



*Building Bright Futures*

## *2<sup>nd</sup> Revised AGENDA*

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REGULAR BUSINESS MEETING  
BOARD OF EDUCATION

6 p.m. February 8, 2007  
Board Room

Jefferson County School District R-1  
1829 Denver West Dr., Bldg. 27  
Golden, Colorado

*Our mission: To provide a quality education that prepares all children for a successful future.*

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**MUSIC:** Pomona High School Women's Choir, director Beth Etter-Olsen

1. **PRELIMINARY**

- a. **CALL TO ORDER – 6:00 p.m. – Board Room**
- b. **WELCOME TO AUDIENCE**
- c. **PLEDGE OF ALLEGIANCE**
- d. **ROLL CALL**

ACTION

- e. **APPROVE AGENDA**

INFORMATION 2. **HONORS & RECOGNITION**

INFORMATION 3. **COUNTY STUDENT COUNCIL**

INFORMATION 4. **BOARD AND SUPERINTENDENT COMMENTS**

5. **PUBLIC AGENDA**

- a. **CORRESPONDENCE:** Public correspondence received by the Board is presented on page 6 of the background material, and is available for public viewing.
- b. **PUBLIC COMMENT:** At this time the Board listens to the community's issues of concern. Board members or staff will respond during this meeting or at a later time. We listen with respect and ask those who address the Board to do the same. In

order to respect all persons addressing the Board, we request that the audience not applaud individual speakers and that issues, rather than personalities, be addressed. Any resident or staff member of the district who has signed up on the public comment roster may speak. There is a time limit per person.

If there are a number of speakers commenting on the same topic this evening, we ask that remarks be consolidated and new thoughts or concepts shared. It is not the number of people who address the Board that leads to better decision-making, rather the content of your presentation. So, we respectfully ask that you do not repeat the same message of an earlier speaker. If there are four or more people who wish to address the Board on the same side of the same topic, the Board will allow 10 minutes for that view to be heard. All those who sign up must accompany the speaker to the front of the Board room. We respectfully ask that you do not repeat the same message, but rather present varying concepts on the same theme. Thank you.

## 6. CONSENT AGENDA

- ACTION                    a. **MONITORING REPORT – FINANCIAL ADMINISTRATION (EL-7), Pages 7-13:** It is the Superintendent's recommendation that the Board of Education approves the monitoring report on EL-7, Financial Administration, as shown in memorandum BA-07-022 in the background material.
- ACTION                    b. **BOARD POLICY FOR STUDY EL-7, FINANCIAL ADMINISTRATION, Pages 14-16:** It is the Superintendent's recommendation that the Board of Education accepts for study executive limitation policy EL-7, Financial Administration, as recommended in memorandum BA-07-023 in the background material.
- ACTION                    c. **BOARD POLICY FOR STUDY GP-10, BOARD MEMBER FINANCIAL DISCLOSURE, Pages 17-19:** It is the Superintendent's recommendation that the Board of Education accepts for 30-day study governance process policy GP-10, Board Member Financial Disclosure, as recommended in memorandum BA-07-069 in the background material.
- ACTION                    d. **EMPLOYMENT (EL-3, STAFF TREATMENT), Pages 21-24:** The Superintendent recommends that the Board of Education approves the employment of personnel, as presented in memorandum BA-06-002/2 in the background material.

ACTION e. **ADMINISTRATIVE APPOINTMENTS (EL-3, STAFF TREATMENT), Pages 25-26:** The Superintendent recommends that the Board of Education approves the administrative appointments of personnel, as presented in memorandum BA-06-003/2 in the background material.

ACTION f. **RESIGNATIONS/TERMINATIONS (EL-3, STAFF TREATMENT), Pages 27-29:** It is the Superintendent's recommendation that the Board of Education approves the resignations, terminations and reinstatements of personnel, as outlined in memorandum BA-06-008/2 in the background material.

ACTION g. **RESOLUTION – ACCEPT DECISION - CSEA GRIEVANCE #725 (EL-3, STAFF TREATMENT), Pages 30-31:** It is the Superintendent's recommendation that the Board of Education adopts the resolution to accept the arbitrator's recommendation provided prior to the Board meeting, as recommended in memorandum BA-07-059 in the background material.

ACTION h. **CONTRACT AWARD: EVERGREEN HIGH SCHOOL ROOF REPLACEMENT (EL-8, ASSET PROTECTION), Page 32:** It is the Superintendent's recommendation that the Board of Education approves the award of contract to D&D Roofing in the amount of \$441,057 for the Evergreen High School roof replacement project and authorizes the executive director of Construction Management to execute the contract documents, as identified in memorandum BA-07-062 in the background material.

ACTION i. **CONTRACT AWARD: FREMONT ELEMENTARY SCHOOL ROOF REPLACEMENT (EL-8, ASSET PROTECTION), Page 33:** It is the Superintendent's recommendation that the Board of Education approves the award of contract to Weathersure Systems Inc. in the amount of \$362,148 for the Fremont Elementary roof replacement and authorizes the executive director of Construction Management to execute the contract documents, as identified in memorandum BA-07-063 in the background material.

ACTION j. **CONTRACT AWARD: KEN CARYL MIDDLE SCHOOL REMODEL (EL-8, ASSET PROTECTION), Page 34:** It is the Superintendent's recommendation that the Board of Education approves the award of contract to Brown Schrepferman & Company in the amount of \$929,319 for the Ken Caryl Middle School remodel and authorizes the executive director of Construction Management to execute the contract documents, as identified in memorandum BA-07-064 in the background material.

ACTION k. **CONTRACT AWARD: RUSSELL ELEMENTARY SCHOOL PARTIAL ROOF REPLACEMENT (EL-8, ASSET PROTECTION), Page 35:** It is the Superintendent's recommendation that the Board of Education approves the award of contract to B&M Roofing, Inc. in the amount of \$262,997 for the Russell Elementary partial roof replacement project and authorizes the executive director of Construction Management to execute the contract documents, as identified in memorandum BA-07-065 in the background material.

ACTION l. **CALENDAR COMMITTEE MEMBERSHIP (EL-15, SCHOOL YEAR CALENDAR), Page 36-37:** It is the Superintendent's recommendation that the Board of Education approves the membership of the calendar committee, as noted on memorandum BA-07-070 in the background material.

ACTION m. **APPROVAL OF MINUTES:** The minutes of the meetings of January 11, 16, 19, and 23, 2007 are presented for approval.

7. **ENDS DEVELOPMENT AND MONITORING AGENDA**

ACTION a. **REPORT ON STRATEGIC PLAN OBJECTIVE 8 (ENDS 1, ALL CHILDREN ARE PREPARED FOR A SUCCESSFUL FUTURE), Page 38:** It is the Superintendent's recommendation that the Board of Education receives an overview of the work aligned with Strategic Plan objective 8 presented by Lorie Gillis, chief financial officer, and Amy Weber, executive director of Human Resources to discuss how this work supports Board Ends policies, as shown in memorandum BA-07-038 in the background material.

8. **DISCUSSION AGENDA**

ACTION a. **SUPERINTENDENT'S CONTRACT FIRST ADDENDUM (EL-7, FINANCIAL ADMINISTRATION), Page 20:** It is the Superintendent's recommendation that the Board of Education approve the contract addendum to the superintendent's contract approved June 15, 2007, as noted on memorandum BA-07-067 in the background material.

ACTION 9. **DEVELOP NEXT AGENDA:** The Board will discuss the agenda for the February 22 regular meeting and February study session topics.

10. **ADJOURNMENT**

## **FUTURE EVENTS:**

February 13	Board of Education Special Meeting: Legislative Issues, State Capitol
February 13	Strategic Planning Advisory Council, Board Room
February 16	Board of Education Study/Dialogue Session, Board Room
February 20	Board of Education Special Meeting: Legislative Issues, Seminar Room
February 22	Board of Education Regular Business Meeting, Board Room
February 27	Board of Education Special Meeting: Legislative Issues, Seminar Room
March 1	Board of Education Regular Business Meeting, Board Room
March 2	Board of Education Study/Dialogue Session, Board Room
March 13	Board of Education Special Meeting: Legislative Issues, Seminar Room
March 13	Strategic Planning Advisory Council, Board Room
March 15	Board of Education Regular Business Meeting, Board Room
March 16	Board of Education Study/Dialogue Session, Board Room
March 20	Board of Education Special Meeting: Legislative Issues, Seminar Room
March 26-30	Spring Break
April 5	Board of Education Regular Business Meeting, Board Room
April 10	Board of Education Special Meeting: Legislative Issues, Seminar Room
April 10	Strategic Planning Advisory Council, Board Room
April 20	Board of Education Study/Dialogue Session, Board Room
April 25	Jeffco Schools Values Awards
April 26	Board of Education Regular Business Meeting, Board Room
April 27	Board of Education Study/Dialogue Session, Board Room
May 4	Board of Education Study/Dialogue Session, Board Room
May 10	Board of Education Regular Business Meeting, Board Room
May 11	Board of Education Study/Dialogue Session, Board Room

## CORRESPONDENCE – February 8, 2007

c-07-009*	Scott Palmer Student issue
c-07-010*	Mark/Robyn Amundson, Becky Bradley, Jane Chadbourne, Karen Johnson, Susan McMillin, Alan Barnes, Lara Center, Sabrina Chandler, George Martinez c: Board
c-07-011	Mereth Meade response
c-07-012	Eileen Hunter-Sweeney Paula Bonneau Hackberry Hill ES Twice Exceptional Program
c-07-013	Marta Alejandro Transportation to school
c-07-014	Patricia Nelson Thank you

\*Note: Letters addressed to the Board of Education that contain the name of a student or involve a personnel issue are not available to the public (\* unofficial). The Board does not respond to anonymous letters or letters that are copied to the Board but not addressed to the Board.

6.a.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-022

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Policy Governance Monitoring Report:

EL-7, Financial Administration

**ACTION**

**PERTINENT FACTS:**

1. An important component of the Policy Governance Model is GP 6, the Annual Work Plan.
2. The monitoring reports on EL-7 Financial Administration are scheduled quarterly: November, February, May and September.
3. Policy Governance Monitoring Report EL-7 dated January 26, 2007 covers the period October 21, 2006 through January 26, 2007 and is included in background material.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the monitoring report on EL-7, Financial Administration, for the period October 21, 2006 through January 26, 2007 as shown in background material.

**ORIGINATORS:**

Lorie Gillis



Patrick Hickey



DATE: January 29, 2007

**APPROVED:**

Cynthia Stevenson



## Policy Governance Monitoring Report

January 26, 2007

To: Board of Education

From: Lorie Gillis 

Patrick Hickey 

Re: **EL-7 Financial Administration**

*I certify this information to be accurate as of the close of business ~~October 20, 2006~~ January 26, 2007.* Board executive limitation policy 7 was NOT revised at its last monitoring in February 2006.

The Superintendent shall not allow assets of the District to be unprotected, inadequately maintained, inappropriately used or unnecessarily risked. Accordingly, the Superintendent may not:

**1. Expend more funds than have been received in the fiscal year to date unless authorized by the Board through use of reserves or unless revenues are made available through other legally permissible means.**

*Monthly Budget Status Reports and Quarterly Financial Reports* are provided to the Board of Education for review. Each report highlights concerns – if any – and shares changes or processes to increase efficiencies. The *Quarterly Financial Report* for the period ending ~~June 30, 2006~~ SEPTEMBER 30, 2006 was reviewed in detail at the Board Workshop on ~~October 13, 2006~~ NOVEMBER 10, 2006. This report presents the financial status of the district with the Board and public.

**2. Expend funds in excess of the amount appropriated or in excess of the reasonably projected available resources, whichever is less for a particular fund.**

The *Monthly Budget Status Reports* and the *Quarterly Financial Reports* ensure excess spending is promptly reported. The status of all funds is monitored and reported to administration and the Board of Education. Programs and functions designated with a red flag in these reports are observed closely because a risk to the district's financial performance may have been identified. A corrective action plan is then implemented to ensure compliance with policy. ~~The Building Fund—Capital Projects exceeded their appropriation due to acceleration in projects not included in the Supplemental Appropriation. One Charter School, Rocky Mountain School of the Deaf, was red flagged for continued borrowing from the district. On June 30, 2006, the Child Care Fund had exceeded their appropriation due to a spend down of reserves in the School Age Child Care and Extended Day Kindergarten Programs. However, as a whole, the fund will have increased their retained earnings and had positive net income. These programs have been monitored throughout the year and have had yellow flags within the quarterly reports as programs to monitor. This fund is under review and will be monitored closely for budgetary variances. The budget for the fund for 2006/2007 will be revised for the one-day count adjustments. The Building Fund—Capital~~



~~Projects 2005A Bond Fund exceed the 2005/2006 appropriation due to the acceleration of two projects. This is noted in the June 30, 2006 Quarterly Financial Report and will be noted in the Comprehensive Annual Financial Report.~~ ALL FUNDS ARE MONITORED THROUGHOUT THE YEAR USING THE QUARTERLY AND MONTHLY BUDGET REPORTS. ANY SUPPLEMENTAL APPROPRIATIONS WILL BE PREPARED FOR ADOPTION PRIOR TO YEAR END.

**3. Transfer unencumbered moneys from one fund to another unless authorized by the Board in advance.**

All budget transfers, with appropriate authorization, are forwarded to Budget Management for review and determination of available funds. Budget Management determines whether the transfer can be processed as submitted or if it requires Board of Education approval.

The Chief Financial Officer evaluates the status of all department and school budgets and will advise the Board of Education with mid-year budget corrections if necessary. This process will transfer funds from programs with “under spending” to cover unexpected expenses in other funds.

**4. Fail to settle payroll and pay obligations in a timely manner.**

Payroll and other staff members continue to monitor and look for areas of improvement with Payroll processes. Several processing changes have been made and will be implemented as part of the HR Reengineering/Upgrade.

**Pay Obligations:** Payment vouchers are processed three times weekly to ensure timely payment to all vendors. For the quarter ending ~~September 30, 2006~~ DECEMBER 31, 2006 ~~11,600~~ 16,300 checks were written on the General Fund for a total of ~~\$30.6~~ \$32.4 million. There were also ~~520~~ 385 checks written on bond funds for a total of ~~\$39.6~~ \$26.8 million.

**5. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.**

To the best of our knowledge, all reports required by state and federal agencies have been made within the required time periods. The Idea Grant final report was approximately three weeks late because CDE disallowed some expenditures shortly before the report was due. Grant applications and final reports were submitted to CDE in accordance with grant regulations. The Transportation Claim was submitted, as allowed by extension, by September 6, 2006. THE FINANCIAL REPORTS WERE SENT TO CDE BY DECEMBER 31, 2006 AS REQUIRED.

**6. Fail to arrange for the annual audit of all district funds and accounts following the close of the fiscal year in accordance with state law.**

~~The single audit interim work was started in May 2006. This work, as well as the annual audit, will be continuing from September 2006 to November 2006.~~ THE COMPREHENSIVE ANNUAL FINANCIAL REPORT WITH THE AUDIT OPINION WAS DELIVERED TO THE BOARD OF EDUCATION PRIOR TO NOVEMBER 30, 2006.

**7. Fail to bill timely and aggressively pursue receivables after a reasonable grace period.**  
All receivables and billings are processed timely and reviewed and verified by the independent auditors.

**8. Fail to keep complete and accurate financial records by funds and accounts in accordance with law and generally recognized principles of governmental accounting.**  
Complete and accurate financial records by funds and accounts are maintained and the annual independent “audit” requires a thorough analysis of all district financial practices including the federal programs, i.e., food services, special education, Title I, Title VI, Title IX, etc. The Governmental Accounting Standards Board (GASB) governs the financial reporting format, ~~GASB 34~~. All financial records are kept in accordance with state, federal and GASB requirements and are available for review by the Board.

**9. Fail to publish and post a financial condition statement.**

In addition to the annual audited Financial Reports, the Board of Education authorized external auditors to conduct quarterly agreed-upon procedures of the district’s financial condition. In addition, Monthly and Quarterly Financial Reports are now provided to the Board of Education by Financial Services and Budget Management highlighting those funds being closely monitored. The reports are also shared and reviewed with the Financial Oversight Committee. Clifton Gunderson reviews the first, second and third quarterly reports.

**10. Acquire, encumber or dispose of real property.**

~~On January 12, 2006, the Board of Education approved a property exchange with Jefferson County Open Space and 8.7 acres of the Tanglewood site was declared surplus. The land will be traded for approximately 8 acres bordering Chatfield high school. The Applewood Knolls cottages were declared surplus by the Board of Education on January 12, 2006. The Board authorized administrative staff to negotiate the sale of the property. NO PROPERTY EXCHANGES, SALES OR PURCHASES OCCURRED DURING THE REPORTED PERIOD.~~

**11. Fail to make timely and appropriate corrections in accordance with internal or external-audit findings.**

~~During the period September 6 through October 12, 2006, OCTOBER 13, 2006 THROUGH JANUARY 26, 2007 the Internal Auditor has conducted 45 25 school audits and is currently communicating his findings to school and district administrators.~~

~~KPMG is currently conducting an audit of the Grants Fund. They will be reporting their findings on October 30 to the Chief Financial Officer.~~

**12. Fail to notify the Board when bonds have been upgraded or downgraded.**

Bond ratings are shared with the Board via the Quarterly Financial Reports or by voice mail. ~~In December 2004, two bond rating agencies, Moody’s Investor Services and Standard and Poor’s, assigned ratings of A1 and AA respectively to the District’s Bond issue of \$257 million that was approved by the voters in November 2004 and~~

~~sold in December 2004. Both ratings reflect the improved financial position, commitment of Jeffco Schools to continue this trend and the large tax base of the District with above average wealth and income indicators. The agencies also cite the recently approved additional mill levy override which will provide operating flexibility and manageable debt levels as reasons for the A1 and AA ratings.~~

~~These ratings were reconfirmed in March 2005 when the district refunded bonds in the amount of \$39.595 million~~ ON NOVEMBER 15, 2006, MOODY'S INVESTOR SERVICES UPGRADED THE DISTRICT'S GO BOND RATING TO AA3 FROM A1. THE RATING ASSIGNED BY STANDARD AND POOR'S REMAINED UNCHANGED AT AA-. THE UPGRADE FROM MOODY'S REFLECTS A STABLE OUTLOOK FOR THE DISTRICT AND REFLECTS THE INCREASED FINANCIAL RESOURCES, STRATEGIC PLANNING AND STRONG FINANCIAL POLICIES AND PROCEDURES IN PLACE. IN ADDITION, THE AGENCIES RATED THE CERTIFICATES OF PARTICIPATION SERIES 2006A AND 2006B AS A1 FROM MOODY'S AND A+ FROM STANDARD AND POOR'S.

**13. Fail to identify funds, programs, departments or schools that are projected to end the fiscal year with an operating loss or deficit, even though a correction plan has been initiated.**

Through the use of the *Quarterly Financial Report* and the *Monthly Status* reports, identification of all funds, programs, departments or schools with a potential loss or deficit are immediately reported to Cabinet, the Superintendent, the Financial Oversight Committee and the Board of Education. Budget Management continues to conduct regular meetings with departments to ensure current year budgets are monitored closely and any potential variances are identified and communicated as early as possible.

**14. Fail to provide immediate verbal notification, identification and scope of any potential financial problem.**

Quarterly workshops are scheduled with the Board of Education to discuss financial status in detail. The Financial Oversight Committee meets monthly to review reports, elicit questions or concerns and make suggestions about the district's financial reporting. The Board has been kept apprised at recent Board Meetings regarding financial management issues.

**15. Fail to provide a corrective action plan within 30 days of first reporting any potential loss.**

Central managed school age child care, EXTENDED DAY KINDERGARTEN, CENTRAL SERVICES, EMPLOYEE BENEFITS, Compass Montessori Charter School-Golden, and Rocky Mountain Deaf were listed as programs being observed closely because of an identified risk in the 2006 ~~Fourth~~ 2007 *FIRST Quarterly Financial Report*. Those issues are currently being resolved to eliminate the "yellow and red flag" status.

**16. Fail to identify and explain variations or deviations in cash flow, revenues or other important financial indicators.**

Included in each *Quarterly Financial Report* is the cash flow analysis showing the actual costs and the projected costs through the end of the fiscal year. The ~~Fourth~~ FIRST Quarter Report for the fiscal year ~~2006~~ shows positive cash flow and an unallocated fund balance. FOR 2007 SHOWS POSITIVE CASH FLOW AND AN UNALLOCATED FUND BALANCE.

**17. Fail to direct key financial, auditing and monitoring staff to report potential financial problems immediately.**

All key financial, auditing and monitoring staff has been instructed to report any potential financial problems immediately. Staff is reminded of this requirement at monthly meetings conducted by the Chief Financial Officer. These questions are also addressed with Clifton Gunderson during each quarterly review.

**18. Fail to conduct quarterly financial reviews with the Board, Superintendent, Chief Operating Officer, Chief Financial Officer.**

District staff conducts regular workshops with the Board to review the district's financial status in detail. The ~~Fourth~~ FIRST Quarter Financial Report for ~~2006~~ 2007 was reviewed with the Financial Oversight Committee on ~~October 4, 2006~~ OCTOBER 31, 2007 and with the Board of Education on ~~October 13, 2006~~ NOVEMBER 10, 2006.

**19. Fail to establish appropriate safeguards to ensure financial issues are identified and reported to the Board of Education in a timely manner.**

Procedures have been established to ensure district leadership and the Board of Education is informed of the financial condition of all district accounts via monthly and quarterly reports and workshops with the Board of Education and district leadership.

**20. Fail to establish guidelines on the role of school accountability committees advising principals on the use of all school funds, including revenue enhancing funds such as those generated by vending machines.**

District leadership updates guidelines on the role of school accountability committees advising principals on the use of all school funds, including revenue enhancing funds.

**21. Fail to notify the Board of Education when an employee violates guidelines or policies regarding the use of district funds.**

Through the use of voice mail, the Board is kept apprised of all alleged violations and any remedial action taken. That initial notification is then followed by detailed data regarding the violation.

**22. Fail to review and correct or clarify rules when an employee violates guidelines or policies regarding the use of district funds.**

All rules are thoroughly reviewed when a violation or alleged violation of a guideline or policy occurs. The Chief Financial Officer reviews procedures with staff and clarifies policies and procedures as necessary.

**23. Fail to provide appropriate training for key financial, auditing and monitoring staff.**

The Chief Financial Officer ensures that financial, auditing and monitoring staff is provided with the latest, most current information. ~~The Budget Office will conduct a training session for new principals on October 20, 2006.~~ THE BUDGET OFFICE HELD A TRAINING SESSION FOR NEW PRINCIPALS ON OCTOBER 20, 2006 AND WILL HOLD ANOTHER TRAINING SESSION FOR PRINCIPALS AND ADMINISTRATORS IN APRIL, 2007. THE SCHOOL ACCOUNTING SUPPORT TEAM HELD A FINANCIAL SECRETARY TRAINING SESSION IN OCTOBER, 2006 AND WILL HOLD ANOTHER SECRETARY TRAINING SESSION IN SPRING OF 2007.

6.b.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-023

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Board Policy Revision – Executive Limitation policy (EL-7),  
Financial Administration

**ACTION**

**PERTINENT FACTS:**

1. The Board of Education has requested to review executive limitation Board policies on a regular, scheduled basis with the corresponding monitoring report of that executive limitation policy. Board Governance Process policy, GP-6, Annual Work Plan, provides a schedule for regular review of monitoring reports and Board policies.
2. Board policy EL-7, Financial Administration, is brought forward to give the Board an opportunity to make any changes to the policy it deems necessary.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education accepts for 30-day study Board executive limitation policy EL-7, Financial Administration.

**ORIGINATOR:** Helen Neal *HN*

**DATE:** January 29, 2007

**APPROVED:** Cynthia Stevenson *CS*

## ***Policy Executive Limitations (EL-7)***

### **FINANCIAL ADMINISTRATION**

Adopted: June 15, 2000  
Revised: February 6, 2003  
Monitoring Method: Internal and External  
Monitoring Frequency: Quarterly; November, February,  
May and September

With respect to the actual, ongoing financial condition and activities, the superintendent shall not cause nor allow fiscal jeopardy or a material deviation from the annual budget or budget policy adopted by the Board, or any fiscal condition that is inconsistent with achieving the priorities established in Board's Ends policies. Accordingly, the superintendent may not:

1. Expend more funds than have been received in the fiscal year to date unless authorized by the Board through use of reserves or unless revenues are made available through other legally permissible means.
2. Expend funds in excess of the amount appropriated or in excess of the reasonably projected available resources, whichever is less for a particular fund.
3. Transfer unencumbered moneys from one fund to another unless authorized by the Board in advance.
4. Fail to settle payroll and pay obligations in a timely manner.
5. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.
6. Fail to arrange for the annual audit of all district funds and accounts following the close of the fiscal year in accordance with state law.
7. Fail to bill timely and aggressively pursue receivables after a reasonable grace period.
8. Fail to keep complete and accurate financial records by funds and accounts in accordance with law and generally recognized principles of governmental accounting.
9. Fail to publish and post a financial condition statement.
10. Acquire, encumber or dispose of real property without authorization from the Board.
11. Fail to make timely and appropriate corrections in accordance with internal or external audit findings.
12. Fail to notify the Board when bonds have been upgraded or downgraded.
13. Fail to identify funds, programs, departments or schools that are projected to end the fiscal year with an operating loss or deficit, even though a correction plan has been initiated.
14. Fail to provide immediate verbal notification, identification and scope of any potential financial problem.
15. Fail to provide a corrective action plan within 30 days of first reporting any potential loss.
16. Fail to identify and explain variations or deviations in cash flow, revenues or other important financial indicators.
17. Fail to direct key financial, auditing and monitoring staff to report potential financial problems immediately.
18. Fail to conduct quarterly financial reviews with the Board, superintendent, chief operating officer, chief financial officer and executive director of budget management.
19. Fail to establish appropriate safeguards to ensure financial issues are identified and reported to the Board of Education in a timely manner.
20. Fail to establish guidelines on the role of school accountability committees advising principals on the use of all school funds, including revenue enhancing funds such as those generated by vending machines.
21. Fail to notify board of education when an employee violates guidelines or policies regarding the use of district funds.
22. Fail to review and correct or clarify rules when an employee violates guidelines or policies regarding the use of district funds.
23. Fail to provide appropriate training for key financial, auditing and monitoring staff.

#### Monitoring Report Indicators:

List all documents received by Board of Education within reporting period; report on data collected, processes used, actions taken, check alignment of district policies and procedures with board policy expectations and actions, analysis of data/situation, current and/or ongoing programs demonstrating movement toward the executive limitation.

#### **LEGAL REFS.:**

C.R.S. 22-32-109 (1) (i), (j), (k), (l) (Board duties concerning proper record keeping and annual audit)

C.R.S. 22-42-101 et seq. (bonded indebtedness)

C.R.S. 29-1-601 et seq. (local government audit law)



**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-069

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Board Policy Revision – Governance Process policy (GP-10),  
Board Member Financial Disclosure

**ACTION**

**PERTINENT FACTS:**

1. The Board of Education has requested to review governance process Board policies on a regular, scheduled basis. Board Governance Process policy, GP-6, Annual Work Plan, provides a schedule for regular review of Board policies.
2. Board policy GP-10, Board Member Financial Disclosure, is brought forward due to the recent change in law that requires quarterly disclosure instead of annual disclosure of financial reporting.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education accepts for 30-day study Board governance process policy GP-10, Board Member Financial Disclosure

**ORIGINATOR:** Helen Neal

**DATE:** January 29, 2007

**APPROVED:** Cynthia Stevenson



## **GOVERNANCE PROCESS (GP-10)**

### **BOARD MEMBER FINANCIAL DISCLOSURE**

Adopted: June 15, 2000  
Revised: ~~September 27, 2004~~

MARCH 15, 2007  
Monitoring Method: Internal  
Monitoring Frequency: Annual – March

As required by law, Board members shall disclose certain items received in connection with serving on the Board. Board members receiving such items must file a QUARTERLY report for the preceding ~~calendar year~~ REPORTING PERIOD with the county clerk and recorder on forms supplied by the secretary of state on or before JANUARY 15, APRIL 15, JULY 15, AND OCTOBER 15 of each year. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt.

1. Items which must be reported include the following:
  - a. Any money received including a loan, pledge, advance of money or guarantee of a loan with a value of \$25 or more.
  - b. Any gift of any item of real or personal property other than money with a value of \$50 or more.
  - c. Any loan of real or personal property if the value of the loan is \$50 or more. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
  - d. Any payment for a speech, appearance or publication.
  - e. Tickets to a sporting, recreational, educational or cultural event with a value of \$50 or more for a single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more.
  - f. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB.)
  - g. Any gift of a meal to a fundraising event of a political party.
2. The financial disclosure need not include the following:
  - a. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act.
  - b. Any item of perishable or nonpermanent value including meals unless such item is required to be reported under paragraph 1.e. or 1.g. above.
  - c. A non-pecuniary award publicly presented by an organization in recognition of public service.
  - d. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or public entities such as CASB.
  - e. Payment of salary from employment including other government employment.
  - f. ITEMS NOT RELATED TO A BOARD MEMBER'S PUBLIC SERVICE (I.E., BIRTHDAY GIFT OR LOAN FROM A FRIEND) UNLESS GIVEN BY SOMEONE WHO CONDUCTS BUSINESS WITH OR IS RELATED TO THE SCHOOL DISTRICT.
3. To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

4. Board members who do not receive any reportable items are not required to file a report.

**LEGAL REFS.:**

C.R.S. 24-6-201 et seq. (public official disclosure law)

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Jefferson County School District R-1  
Jefferson County, Colorado

6.d.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-067

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Superintendent's Contract – First Addendum (EL-1, Global Executive Constraint)

**ACTION**

**PERTINENT FACTS:**

1. Dr. Cynthia Stevenson's Superintendent's contract was approved June 15, 2006.
2. The Board of Education and Superintendent agreed to an addendum to the June 15, 2006 contract.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the first addendum to the superintendent's contract approved June 15, 2006 between Dr. Stevenson and the school district, which will be presented prior to the Board meeting.

**ORIGINATOR:** Helen Neal

Date: January 29, 2007

**APPROVED:** Cynthia Stevenson 

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-002/2

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Employment (EL3)

**ACTION**

**PERTINENT FACTS:**

1. In accordance with Board Policy EL3, Staff Treatment, the following is being presented to the Board of Education for approval.
2. Thirty-three (33) licensed positions have been offered.
3. Sixty-three (63) classified positions have been offered.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the employment of personnel as outlined above and in the background of the agenda.

**ORIGINATOR:**

Amy Weber *AW*

**DATE:** January 29, 2007

Lorie B. Gillis *LBG*

**APPROVED:**

Cynthia Stevenson *CS*

2. Licensed Employees

Temporary One Licensed Teachers

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Start Date</u>
Blair	Kimberly	Teacher, Secondary	Chatfield Senior	01/08/2007
Brale	Joan	Counselor	Bear Creek Elementary	01/08/2007
Brown	William	Teacher, Elementary	Stein Elementary	11/13/2006
Case	Glenn	Teacher, Secondary	Arvada West Senior	01/08/2007
Comerci	Benjamin	Teacher, Elementary	Green Mountain Elementary	12/18/2006
Cox	Kathryn	Teacher, Elementary	Russell Elementary	11/13/2006
Devine	Rebecca	Social Worker	Wheat Ridge Middle	01/08/2007
Dilorenzo	Gina	Teacher, PC/EH	Maple Grove Elementary	01/08/2007
Fibbe	Benjamin	Teacher, Secondary	Ralston Valley Senior	01/08/2007
Genco	Mark	Teacher, Elementary	Van Arsdale Elementary	08/17/2006
Green	Erica	Teacher, Secondary	Pomona Senior	01/08/2007
Hallein	Yashka	Teacher, Secondary	Warren Occupational Tech.	01/16/2007
Maller	Jacquelyn	Teacher, Hearing Disab.	Vivian Elementary	01/08/2007
Marino	Jane	Teacher, PC/EH	Eiber Elementary	12/15/2006
McCay	Karie	Teacher, Elementary	Slater Elementary	10/30/2006
Murnan	Susan	Teacher, Secondary	Golden Senior	08/17/2006
Murphy	Leigh	Teacher, ESL	Multicultural Student Services	01/08/2007
Parker	Barbara	Psychologist	Exceptional Student Services	12/11/2006
Powell	Alison	Occupational Therapist	Exceptional Student Services	01/08/2007
Sandusky	Douglas	Teacher, Secondary	Conifer Senior	01/08/2007
Scott	Brenda	Teacher, Elementary	Peck Elementary	01/08/2007
Shaffer	Deanna	Teacher, PC/EH	Deane Elementary	12/18/2006
Sheata	Anthony	Teacher, Secondary	Jefferson Senior	01/08/2007
Shirley	Kelley	Teacher, Elementary	Martensen Elementary	01/08/2007
Stacey	Megan	Teacher, Elementary	Warder Elementary	01/08/2007
Vanni	Carrie	Teacher, Secondary	Standley Lake Senior	01/08/2007
Werner	Ellen	Teacher, Elementary	Kullerstrand Elementary	11/27/2006
Wilson	Rachel	Teacher, Elementary	Parr Elementary	01/08/2007
Wirth-Kleinbub	Candice	Teacher, Elementary	Parr Elementary	12/18/2006

Non-Probationary Teacher

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Start Date</u>
Keith	Gary	Teacher, Secondary	Ken Caryl Middle	01/08/2007

Half Time Teachers

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Start Date</u>
Bailiff	Brandi	Teacher, PC/EH	Fairmount Elementary	01/08/2007
Bradley	Susan	Teacher, Elementary	Welchester Elementary	12/04/2006
Runge	Breanne	Teacher, Elementary	Stony Creek Elementary	01/08/2007
Schaefer	Amy	Teacher, Elementary	Van Arsdale Elementary	01/08/2007

### 3. Classified Employees

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Start Date</u>
Baca	Katherine	Technician	Exceptional Student Services	11/20/2006
Beach	Theron	Custodian	Custodial Services	12/11/2006
Becirovic	Hadzira	Custodian	Custodial Services	01/08/2007
Bernal	Vanessa	Campus Supervisor	Green Mountain Senior	11/27/2006
Burkhart	Amanda	Bus Driver Assistant	Central Transportation	12/18/2006
Burkhart	Jessica	Bus Driver	North Transportation	11/20/2006
Cimrotic	Nermina	Custodian	Custodial Services	12/04/2006
Clark	Beau	Para-Educator	Green Mountain Senior	11/20/2006
Davis	Jason	Campus Supervisor	Dakota Ridge Senior	12/14/2006
Encinas	Kimberly	Food Service Worker	Food and Nutrition Services	11/06/2006
Fortis	Natacha	Para-Educator	Jeffco Open Secondary	12/04/2006
Fouts	Gretchen	Food Service Worker	Food and Nutrition Services	11/06/2006
Gonzales	Margaret	Food Service Worker	Food and Nutrition Services	10/30/2006
Groskopf	Judith	Food Service Worker	Food and Nutrition Services	12/11/2006
Guthrie	Walker	Para-Educator	Stevens Elementary	11/15/2006
Gutierrez	Mireya	Bus Driver Assistant	North Transportation	12/11/2006
Haberer	Lucinda	Custodian	Custodial Services	12/04/2006
Hawthorn	Jessie	Tutor, Instructional	Alameda Senior	12/11/2006
Hill	Scott	Custodian	Custodial Services	12/11/2006
Hooper	Colleen	Specialist	Jeffco Transition Services	11/13/2006
Huizing	Lynn	Bus Driver	North Transportation	11/20/2006
Hutchins	Carol	Food Service Worker	Food and Nutrition Services	01/08/2007
Jennings	Dorothy	Para-Educator	Fairmount Elementary	10/27/2006
Kircher	Mickie	Secretary	Deer Creek Middle	12/11/2006
Klein	Kenneth	Bus Driver	West Transportation	12/04/2006
Lepke	Anna	Para-Educator	Drake Middle	08/21/2006
Lewis	Julia	Para-Educator	West Jefferson Elementary	11/13/2006
Livo	Denise	Technician	Human Resources	01/16/2007
Mark	Jill	Campus Supervisor	Lakewood Senior	01/08/2007
Marston	Deana	Food Service	Food and Nutrition Services	12/18/2006
Martinez	Daniel	Bus Driver	South Transportation	12/04/2006
McDaniel	Pamela	Para-Educator	Fremont Elementary	11/13/2006
McGlinchey	Mildred	Food Service Worker	Food and Nutrition Services	11/13/2006
McKinney	Myra	Para-Educator	Jefferson Senior	11/13/2006
Meis	Kimberly	Bus Driver Assistant	North Transportation	12/11/2006
Miniel	Rebecca	Food Service Worker	Food and Nutrition Services	11/13/2006
Moreno	Jose	Custodian	Custodial Services	12/11/2006
Newman	Tracey	Para-Educator	Moore Middle	10/30/2006
Nickell	Kevin	Custodian	Custodial Services	12/18/2006
Noffsinger	Timothy	Bus Driver	Central Transportation	11/29/2006
O'Brien	James	Bus Driver	South Transportation	12/04/2006
Oleson	Allan	Bus Driver	North Transportation	11/20/2006
Palenzuela	Estefania	Tutor, Instructional	Stein Elementary	12/18/2006
Park	Byong	Custodian	Custodial Services	11/06/2006
Peterson	Nicholas	Campus Supervisor	Warren Occupational Tech.	01/02/2007
Pfannenstiel	Julius	Bus Driver	West Transportation	12/04/2006
Priest	Shawnette	Bus Driver	Central Transportation	10/16/2006

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Start Date</u>
Proctor	Katherine	Para-Educator	Ralston Valley Senior	11/06/2006
Reynolds	Jesse	Custodian	Custodial Services	11/27/2006
Rogers	Wesley	Area Grounds	Landscaping Services	12/18/2006
Saucedo-Martinez	Angela	Food Service Worker	Food and Nutrition Services	11/16/2006
Schneider	Miranda	Food Service Worker	Food and Nutrition Services	10/30/2006
Sheets	Charles	Part-Time Custodian	Custodial Services	11/27/2006
Shipton	James	Bus Driver	North Transportation	11/20/2006
Swartout	Roger	Bus Driver	North Transportation	11/20/2006
Thompson	Thomas	Custodian	Custodial Services	01/08/2007
Trimmer	Melvin	Lead Technician	Facilities Management	12/18/2006
Trump	Beverly	Bus Driver Assistant	North Transportation	12/11/2006
Tuai	Peter	Campus Supervisor	Jefferson Senior	12/13/2006
Wait	Carolyn	Para-Educator	Miller Special	10/23/2006
Warner	Pamela	Trainer	Jeffco Transition Services	12/11/2006
Watkins	Thomas	Estimator/Planner	Facility Information Center	12/04/2006
Welty	Kimberly	Food Service Worker	Food and Nutrition Services	11/20/2006



**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-003/2

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Administrative Appointments (EL3)

**ACTION**

**PERTINENT FACTS:**

1. In accordance with Board Policy EL3, Staff Treatment, the following is being presented to the Board of Education for approval.
2. One (1) school based administrative position has been recommended for a transfer.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the administrative appointments as outlined above and in the background of the agenda.

**ORIGINATOR:**

Amy Weber

*AW*

**DATE:** January 29, 2007

Lorie B. Gillis

*LB*

**APPROVED:**

Cynthia Stevenson

*CS*

Effective  
Date

2. SCHOOL BASED ADMINISTRATIVE TRANSFER

A. Middle School Assistant Principal  
Freeman, Richard A. - Creighton

11/15/2006

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-008/2

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Resignations/Terminations (EL3)

**ACTION**

**PERTINENT FACTS:**

1. In accordance with Board Policy EL3, Staff Treatment, the following is being presented to the Board of Education for approval.
2. Six (6) administrative resignations have been received.
3. Eight (8) licensed resignations have been received.
4. Eleven (11) licensed terminations have been received.
5. Thirty-seven (37) classified resignations have been received.
6. Five (5) classified terminations have been received.
7. One (1) administrative leave resignation have been received.
8. One (1) administrative leave termination has been received.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the resignations/terminations of personnel as outlined above and in the background of the agenda.

**ORIGINATOR:** Amy Weber *AW*  
Lorie B. Gillis *LB*

**DATE:** January 29, 2007

**APPROVED:** Cynthia Stevenson *CS*

## 2. Administrative Resignations

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Carron	Joella	Manager	Food and Nutrition Svcs.	01/12/2007	Other Position
Cooper	Deborah	Manager	Student Data Services	02/01/2007	Retirement
Kaufman	Rick	Executive Director	Communication Services	01/01/2007	Personal
Leuschel	Karen	Executive Director	Human Resources	01/01/2007	Retirement
Miller	Marina	Director	Human Resources	12/11/2006	Other Position
Patrick	Gary	Architect Coordinator	Facilities Planning/Design	01/01/2007	Retirement

## 3. Licensed Resignations

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Baylor	Lynn	Teacher, Secondary	Ralston Valley Senior	01/01/2007	Retirement
Conway	Nelson	Teacher, Secondary	Conifer Senior	01/01/2007	Retirement
Cuskelly	Darin	Teacher, Elementary	Dennison Elementary	01/01/2007	Moving
Hunter	Jennifer	Teacher, PC/EH	Deane Elementary	01/09/2007	Health
Jacobson	Debra	McLain Teacher	McLain Community	01/01/2007	Personal
Jurinak Long	Victoria	Occupational Therapist	Exceptional Student Svcs.	01/01/2007	Personal
Kinney	Joy	Teacher, Secondary	Ken Caryl Middle	01/01/2007	Personal
Scherba	Carol	Teacher, PC/EH	Bradford Elementary	12/01/2006	Retirement

## 4. Licensed Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Berrios	Daniel	Teacher, Secondary	D'Evelyn Junior/Senior	01/01/2007	End Temp. Emp.
Bucci	John	Teacher, Secondary	Conifer Senior	01/01/2007	Position Eliminated
Eman	Michael	Teacher, Secondary	D'Evelyn Junior/Senior	01/01/2007	End Temp. Emp.
Genco	Mark	Teacher, Elementary	Van Arsdale Elementary	01/01/2007	End Temp. Emp.
Johnson	Jennifer	Teacher, PC/EH	Dunstan Middle	01/01/2007	End Temp. Emp.
Lago Jr.	Albert	Teacher, PC/EH	Rooney Ranch Elementary	01/01/2007	End Temp. Emp.
McCree	Kimberly	Teacher, Elementary	Blue Heron Elementary	01/01/2007	End Temp. Emp.
Murnan	Susan	Teacher, Secondary	Standley Lake Senior	01/01/2007	End Temp. Emp.
O'Brien	Janette	Teacher, Hearing Disab.	Vivian Elementary	01/01/2007	End Temp. Emp.
Schultz	Joshua	Teacher, Secondary	Arvada West Senior	01/01/2007	End Temp. Emp.
Walters	Karen	Teacher, Secondary	Arvada Senior	01/01/2007	End Temp. Emp.

## 5. Classified Resignations

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Abling	Marcella	Technician	Construction Management	12/31/2006	Retirement
Acree	George	Area Grounds Worker	Landscaping Services	01/15/2007	Retirement
Burrow	Louann	Para-Educator	Eiber Elementary	11/08/2006	Personal
Carrick	Patricia	Food Service Worker	Food and Nutrition Svcs.	12/21/2006	Personal
Coffin	Douglas	Bus Driver	Central Transportation	01/01/2007	Retirement
Custic	Fatima	Bus Driver Assistant	Central Transportation	11/30/2006	Moving
Custic	Ishak	Bus Driver Assistant	Central Transportation	11/30/2006	Moving
Daniels	Gary	Security Patrol Officer	Safety and Security	01/03/2007	Retirement
Daniels	Sue	Head Custodian	Custodial Services	01/02/2007	Retirement
Debus	Lois	Head Custodian	Custodial Services	12/15/2006	Retirement

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Ellett	Nadine	Bus Driver Assistant	West Transportation	01/01/2007	Personal
Fillinger	Amy	Technician	JeffCat	01/23/2007	Moving
Fletcher	Judith	Specialist	Jeffco Transition Svcs.	09/22/2006	Personal
Floor	Connie	Bus Driver	Central Transportation	12/14/2006	Disability
Gallegos	Aisha	Educational Interpreter	Miller Special	11/30/2006	Personal
Gonzales	Alberta	Food Service Worker	Food and Nutrition Svcs.	11/07/2006	Personal
Gouaux	Jean	Para-Educator	Sobesky Academy 6-12	01/11/2007	Moving
Herrmann	James	Manager	Central Athletics	01/31/2007	Retirement
Hoffman	Mark	Custodian	Custodial Services	01/31/2007	Retirement
Jeske	Sarah	Para-Educator	Patterson Elementary	01/19/2007	Personal
Joseph	Zanna	Para-Educator	Campbell Elementary	12/04/2006	Personal
Larsen	Vicki	Technician	DLEA	01/31/2007	Retirement
Levine	Steven	Painter	Facilities Maintenance	11/22/2006	Disability
Retirement					
Lierman	Pamela	Food Service Worker	Food and Nutrition Svcs.	11/16/2006	Health
Lucas	Matthew	Trainer	Jeffco Transition Svcs.	11/17/2006	Personal
McCarthy	Jon	Campus Supervisor	Lakewood Senior	12/21/2006	Other Position
McDade	Deborah	Part-Time Custodian	Custodial Services	12/22/2006	Moving
McIntosh	Carol	Bus Driver	Central Transportation	01/04/2007	Disability
Miyasato	Ruby	Secretary	McLain High School	12/11/2006	Other Position
Oye	Aster	Tutor, Instructional	Patterson Elementary	11/30/2006	Retirement
Renteria	Sarah	Food Service Worker	Food and Nutrition Svcs.	10/09/2006	Other Position
Shaffer	Mary	Para-Educator	Dunstan Middle	12/11/2006	Moving
Smith	Robert	Bus Driver	West Transportation	12/12/2006	Personal
Spear	Stephen	Estimator/Planner	Facilities Info. Center	01/01/2007	Retirement
Thomas	Pamela	Food Service Worker	Food and Nutrition Svcs.	12/04/2006	Other Position
Thompson	Judith	Bus Driver	West Transportation	01/02/2007	Retirement
Wall	Joanne	Manager	Food and Nutrition Svcs.	11/20/2006	Personal

6. Classified Terminations

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Brehm	Alyssa	Para-Educator	Moore Middle	11/15/2006	End Temp. Emp.
Gangl	Michael	Utility Worker	Food and Nutrition Svcs.	11/20/2006	Dismissal
Giamberdine	Lee	Technician	Exceptional Student Svcs.	11/10/2006	Death
Hogan	Emily	Para-Educator	Miller Special	01/10/2007	Death
White	JoAnn	Educational Interpreter	Exceptional Student Svcs.	11/17/2006	End Temp. Emp.

7. Administrative Leave Resignation

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Hayes	Lynn	Library Media Spec.	West Jefferson Middle	01/01/2007	Personal

8. Administrative Leave Termination

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>	<u>Reason</u>
Peer	Daniel	Crewperson	Central Athletics	01/09/2007	Policy Violation

6.h.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-059

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Resolution to Accept Decision (EL-3, Staff Treatment)

**ACTION**

**PERTINENT FACTS:**

1. In accordance with Board Policy EL-3, Staff Treatment, the following is being presented to the Board of Education for approval.
2. Grievance #725 was filed by the Classified School Employees Association (CSEA) on behalf of Bernard Plivac, alleging that the District did not have just cause to terminate the grievant.
3. Grievance Steps in accordance with the CSEA Negotiated Agreement were followed.
4. An arbitration hearing was held and following the hearing and post-hearing briefing by the parties, Kathryn E. Miller gave a written Advisory Opinion and Award.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education adopts the resolution to accept the arbitrator's decision provided prior to the Board meeting.

**ORIGINATOR:** Marybeth Christenson-Jones *mb c-j*  
Robert Archibold *R A* January 22, 2007

**APPROVED:** Cynthia Stevenson *CMS*

## RESOLUTION

**Whereas**, the Classified School Employees Association has processed grievance #725 on behalf of Bernard Plivac, in regard to just cause; and,

**Whereas**, the grievance was heard in advisory arbitration on December 13, 2006; and,

**Whereas**, the Board of Education has reviewed the January 10, 2007 decision of Arbitrator Kathryn E. Miller; and,

**Now, therefore be resolved** by the Board of Education of the Jefferson County School District R-1, that the recommendation of the arbitrator be accepted.

Adopted this eighth day of February, 2007.

Member, \_\_\_\_\_, moved the adoption of the foregoing Resolution. The motion to adopt the foregoing Resolution was then duly seconded by \_\_\_\_\_, put to a vote, and carried on the following recorded vote:

Those voting "Aye":

Those voting "Nay":

\_\_\_\_\_  
Jane Barnes  
President  
Board of Education

(SEAL)

ATTEST:

\_\_\_\_\_  
Scott D. Benefield  
Secretary  
Board of Education

6.i.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-062

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Contract Award (EL-8)  
Evergreen High School Roof Replacement Project

**ACTION**

**PERTINENT FACTS:**

1. On December 13, 2006, bids for the Evergreen High School roof replacement project were received from six qualified bidders.
2. The low bidder is D & D Roofing in the amount of \$441,057.
3. Funding for the project is included in the 2005-2010 Capital Improvement Program.
4. The low bid of 441,057 exceeds the budget by \$148,000, which will be managed by the Capital Improvement Program contingency fund.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the award of contract to D& D Roofing in the amount of \$441,057 for the Evergreen High School roof replacement project and authorizes the executive director of Construction Management to execute the contract documents.

**ORIGINATOR:** Cheryl K. Humann *CKH* **DATE:** January 23, 2007  
Patrick Hickey *PH*  
**APPROVED:** Cynthia Stevenson *CS*



6.j.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-063

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Contract Award (EL-8)  
Fremont Elementary Roof Replacement

**ACTION**

**PERTINENT FACTS:**

1. On January 9, 2007, bids for roof replacement were received from five qualified bidders for the Fremont Elementary roof replacement.
2. The low bidder is Weathersure Systems Inc. in the amount of \$362,148.
3. Funding for the project is included in the 2005-2010 Capital Improvement Program.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the award of contract to Weathersure Systems Inc. in the amount of \$362,148 for the Fremont Elementary roof replacement and authorizes the executive director of Construction Management to execute the contract documents.

**ORIGINATOR:** Cheryl K. Humann *CKH*

**DATE:** January 23, 2007

Patrick Hickey *PH*

**APPROVED:** Cynthia Stevenson *CS*

6.k.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-064

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Contract Award (EL-8)  
Ken Caryl Middle School Remodel

**ACTION**

**PERTINENT FACTS:**

1. On January 16, 2007, bids for the Ken Caryl Middle remodel were received from five qualified bidders.
2. The low bidder is Brown-Schrepferman & Company in the amount of \$929,319.
3. Funding for the project is included in the 2005-2010 Capital Improvement Program.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the award of contract to Brown Schrepferman & Company in the amount of \$929,319 for the Ken Caryl Middle School remodel and authorizes the executive director of Construction Management to execute the contract documents.

**ORIGINATOR:** Cheryl K. Humann *CKH*

**DATE:** January 23, 2007

Patrick Hickey *PH*

**APPROVED:** Cynthia Stevenson *CS*

6.l.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-065

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Contract Award (EL-8)  
Russell Elementary Partial Roof Replacement

**ACTION**

**PERTINENT FACTS:**

1. On January 2, 2007, bids for partial roof replacement at Russell Elementary were received from five qualified bidders.
2. The low bidder is B&M Roofing, Inc. in the amount of \$262,997.
3. Funding for the project is included in the 2005-2010 Capital Improvement Program.
4. The low bid of \$262,997 exceeds the budget by \$23,509, which will be managed by the Capital Improvement Program contingency fund.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the award of contract to B&M Roofing Inc. in the amount of \$262,997 for the Russell Elementary partial roof replacement project and authorizes the executive director of construction management to execute the contract documents.

**ORIGINATOR:** Cheryl K. Humann *CKH* **DATE:** January 23, 2007

Patrick Hickey *PH*

**APPROVED:** Cynthia Stevenson *CS*

6.m.

**BOARD OF EDUCATION AGENDA ITEM**  
Consent Agenda

**CONTROL NUMBER:** BA-07-070

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Calendar Committee Membership (EL-15, School Year Calendar)

**ACTION**

**PERTINENT FACTS:**

3. The Board of Education directs the superintendent to adopt a school year calendar in three or more year increments. The district has one year remaining, 2007-2008, before the current three year school calendar cycle ends.
4. The membership of the calendar committee determines the three year calendar cycle to present to the superintendent for approval. The next calendar cycle will address the 2008/2009, 2009/2010 and 2010/2011 school years.
5. The committee is composed of individuals representing the three employee associations, PTA, Strategic Planning and Advisory Council, County Student Council, two parent representatives from the elementary, middle and high school levels, and community superintendents.

**SUPERINTENDENT'S RECOMMENDATION:**

That the Board of Education approves the membership of the calendar committee.

**ORIGINATOR:** Debbie Backus

*DB*

DATE: January 30, 2007

**APPROVED:** Cynthia Stevenson

*CS*

**CALENDAR COMMITTEE  
 (2008-2011 Calendar)**

<b>Representation</b>	<b>Name</b>
CSEA	<b>Phyllis Reinert</b> Secretary, Fairmount ES
	<b>Mike King</b> Facilities Manager, Arvada HS
	<b>Joe Selvidio</b> CSEA President
JCEA	<b>Nancy Henderson</b> JCEA President
	<b>Mary Bitterlich</b> Teacher, Mitchell ES
	<b>Dave Meyers</b> Teacher, Evergreen HS
JCAA	<b>Sue Borzych</b> Principal, Stober ES
	<b>B.J. Pell</b> Principal, WRMS
	<b>Barb Goings</b> Principal, GMHS
Elementary Level Parents	<b>Betsy Hays</b> Bergen Meadow ES
	<b>Sue Settanni</b> Peiffer ES
Middle Level Parents	<b>Jean Willis Brown</b> Creighton MS
	<b>Linda Forrester</b> Mandalay MS
High School Level Parents	<b>Janet Shangraw</b> Dakota Ridge HS
	<b>Sharon Lindeman</b> Arvada HS
College Counselor	<b>Mary Hamilton</b> Counselor, SLHS
PTA	<b>Ruth Annette Carter</b> Parent
	<b>Mike Elder</b> Parent
	<b>Michelle Patterson</b> Parent
SPAC	<b>Karen Black</b>
County Student Council	<b>Tara Hennig</b> Student, GMHS
	<b>Brittany Hovland</b> Student, WRHS
Community Superintendent	<b>Peg Kastberg</b> Administrator
Facilitator	Debbie Backus Chief Academic Officer
Executive Assistant	Debbie Hamlin

7.a.

**BOARD OF EDUCATION AGENDA ITEM**  
Ends Development and Monitoring Agenda

**CONTROL NUMBER:** BA-07-038

**BOARD MEETING OF:** Thursday, February 8, 2007

**SUBJECT:** Report on Strategic Plan Objective 8  
(Ends 1, All Children are Prepared for a Successful Future)

**ACTION:**

**PERTINENT FACTS:**

1. Board Ends policy 1 states that “all children are prepared for a successful future.”
2. As part of its annual work plan, the Board of Education requested reports on the 2006-2007 Strategic Plan objectives.
3. Objective 8 states that we will “ensure a workforce that is diverse, qualified and skilled.”
4. Information will be presented by members from the Human Resources Department.

**SUPERINTENDENT’S RECOMMENDATION:**

That the Board of Education receives an overview of the work aligned with Strategic Plan Objective 8 presented by Lorie Gillis, chief financial officer, and Amy Weber, executive director of Human Resources, to discuss how this work supports Board Ends policies.

**ORIGINATOR:** Amy W. Weber

**DATE:** January 29, 2007

Lorie B. Gillis

**APPROVED:** Cynthia Stevenson