7.1**	**1.0**	**4.2**	**0.0**	**0.4**	**16.7**	**1.0**
Grand Total		**38.0**	**10.1**	**2.0**	**9.2**		**0.4**	**59.7**	**1.0**

19	25	20:01
17	22	20:01
19	26	20:01
19	28	23:01
18	24	23:01
20	27	23:01

Pre School*:
Pre School (Full Day)-2 Classes
Pre School (Half Day)-4 Classes

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Hemphill Middle School

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Hemphill Middle School (120)							
011X	Salaries	1,185,183	1,206,157	1,393,299	1,475,854	306	1,476,160
02XX	Employee Benefits	378,827	414,851	462,518	491,421	17,470	508,891
03XX	Professional Services	33,112	38,523	88,789	2,650	0	2,650
04XX	Property Services	11,822	14,015	12,785	11,528	0	11,528
05XX	Other Services	2,936	5,894	3,954	4,250	0	4,250
06XX	Supplies & Materials	84,815	73,865	143,413	117,007	0	117,007
07XX	Property	2,636	4,449	19,517	0	4,500	4,500
08XX	Other Objects	1,085	545	1,245	1,200	0	1,200
09XX	Other Uses	0	0	0	0	0	0
Total Transportation		1,700,417	1,758,300	2,125,520	2,103,910	22,276	2,126,186

Strasburg School District 31 J

Revised Budget

Middle School Staffing Allocations

FY 2024/25

Projected Enrollment	250
District Targeted Ratio	26:1
School Allocation	9.62

FTE	*# of Students*	*General Fund Original*	*SPED*	*Title I*	*Other Grants*	*Conversion*	*Increase/ Decrease*	*2022-2023 FTE + Appeals*	*Vacancies*
Certified									
Principal		1.0						1.0	
Asst. Principal		1.0						1.0	
Classroom Teachers		13.0						13.0	
6th Grade	77							0.0	
7th Grade	89							0.0	
8th Grade	84							0.0	
Music Teacher		0.5						0.5	
PE Teacher	250	2.0						2.0	
Spanish Teacher		0.5						0.5	
Art Teacher		1.0						1.0	
English Language Learner	38	0.0						0.0	
Gifted and Talented	10							0.0	
Counselor	250	1.0						1.0	
Special Education Teacher	34		1.0					1.0	
Positions by Funding Source		**20.0**	**1.0**	**0.0**	**0.0**	**0.0**	**0.0**	**21.0**	**0.0**
Classified									
Building Secretary		1.4				-0.4		1.0	
Para (General)		2.6				1.4	-1.0	3.0	
Para (SPED)			2.0			-1.0	1.0	2.0	
ELL								0.0	
Positions by Funding Source		**4.0**	**2.0**	**0.0**	**0.0**	**0.0**	**0.0**	**6.0**	**0.0**
Grand Total		**24.0**	**3.0**	**0.0**	**0.0**		**0.0**	**27.0**	**0.0**

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Strasburg High School

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Strasburg High School (310)							
011X	Salaries	1,552,535	1,620,784	1,821,023	1,953,802	(30,565)	1,923,237
02XX	Employee Benefits	508,604	580,898	556,426	640,692	(8,035)	632,657
03XX	Professional Services	5,838	26,224	6,545	3,300	0	3,300
04XX	Property Services	28,717	28,007	30,402	26,900	0	26,900
05XX	Other Services	43,386	57,099	121,570	120,250	(15,000)	105,250
06XX	Supplies & Materials	170,731	189,379	204,957	260,150	4,132	264,282
07XX	Property	1,903	9,057	493	0	0	0
08XX	Other Objects	520	1,900	475	1,200	0	1,200
09XX	Other Uses	0	0	0	0	0	0
Total Transportation		2,312,235	2,513,347	2,741,890	3,006,293	(49,467)	2,956,826

Strasburg School District 31 J

Revised Budget

Strasburg High School Staffing Allocations

FY 2024/25

Projected Enrollment	386
District Targeted Ratio	30:1
School Allocation	12.87

FTE	*# of Students*	*General Fund Original*	*SPED*	*Title I*	*Other Grants*	*Conversion*	*Increase/ Decrease*	*2023-2024 FTE + Appeals*	*Vacancies*
Certified									
Principal		1.0						1.0	
Asst. Principal		1.0						1.0	
Dean		1.0						1.0	
Classroom Teachers		14.0						14.0	
9th	91								
10th	100								
11th	105								
12th	90								
Music Teacher		0.5						0.5	
PE Teacher		3.0						3.0	
Art Teacher		1.0						1.0	
English Language Learner	40	0.4					0.2	0.6	
Spanish Teacher		1.0						1.0	
Gifted and Talented	28							0.0	
Counselor	386	1.0						1.0	
Special Education Teacher	41		2.0					2.0	
Positions by Funding Source		**23.9**	**2.0**	**0.0**	**0.0**	**0.0**	**0.2**	**26.1**	**0.0**
Classified									
Buidling Secretary		1.0						1.0	
Administrative Asst.-Counselor		1.0						1.0	
Para (Library)		1.0						1.0	
Para (SPED)			1.0				-1.0	0.0	
Para (ELL)		1.0						1.0	
Positions by Funding Source		**4.0**	**1.0**	**0.0**	**0.0**	**0.0**	**-1.0**	**4.0**	**0.0**
Grand Total		**27.9**	**3.0**	**0.0**	**0.0**		**-0.8**	**30.1**	**0.0**

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Prairie Creeks High School

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Prairie Creeks High School (320)							
011X	Salaries	93,385	92,318	101,776	129,470	458	129,928
02XX	Employee Benefits	34,240	36,397	37,329	47,243	121	47,364
03XX	Professional Services	32,991	44,566	58,384	60,000	(1,000)	59,000
04XX	Property Services	4,669	4,579	4,740	4,600	0	4,600
05XX	Other Services	2,966	0	0	0	0	0
06XX	Supplies & Materials	16,271	19,923	16,657	20,500	0	20,500
07XX	Property	2,570	46,959	86	1,000	0	1,000
08XX	Other Objects	0	0	600	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Transportation		187,091	244,743	219,572	262,813	(421)	262,391

Strasburg School District 31 J

Revised Budget

Prairie Creeks High School Staffing Allocations

FY 2024/25

Projected Enrollment	36
District Targeted Ratio	22:1
School Allocation	1.64

FTE	*# of Students*	*General Fund Original*	*SPED*	*Title I*	*Other Grants*	*Conversion*	*Increase/ Decrease*	*2022-2023 FTE + Appeals*	*Vacancies*
Certified									
Principal	36	1.0						1.0	
Life Skills Technician	36	0.5						0.5	0.5
Positions by Funding Source		**0.5**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**1.5**	**0.5**
Classified									
Administrative Assistant	36	1.0						1.0	
Positions by Funding Source		**1.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**1.0**	**0.0**
Grand Total		**1.5**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**2.5**	**0.5**

Purchased Services:	
Counseling:	$53,000/year

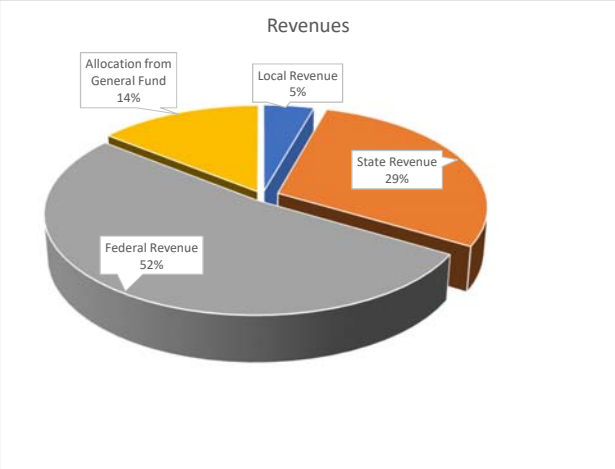
Strasburg School District 31 J
Revised Budget
Central Services Staffing Allocations
FY 2024/25

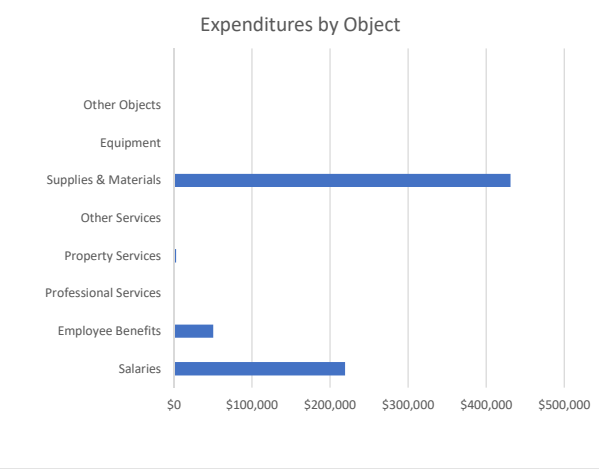
Projected Enrollment	1,180.00

FTE	*# of Students/ Staff*	*General Fund Original*	*Other Grants*	*Conversion*	*Increase/ Decrease*	*2022-2023 FTE + Appeals*	*Vacancies*
Superintendent	1,180.0	1.0				1.0	
Exec. Asst. Superintendent	1,180.0	1.0				1.0	
Fiscal Services/Central Registration	590.0	2.0			-0.2	1.8	
Human Resources	1,268.0	1.0				1.0	
Transportation Director	1,180.0	1.0				1.0	
Transportation Clerk	1,187.0	0.5				0.5	
Transportation	262.2	4.5			-1.0	3.5	
Food Services Director	1,180.0	1.0				1.0	
Food Services	176.4	6.7			0.5	7.2	
Operations and Maint Director	1,180.0	1.0				1.0	
Custodians	*Sq Ft./Staff*						
Elementary	*18,660.0*	4.0			-1.0	3.0	
Middle School	*14,166.7*	3.0			-0.5	2.5	
High School	*17,000.0*	4.0			-0.5	3.5	
Lead Custodian	1,180.0	1.0				1.0	
Grounds	1,180.0	1.0				1.0	
Maintenance	1,180.0	1.0				1.0	
Social Worker	1,180.0	1.0				1.0	
Athletics	786.7	1.5			-0.3	1.2	
Mail Services	9,440.0	0.1				0.1	
Health Services	590.0	2.0				2.0	
Technology	590.0	2.0				2.0	
Data/Teaching & Learning	1,180.0	1.0				1.0	
Positions by Funding Source		**41.3**	**0.0**	**0.0**	**-3.0**	**38.3**	**0.0**

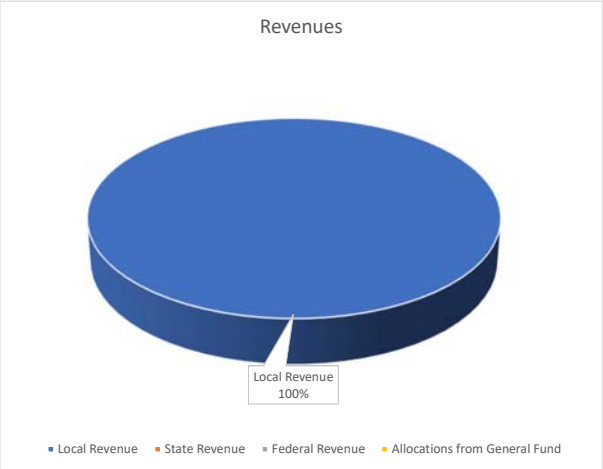
Strasburg School District 31 J
Revised Budget
Other Fund Graphs
FY 2024/25

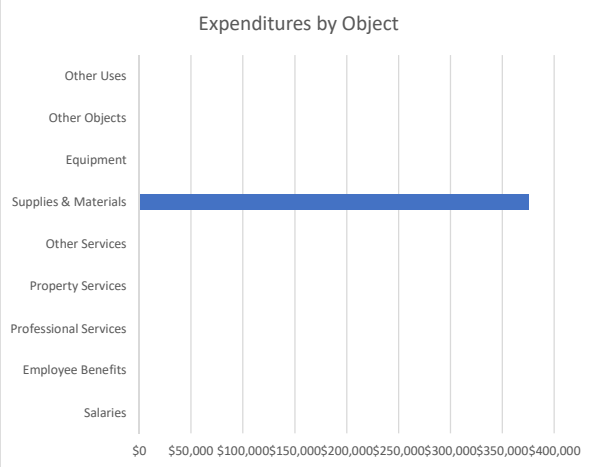
Food Services Fund





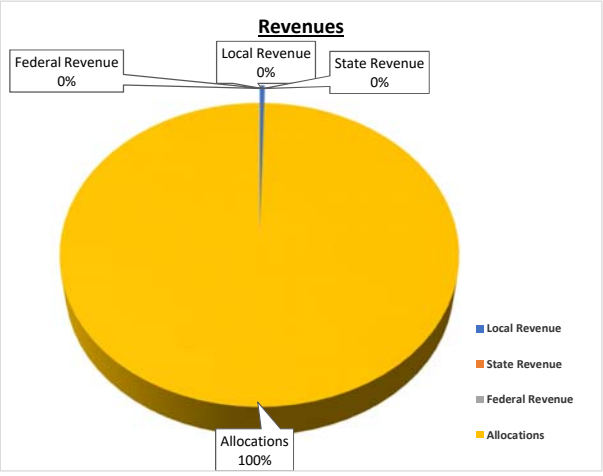
Student Activity Fund

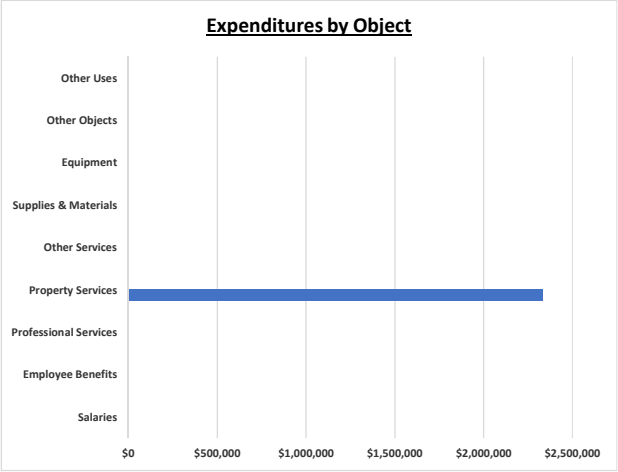




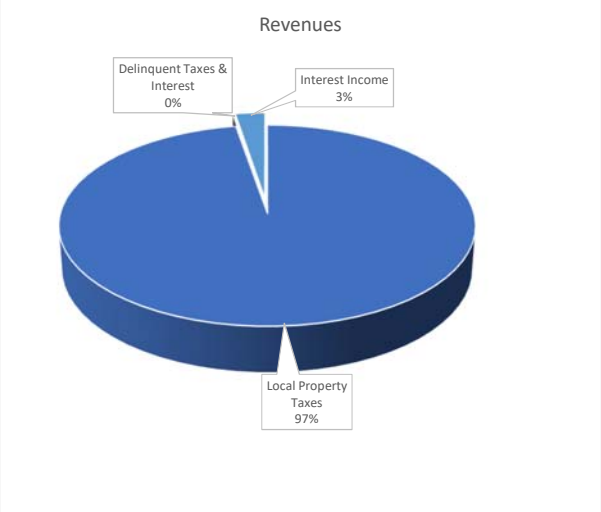
Strasburg School District 31 J
Revised Budget
Other Fund Graphs
FY 2024/25

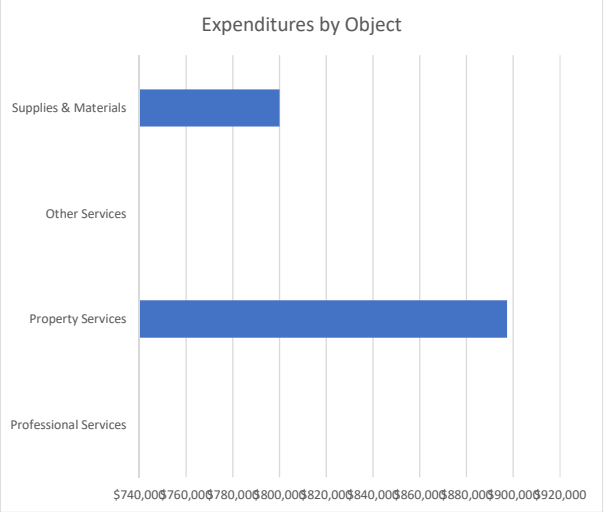
Building Fund





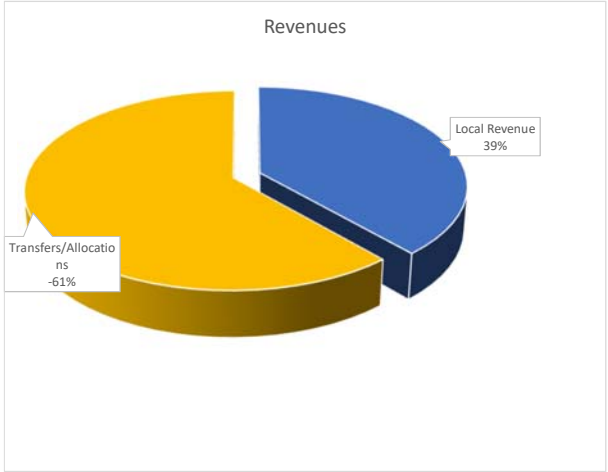
Bond Redemption Fund

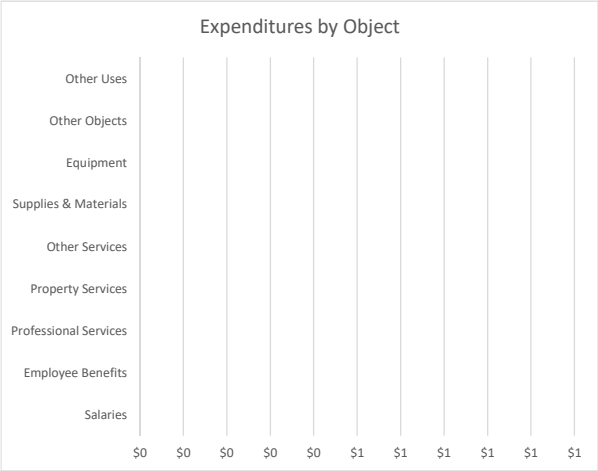




Strasburg School District 31 J
Revised Budget
Other Fund Graphs
FY 2024/25

Capital Reserve Fund





Strasburg School District 31 J

Revised Budget

Food Service Fund (21)

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Beginning Fund Balance							
	Unspendable (Inventory)				13,097	4,773	17,870
	Restricted Fund Balance	37,430	66,760	17,316	4,219	31,489	35,708
Total Beginning Fund Balance		37,430	66,760	17,316	17,316	36,262	53,578
Revenues							
1XXX	Local Revenue	38,918	191,362	33,704	30,800	0	30,800
3XXX	State Revenue	2,968	9,568	358,766	315,700	(112,000)	203,700
4XXX	Federal Revenue	567,035	260,816	432,277	332,500	33,270	365,770
5210	Allocation from General Fund	0	50,000		50,000	50,000	100,000
Total Revenues		608,921	511,746	824,747	729,000	(28,730)	700,270
Total Resources Available		646,351	578,506	842,063	746,316	7,532	753,848
Expenditures							
011X	Salaries	208,770	185,204	208,202	204,631	14,544	219,176
02XX	Employee Benefits	51,331	44,473	54,332	55,868	(5,348)	50,520
03XX	Professional Services	1,949	1,010	2,712	1,200	0	1,200
04XX	Property Services	406	224	604	3,000	0	3,000
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	317,135	306,613	522,635	458,065	(26,911)	431,154
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	23,666	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Expenditures		579,591	561,190	788,485	722,764	(17,714)	705,050
	Surplus/(Deficit)	29,330	(49,444)	36,262	6,236	(11,016)	(4,780)
Fund Balances							
	Unspendable (Inventory)	0	0	0	13,097	4,773	17,870
	Restricted Fund Balance	66,760	17,316	53,578	10,455	20,473	30,928
	Total Fund Balance	66,760	17,316	53,578	23,552	25,246	48,798
	Total Appropriation(Ending Fund Balance + Expense)				746,316		753,848

Strasburg School District 31 J

Revised Budget

Pupil Activity Fund (23)

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Beginning Fund Balance							
	Fund Balance	159,864	207,062	190,938	215,398	(24,042)	191,356
Total Beginning Fund Balance		159,864	207,062	190,938	215,398	(24,042)	191,356
Revenues							
1XXX	Local Revenue	255,420	350,272	366,814	400,000	0	400,000
3XXX	State Revenue					0	
4XXX	Federal Revenue					0	
5210	Allocations from General Fund					0	
Total Revenues		255,420	350,272	366,814	400,000	0	400,000
Total Resources Available		415,284	557,334	557,752	615,398	(24,042)	591,356
Expenditures							
011X	Salaries					0	
02XX	Employee Benefits					0	
03XX	Professional Services					0	
04XX	Property Services					0	
05XX	Other Services					0	
06XX	Supplies & Materials	208,222	366,396	366,396	375,000	0	375,000
07XX	Equipment					0	
08XX	Other Objects					0	
09XX	Other Uses					0	
Total Expenditures		208,222	366,396	366,396	375,000	0	375,000
	Surplus/(Deficit)	47,198	(16,124)	418	25,000	0	25,000
Fund Balances							
	Fund Balance	207,062	190,938	191,356	240,398	(24,042)	216,356
Ending Fund Balances		207,062	190,938	191,356	240,398	(24,042)	216,356

Total Appropriation(Ending Fund Balance + Expense) 615,398 591,356

Strasburg School District 31 J

Revised Budget

Bond Redemption Fund (31)

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Beginning Fund Balance							
	Fund Balance	2,248,483	2,295,439	2,333,777	2,170,490	9,706	2,180,196
Total Beginning Fund Balance		2,248,483	2,295,439	2,333,777	2,170,490	9,706	2,180,196
Revenues							
1110	Local Property Taxes	1,716,795	1,702,769	1,486,491	1,500,000	0	1,500,000
1120	Specific Ownership (if Applicable)					0	
1140	Delinquent Taxes & Interest				2,000	0	2,000
1141	Abatement					0	
1500	Interest Income	27,186	31,800	54,016	25,000	15,000	40,000
1900	Other Local		2,044			0	
Total Revenues		1,743,981	1,736,613	1,540,507	1,527,000	15,000	1,542,000
Total Resources Available		3,992,464	4,032,052	3,874,284	3,697,490	24,706	3,722,196
Expenditures							
03XX	Professional Services					0	
04XX	Property Services					0	
05XX	Other Services					0	
06XX	Supplies & Materials					0	
07XX	Equipment					0	
08XX	Other Objects					0	
5100-0830	Debt Service/Interest	957,025	938,275	919,088	897,400	0	897,400
09XX	Other Uses					0	
5100-0910	Debt Service/Prinicpal	740,000	760,000	775,000	800,000	0	800,000
Total Expenditures		1,697,025	1,698,275	1,694,088	1,697,400	0	1,697,400
	Surplus/(Deficit)	46,956	38,338	(153,581)	(170,400)	15,000	(155,400)
Fund Balances							
	Fund Balance	2,295,439	2,333,777	2,180,196	2,000,090	24,706	2,024,796
Total Ending Fund Balance		2,295,439	2,333,777	2,180,196	2,000,090	24,706	2,024,796

Total Appropriation(Ending Fund Balance + Expense) $3,697,490 $3,722,196

Strasburg School District 31 J

Revised Budget

Debt Amortization Schedule

FY 2024/25

	Bond Series 2012			Bond Series 2021		
Pymt Date	Principal	Interest	Balance	Principal	Interest	Balance
6/1/2012		28,947.86	5,990,000.00			
12/1/2012	120,000.00	74,437.50	5,870,000.00			
6/1/2013		73,237.50	5,870,000.00			
12/1/2013	40,000.00	73,237.50	5,830,000.00			
6/1/2014		72,837.50	5,830,000.00			
12/1/2014	260,000.00	72,837.50	5,570,000.00			
6/1/2015		70,237.50	5,570,000.00			
12/1/2015	265,000.00	70,237.50	5,305,000.00			
6/1/2016		67,587.50	5,305,000.00			
12/1/2016	270,000.00	67,587.50	5,035,000.00			
6/1/2017		64,887.50	5,035,000.00			
12/1/2017	275,000.00	64,887.50	4,760,000.00			
6/1/2018		62,137.50	4,760,000.00			
12/1/2018	280,000.00	62,137.50	4,480,000.00			
6/1/2019		59,337.50	4,480,000.00			
12/1/2019	285,000.00	59,337.50	4,195,000.00			
6/1/2020		56,487.50	4,195,000.00			
12/1/2020	300,000.00	56,487.50	3,895,000.00			
6/1/2021		52,737.50	3,895,000.00		298,888.88	14,635,000.00
12/1/2021	740,000.00	52,737.50	3,155,000.00		430,400.00	14,635,000.00
6/1/2022		43,487.50	3,155,000.00		430,400.00	14,635,000.00
12/1/2022	760,000.00	43,487.50	2,395,000.00		430,400.00	14,635,000.00
6/1/2023		33,987.50	2,395,000.00		430,400.00	14,635,000.00
12/1/2023	775,000.00	33,987.50	1,620,000.00		430,400.00	14,635,000.00
6/1/2024		24,300.00	1,620,000.00		430,400.00	14,635,000.00
12/1/2024	800,000.00	24,300.00	820,000.00		430,400.00	14,635,000.00
6/1/2025		12,300.00	820,000.00		430,400.00	14,635,000.00
12/1/2025	820,000.00	12,300.00	0.00		430,400.00	14,635,000.00
6/1/2026					430,400.00	14,635,000.00
12/1/2026				620,000.00	430,400.00	14,015,000.00
6/1/2027					414,900.00	14,015,000.00
12/1/2027				650,000.00	414,900.00	13,365,000.00
6/1/2028					398,650.00	13,365,000.00
12/1/2028				685,000.00	398,650.00	12,680,000.00
6/1/2029					381,525.00	12,680,000.00
12/1/2029				720,000.00	381,525.00	11,960,000.00
6/1/2030					363,525.00	11,960,000.00
12/1/2030				755,000.00	363,525.00	11,205,000.00
6/1/2031					344,650.00	11,205,000.00
12/1/2031				790,000.00	344,650.00	10,415,000.00
6/1/2032					324,900.00	10,415,000.00
12/1/2032				830,000.00	324,900.00	9,585,000.00
6/1/2033					304,150.00	9,585,000.00
12/1/2033				875,000.00	304,150.00	8,710,000.00
6/1/2034					282,275.00	8,710,000.00
12/1/2034				915,000.00	282,275.00	7,795,000.00
6/1/2035					263,975.00	7,795,000.00
12/1/2035				955,000.00	263,975.00	6,840,000.00
6/1/2036					240,100.00	6,840,000.00
12/1/2036				1,000,000.00	240,100.00	5,840,000.00
6/1/2037					220,100.00	5,840,000.00
12/1/2037				1,040,000.00	220,100.00	4,800,000.00
6/1/2038					199,300.00	4,800,000.00
12/1/2038				1,080,000.00	199,300.00	3,720,000.00
6/1/2039					177,700.00	3,720,000.00
12/1/2039				1,125,000.00	177,700.00	2,595,000.00
6/1/2040					155,200.00	2,595,000.00
12/1/2040				1,170,000.00	155,200.00	1,425,000.00
6/1/2041					131,800.00	1,425,000.00
12/1/2041					131,800.00	1,425,000.00
6/1/2042					107,500.00	1,425,000.00
12/1/2042					82,200.00	1,425,000.00
6/1/2043					82,200.00	1,425,000.00
12/1/2043					55,900.00	1,425,000.00
6/1/2044					55,900.00	1,425,000.00
12/1/2044					28,500.00	1,425,000.00
6/1/2045					28,500.00	1,425,000.00
12/1/2045				1,425,000.00	28,500.00	0.00

Strasburg School District 31 J

Revised Budget

Building Fund (41)

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Beginning Fund Balance							
	Fund Balance	24,024,824	6,943,459	1,283,086	4,283,086	(4,441,851)	(158,765)
Total Beginning Fund Balance		24,024,824	6,943,459	1,283,086	4,283,086	(4,441,851)	(158,765)
Revenues							
1XXX	Local Revenue	36,825	101,435	64,604	10,000	0	10,000
3XXX	State Revenue	2,481,921	819,172		0	0	0
4XXX	Federal Revenue				0	0	0
5210	Transfers				132,998	2,227,002	2,360,000
Total Revenues		2,518,746	920,607	64,604	142,998	2,227,002	2,370,000
Total Resources Available		26,543,570	7,864,066	1,347,690	4,426,084	(2,214,849)	2,211,235
Expenditures							
011X	Salaries					0	0
02XX	Employee Benefits					0	0
03XX	Professional Services					0	0
04XX	Property Services	16,675,615	6,580,980	1,506,455	3,599,354	(1,266,656)	2,332,698
05XX	Other Services					0	0
06XX	Supplies & Materials					0	0
07XX	Equipment	2,924,496			0	0	0
08XX	Other Objects					0	0
09XX	Other Uses					0	0
Total Expenditures		19,600,111	6,580,980	1,506,455	3,599,354	(1,266,656)	2,332,698
	Surplus/(Deficit)	(17,081,365)	(5,660,373)	(1,441,851)	(3,456,356)	3,493,658	37,302
Fund Balances							
	Fund Balance	6,943,459	1,283,086	(158,765)	826,730	(948,193)	(121,463)
Total Ending Fund Balance		6,943,459	1,283,086	(158,765)	826,730	(948,193)	(121,463)

Total Appropriation(Ending Fund Balance + Expense) 4,426,084 2,211,235

Strasburg School District 31 J

Revised Budget

Capital Reserve Fund (43)

FY 2024/25

		Actuals FY 21-22	Actuals FY 22-23	Actuals FY 23-24	Approved FY 24-25	Change	Revised FY 24-25
Beginning Fund Balance							
	Fund Balance	297,700	312,066	557,064	260,764	307,814	568,578
Total Beginning Fund Balance		297,700	312,066	557,064	260,764	307,814	568,578
Revenues							
1XXX	Local Revenue	14,366	244,998	11,514	3,700	184,325	188,025
3XXX	State Revenue					0	
4XXX	Federal Revenue					0	
	Transfers/Allocations				(132,998)	(167,002)	(300,000)
Total Revenues		14,366	244,998	11,514	(129,298)	17,323	(111,975)
Total Resources Available		312,066	557,064	568,578	131,466	325,137	456,603
Expenditures							
011X	Salaries	0	0	0	0	0	0
02XX	Employee Benefits	0	0	0	0	0	0
03XX	Professional Services	0	0	0	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	0	0	0	0	0	0
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Expenditures		0	0	0	0	0	0
	Surplus/(Deficit)	14,366	244,998	11,514	(129,298)	17,323	(111,975)
Fund Balances							
	Fund Balance	312,066	557,064	568,578	131,466	325,137	456,603
Total Ending Fund Balance		312,066	557,064	568,578	131,466	325,137	456,603

Total Appropriation(Ending Fund Balance + Expense) $131,466 $456,603

FY2023-2024 UNIFORM BUDGET SUMMARY

District Name: Strasburg School District 31J District Code: 0060 Adopted Budget Adopted: TBD Budgeted Pupil Count: x,xxx.x	Object Source	10 General Fund	21 Food Service	23 Pupil Activity	31 Bond Redemption	41 Building Fund	43 Capital Reserve Capital Projects	TOTAL
Beginning Fund Balance (Includes All Reserves)		6,072,753	53,578	191,356	2,180,196	(158,765)	568,578	8,907,696
Revenues								
Local Sources	1000 - 1999	4,631,855	30,800	400,000	1,500,000	10,000	188,025	6,760,680
Intermediate Sources	2000 - 2999	357						357
State Sources	3000 - 3999	10,482,349	203,700	-		-	-	10,686,049
Federal Sources	4000 - 4999	109,151	365,770	-		-	(300,000)	174,921
Total Revenues		15,223,711	600,270	400,000	1,500,000	10,000	(111,975)	17,622,006
Total Beginning Fund Balance and Reserves		21,296,464	653,848	591,356	3,680,196	(148,765)	456,603	26,529,702
Total Allocations To/From Other Funds	5600,5700, 5800							-
Transfers To/From Other Funds	5200 - 5300	(2,160,000)	100,000	-			(300,000)	(2,360,000)
Other Sources	5100,5400, 5500,5900, 5990, 5991							-
Available Beginning Fund Balance & Revenues (Plus Or Minus (If Revenue) Allocations And Transfers)		19,136,464	753,848	591,356	3,680,196	(148,765)	156,603	24,169,702
Expenditures								
Instruction - Program 0010 to 2099								
Salaries	0100	5,415,872						5,415,872
Employee Benefits, including object 0280	0200	1,805,833						1,805,833
Purchased Services	0300,0400, 0500	1,427,458		-				1,427,458
Supplies and Materials	0600	483,210		375,000				858,210
Property	0700	66,000		-				66,000
Other	0800, 0900	-		-				-
Total Instruction		9,198,373	-	375,000	-	-	-	9,573,373
Supporting Services								
Students - Program 2100								
Salaries	0100	402,582						402,582
Employee Benefits, including object 0280	0200	142,104						142,104
Purchased Services	0300,0400, 0500	138,960						138,960
Supplies and Materials	0600	48,450						48,450
Property	0700	-						-
Other	0800, 0900	400						400
Total Students		732,496	-	-	-	-	-	732,496
Instructional Staff - Program 2200								
Salaries	0100	206,786						206,786
Employee Benefits, including object 0280	0200	74,606						74,606
Purchased Services	0300,0400, 0500	66,800						66,800
Supplies and Materials	0600	16,850						16,850
Property	0700	-						-
Other	0800, 0900	-						-
Total Instructional Staff		365,042	-	-	-	-	-	365,042
General Administration - Program 2300, including Program 2303 and 2304								
Salaries	0100	197,287						197,287
Employee Benefits, including object 0280	0200	63,740						63,740
Purchased Services	0300,0400, 0500	112,500						112,500
Supplies and Materials	0600	25,500						25,500
Property	0700	-						-
Other	0800, 0900	22,000						22,000

FY2023-2024 UNIFORM BUDGET SUMMARY

District Name: Strasburg School District 31J District Code: 0060 Adopted Budget Adopted: TBD Budgeted Pupil Count: x,xxx.x	Object Source	10 General Fund	21 Food Service	23 Pupil Activity	31 Bond Redemption	41 Building Fund	43 Capital Reserve Capital Projects	TOTAL
Total School Administration		421,027	-	-	-	-	-	421,027
School Administration - Program 2400								
Salaries	0100	810,352						810,352
Employee Benefits, including object 0280	0200	257,991						257,991
Purchased Services	0300,0400, 0500	44,425						44,425
Supplies and Materials	0600	45,840						45,840
Property	0700	-						-
Other	0800, 0900	3,600						3,600
Total School Administration		1,162,208	-	-	-	-	-	1,162,208
Business Services - Program 2500, including Program 2501								
Salaries	0100	165,821						165,821
Employee Benefits, including object 0280	0200	47,576						47,576
Purchased Services	0300,0400, 0500	13,000						13,000
Supplies and Materials	0600	3,500						3,500
Property	0700	-						-
Other	0800, 0900	1,500						1,500
Total Business Services		231,397	-	-	-	-	-	231,397
Operations and Maintenance - Program 2600								
Salaries	0100	648,939						648,939
Employee Benefits, including object 0280	0200	237,855						237,855
Purchased Services	0300,0400, 0500	690,556						690,556
Supplies and Materials	0600	526,000						526,000
Property	0700	7,500						7,500
Other	0800, 0900	-						-
Total Operations and Maintenance		2,110,850	-	-	-	-	-	2,110,850
Student Transportation - Program 2700								
Salaries	0100	228,447						228,447
Employee Benefits, including object 0280	0200	62,376						62,376
Purchased Services	0300,0400, 0500	246,440						246,440
Supplies and Materials	0600	59,000						59,000
Property	0700	-						-
Other	0800, 0900	-						-
Total Student Transportation		596,263	-	-	-	-	-	596,263
Central Support - Program 2800, including Program 2801								
Salaries	0100	209,281						209,281
Employee Benefits, including object 0280	0200	75,163						75,163
Purchased Services	0300,0400, 0500	112,000						112,000
Supplies and Materials	0600	121,000						121,000
Property	0700	-						-
Other	0800, 0900	500						500
Total Central Support		517,943	-	-	-	-	-	517,943
Other Support - Program 2900								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-
Purchased Services	0300,0400, 0500							-
Supplies and Materials	0600							-
Property	0700							-
Other	0800, 0900							-

FY2023-2024 UNIFORM BUDGET SUMMARY

District Name: Strasburg School District 31J District Code: 0060 Adopted Budget Adopted: TBD Budgeted Pupil Count: x,xxx.x	Object Source	10 General Fund	21 Food Service	23 Pupil Activity	31 Bond Redemption	41 Building Fund	43 Capital Reserve Capital Projects	TOTAL
Total Other Support		-	-	-	-	-	-	-
Food Service Operations - Program 3100								
Salaries	0100		219,176					219,176
Employee Benefits, including object 0280	0200		50,520					50,520
Purchased Services	0300,0400, 0500		4,200					4,200
Supplies and Materials	0600		431,154					431,154
Property	0700		-					-
Other	0800, 0900		-					-
Total Other Support		-	705,050	-	-	-	-	705,050
Enterprise Operations - Program 3200								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-
Purchased Services	0300,0400, 0500							-
Supplies and Materials	0600							-
Property	0700							-
Other	0800, 0900							-
Total Enterprise Operations		-	-	-	-	-	-	-
Community Services - Program 3300								
Salaries	0100	-						-
Employee Benefits, including object 0280	0200	-						-
Purchased Services	0300,0400, 0500	-						-
Supplies and Materials	0600	-						-
Property	0700	-						-
Other	0800, 0900	-						-
Total Community Services		-	-	-	-	-	-	-
Education for Adults - Program 3400								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-
Purchased Services	0300,0400, 0500							-
Supplies and Materials	0600							-
Property	0700							-
Other	0800, 0900							-
Total Education for Adults Services		-	-	-	-	-	-	-
Total Supporting Services		6,137,227	705,050	-	-	-	-	6,842,277
Property - Program 4000								
Salaries	0100	-					-	-
Employee Benefits, including object 0280	0200	-					-	-
Purchased Services	0300,0400, 0500	-					-	-
Supplies and Materials	0600	2,304					-	2,304
Property	0700	157,239					-	157,239
Other	0800, 0900	-					-	-
Total Property		159,543	-	-	-	-	-	159,543
Other Uses - Program 5000s - including Transfers Out and/or Allocations Out as an expenditure								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-
Purchased Services	0300,0400, 0500				-			-
Supplies and Materials	0600				-			-
Property	0700				-			-

FY2023-2024 UNIFORM BUDGET SUMMARY

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Other	0800, 0900				800,000			800,000
Total Other Uses		-	-	-	800,000	-	-	800,000
Total Expenditures		15,495,143	705,050	375,000	800,000	-	-	17,375,193
APPROPRIATED RESERVES								
Other Reserved Fund Balance (9900)	**0840**							-
Other Restricted Reserves (932X)	**0840**							-
Reserved Fund Balance (9100)	**0840**							-
District Emergency Reserve (9315)	**0840**							-
Reserve for TABOR 3% (9321)	**0840**							-
Reserve for TABOR - Multi-Year Obligations (9322)	**0840**							-
Total Reserves		-	-	-	-	-	-	-
Total Expenditures and Reserves		15,495,143	705,050	375,000	800,000	-	-	17,375,193
BUDGETED ENDING FUND BALANCE								
Non-spendable fund balance (9900)	**6710**		17,870					17,870
Restricted fund balance (9900)	**6720**		30,928	216,356	2,024,796			2,272,080
TABOR 3% emergency reserve (9321)	**6721**	528,000						528,000
TABOR multi year obligations (9322)	**6722**							-
District emergency reserve (letter of credit or real estate) (9323)	**6723**							-
Colorado Preschool Program (CPP) (9324)	**6724**							-
Risk-related / restricted capital reserve (9326)	**6726**							-
BEST capital renewal reserve (9327)	**6727**							-
Total program reserve (9328)	**6728**							-
Committed fund balance (9900)	**6750**							-
Committed fund balance (15% limit) (9200)	**6750**							-
Assigned fund balance (9900)	**6760**					(121,463)	456,603	335,141
Unassigned fund balance (9900)	**6770**	3,113,321						3,113,321
Net investment in capital assets (9900)	**6790**							-
Restricted net position (9900)	**6791**							-
Unrestricted net position (9900)	**6792**							-
Total Ending Fund Balance		3,641,321	48,798	216,356	2,024,796	(121,463)	456,603	6,266,412
Total Available Beginning Fund Balance & Revenues Less Total Expenditures & Reserves Less Ending Fund Balance (Shall Equal Zero (0))		-	-	-	855,400	(27,302)	(300,000)	528,098
Use of a portion of beginning fund balance resolution required?		**Yes**	**Yes**	No	**Yes**	No	**Yes**	**Yes**

Strasburg School District 31J

Policy:	File:
Expense Authorization/Reimbursement (Mileage and Travel)	DKC
Adopted:	**Revision:**
2016	1/13/2025

(Mileage and Travel)

This policy shall apply to all district employees and Board members in regard to reimbursement of expenses.

District employees and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved expense form and accompanying receipt(s).

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board policy and applicable law.

Travel costs

This policy ensures that:

- district employees and Board members are reimbursed for the cost of approved district-related travel;
- reimbursed travel costs are properly documented;
- reimbursed travel costs are consistent with cost-effectiveness and efficiency principles;
- reimbursed travel costs are within this policy's parameters and applicable state and federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals and related items incurred by district employees or Board members who are on district-related travel. District-related travel is defined as attendance at conferences, seminars, meetings or other events related to district business and that promote or benefit the district.

When district-related travel by an employee's or Board member's personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or superintendent. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service.

Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

Travel costs not covered by the district

The following expenses shall not be reimbursed:

- alcohol
- expenses for spouse, significant other or guest
- gas for personal use of private vehicles
- mini-bar in hotel
- room service
- movie rental (which includes in-room movies)
- other forms of entertainment
- fines for parking or traffic violations

LEGAL REFS.: 2 C.F.R. 200.474(b) (travel reimbursement requirements under the federal Uniform Grant Guidance)

C.R.S. 24-18-104 (3)(d), (e) (code of ethics - rules of conduct - permissible payments and reimbursement)

Expense Authorization/Reimbursement

(Mileage and Travel)

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Adoption date: 2016
Revised: 7-13-2016
Revised: 3-8-2017

LEGAL REFS.: 2 C.F.R. 200.474(b) *(travel reimbursement requirements under the federal Uniform Grant Guidance)*
C.R.S. 24-18-104 (3)(d), (e) *(code of ethics – rules of conduct – permissible payments and reimbursement)*

[Revised February 2017]
COLORADO SAMPLE POLICY 1988©

Strasburg School District 31J

Policy:	File:
Expense Authorization – Meal Guidelines	DKC-R
Adopted:	Revision:
2006	1/13/2025

The following will be the approved meal allowance schedule:

Meals are reimbursed with the following guidelines:

Breakfast - $8.00

Lunch - $12.00

Dinner - $20.00

These rates will be adjusted annually based on the IRS

In traveling situations where three meals are required for the day, the reimbursement should not exceed $40.00 for the day. If the trip does not require three meals for the day, then the reimbursement will be held to the guidelines indicated for the individual meal costs. An itemized receipt must accompany reimbursable expenses. Charges for alcohol will not be reimbursed.

Charge card receipts are not acceptable unless itemized.

If the meeting you attend or event is within 50 miles of where you live and does not require you to stay overnight you are responsible for paying for meals.

All requests for reimbursement must be submitted within 30 days of when the expense was incurred.

File: DKC-R

Expense Authorization – Meal Guidelines

The following will be the approved meal allowance schedule:

Meals are reimbursed with the following guidelines:
Breakfast - $6.00
Lunch - $7.00
Dinner - $12.00

In traveling situations where three meals are required for the day, the reimbursement should not exceed $25.00 for the day. If the travel does not require three meals for the day, then the reimbursement will be held to the guidelines indicated for the individual meal costs. An itemized receipt must accompany reimbursable expenses. Charges for alcohol will not be reimbursed.

Charge card receipts are not acceptable unless itemized.

If the meeting you attend in the day is within 50 miles of where you live and does not require you to stay overnight you are responsible for paying for meals.

Adopted: 2006

Revised: July 13, 2016

Strasburg School District 31J

Policy:	File:
Name Changes	ACA
Adopted:	Revision:

This policy outlines the process by which students may change the name they are referred to at school to align with their gender identity. Students may choose to be identified in school by the first name that they have designated in accordance with this policy, and may request a change to their name or gender on their official student record through regulation JRA/JRC-R.

Definitions

a. **"Chosen Name"** as defined in Colorado law, is any name a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.

b. **"Legal Name"** is an individual's legal name as it appears on official government documents such as licenses, passports, and birth certificate.

Use of a Chosen Name or Preferred First Name

The Board directs the superintendent to establish procedures allowing students to inform the school of their chosen name (or a preferred first name such as a nickname) without altering their official name in school records. Students will not be required to provide proof of a legal name change to select a chosen or preferred name for use at school and during extracurricular activities, and do not legally need parental approval. However, parents will be notified of their student's name change request.

Personnel must strive to use the chosen or preferred name of all students. The district understands that honest mistakes may occur, but the intentional or knowing refusal to use a student's chosen name (for example, intentionally referring to the student by their legal name, another name that does not correspond to the student's gender identity, or avoiding use of their name) is prohibited under this policy and under Colorado law.

The district reserves the right to deny a preferred first name if it is vulgar or offensive, obscene, or is used for misrepresentation.

Name Changes on Official Student Records

The district is required to maintain a permanent student record ("official record") that includes a student's name and gender. Students or parents who wish to alter the student's name or gender must follow the process in JRA/JRC-R. The district will not

process a name change on a student's official record without a parent signature or a court order.

Students who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Disclosure to Third Parties

Information about a transgender student's gender identity, legal name, or sex assigned at birth may constitute confidential personally identifiable information. Disclosing transgender status to students, staff, or third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). Accordingly, the district will work with students and their families to keep personally identifiable information related to gender identity confidential in accordance with state and federal privacy laws.

In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student who is transgender but whose official record has not been amended, school staff and administrators must adopt practices to avoid the inadvertent disclosure of such confidential information.

LEGAL REFS.: 34 C.F.R. §99.1 *et seq. (Family Educational Rights and Privacy Act regulations)*

34 C.F.R. §99.20(d) (*parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records*)

34 C.F.R. §99.31 (*permitted reasons for disclosure of student records*)

3 C.C.R. 708-1:81.6(A)(4) (*sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns*)

C.R.S. 22-1-145 (*knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject*)

C.R.S. 22-1-145(b) (*gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth).*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

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

JRA/JRC-R, Student Records/Release of Information on Students

[June 2024]

DRAFT

Strasburg School District 31J

Policy:	File:
Use of Metal Detectors	JIHC
Adopted:	Revision:
	~~Jan 2025~~Jan 2025

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school or at school sponsored events, the administration shall be authorized to use stationary or mobile metal detectors in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation of the detector shall be conducted in private in accordance with the policy on personal searches.

Administration is also authorized to use metal detection devices when there is reasonable cause to believe a student is concealing other contraband including but not limited to sharp objects, lighters or other flammables, vaping products, or other items prohibited by District policy.

LEGAL REF.: C.R.S. 18-12-214 (4) (person with valid concealed handgun permit may not carry the gun beyond any security screening)

C.R.S. 22-32-109.1 (2)(a)(VIII)

CROSS REF.: KLG, Relations with Law Enforcement Authorities

Revised: 1-13-2025

Strasburg School District 31J

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Use of Metal Detectors	JIHC
Adopted:	Revision:
	Jan 2025

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CROSS REF.: KLG, Relations with Law Enforcement Authorities

Revised: 1-13-2025

Strasburg School District 31J

Policy:	File:
Relations with District Charter Schools	LBD-R
Adopted:	Revision:
	January 2025 ~~2023~~

(Procedures for Establishment, Review, Renewal, Revocation and Closure)

A. Application requirements

Prerequisite for filing application

A district charter school applicant must demonstrate that a majority of the proposed district charter school's pupils will reside in the chartering school district or in contiguous school districts in order to apply for or be granted a charter.

Intent to apply

At least *30* days before submitting an application, applicants must file an intent to apply form (LBD*-E) with the district.

Timeline for submission of application

For the purpose of this regulation, any date that falls on a weekend, legal holiday, or a day school is not in session is extended to the next school day.

In accordance with this regulation, a district charter school applicant ~~shall~~must submit an application to the district between June 1 and August 1 ~~from *August 1 through October 1 between 8:00 or by 4:00 the first business day following October 1*~~ of the year preceding the proposed opening of the district charter school. This allows time for district administrator(s) to review the application for completeness and a review by the district accountability committee before the application is officially submitted to the Board. However, the Board and the applicant may jointly waive this deadline.

Contents of the application

In accordance with state law, the approved district charter school application will be the basis for negotiating a contract between the district and the district charter school. At a minimum, the application shall include the following:

1. **Intent to apply form (exhibit LBD*-E)**

2. **Executive summary**

   Provide an executive summary that outlines the elements of the application and provides an overview of the proposed charter school.

3. **Vision and mission**

   Provide a copy of the vision and mission statements of the district charter school and a description of

the process used to develop the statements.

4. Goals, objectives and student performance standards

State the proposed four-year goals for the district charter school including timelines. Describe the process used to identify the goals. The goals shall address accreditation performance indicators and applicable goals and standards in federal law.

5. Purpose and evidence of support

State the purpose for the district charter school and a geographic description of the area of intended service.

Provide evidence that an adequate number of parents/guardians and students support the formation of the district charter school. Where possible, this evidence shall be shown in aggregate (by grade level and school), without disclosing personally identifiable student information.

6. Student achievement and curriculum

Describe the district charter school's educational program, student performance standards and curriculum that shall provide students with the educational experiences necessary to achieve the standards.

Detail the plan for academic accountability, including a description of measurable annual targets for the measures used to determine the levels of attainment of the accreditation performance indicators.

Describe the curriculum to be used in the district charter school, including a list of the objectives and means of measuring student performance for each subject and each grade level.

Describe the district charter school's procedures for taking corrective action in the event that student performance at the school falls below the specified targets for the measures used to determine the levels of attainment of the accreditation performance indicators.

Describe the policies regarding student discipline, expulsion and suspension that are consistent with the intents and purposes of state and federal law.

Describe the plan for addressing the needs of students with special needs, including budget and staff requirements. The plan ~~shall~~must include identifying and meeting the learning needs of at-risk students, students with disabilities, gifted students and English language learners.

7. Criteria for enrollment decisions

Consistent with state and federal law, describe the enrollment policy and the criteria for enrollment decisions.

8. Governance and decision making

Describe the governing body, including a detailed description of the relationship between the district charter school and the school district.

Consistent with state law, describe the types and extent of parental, professional educator and community involvement in the governance and operation of the district charter school. Provide information on how the district charter school will be accountable to the public.

Describe expectations and plans for ongoing parent and community involvement.

9. Employment plan and practices

Describe the employment policies of the district charter school including a description of the qualifications for licensed and classified employees, employee compensation schedule(s), recruitment and selection procedures, plan(s) for resolving employee relation problems, and the relationship that will exist between the district charter school and its employees.

10. Financial data, facilities and transportation

Provide necessary evidence that the plan for the district charter school is economically sound.

Include a proposed budget for a term of at least five years and a description of the manner in which an independent annual audit of the financial statements is to be obtained, consistent with state and federal law. The proposed budget ~~shall~~must include all information and data necessary for the district and Board to understand how the district charter school will fund all of its operations during the term of the charter. A student fee schedule should be included in addition to a proposed schedule of cash flow.

Detail the plan for fiscal accountability.

Provide a detailed summary of all insurance coverage, which shall include workers' compensation, liability insurance, and insurance for the facility and its contents, and a proposal regarding the parties' respective legal liabilities.

Describe the facilities to be used, the reasonable costs of the facilities, and the way they will be obtained and maintained. Include any contracted services and the proposed contractor.

Describe the proposed student transportation system and food services program, including the contract if services will be provided by a second party. If transportation or food services are to be provided by the district charter school, include a plan for addressing the needs of low income students, complying with insurance and liability issues and complying with state and federal law.

Address whether the district charter school seeks authority to impose a transportation fee on enrolled students and if so, describe the circumstances and procedures by which the district charter school will impose such a transportation fee.

11. Dispute resolution

Describe the process consistent with state law that will be used to resolve disputes that may arise between the district and the district charter school.

12. Requested "automatic waivers" under state law

List the state laws and regulations included in the State Board of Education's list of "automatic waivers" that the district charter school requests.

13. Requested waivers that are not "automatic waivers" under state law

List the district policies for which waivers are requested. Include the reasons for each request.

List the state laws and regulations for which waivers are requested. Include the reasons for each request.

Include a statement saying how the district charter school plans to comply with the intent of the statutes, rules and policies that are waived.

14. Education management provider, if applicable

Include the following information if the district charter school intends to contract with an education management provider (EMP):

- a summary of the performance data for all current schools of the EMP, including documentation of academic achievement and school management success
- an explanation and evidence of EMP's capacity for successful expansion
- an explanation of existing or potential conflicts of interest between the governing board of the district charter school and the EMP
- a copy of the actual or proposed performance contract between the district charter school board and the EMP that specifies performance evaluation measures, methods of contract oversight and enforcement, compensation structure and fees, and conditions for contract renewal and termination.

15. Additional information

Provide any additional information that might be helpful in supporting the application to establish a district charter school.

Submission procedures

No application fee will be charged by the Board.

The applicant must provide two original copies of the completed application printed single-sided on white paper, not stapled, or an electronic copy of the application.

At least 30 days prior to submitting an application, the applicant shall complete the intent to apply form (exhibit LBD*-E) and provide the completed form to the district's designated administrator(s).

Between June 1 and August ~~On or before *October 1st*~~ of the year preceding the proposed opening of the district charter school, the applicant shall submit the application to the district's designated administrator(s). Within 15 days after receiving the application, the district administrator shall review the application to determine whether all components required by law and policy have been addressed and if the application is deemed incomplete, the district administrator will document the missing components in a written notice to the applicant within the 15 day period. Applicants shall be allowed 15 days from the date of receipt of such notification to provide the missing information. Alternatively, the applicant may elect to withdraw the application or submit a complete application in a future year.

If the application is deemed complete, the district administrator will indicate the date the applicant filed the initial application and forward the application to the district accountability committee.

Review by district accountability committee

The district accountability committee shall review an application before submission to the Board. The committee ~~shall~~must include one person, who need not reside in the district, with knowledge of district charter schools and one parent of a student in the district. The parent must be a district charter school

parent if the district has a district charter school. The district accountability committee will have at least 15 days, if possible, to review the application prior to review by the Board. ~~[Note: The district may establish a reasonable period of time for the district accountability committee to review the application.]~~ Upon the committee's completion of its review, the designated district administrator(s) shall forward the application to the Board for review at the next regular Board meeting.

Review by the Board

The Board shall not accept or consider an incomplete application nor shall the Board take action on an application if the information deemed necessary by district administration to complete the application is not received within the 15 day period allowed by state law. Statutory timelines for Board action upon a complete district charter application shall commence when the district's designated administrator(s) receives the initial charter application from the charter applicant. The parties may mutually agree to waive any deadlines during the application process, including extending the deadline for Board consideration of the application.

Public meetings

After giving reasonable notice, the Board shall schedule and hold community meetings in the affected areas or the entire district to obtain information to assist the Board to make a decision about the district charter school application.

Decision on the district charter application

The Board ~~shall~~must make a decision on a complete district charter school application by resolution in a regular or special Board meeting by October 15 of the year the charter application was received ~~within 90 days after receiving the initial charter application from the charter applicant~~ or such deadline as may be mutually agreed upon by the Board and the applicant. The Board may approve, approve with conditions, or deny the district charter application.

The Board may unilaterally impose conditions on a district charter school applicant only through adoption of a Board resolution. Such resolution ~~shall~~must, at a minimum, state the Board's reasons for imposing the conditions unilaterally.

If the application is approved with conditions, the applicant must satisfy all conditions before the Board may approve the application. An applicant's failure to satisfy all of the Board's conditions shall result in the Board's denial of the application.

If the application is approved, the district charter shall be granted for a period of at least four academic years.

If the application is denied or if the Board does not review the application, the Board will set forth in writing the grounds for denial or refusal to review. The Board must~~shall~~ notify the Colorado Department of Education of the denial and the reasons within 15 days after it makes this decision. If the application is approved, the Board must~~will~~ send a copy of the approved district charter to the Department of Education within 15 days after Board approval of the application.

Negotiations

All negotiations between the Board and an approved district charter school on the district charter agreement must~~shall~~ be concluded by and all terms agreed upon by September 30, or no later than 90 days after the Board resolution approving the district charter application, whichever is later.

B. Annual performance review of district charter

The district's administration shall create a process for and ensure an annual review of the district charter school's performance.

At a minimum, the review ~~shall~~must include the district charter school's progress toward meeting the objectives of its accreditation plan and the results of the district charter school's most recent annual financial audit.

If the district charter school is required to implement a turnaround plan for a second consecutive school year, it must ~~shall~~ also present the turnaround plan, a summary of changes made to improve its performance, and evidence that it is making sufficient improvement to attain a higher accreditation category within two school years or sooner.

The district charter school shall receive written feedback from the annual review and a copy shall be given to the Board for consideration in any decision to renew, revoke, or renegotiate the district charter.

C. Renewal of a district charter

Each district charter ~~shall~~must be provided a copy of these renewal procedures and timelines and receive a copy of any subsequent revisions to the procedures or timelines.

The governing body of a district charter school ~~shall~~must submit a renewal application to the Board no later than December 1 of the year prior to the year in which the district charter expires.

The renewal application ~~shall~~must contain a complete report on the progress of the school in achieving the goals, objectives, student performance standards, academic standards, targets for the measures used to determine the levels of attainment of the accreditation performance indicators, and other terms of the district charter contract and the results achieved by the district charter school students on state assessments.

The renewal application ~~shall~~must also include a financial statement that discloses the costs of administration, instruction and other spending categories for the school; and any information or materials resulting from the district's annual review of the district charter school.

The Board ~~shall~~must rule by resolution on the renewal application no later than February 1 of the year in which the district charter expires or by a mutually agreed upon date.

D. Revocation of a district charter

A district charter may be revoked or not renewed by the Board if the Board determines that the district charter school did any of the following:

1. Committed a material violation of any of the conditions, standards or procedures in the contract;

2. Failed to meet or make adequate progress toward achievement of the goals, objectives, academic standards, pupil performance standards, targets for the measures used to determine the levels of attainment of the student performance indicators, applicable federal requirements, or other terms identified in the contract;

3. Failed to make sufficient improvement to attain an accreditation category higher than turnaround status within two school years or if the district charter school is required to implement a turnaround plan for a third consecutive school year;

4. Failed to meet generally accepted standards of fiscal management; or

5. Violated any provision of law from which the district charter school is not specifically exempt.

The school district administration ~~shall~~must provide the Board and district charter school a written recommendation concerning whether to revoke or renew the district charter, including reasons supporting the recommendation. The recommendation ~~shall~~must be submitted at least 15 days prior to the date the Board will consider action to revoke or renew the district charter.

If the Board revokes or does not renew a district charter, the Board ~~shall~~must state its reasons for doing so in writing.

E. Closure of a district charter school

Following nonrenewal or revocation of a district charter school's charter, the school district ~~shall~~must, when practicable, allow the district charter school to continue to operate through the end of the school year. However, if the Board determines it is necessary to close the district charter school prior to the end of the school year, the school district ~~shall~~must work with the district charter school to determine an earlier closure date.

The school district ~~shall~~must work with the parents of students enrolled in the district charter school to ensure that students are enrolled in schools that meet their educational needs, whether such enrollment need happen mid-year or at the end of a school year.

The school district ~~shall~~must also work with the district charter school to ensure the district charter school meets its financial, legal and reporting obligations during the period of time that the district charter school is concluding its operations.

Adopted:
Revised: 01-10-2023
01-13-2025

Strasburg School District 31J

Policy:	File:
Relations with District Charter Schools	LBD-R
Adopted:	Revision:
	January 2025

(Procedures for Establishment, Review, Renewal, Revocation and Closure)

A. Application requirements

Prerequisite for filing application

A district charter school applicant must demonstrate that a majority of the proposed district charter school's pupils will reside in the chartering school district or in contiguous school districts in order to apply for or be granted a charter.

Intent to apply

At least *30* days before submitting an application, applicants must file an intent to apply form (LBD*-E) with the district.

Timeline for submission of application

For the purpose of this regulation, any date that falls on a weekend, legal holiday, or a day school is not in session is extended to the next school day.

In accordance with this regulation, a district charter school applicant must submit an application to the district between June 1 and August 1 of the year preceding the proposed opening of the district charter school. This allows time for district administrator(s) to review the application for completeness and a review by the district accountability committee before the application is officially submitted to the Board. However, the Board and the applicant may jointly waive this deadline.

Contents of the application

In accordance with state law, the approved district charter school application will be the basis for negotiating a contract between the district and the district charter school. At a minimum, the application shall include the following:

1. **Intent to apply form (exhibit LBD*-E)**

2. **Executive summary**

   Provide an executive summary that outlines the elements of the application and provides an overview of the proposed charter school.

3. **Vision and mission**

   Provide a copy of the vision and mission statements of the district charter school and a description of the process used to develop the statements.

4. Goals, objectives and student performance standards

State the proposed four-year goals for the district charter school including timelines. Describe the process used to identify the goals. The goals shall address accreditation performance indicators and applicable goals and standards in federal law.

5. Purpose and evidence of support

State the purpose for the district charter school and a geographic description of the area of intended service.

Provide evidence that an adequate number of parents/guardians and students support the formation of the district charter school. Where possible, this evidence shall be shown in aggregate (by grade level and school), without disclosing personally identifiable student information.

6. Student achievement and curriculum

Describe the district charter school's educational program, student performance standards and curriculum that shall provide students with the educational experiences necessary to achieve the standards.

Detail the plan for academic accountability, including a description of measurable annual targets for the measures used to determine the levels of attainment of the accreditation performance indicators.

Describe the curriculum to be used in the district charter school, including a list of the objectives and means of measuring student performance for each subject and each grade level.

Describe the district charter school's procedures for taking corrective action in the event that student performance at the school falls below the specified targets for the measures used to determine the levels of attainment of the accreditation performance indicators.

Describe the policies regarding student discipline, expulsion and suspension that are consistent with the intents and purposes of state and federal law.

Describe the plan for addressing the needs of students with special needs, including budget and staff requirements. The plan must include identifying and meeting the learning needs of at-risk students, students with disabilities, gifted students and English language learners.

7. Criteria for enrollment decisions

Consistent with state and federal law, describe the enrollment policy and the criteria for enrollment decisions.

8. Governance and decision making

Describe the governing body, including a detailed description of the relationship between the district charter school and the school district.

Consistent with state law, describe the types and extent of parental, professional educator and community involvement in the governance and operation of the district charter school. Provide information on how the district charter school will be accountable to the public.

Describe expectations and plans for ongoing parent and community involvement.

9. Employment plan and practices

Describe the employment policies of the district charter school including a description of the qualifications for licensed and classified employees, employee compensation schedule(s), recruitment and selection procedures, plan(s) for resolving employee relation problems, and the relationship that will exist between the district charter school and its employees.

10. Financial data, facilities and transportation

Provide necessary evidence that the plan for the district charter school is economically sound.

Include a proposed budget for a term of at least five years and a description of the manner in which an independent annual audit of the financial statements is to be obtained, consistent with state and federal law. The proposed budget must include all information and data necessary for the district and Board to understand how the district charter school will fund all of its operations during the term of the charter. A student fee schedule should be included in addition to a proposed schedule of cash flow.

Detail the plan for fiscal accountability.

Provide a detailed summary of all insurance coverage, which shall include workers' compensation, liability insurance, and insurance for the facility and its contents, and a proposal regarding the parties' respective legal liabilities.

Describe the facilities to be used, the reasonable costs of the facilities, and the way they will be obtained and maintained. Include any contracted services and the proposed contractor.

Describe the proposed student transportation system and food services program, including the contract if services will be provided by a second party. If transportation or food services are to be provided by the district charter school, include a plan for addressing the needs of low income students, complying with insurance and liability issues and complying with state and federal law.

Address whether the district charter school seeks authority to impose a transportation fee on enrolled students and if so, describe the circumstances and procedures by which the district charter school will impose such a transportation fee.

11. Dispute resolution

Describe the process consistent with state law that will be used to resolve disputes that may arise between the district and the district charter school.

12. Requested "automatic waivers" under state law

List the state laws and regulations included in the State Board of Education's list of "automatic waivers" that the district charter school requests.

13. Requested waivers that are not "automatic waivers" under state law

List the district policies for which waivers are requested. Include the reasons for each request.

List the state laws and regulations for which waivers are requested. Include the reasons for each request.

Include a statement saying how the district charter school plans to comply with the intent of the statutes, rules and policies that are waived.

14. Education management provider, if applicable

Include the following information if the district charter school intends to contract with an education management provider (EMP):

- a summary of the performance data for all current schools of the EMP, including documentation of academic achievement and school management success
- an explanation and evidence of EMP's capacity for successful expansion
- an explanation of existing or potential conflicts of interest between the governing board of the district charter school and the EMP
- a copy of the actual or proposed performance contract between the district charter school board and the EMP that specifies performance evaluation measures, methods of contract oversight and enforcement, compensation structure and fees, and conditions for contract renewal and termination.

15. Additional information

Provide any additional information that might be helpful in supporting the application to establish a district charter school.

Submission procedures

No application fee will be charged by the Board.

The applicant must provide two original copies of the completed application printed single-sided on white paper, not stapled, or an electronic copy of the application.

At least 30 days prior to submitting an application, the applicant shall complete the intent to apply form (exhibit LBD*-E) and provide the completed form to the district's designated administrator(s).

Between June 1 and August of the year preceding the proposed opening of the district charter school, the applicant shall submit the application to the district's designated administrator(s). Within 15 days after receiving the application, the district administrator shall review the application to determine whether all components required by law and policy have been addressed and if the application is deemed incomplete, the district administrator will document the missing components in a written notice to the applicant within the 15 day period. Applicants shall be allowed 15 days from the date of receipt of such notification to provide the missing information. Alternatively, the applicant may elect to withdraw the application or submit a complete application in a future year.

If the application is deemed complete, the district administrator will indicate the date the applicant filed the initial application and forward the application to the district accountability committee.

Review by district accountability committee

The district accountability committee shall review an application before submission to the Board. The committee must include one person, who need not reside in the district, with knowledge of district charter schools and one parent of a student in the district. The parent must be a district charter school

parent if the district has a district charter school. The district accountability committee will have at least 15 days, if possible, to review the application prior to review by the Board. Upon the committee's completion of its review, the designated district administrator(s) shall forward the application to the Board for review at the next regular Board meeting.

Review by the Board

The Board shall not accept or consider an incomplete application nor shall the Board take action on an application if the information deemed necessary by district administration to complete the application is not received within the 15 day period allowed by state law. Statutory timelines for Board action upon a complete district charter application shall commence when the district's designated administrator(s) receives the initial charter application from the charter applicant. The parties may mutually agree to waive any deadlines during the application process, including extending the deadline for Board consideration of the application.

Public meetings

After giving reasonable notice, the Board shall schedule and hold community meetings in the affected areas or the entire district to obtain information to assist the Board to make a decision about the district charter school application.

Decision on the district charter application

The Board must make a decision on a complete district charter school application by resolution in a regular or special Board meeting by October 15 of the year the charter application was received or such deadline as may be mutually agreed upon by the Board and the applicant. The Board may approve, approve with conditions, or deny the district charter application.

The Board may unilaterally impose conditions on a district charter school applicant only through adoption of a Board resolution. Such resolution must, at a minimum, state the Board's reasons for imposing the conditions unilaterally.

If the application is approved with conditions, the applicant must satisfy all conditions before the Board may approve the application. An applicant's failure to satisfy all of the Board's conditions shall result in the Board's denial of the application.

If the application is approved, the district charter shall be granted for a period of at least four academic years.

If the application is denied or if the Board does not review the application, the Board will set forth in writing the grounds for denial or refusal to review. The Board must notify the Colorado Department of Education of the denial and the reasons within 15 days after it makes this decision. If the application is approved, the Board must send a copy of the approved district charter to the Department of Education within 15 days after Board approval of the application.

Negotiations

All negotiations between the Board and an approved district charter school on the district charter agreement must be concluded by and all terms agreed upon by September 30, or no later than 90 days after the Board resolution approving the district charter application, whichever is later.

B. Annual performance review of district charter

The district's administration shall create a process for and ensure an annual review of the district charter school's performance.

At a minimum, the review must include the district charter school's progress toward meeting the objectives of its accreditation plan and the results of the district charter school's most recent annual financial audit.

If the district charter school is required to implement a turnaround plan for a second consecutive school year, it must also present the turnaround plan, a summary of changes made to improve its performance, and evidence that it is making sufficient improvement to attain a higher accreditation category within two school years or sooner.

The district charter school shall receive written feedback from the annual review and a copy shall be given to the Board for consideration in any decision to renew, revoke, or renegotiate the district charter.

C. Renewal of a district charter

Each district charter must be provided a copy of these renewal procedures and timelines and receive a copy of any subsequent revisions to the procedures or timelines.

The governing body of a district charter school must submit a renewal application to the Board no later than December 1 of the year prior to the year in which the district charter expires.

The renewal application must contain a complete report on the progress of the school in achieving the goals, objectives, student performance standards, academic standards, targets for the measures used to determine the levels of attainment of the accreditation performance indicators, and other terms of the district charter contract and the results achieved by the district charter school students on state assessments.

The renewal application must also include a financial statement that discloses the costs of administration, instruction and other spending categories for the school; and any information or materials resulting from the district's annual review of the district charter school.

The Board must rule by resolution on the renewal application no later than February 1 of the year in which the district charter expires or by a mutually agreed upon date.

D. Revocation of a district charter

A district charter may be revoked or not renewed by the Board if the Board determines that the district charter school did any of the following:

1. Committed a material violation of any of the conditions, standards or procedures in the contract;

2. Failed to meet or make adequate progress toward achievement of the goals, objectives, academic standards, pupil performance standards, targets for the measures used to determine the levels of attainment of the student performance indicators, applicable federal requirements, or other terms identified in the contract;

3. Failed to make sufficient improvement to attain an accreditation category higher than turnaround status within two school years or if the district charter school is required to implement a turnaround plan for a third consecutive school year;

4. Failed to meet generally accepted standards of fiscal management; or

5. Violated any provision of law from which the district charter school is not specifically exempt.

The school district administration must provide the Board and district charter school a written recommendation concerning whether to revoke or renew the district charter, including reasons supporting the recommendation. The recommendation must be submitted at least 15 days prior to the date the Board will consider action to revoke or renew the district charter.

If the Board revokes or does not renew a district charter, the Board must state its reasons for doing so in writing.

E. Closure of a district charter school

Following nonrenewal or revocation of a district charter school's charter, the school district must, when practicable, allow the district charter school to continue to operate through the end of the school year. However, if the Board determines it is necessary to close the district charter school prior to the end of the school year, the school district must work with the district charter school to determine an earlier closure date.

The school district must work with the parents of students enrolled in the district charter school to ensure that students are enrolled in schools that meet their educational needs, whether such enrollment need happen mid-year or at the end of a school year.

The school district must also work with the district charter school to ensure the district charter school meets its financial, legal and reporting obligations during the period of time that the district charter school is concluding its operations.

Adopted:
Revised: 01-10-2023
01-13-2025

Strasburg School District 31J

Policy:	File:
Relations with District Charter Schools	LDB
Adopted:	Revision:
	~~January 20243~~ January 2025

The Board of Education supports efforts by parents/guardians, teachers or other interested persons or organizations interested in establishing district charter schools within the district. In accordance with state law, district charter schools are intended to:

- Expand learning opportunities for all students
- Encourage diverse approaches to learning through the use of different, innovative, research-based or proven teaching methods
- Provide parents/guardians and students with expanded choices in the types of educational opportunities that are available within the public school system
- Encourage parental and community involvement with public schools

A district charter school is a public, nonsectarian, nonreligious, non-home-based school which operates within the school district and is accountable to the district's Board of Education. It is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital or family status, national origin, religion, ancestry, age, genetic information, need for special education services, or conditions related to pregnancy or childbirth. A district charter school has standing to sue and be sued in its own name for the enforcement of any contract it is authorized by law to enter into.

Enrollment is open to any child who resides within the school district or in contiguous school districts and who meets the criteria in the district charter application. However, no district charter school is required to make alterations in the structure of its facility or the arrangement or function of rooms within the facility except as may be required by state or federal law. The majority of the district charter school´s students, other than online students, must reside in the school district or in contiguous school districts. Students participating in any online program offered by the district charter school are not required to reside in the district or contiguous districts and there is no restriction on the number of online students that may enroll in any online program offered by the district charter school. A district charter school will not charge tuition except as otherwise provided by law.

Each district charter school is governed by its own governing body in a manner agreed to by the district charter school applicant and the Board. An approved district charter application will serve as the basis for negotiating a contract between the district charter school and the Board. The contract must reflect all agreements between the district and the district charter school including the waiver of local district policies and the waiver of statutory requirements or rules by the State Board of Education.

A district charter school must comply with all the state financial and budget rules, regulations and financial reporting requirements with which the school district is required to comply.

A district charter school is responsible for its own operation including but not limited to preparation of a budget, contracting for services, and personnel matters. Services for which a district charter school contracts with the school district will be negotiated and provided at district cost. No rent will be charged for use of district facilities which may be available for the district charter school. Any moneys received by a district charter school from any source that remain at the end of any budget year will remain in the district charter school account for use by the district charter school in subsequent years.

A district charter school may offer any educational program that may be offered by a school district, including an online program, unless expressly prohibited by its district charter or by state law.

The Board encourages district charter applicants to develop an educational program to serve the needs of students considered "at-risk" academically as evidenced by poor performance on the state assessments, among other things.

If the board approves a district charter school's application, a district charter school will use the fiscal year, July 1 to June 30, following the submission of their charter application as a planning year. A district charter school will begin in the fall of the fiscal year following the planning year, unless the Board and applicant agree an alternate starting date. ~~A district charter school will begin in the fall following the date the application is approved, unless another starting time is agreed upon by the Board and the applicant.~~

The period for which a new district charter may be approved is a minimum of four academic years. Renewal of a district charter must be for specified periods of time.

Adopted:
Revised: _____01-10-2023
_____01-13-2025

LEGAL REFS.: 42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)

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

C.R.S. 19-2-402 (3)(c) (charter schools pay the proportionate share of educational expense of students in juvenile detention facilities)

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

C.R.S. 22-30.5-101 et seq. (Charter Schools Act)

C.R.S. 22-30.5-110 (1.3) (district must adopt procedures and timelines for the charter renewal process)

C.R.S. 22-30.5-107 (2) (charter school shall begin after a planning year, which shall be the next fiscal year following submission of charter application)

C.R.S. 22-30.5-110 (6) (district must adopt procedures for closing a charter)

C.R.S. 22-30.5-701 et seq. (Charter School Emergency Powers Act)

C.R.S. 22-32-109 (1)(pp) (district must annually distribute to district charter schools informational materials relating to federal student loan repayment programs and student loan forgiveness programs)

C.R.S. 22-32-120 (5) (district charter school may apply to the Colorado Department of

Education for authorization as a school food authority)

C.R.S. 22-32-124 (pursuant to section 104 of the Charter Schools Act, all decisions regarding the planning, siting, and inspection of charter schools must be made in accordance with the same statute that applies to school districts)

1 CCR 301-88 (State Board of Education's rules establishing guiding principles for charter schools and charter school authorizers)

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Strasburg School District 31J

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Relations with District Charter Schools	LDB
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