

1.00

Call to Order

Pledge of Allegiance

2.00

Roll Call

3.00

Modification/Approval of
Agenda

4.00

Executive Session

5.00

Student Performances

6.00

Open Forum

7.00

Consent Agenda

8.00

Board/ Superintendent
Comments

9.00

DAC Report to Board

10.00

Discussion Items



BOARD OF EDUCATION AGENDA ITEM 10.01-10.22

BOARD MEETING OF: March 21, 2018

PREPARED BY: Dr. Grant Schmidt, Superintendent

TITLE OF AGENDA ITEM: Policy Review

ACTION/INFORMATION/DISCUSSION: Discussion Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The policies brought forward are the first installment of multiple to update the Board Policy Manual.

RATIONALE:

Maintain the Board Policy Manual

FUNDING REQUIRED: ___ Yes X No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

Accountability/Commitment to Accomplishment

The Board accepts its ultimate responsibility for the academic accomplishments of district students. Consistent with this responsibility and as required by law, the Board shall adopt and maintain an accountability program to measure the adequacy and efficiency of the educational program.

Because the district has fewer than 1,000 enrolled students, the Board has determined that it is in the best interests of the district to have one committee serve the purposes of the district accountability committee and the school accountability committee. The Board shall appoint or create a process for the election of the committee. The committee shall have those powers and duties prescribed by state law. The Board and committee shall, at least annually, cooperatively determine the areas and issues, in addition to budget issues, that the committee shall study and the issues on which it may make recommendations to the Board.

~~All district accountability committee meetings and school accountability committee meetings will be shall be open to the public. Meeting notices for district accountability committee meetings shall be posted in the same place and manner as notices of Board meetings. Notices for school accountability committee meetings shall be posted in the school 24 hours in advance.~~

District accountability committee

~~The Board shall appoint or create a process for the election of a district accountability committee that will make recommendations to the Board relative to the program of accountability. The areas of study by the committee will be determined cooperatively at least annually by the committee and the Board.~~

~~The district accountability committee shall:~~

- ~~1. Review the goals/objectives and plans of individual schools and make annual recommendations to the Board regarding procedures for implementation of the plans for inclusion in the district budget~~
- ~~2. After consulting with school accountability committees, make recommendations to the Board relative to priorities for expenditures of district funds~~
- ~~3. Provide consultation to the Board on adoption, revision and implementation of a safe school plan~~

School accountability committees

~~The Board is committed to maintaining a strong accountability program in each school. School accountability committees shall serve the purposes and functions stated in law for both the school advisory council and the school accountability committee. School accountability committees shall meet at least quarterly to:~~

- ~~1. By September 1 each year, adopt building goals/objectives for the improvement of education in the building~~

Accountability/Commitment to Accomplishment

- ~~2. By September 1 each year, adopt a plan to improve educational achievement, maximize graduation rates and increase the ratings for the school's accreditation category~~
- ~~3. Discuss the means for determining whether decisions affecting the educational process are advancing or impeding student achievement in the school~~
- ~~4. Discuss reporting educational performance of the school and providing data for appraising such performance to students, parents, Board members and educators~~
- ~~5. Prior to the Board's adoption of the annual budget, make recommendations to the superintendent (with copies of the recommendations sent to the district accountability committee and the Board of Education), regarding prioritization of expenditures of district moneys by the school~~
- ~~6. Make recommendations to the principal regarding expenditure of school grants~~
- ~~7. Discuss safety issues related to the school environment and develop, revise and implement a safe school plan for the school consistent with the district's safe school plan and policies~~

Board of Education

Goals, objectives and plans

~~After consultation with the district accountability committee and review of recommendations made by the committee, the Board shall compile school building goals and objectives and plans for the improvement of education in the district. The Board shall annually report to the public the district's goals and objectives for the improvement of education in the district and the district's plan to improve educational achievement, maximize graduation rates, and increase the ratings for each school's accreditation category. The report shall be made available to the public no later than October 1st of each year.~~

Accreditation indicators

~~By December 1 each year, the Board shall disseminate a report to the taxpayers of the district and to the community regarding progress on district and school accreditation indicators. The report shall be made available to the State Board of Education, the general assembly, the governor and the public at large. Results shall be reported in a way that does not identify individual students. The report shall contain all elements required by the Education Accountability Act, an accreditation summary, other state accreditation indicators and additional indicators which assess progress on local district goals and objectives, as set forth in Colorado State Board of Education Rules and Regulations.~~

Revised: April 19, 2018 [pending approval]

June 24, 2009

November 4, 1997(KCC)

Accountability/Commitment to Accomplishment

September 8, 1993(BCFA)

Adopted: November 9, 1989 (BCAE)

LEGAL REFS:

C.R.S. 22-2-117 (waivers from State Board of Education)

~~C.R.S. 22-7-101 through 22-7-107 (Educational 11-101 et seq. (Education Accountability Act~~

~~_of 1971) (local 2009)~~

~~C.R.S. 22-11-301 and 302 (district accountability programs)~~

~~C.R.S. 22-7-205 (local goals & objectives)~~

~~C.R.S. 22-7-207 (building level committee recommendations)~~

~~C.R.S. 22-11-101 et seq. (Educational Accreditation Act of 1998 401 and 402 (school accountability committee)~~

~~C.R.S. 22-32-109.1(2)(b) (safe school reporting requirements 24-6-402 (open meetings law)~~

~~1 CCR 301-1, Rules 2202-R-2-011.00 et seq. (applicable regulations (accreditation rules)~~

CROSS REFS:

AEA, Standards Based Education

AED*, Accreditation

~~BDF, Advisory Committees~~

~~BG, School Board Policy Process~~

~~DBD, Determination of Budget Priorities~~

~~JIC, Student Conduct, and sub-codes~~

~~JK, Student Discipline, and sub-codes~~

~~KB, Parent Involvement in Education~~

AEE*, Waiver of State Law and Regulation

DBD, Determination of Budget Priorities

Accountability/Commitment to Accomplishment

~~District accountability committee~~ Accountability/School Accountability Committee

The district accountability committee (~~DAG~~) shall also serve as the school accountability committee and shall consist of at least:

- three parents of students enrolled in district schools
- one teacher employed by the district
- one school administrator employed by the district
- one person who is involved in business or industry in the community within the ~~district's~~ district's boundaries

A person may not serve in more than one of the required membership roles on the DAGcommittee. A person who is employed by the district or related to a district employee shall not be eligible to serve as a parent on the DAGcommittee. "Related" means the person's spouse, son, daughter, sister, brother, mother or father. If, however, the district makes a good faith effort and is unable to identify a sufficient number of parents that meet these criteria, a person may serve as a parent on the DAGcommittee and also be employed by the district or related to a district employee.

Members of the ~~DAGmaycommittee shall~~ be appointed ~~or elected. If by~~ the Board ~~appoints persons to the DAG. In making these appointments,~~ it shall ensure, to the extent practicable, that:

- the parents appointed reflect the student populations significantly represented within the district;
- at least one of the parents is a parent of a student enrolled in a district charter school authorized by the Board, if one exists; and
- at least one of the persons appointed has a demonstrated knowledge of charter schools.

If the Board chooses to increase the number of persons on the DAGcommittee, it shall ensure that the number of parents ~~elected or~~ appointed exceeds the number of representatives from the group with the next highest representation.

Members of the DAGcommittee will serve terms of _1_ year(s). The DAGcommittee shall select a parent representative to serve as chair or co-chair, who shall serve terms of _1_ year(s). The DAGcommittee shall also establish a schedule of meetings and adopt general rules for its operation.

School accountability committees

~~Each school accountability committee (SAC) shall consist of at least:~~

- ~~• three parents of students enrolled in the school~~
- ~~• one teacher who provides instruction at the school~~
- ~~• the principal or the principal's designee~~

Accountability/Commitment to Accomplishment

- ~~• one person from the community~~
- ~~• one adult member of an organization of parents, teachers and students recognized by the school~~

~~A person may not serve more than one of the required membership roles on the SAC. If, after making good faith efforts, a principal or an organization of parents, teachers and students is unable to find a sufficient number of persons who are willing to serve on the SAC, the principal, with advice from the organization of parents, teachers and students, may establish an alternate membership plan for the SAC. Such alternate plan shall reflect the required representation stated above as much as practicable.~~

~~Members of the SAC may be appointed or elected. If the Board appoints members to any SAC, it shall ensure, to the extent practicable, that the persons appointed reflect the student populations significantly represented within the school. If persons are elected to serve on the SAC, the building principal shall encourage persons who reflect the student populations significantly represented within the school to seek election to the SAC.~~

~~If the Board chooses to increase the number of persons on any SAC, it shall ensure that the number of parents elected or appointed exceeds the number of representatives from the group with the next highest representation. Members of the SAC shall serve terms of 1 year(s). Vacancies shall be filled by majority action of the remaining members of the SAC. The SAC shall select a parent representative to serve as chair or co chair, who shall serve a term of 1 year(s).~~

Revised: April 18, 2018 [pending approval]

February 17, 2010

Adopted: June 24, 2009

LEGAL REFS:

None

CROSS REFS:

None

Accomplishment Reporting to the Public

The Board of Education, with the assistance of the district advisory accountability committee, shall annually prepare a progress report to the public which discloses student performance and the results of the school improvement process.

The district will report the following information each year:

1. Student achievement based on the attainment of district standards.
2. School district strategies to improve student achievement in the schools.
3. Comparisons of school district adopted content area standards with state model standards.
4. Revenues, expenditures and costs of various segments of district and school operations.
5. Information from the district advisory accountability committee about its accomplishments.

The report shall include a district profile of student performance or a summary profile of student performance for each building. Data shall be made available in such form that building and district measurements can be compared to national norms and to statewide Colorado norms. Data concerning a specific school building shall be sent to parents of students in that building.

The Board will also report on the extent to which the district has achieved its goals and objectives and include an evaluation of educational decisions made during the previous year which have affected school services and processes.

Rescinded: April 18, 2018 [pending approval]

Adopted: November 4, 1997

LEGAL REFS:

C.R.S.22-2-117

C.R.S. 22-7-102 (2) (d)

C.R.S. 22-7-205 (5)

1CCR 301-1, Rules 2202-R-3.03 (1) (b) (vii)

CROSS REFS:

AE, Accountability/Commitment to Accomplishment

AEA, Standards Based on Education

IL, Evaluation of Instructional Programs and subcodes

KB, Parent Involvement in Education

School Board Goals and Objectives

The Board believes that it is responsible to the people for the education of the children of the community and should reflect the interest and desires of the community. The Board believes that it should consider opinions and suggestions from all concerned, but must use its own judgment as to the usefulness and practical application of the ideas presented.

Recognizing that each student is an individual with particular needs and abilities, the meeting of those needs and development of the abilities shall be carried as far as possible. The following objectives shall be a part of the program of development:

- A. Develop physical, mental and emotional health
- B. Develop moral, ethical and spiritual values
- C. Develop an understanding and appreciation of the individuals place in the family, school, community, state and nation
- D. Develop the ability to express personal ideas and opinions, written and oral, in a meaningful way and to understand and appreciate those expressed by others
- E. Develop an appreciation of the opportunity to received training and form work habits whereby economic competence and independence may be attained
- F. Develop understanding and appreciation and acceptance of individual responsibilities as related to our democratic process
- G. Develop an ecological understanding and appreciation of our habitat
- H. Develop an interest in recreational areas for the use of leisure time
- I. Create a desire for continuous learning and individual development.

Rescinded: April 18, 2018 [pending approval]

Adopted: Pre 1990

LEGAL REFS:

None

CROSS REFS:

AA, School Dist Legal Status

BB, Board Legal Status

BBA, Board Powers and Responsibilities

School Board Legal Status

The Constitution of Colorado assigns to locally elected boards of education control of instruction in the public schools of their respective districts. As charged by the constitution, the General Assembly has provided for the organization of school districts, including the composition of district boards and the election of school directors.

Legally, then, local school boards are political subdivisions of the state and derive their power from the state constitution and acts of the General Assembly. They also have responsibilities to the local citizenry they serve and by whom they are elected.

There are five directors on the Board of Education of Hanover School District No 28, each of whom is elected for a 4-year term.

Rescinded: April 18, 2018 [pending approval]

Adopted: November 6, 1991

LEGAL REFS:

Constitution of Colorado, Article IX, Sections 2.15
C.R.S. 22-31-105

CROSS REFS:

AA, School Dist Legal Status
BBA, Board Powers and Responsibilities
BBBG, Board Elections

School Board Member Compensation/Expenses/Insurance/Liability

Board members shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from district funds in accordance with the Board's policy on expense authorization and reimbursement.

~~Such expenses may include the cost of attendance at conferences of school boards associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.~~

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

The Board shall rely on the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq. (the Act) as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

Revised: April 18, 2018 [pending approval]

Adopted: November 20, 2007

LEGAL REFS:

20 U.S.C. 7941 through 7948 (Coverdell Teacher Protection Act limits the liability of school board members)

C.R.S. 22-12-101 et seq. (Teacher and School Administrator Protection Act also limits liability of school board members)

C.R.S. 22-32-104 (5) (board member compensation)

C.R.S. 22-32-109.1(9) (immunity provisions in safe schools law also apply to school board members)

C.R.S. 22-32-110 (1)(n), (u) (power to provide necessary expenses)

~~C.R.S. 24-10-102~~ 201 et seq. (~~governmental immunity~~ Colorado Governmental Immunity Act)

C.R.S. 24-18-104 (3)(d), ~~(f)~~, (e) (reimbursements are not considered gifts)

~~20 USC 2361 through 2368 (Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members)~~

CROSS REFS:

DKC, Expense Authorization/Reimbursement (Mileage and Travel)

EI, Insurance Program/Risk Management

School Board/District Memberships

The Board shall maintain membership in the Colorado Association of School Boards. Through its membership in this organization it is an indirect member of the National School Boards Association. The Board and its members shall actively participate in the activities of these organizations insofar as possible.

The district shall hold institutional membership in such other educational associations and groups as approved by the Board, except that it shall not belong to any organization or association that would prohibit a student's participation in any school or interscholastic school activity based upon the student's participation in lawful activities during out-of-school hours and off of school property.

Rescinded: April 18, 2018 [pending approval]

Adopted: November 4, 1997

LEGAL REFS:

C.R.S. 22-32-110 (1) (n)

C.R.S.22-32-116.5 (1) (c)

CROSS REFS:

None

Administrative Goals and Objectives

The purpose of school administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions shall be appraised in terms of the contribution that they make to better instruction and to high student motivation and achievement.

The Board shall rely on its chief executive officer, the superintendent of schools, to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization shall be such that all departments of the district and all schools are part of a single system subject to the policies set forth by the Board and implemented through a single chief administrator; the departments are expected to administer their units in accordance with Board policy and administrative regulation. However, the mere execution of directives cannot and should not, by itself, be construed as good administration. Vision, initiative, resourcefulness, leadership, and consideration and concern for staff members, students and parents are essential in effective administration of the schools.

Rescinded: April 18, 2018 [pending approval]

Adopted: November 1, 1995

LEGAL REFS:

None

CROSS REFS:

None

Qualifications/Powers and Responsibilities of Superintendent

TITLE: _Superintendent of Schools

QUALIFICATIONS:

1. Certificate, license or other legal credential required – None
2. Degree(s) required and area of major study – Master of Ed, MPA, MBA
3. Kind and amount of prior job experience required – 10 years of Administrative experience; 5 of which at the Senior Executive Level.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: _Board of Education

SUPERVISES: _Directly or indirectly all employees of the district

JOB GOAL:_ To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The superintendent of schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

1. Operations. The superintendent shall:

- a. _Manage the work of all personnel in planning and program development and direct the activities of the school district. The superintendent may delegate these responsibilities together with appropriate ~~authority, but~~ authority but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.
- b. _Manage the development of long- and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.
- c. _Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district, including ~~state and district content~~ the district's academic standards.

Qualifications/Powers and Responsibilities of Superintendent

- d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
- e. Report to the Board the progress and status of the programs and activities of the school district.
- f. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the school district.

2. Organization. The superintendent shall:

- a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.
- b. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.

3. Personnel. The superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the school district.
- b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
- c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel, and accept resignations on behalf of the board.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
- e. Recommend salary increases and salary adjustments for all personnel.
- f. Develop and recommend to the Board job classifications for all new positions.

4. Finances. The superintendent shall:

- a. Direct the development of the annual budget of the school district.
- b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.
- c. Provide for the overall management of the school district's financial activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the school district.
- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.

Qualifications/Powers and Responsibilities of Superintendent

5. Relationships. The superintendent shall:

- a. _ Act as executive officer for the Board.
- b. _ Act as professional adviser to the Board.
- c. _ Attend meetings of the Board with the right to comment on all issues.
- d. _ Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- e. _ Participate in the affairs of local, state and national professional organizations.
- f. _ Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. _ Maintain a cooperative working relationship between the schools and the community and community agencies.
- h. _ Establish and maintain such other relationships within and outside the school district as required to carry out his or her responsibility.

Revised: April 18, 2018 [pending approval]

February 15, 2012

Adopted: September 12, 1990

LEGAL REFS:

C.R.S. 22-9-106 (4) (qualifications to evaluate personnel)

CROSS REFS:

None

School Superintendent

Since the operation of the school system is a large endeavor involving many details too numerous of individual actions and since the education of children is a highly professional responsibility, the Board of Education shall employ a professional superintendent of schools. The Board shall delegate authority to the superintendent as the chief executive officer for the Board and shall hold him/her responsible for the operation of the schools. The operations of the schools shall be a fully cooperative effort between the Board and the superintendent to the end that the best possible education shall be made available within our means. The Board shall retain all rights and authority as provided by law.

Rescinded: April 18, 2018 [pending approval]

Adopted: November 1, 1995

LEGAL REFS:

C.R.S. 22-32-110 (1)(g)

CROSS REFS:

CBA/CBC, Qualifications/Powers and Responsibilities of Superintendent

Review of Administrative Rules

The Board reserves the right to review and veto administrative rules should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Rescinded: April 18, 2018 [pending approval]

Adopted: April 7, 1993

LEGAL REFS:

C.R.S.

CROSS REFS:

BG, School Board Policy Process

Administration in the Absence of Policy

In cases when action must be taken and the Board has provided no guides in policy for such action, the superintendent shall have the power to act.

The superintendent's decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

Reviewed: April 18, 2018 [pending approval]

Adopted: November 1, 1995

LEGAL REFS:

None

CROSS REFS:

CROSS REF.: BG, School Board Policy Process

Fiscal Management Goals/Priority Objectives

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. To require advance planning through the best possible budget procedures.
2. To explore all practical and legal sources of revenue.
3. To study and guide the expenditure of funds so as to achieve the greatest educational returns.
4. To require maximum efficiency in accounting and reporting procedures.
5. To provide adequate resources to **enable all students to meet or exceed state and district standards support student achievement.**

As trustee of community, state and federal funds allocated for use in local education, the Board has the responsibility to protect the funds and use them wisely.

Revised: April 18, 2018 [pending approval]

July 18, 2011

Adopted: Pre-1990

LEGAL REFS:

None

CROSS REFS:

None

Financial Administration

With respect to the actual, ongoing financial condition and activities of the district, the superintendent shall not cause or allow fiscal jeopardy or a material deviation from the annual budget or any budget policies adopted by the Board, or any fiscal condition that is inconsistent with achieving the district's objectives.

Expending District Funds

The superintendent shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

Reporting to Board and Community

Audits

All district funds and accounts shall be audited by an independent auditor annually in accordance with state law and Board policy ~~DIE~~ concerning the annual audit. All district funds and accounts shall be audited internally on a quarterly basis. Timely and appropriate corrective actions shall be taken in accordance with any internal or external audit findings.

The Board shall receive all audit reports and be informed of all corrective actions taken.

Financial Reports

Monthly Reports

The superintendent or designee shall prepare and submit to the Board a monthly cash receipts and disbursements report.

Quarterly Reports

The superintendent or designee shall prepare and submit to the Board a quarterly fiscal actions report of all district funds. The quarterly report shall include:

- the actual amounts spent and received as of the date of the report from each of the funds budgeted by the district for the fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget
- a comparison of the expected year-end fund balances with the amount budgeted for that fiscal year
- details on the district's major tax and revenue sources, with variance analysis that shows the factors that are affecting revenue inflow.

Financial Administration

The format and basis for reporting shall be consistent with the adopted budget and the past year's generally accepted accounting procedures results.

Reconciliation Report

The superintendent or designee shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting. The reconciliation shall include, but is not limited to, the liability for accrued salaries and related benefits. The reconciliation shall be included with the final version of the amended budget and the annual audited financial statements.

The Board shall receive all financial reports in a timely manner and be informed of all corrective actions taken.

The superintendent or designee shall conduct quarterly financial reviews with the Board using reports described above.

The Board may request other financial reports as needed.

Oral Notification

The superintendent shall assure that immediate verbal notification be given to the Board regarding any potential financial problem or any matter that may affect the district's financial condition or ability to achieve its mission.

Available to Public

All financial and audit reports shall be made available to the public and shall be posted online in accordance with the Public School Financial Transparency Act. ~~See exhibit DAB*-E.~~

Legally-Required Reports

Reports and filings required by state and federal law and agencies shall be accurately and timely filed.

Record Keeping

Complete and accurate financial records shall be kept for all district funds and accounts.

Operating Losses or Deficits

The superintendent, as well as all fund directors, program directors, department heads and school principals, shall take all reasonable steps to identify funds, programs, departments or schools that may end the fiscal year with an operating loss or deficit. A corrective action plan shall be developed and implemented within 30 days of such identification.

The superintendent, as well as all fund directors, program directors, department heads and school principals, shall develop and implement processes whereby variations or deviations in cash flow, revenues or other important financial indicators can be identified and dealt with in a timely manner.

Financial Administration

Employee Reporting

The superintendent shall develop and implement procedures to encourage all district employees to report suspected financial problems or wrongdoing. No adverse employment decisions shall be taken in response to a good faith report by an employee.

Contingency Planning

The superintendent or designee shall continually be aware of the financial and political landscape both internally and externally and shall develop contingency plans against possible events.

Revised: April 18, 2018 [pending approval]

Adopted: July 18, 2012

LEGAL REFS:

C.R.S. 22-2-113.8 (annual report required regarding additional local property tax revenues received and the amount distributed directly to the district's schools)

C.R.S. 22-44-105 (1.5)(b) (itemized reconciliation)

C.R.S. 22-44-301 et seq. (Public School Financial Transparency Act)

C.R.S. 22-45-102 (1)(b) (quarterly financial reports)

CROSS REFS:

KD, Public Information and Communications

Financial Administration

The Public School Financial Transparency Act, C.R.S. 22-44-301 et seq. (the Act) requires the district to post financial information online, in a downloadable format, for free public access, ~~in accordance with the following timeline.~~ The Act requires the district to update any required information within ~~sixty~~60 days of the district's completion or receipt of the applicable report, statement or document. Once posted, the Act requires the district to maintain the prior two budget years' financial information online until the end of the current budget year.

~~Commencing July 1, 2010 and on a continuing basis thereafter~~

~~In accordance with the Act, the district shall post the following financial information:~~

- 1. Annual budget
- 2. Annual audited financial statements
- 3. Quarterly financial statements*
- 4. Salary schedules or policies pertaining to salaries ~~[C.R.S. 22-44-304 (1)(a)]~~

~~Commencing July 1, 2011 and on a continuing basis thereafter~~

- 5. Accounts payable check registers and credit, debit and purchase card statements ~~[C.R.S. 22-44-304 (1)(b)]*~~

~~Commencing July 1, 2012 and on a continuing basis thereafter~~

- 6. Investment performance reports ~~[C.R.S. 22-44-304 (1)(c)]*~~
- 7. Actual expenditures, including salary and benefit expenditures reported by job category specified in the chart of accounts, at the district level and school-site level.

Small rural school districts that enroll less than 1,000 students are not required to report expenditures at the school-site level except for those school-site level expenditures that the district charges to a district charter school.

Revised: April 18, 2018 [pending approval]

Adopted: July 18, 2012

LEGAL REFS:

None

CROSS REFS:

None

Financial Reports and Statements

The Board secretary shall submit a monthly report of all funds of the district and the district treasurer's report to the Board of Education.

Other reports concerning school finances shall be requested by the Board periodically as needed.

The district is responsible for two major reports of financial data to the state. These are the annual school district budget summary which must be submitted by January 30th and the annual school district financial report which is prepared in conjunction with the audit. The audit must be submitted to the state no later than July 31st of each year.

Revenues, expenditures and costs of various segments of district or school operations and costs of programs for improvement shall be reported to the public no later than December 31st of each year in the accountability report.

All financial reports prepared by the district shall be available for public inspection.

Rescinded: April 18, 2018 [pending approval]

Adopted: January 2, 1996

LEGAL REFS:

C.R.S. 22-32-109 (1) (k)

C.R.S. 22-41-111

C.R.S. 29-1-603

1 CCR 301-1, Rules 2202-R-3.09 (2) (c) (vi)

CROSS REFS:

None

Annual Audit

In accordance with state law, all funds and accounts of the district shall be audited annually, following the close of the fiscal year.

The Board shall ~~appoint~~ issue a request for proposal (RFP) or use some other similar process for selection of an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit. The independent ~~auditory~~ auditor also shall audit the activities accounts of the district for report to the Board of Education.

The audit report shall contain among other information:

1. Financial statements prepared insofar as possible in conformity with generally accepted governmental accounting principles. ~~(The financial statements are the representation of the district whether prepared by the district or by the auditor)-.)~~
2. Disclosures in accordance with the Financial ~~policies~~ Policies and Procedures Handbook. The supplemental schedules of receipts and expenditures for each fund shall be in the format prescribed by the State Board of Education and shall be in agreement with the audited financial statements of the district.
3. All funds and activities of the school district.
4. A budget to actual comparison for each fund and activity.
5. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion shall include general fixed assets.
6. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1994, irrespective of materiality.
7. A supplemental listing of all investments held by the district at the date of the financial statement.
8. A calculation of the school district's fiscal year spending in accordance with the state constitution.

The auditor ~~also~~ shall meet with the Board to discuss the audit report, make recommendations to the Board concerning its accounting records, procedures and related activities as may appear necessary or desirable and shall perform such other related services as may be requested by the Board.

The audit report ~~must~~ shall be completed and submitted by the auditor to the school district within five months after the close of the fiscal year unless a request for an extension of time is granted by the state auditor. Within 30 days after ~~receiving the~~ Board receives the audit, ~~the district~~ it shall ~~submit one cop each of~~ be submitted to the state auditor and the state commissioner of education.

The Board reserves the right to request an audit at more frequent intervals if ~~desires~~ desired.

Revised: April 18, 2018 [pending approval]

Hanover [School District No. 28] Board of Education

Policy

File: DIE

Annual Audit

September 6, 1995

Adopted: September 8, 1993

LEGAL REFS:

C.R.S. 22-32-109-(1)(k)

C.R.S. 24-75-601.3

C.R.S. 29-1-601 et seq.

CROSS REFS:

None

Purchasing/Purchasing Authority~~Purchasing / Purchasing Authority~~

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the superintendent through the detailed listing of such items ~~complied~~compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment such as school buses shall be scheduled so that annual budgetary appropriations for capital purposes will be of similar size or will show a continuous trend without severe fluctuations.

The superintendent shall direct the purchase of such books, supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances ~~werewhere~~ Board policy requires certain purchases to be put to bid. However, ~~in the case of any unusual single, non-budgeted purchase or expenditure, greater than \$ 12,500, shall require advance approval by the Board~~always should be consulted.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to ~~purchase in quantity~~obtain comparative prices based on similar quality, to consider a balance between long-term quality and cost, and to purchase in quantity whenever possible and practical.

Revised: April 18, 2018 [pending approval]

Adopted: April 7, 1993

LEGAL REFS:

C.R.S. 22-32-109-(1)(b) ~~(board required to adopt bidding procedures)~~

CROSS REFS:

~~None~~DJB*, Federal Procurement

DJE, Bidding Procedures

Expense Authorization / Reimbursement

(Mileage and Travel)

~~The same general~~This policy shall apply to all ~~personnel and district official~~employees and Board members in regard to reimbursement of expenses. ~~This policy shall be as follows:~~

- ~~1. Personnel~~District employees and ~~officials~~Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly ~~filled out~~completed and approved ~~voucher~~expense form and ~~such supporting receipts as required by the administrator responsible for business affairs.~~accompanying receipt(s).
- ~~2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses,~~ Board policy and applicable law.

~~When official~~Travel costs

This policy ensures that:

district employees and Board members are reimbursed for the cost of approved district-related travel by:

- 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.

- ~~3. When district-related travel by an employee's or Board member's personally owned vehicle has been authorized, mileage~~ payment~~reimbursement~~ shall be made at the ~~Federal Standard Mileage Rate (IRS Rate) as set at the time of the travel~~ 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

Expense Authorization / Reimbursement

- gas for personal use of private vehicles
- mini-bar in hotel
- room service
- movie rental (which includes in-room movies)
- other forms of entertainment
- finances for parking or traffic violations

Revised: April 18, 2018 [pending approval]

July 15, 2003

Adopted: February 8, 2000

LEGAL REFS:

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

C.R.S. 24-~~10818~~-104 (3)-(d), (e) (code of ethics - rules of conduct - permissible payments and reimbursement)

CROSS REFS:

None

School Properties Disposal

The board of Education had the authority to sell or lease any District property, which may not be needed in the foreseeable future upon such terms and conditions as it may approve. The Superintendent or a designee shall follow the guidelines in the accompanying procedure (DN-R) for disposal of obsolete equipment and/or materials including books.

The Board may determine that certain buildings and/or land may no longer be needed and direct the administration to present a plan for disposition.

Rescinded: April 18, 2018 [pending approval]

Revised: February 16, 2011

Adopted: January 2, 1996

LEGAL REFS:

C.R.S. 22-32-110 (1)(e) (Board of Education-specific powers)

C.R.S. 24-18-202 (Interest in sales or purchases)

CROSS REFS:

DN-R, School Properties Disposition

DN-E, Equipment Relocation/Disposal Request Form

Hanover [School District No. 28] Board of Education

Exhibit

File: DN-E

Equipment Relocation/Disposal Request Form

Equipment: _____

Date: _____

Item	Serial/Asset #	Obsolete Or Damaged	Quantity	Grant Fund Purchase?
------	----------------	------------------------	----------	-------------------------

Signature (Principal/Administrator)

Person Declaring Obsolete/Damage

Signature (Superintendent or Designee)

Action Taken (per Board Regulation DN-R):

Date(s) of Disposal: _____

Method of Disposal: _____

Rescinded: April 18, 2018 [pending approval]

Adopted: February 16, 2011

School Properties Disposition

1. Equipment:
 - a. No district employee may dispose of any district property without prior approval of the Superintendent or designee
 - b. A district employee who feels there is a district property to be disposed of shall contact his/her supervisor in writing using the District's "Equipment Relocation/Disposal Request Form."
 - c. The supervisor shall review the list of items. If he/she feels that the item will not be needed in the foreseeable future, the form will be signed and forwarded to the Superintendent's office.
 - d. The Superintendent or designee shall declare the item as surplus.
 - e. Items shall first be offered to at least two salvage dealers in an attempt to derive some monetary gain for the district. If salvage dealers will not accept the property, the items may be taken to a refuse fill or given to a public tax exempt agency.
2. Textbooks/Library Books/Instructional Materials
 - a. When deemed appropriate by the superintendent or designee books may be sold to companies who purchase used books.
 - b. Items which have not been disposed or may be advertised to be given away free to district patrons by following the procedures listed here.
 - i. Create a list of items.
 - ii. Cross out or remove District 28 property stamp.
 - iii. Box items up and tape shut. Label the box with the word "Discard"
 - iv. Attach a copy of the contents to the box.
 - v. Contact the maintenance department for the pick-up of these boxes.
 - vi. Send a copy of the list of discarded items to Accounts Payable Dept.
 - c. Such items will not be sold for profit by the recipient. These materials will be picked up at a storage area and are to be removed from the storage area without liability to the district.
 - d. Any items remaining after advertisement and in storage for a period of 30 days or more will be sold for scrap or destroyed.
3. Items purchased with grant funding may need special treatment, including approval by the Board to dispose of such items. The source of this grant revenue may be either local or federal.
 - a. If the Administrator who is requesting disposal of an item is aware of whether or not an item was purchased with grant funding, it must be so noted on the "Equipment Relocation/Disposal Request Form" (DN-E)

School Properties Disposition

- b. If this information is unknown to the principal or administrator submitting the "Equipment Relocation/Disposal Request Form", it falls upon the purchasing department to determine whether or not the item was purchased with grant revenue.
 - c. If any item is found to have been purchased with grant revenue, the district must follow the granting agency's regulations governing the disposal of that equipment and gain Board approval in order to move ahead with the disposal of that item.
4. Any deviation for the approved procedures must be submitted to the Superintendent or designee.

Rescinded: April 18, 2018 [pending approval]

Adopted: February 16, 2011

LEGAL REFS:

None

CROSS REFS:

None

11.00

Action Items



BOARD OF EDUCATION AGENDA ITEM 11.01

BOARD MEETING OF: March 21, 2018
PREPARED BY: Dr. Grant Schmidt, Superintendent
TITLE OF AGENDA ITEM: Superintendent Contract

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The Superintendent has requested a review of his current contract (2017-2019) to consider an extension to 2021. During an Executive Session on February 21, 2018 the Board and Superintendent negotiated the terms of a new contract.

RATIONALE:

Approve the proposed contract extension.

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the negotiated Superintendent contract for 2018-2021.

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

HANOVER SCHOOL DISTRICT 28 CONTRACT OF EMPLOYMENT

THIS CONTRACT is made and entered into the 21st day of February, 2018 by and between Hanover School District 28 hereinafter referred to as "School District" and Grant Schmidt, hereinafter referred to as "Superintendent/Principal", and as approved by the District's Board of Education ("Board") at a regular meeting held on March 21, 2018, and found in the minutes of that meeting.

A. Employment

The School District hereby employs the Superintendent/Principal, and Superintendent/Principal hereby enters into the employment of the School District as its Superintendent/Principal. Such employment shall be subject to the terms and conditions of this contract.

B. Duties

Superintendent/Principal agrees, during the period of this contract, to faithfully perform his duties as Chief Executive Officer of the School District, and as Principal for Prairie Heights Elementary School with all obligations in such capacity for the School District including, but not limited to, those duties as are, or may be set forth by the Colorado Revised Statutes and/or School District policies and procedures and directives of the Board. Superintendent/Principal shall have charge of the administration of the schools under the direction of the Board. He will act as an advisor to the Board on matters pertaining to the school administration, and he will inform the Board of significant administrative action taken on its behalf. He shall be the chief executive officer of the District, shall direct and assign teachers and other employees of the schools under his supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instructional and business affairs, as best serves the District; shall select all personnel subject to the approval of the Board; shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school district; and in general perform all duties incident to the Office of the Superintendent/Principal and such duties as may be lawfully prescribed from the Board from time to time.

The Board, individually and collectively, shall promptly refer all criticisms, complaints, and suggestions called to its attention to the Superintendent/Principal for study and recommendation and, if appropriate, action. The Superintendent/Principal shall have the right to attend all Board meetings and all Board and citizen committee meetings, except closed or executive session meetings of the Board involving the evaluation of the Superintendent/Principal or duties of the members of the Board. All duties assigned to the Superintendent/Principal by the Board should be appropriate to and consistent with the professional role and responsibility of the Superintendent/Principal.

C. Term

This Contract shall take effect as of July 1, 2018, and continue in force thereafter through June 30, 2021, subject, however, to annual appropriations of funds by the Board to fund the second year of the contract and to termination as hereafter provided. The working year of the Superintendent/Principal shall consist of two hundred -twenty (220) days, and all salary payable hereunder shall be payable in equal installments on the 1st day of each month beginning with the 1st of July, 2018. The deductions authorized by law or Board policy shall be made by the District from the monthly installments of the salary due to the Superintendent/Principal. In the event this contract is extended or renewed, the Superintendent/Principal's salary shall remain as stated herein unless it is expressly increased or decreased by Board action and is documented in an amendment to this contract.

If the Board does not notify Superintendent/Principal in writing before January 15th of each year this Agreement is in effect that this Agreement will not be renewed, it shall be deemed that the Board has renewed this Agreement for one year extending from the termination date set forth above, it shall be deemed that the Board has renewed this Agreement for an additional year. Superintendent/Principal shall communicate to each member of the Board or, as an alternative, placement of the topic on the Board agenda, remind the Board of the existence of this automatic renewal clause. Such notice shall be provided by December 1st. Failure to provide the required notice shall invalidate this automatic renewal clause.

Although this Agreement is for employment of the Superintendent/Principal for a period of ~~two~~ three contract years, any financial commitment on the part of the Board contained in this Agreement is subject to annual appropriation by the Board based upon the fiscal resources of the District and the parties agree that the Board has no obligation to fund the financial obligations under this Agreement other than for the current year of the contract term and that the Board has not irrevocably pledged and held for payment sufficient cash reserves for the payment of salary or benefits for the entire term of the Agreement.

D. Salary

The Board agrees to pay the Superintendent/Principal for his services \$105,000 annually, paid periodically per the board policies governing payment to all District employees.

E. Benefits

The Board shall provide the Superintendent/Principal with the following benefits:

1. Insurance: The Board shall pay Superintendent/Principal a monthly allowance of \$1,250 instead of providing health, dental, vision. Should the Superintendent/Principal opt into the district provided health, dental, vision the monthly allowance will be equal to the full family premium chosen by the Superintendent/Principal. In addition, the Superintendent/Principal shall be entitled to select life and short disability insurance coverage under the policy carried or sponsored by the School District, of the annual premium for such coverage at a value twice the Superintendent/Principal's annual salary noted in section D of this agreement, as do all employees who select such insurance and

the Superintendent/Principal shall have the sole right to determine the beneficiary under any life insurance policy. The District will pay half the monthly premium of the Superintendent/ Principal's long-term disability insurance.

2. Leave: The Superintendent/Principal shall be entitled to 15 personal days per year in addition to holidays normally given to administrative employees of the school district. Upon termination, resignation or nonrenewal of the Superintendent/Principal's employment with the District, unused accumulated personal days shall be compensated at the per diem salary rate in effect at the time of payment.

3. Severance Pay: Subject to termination as hereafter provided, the Superintendent/Principal shall be entitled to the base salary, plus benefits described in Paragraph E, remaining on his contract at the time of termination (or non-renewal) plus six months of base salary plus benefits as severance pay, in the event that he is terminated pursuant to Paragraph H(2) below. In the event that the Superintendent/Principal's employment is terminated pursuant to Paragraphs H(1) or H(3), his final compensation is subject to the provisions contained in those paragraphs respectively.

4. Reimbursement of Expenses: The Superintendent/Principal shall be reimbursed for reasonable out-of-pocket expenses incurred in connection with the performance of his duties. Superintendent/Principal shall submit written receipts for all such expenses, and the Board shall have full authority thereafter to determine what constitutes "reasonable" for purposes of this paragraph.

5. Auto Allowance: The Superintendent/Principal shall receive a monthly allowance of \$250 to cover the cost incurred in performing official business for the District in Superintendent/Principal's personal vehicle. Additionally the Superintendent/Principal shall receive reimbursement, at the standard IRS mileage rate, for documented actual mileage incurred when attending school or district sporting/activity events, professional conferences, and attending Superintendent meetings outside of El Paso County.

6. Cellular Phone/Email Access: The Superintendent/Principal shall receive a cell phone with data service for his personal and professional use. The Board shall provide the Superintendent/Principal a laptop computer and email for his personal and professional use.

F. Professional Growth and Development

The Board encourages the continuing professional growth of the Superintendent/Principal. The Superintendent/Principal may attend professional meetings, seminars and programs at the local and national level. The expenses of the attendance, as well as dues for memberships in appropriate professional organizations, shall be paid from a Personal Development Fund established for the Superintendent/Principal up to the amount of \$4,000 annually. Superintendent/Principal shall submit to the Business Director written receipts for all such expenses. The Superintendent/Principal may receive additional funds for professional development on an as-needed basis upon advance approval of the Board.

G. Indemnification

The Board agrees that it shall defend, hold harmless and indemnify Superintendent/Principal from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent/Principal in his individual capacity or in his official capacity as agent and employee of the School District, provided the incident arose while Superintendent/Principal was acting within the scope of his employment and his action(s) act or inaction(s) are not found to have been willful or wanton.

H. Termination

1. Termination for Cause: The Superintendent/Principal shall be subject to discharge for good and just cause. If discharged for good and just cause, the Superintendent/Principal shall be entitled to no further payments or benefits under this contract, including, but not limited to, severance pay. However, the Board shall not arbitrarily and capriciously call for the Superintendent/Principal's dismissal and the Superintendent/Principal shall have the right to service of written charges, notice of hearing and a hearing before a mutually agreed upon arbitrator. If the Superintendent/Principal chooses to be accompanied by legal counsel at the hearing, said legal expenses shall be paid by the Superintendent/Principal. The Arbitrator shall issue a ruling determining whether the termination was for good and just cause. If the Arbitrator determines the termination was not for good and just cause then the Superintendent/Principal shall be entitled to severance pay equaling the base salary, plus benefits described in Paragraph E, remaining on his contract at the time of termination or six months of base salary plus benefits whichever is greater as severance pay, in the event that he is terminated pursuant to Paragraph H(2) below. Additionally, within thirty (30) days after the ruling is issued the Board shall reimburse the Superintendent/Principal for all costs and expenses, including attorney's fees, incurred by him in the arbitration. All reimbursements shall be invoiced.

2. Unilateral Termination by the Board: The Board can only discharge the Superintendent/Principal without cause upon written notice of at least 30 days. In the event of such termination, the Board shall pay the Superintendent/Principal, upon the execution by Superintendent/Principal of a complete release satisfactory to the Board, severance pay, if he is otherwise eligible as provided for in Paragraph E(3), above. Additionally, within thirty (30) days after the written notice is sent the Board President shall provide a written letter of recommendation to the Superintendent/Principal. The letter shall only include the term of employment, a summary of his duties and responsibilities, and a description of three (3) positive impacts the Superintendent/Principal had during his employment.

3. Resignation by the Superintendent/Principal: The Superintendent/Principal must provide 45 days written notice to the Board if he chooses to resign before this contract expires. In the event the Superintendent/Principal resigns, he is not eligible for the severance pay described in Paragraph E (3), above.

I. Evaluation

By no later than May 31 of each fiscal year, the Board and the Superintendent/Principal shall meet in closed executive session (unless otherwise requested by the Superintendent/Principal) for the purpose of evaluation of the performance of the Superintendent/Principal and expressing recommendations and observations on how such performance may be improved. In the event that the Board determines that the performance of the Superintendent/Principal is unsatisfactory in any respect, the Board shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory.

A copy of the written evaluation shall be delivered to the Superintendent/Principal. The Superintendent/Principal shall have the right to make a written response to the evaluation. This response shall become a permanent attachment to the Superintendent/Principal's personnel file. Within thirty (30) days of the delivery of the written evaluation to the Superintendent/Principal, the Board shall meet with the Superintendent/Principal to discuss the evaluation. The Superintendent/Principal shall be given a reasonable time, but no less than three (3) months, to implement said recommendations and shall be provided written notification of the Board's determination of his compliance any directives contained therein.

The Board and Superintendent/Principal shall meet to establish School District goals and objectives for each school year on or before October 30th. Said goals and objectives shall be reduced to writing and be among the criteria by which Superintendent/Principal is evaluated as hereafter provided.

J. Professional Activities

With prior approval of the Board, the Superintendent/Principal may undertake consultative work, speaking engagements, writing and other professional activities for honoraria and expenses, provided such activities do not interfere with the Superintendent/Principal's normal duties. Such activities shall not be considered to be a part of the Superintendent/Principal's scope of employment for purposes of Paragraph H, above.

K. Governing Law

The interpretation of this contract and any questions arising under it shall be determined exclusively by the law of the State of Colorado.

J. Merger Clause

This contract contains the entire agreement between the parties pertaining to the subject matter hereof and supersedes and replaces all prior agreements, understandings, negotiations and discussions, whether oral or written.

K. Severability

The provisions of this contract shall be deemed severable, and the invalidity of any portion hereof shall not affect the validity of the remainder.

L. Amendments

This contract may be amended by the mutual consent of both parties. Any amendment must be in writing and must be executed by a duly authorized member of the Board. A copy shall be attached hereto.

O. Waiver

Any waiver of any provision of this contract shall not be deemed to be a waiver of any other provision or of a subsequent breach, and shall not be construed to be a modification of the terms of the contract.

P. No Assignment

This contract is one for personal services to be provided the District only and may not be assigned.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the day and year set forth above.

By: _____ Date: _____

Randy Underwood,
Board President
Hanover School District 28

By: _____ Date: _____

Grant Schmidt,
Superintendent/Principal
Hanover School District 28



BOARD OF EDUCATION AGENDA ITEM 11.02

BOARD MEETING OF: March 21, 2018
PREPARED BY: Dr. Grant Schmidt, Superintendent
TITLE OF AGENDA ITEM: 2018-2019 Academic Calendar – Second Read

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The Academic Calendar committee is made up of staff members (excluding the Superintendent). Each year the committee is tasked with developing the academic calendar for the next school year. The committee seeks initial input from staff prior to their first meeting. The Superintendent provides a couple of parameters to be followed. The committee developed an initial draft. The draft was shared with the District Accountability Committee, staff members and the Board of Education for initial feedback. Based on the feedback, the committee made edits to reach the presented calendar for final approval.

RATIONALE:

Approve the academic calendar for the 2018-2019 school year.

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the negotiated Superintendent contract for 2018-2021.

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

Hanover School District Academic Calendar

School Day=7:55 AM to 4:00 PM
First Bell at 7:50 AM

2018-19 Academic Calendar

Student Contact Days=146 Days
Teacher Work Days=156 Days

July-18

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August-18

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September-18

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October-18

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November-18

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December-18

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January-19

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February-19

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March-19

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April-19

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May-19

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June-19

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY

	New Staff Orientation
	Staff Development
	Teacher Work Day
	New Staff Orientation and Teacher Work Day
	Early Release at 2pm
	Parent Conferences: 3-7pm
	Parent Conferences: 9am - 1pm
	First Day for Students (K-12)
	First Day for Preschool
	End of Quarter
	Last Day for Preschool
	Last Day for K & 5 Students
	Last Day of School (1-4, 6-12) & Early Release @2pm
	Graduation Day
	Early Release-Buses load @ 2pm
	Student Registration

IMPORTANT DATES

Jul 25-26	PK-12 Registration
Jul. 31 & Aug. 1	New Teacher Orientation
Aug. 7	First Day of School (K-12)
Sept. 4	First Day of School (PK)
Oct 17-18	Parent Teacher Conferences
Nov 17-26	Thanksgiving Break
Dec 21-Jan 7	Christmas Break
Mar 21-22	Parent Teacher Conferences
Mar 22-Apr 1	Spring Break
May 17	Last Day of School (PK)
May 23	Last Day of School (K & 5)
May 24	Last Day of School (1-4, 6-12)
May 25	High School Graduation (1pm)

Staff Development Days

Aug. 2, Aug. 20, Sept. 10,
Feb. 7, Feb. 8, Mar. 11
no students

Teacher Work Days

Aug. 3 and Dec. 21
no students

Quarters

First	Aug 9-Oct 5	36
Second	Oct 16 - Dec 20	37
Third	Jan 8 - Mar 13	36
Fourth	Mar 19 - May 24	37
		146 days



Once a Hornet,
Always a Hornet

Adopted:

March 21, 2018



BOARD OF EDUCATION AGENDA ITEM 11.03

BOARD MEETING OF: March 21, 2018

PREPARED BY: Dr. Grant Schmidt, Superintendent

TITLE OF AGENDA ITEM: Revise Administrative Regulation GBK-R: Staff Concerns/Complaints/Grievances
TEMPORARY – Second Read

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

This regulation is in need of clearly stating the appropriate timeline throughout the steps of the process.

RATIONALE:

To clearly state the timeline for the steps in the process.

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to Approve Administrative Regulation GBK-R: Staff Concerns/Complaints/Grievances

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

Staff Concerns/Complaints/Grievances

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged material violation of Board of Education policies or administrative regulations that apply to all employees. If you believe there has been an alleged material violation of Board of Education policies or administrative regulations follow the steps described within this administrative regulation no less than ~~10~~ 8 work days from the time of the alleged material violation of Board of Education policies or administrative regulations that apply to all employees. If the grievant does not meet the grievance timeline the grievance is dismissed. If the supervisor/principal/superintendent do not meet the timeline the grievance continues to the next step.

Grievance Against Non-Administrative Employee

- Step 1: Try to work out the concern/complaint/grievance directly with the employee within 5 8 work days of the material violation of Board of Education policies or administrative regulations. If the resolution is not satisfactory continue to step 2 within 4 work days.
- Step 2: Complete the Staff Grievance Form (GBK-E) [top portion and Step One section] and submit to your supervisor/principal. The grievant has 8 work days to schedule and meet with their supervisor/principal followed by 8 work days for the supervisor/principal to give a response. If the resolution is not satisfactory to the grievant the grievant has 4 work days to continue to the next step.
- Step 3: Complete the Staff Grievance Form (GBK-E) [top portion and Step Two section] and submit to the superintendent. The grievant has 8 work days to schedule and meet with their superintendent followed by 8 work days for the superintendent to give a response. If the resolution is not satisfactory to the grievant the grievant has 4 work days to continue to the next step.
- Step 4: Complete the Staff Grievance Form (GBK-E) [top portion and Step Three section] and submit to the Secretary to the Board. The Board will meet with you at their next available regular board meeting. The Board will render the final action on the grievance no later than 4-work days after the next regular or special Board meeting after the meeting with you. The Boards final action is the end of the grievance process.

Grievance Against Supervisor/Principal

- Step 1: Complete the Staff Grievance Form (GBK-E) [top portion and Step One section] and submit to your supervisor/principal. The grievant has 8 work days to schedule and meet with their supervisor/principal followed by 8 work days for the supervisor/principal to give a response. If the resolution is not satisfactory to the grievant the grievant has 4 work days to continue to the next step.

- Step 2: Complete the Staff Grievance Form (GBK-E) [top portion and Step Two section] and submit to the superintendent. The grievant has 8 work days to schedule and meet with their superintendent followed by 8 work days for the superintendent to give a response. If the resolution is not satisfactory to the grievant the grievant has 4 work days to continue to the next step.

- Step 3: Complete the Staff Grievance Form (GBK-E) [top portion and Step Three section] and submit to the Secretary to the Board. The Board will meet with you at their next available regular board meeting. The Board will render the final action on the grievance no later than 4-work days after the next regular or special Board meeting after the meeting with you. The Boards final action is the end of the grievance process.

Grievance Against Superintendent

- Step 1: Complete the Staff Grievance Form (GBK-E) [top portion and Step Two section] and submit to the superintendent. The grievant has 8 work days to schedule and meet with their superintendent followed by 8 work days for the superintendent to give a response. If the resolution is not satisfactory to the grievant the grievant has 4 work days to continue to the next step.

- Step 2: Complete the Staff Grievance Form (GBK-E) [top portion and Step Three section] and submit to the Secretary to the Board. The Board will meet with you at their next available regular board meeting. The Board will render the final action on the grievance no later than 4-work days after the next regular or special Board meeting after the meeting with you. The Boards final action is the end of the grievance process.

Approved: June 15, 2016

Revised: February March 21, 2018



BOARD OF EDUCATION AGENDA ITEM 11.04

BOARD MEETING OF: March 21, 2018
PREPARED BY: Dr. Grant Schmidt, Superintendent
TITLE OF AGENDA ITEM: Board Policy CCC: Core Staffing – Second Read

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:
The Board should have a policy to provide guidance to the Superintendent on the staffing process. The staffing process impacts the budget planning process.

RATIONALE:
Provide guidance to the Superintendent.

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:
Approve Board Policy CCC: Core Staffing

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

Core Staffing

On an annual basis the Superintendent must seek input from building leaders and department supervisors to determine how best to staff increases/decreases for each academic year. Staffing ratios are always dependent on funding and may be modified by the Superintendent, put on hold or not filled as the budget is constructed and monitored during any given school year. The Superintendent must share any changes to the Core Staffing Document on an annual basis as part of the annual budget development process.

Adopted: March 21, 2018

CROSS REF: CCC-R, Core Staffing Document



BOARD OF EDUCATION AGENDA ITEM 11.05

BOARD MEETING OF: March 21, 2018

PREPARED BY: Dr. Grant Schmidt, Superintendent

TITLE OF AGENDA ITEM: Administrative Regulation CCC-R: Core Staffing – Second Read

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The Board should have a policy to provide guidance to the Superintendent on the staffing process. The staffing process impacts the budget planning process. The regulation provides guidance, not requirements, for the Superintendent.

RATIONALE:

Provide guidance to the Superintendent.

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Approve Administrative Regulation CCC-R: Core Staffing

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

CORE-STAFFING GUIDANCE DOCUMENT

The Superintendent must work with building leaders and department supervisors to determine how best to staff increases/decreases for each academic year. **These ratios are always dependent on funding and may be modified by the Superintendent, put on hold or not filled as the budget is constructed and monitored during any given school year.**

Allocation is determined as follows:

Below the line positions for all schools

These are not determined or affected by the core-staffing ratios

Principal	1 per school, regardless of student enrollment or grade levels.
AP	0-240 = no AP 241 or more = 1 AP
Dean	0-120 = 0 Dean 121-299 = 1 Dean
Administrative Secretary	1 regardless of enrollment (12 month)
Custodian	1 per school regardless of student enrollment or grade levels. Each Custodian assigned the first 45,000 sq ft to maintain. Remainder is assigned to Maintenance.
Counselor	1 at Jr/Sr High School, regardless of student enrollment 1 at Elementary School, regardless of student enrollment
Social Worker	0-350 = 1 Social Worker 351-500 = 2 social workers
Specials - Elementary	0-150 1.0 FTE for Specials 151-225 1.5 FTE for Specials 226-375 2.0 FTE for Specials Or 1/6 FTE per every regular education classroom teacher rounded up to the next 1/2 FTE whichever is greater
Specials - JSHS	0-200 3.0 FTE for Specials 201-350 4.0 FTE for Specials Or 2/6 FTE per every regular education classroom teacher rounded up to the next 1/2 FTE whichever is greater

Pre-K Teacher/ Director	1 Pre-K teacher/Director per utilized classroom A classroom is planned at 32 part time Pre-K students but actual student counts may vary slightly from those nominal student loads.
Pre-K Classified Staff	1 Pre-K Classified staff per utilized classroom.

Above the line positions for both schools

These are determined by core-staffing ratios and enrollment

Classroom Teachers	K-12 Example:
	<p><u>ELEMENTARY</u> 23 K students and 105 students grades 1-5 $23 / 21 = 1.1$ rounds to 1.0 $105 / 23 = 4.57$ round to 5.0 ----- Total = 1.0 + 5.0 = 6.0 FTE</p> <p>6.0 FTE times 1/6 = 1.0 FTE 0-150 students = 1.0 FTE Specials = 1.0 FTE</p> <p><u>JR/SR HS</u> <u>JR HS</u> 69 students in grades 6-8 $69 / 27 = 2.55$ rounds to 3.0 ----- Total = 3.0 FTE at JR HS</p> <p><u>SR HS</u> 67 students in grades 9-12 $67 / 30 = 2.23$ Minimum 1.0 Math, 1.0 Science, 1.0 Language Arts, 1.0 Social Studies ----- Total = 3.0 FTE does not exceed minimum of 4.0 FTE = 4.0 FTE at SR HS</p> <p>7.0 FTE (for JR HS + SR HS) times 2/6 = 2.33 rounded up to closest 0.5 FTE = 2.5 FTE 0-200 students = 3.0 FTE 3.0 FTE is greater for Specials</p>
<p><i>Target</i> Grade Full K 21:1 Grades 1-5 23:1 Grades 6-8 27:1 Grades 9-12 30:1</p>	

Lunch monitors are determined by location. Title and SSP positions are not subject to core staffing.

Adopted: March 21, 2018



BOARD OF EDUCATION AGENDA ITEM 11.06

BOARD MEETING OF: March 21, 2018

PREPARED BY: Dr. Grant Schmidt, Superintendent

TITLE OF AGENDA ITEM: Board Policy CCA Organization Chart – Second Read

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The organization chart is updated annually based on the staffing.

RATIONALE:

Communicate the relationship lines for the leadership/ management of the district.

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

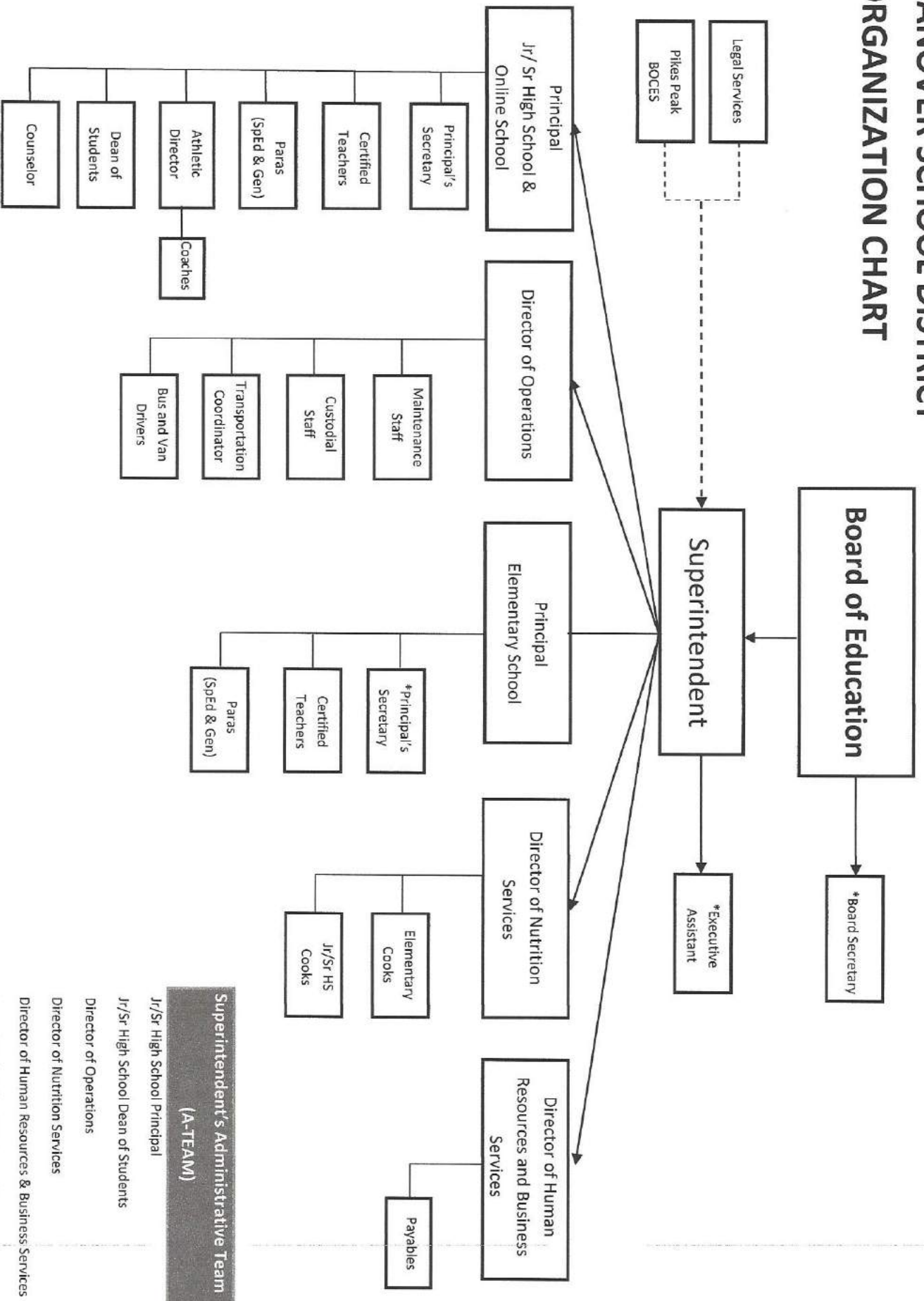
Approve Board Policy CCA: Organization Chart

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

HANOVER SCHOOL DISTRICT

ORGANIZATION CHART



Revised: July 18, 2012
 Revised: May 18, 2016
 Revised: March 21, 2018



BOARD OF EDUCATION AGENDA ITEM 11.07

BOARD MEETING OF: March 21, 2018

PREPARED BY: Dr. Grant Schmidt, Superintendent

TITLE OF AGENDA ITEM: Board Meeting Schedule for the 2018-19 School Year – Second Read

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:
Annually the Board sets their regular meeting schedule prior to the next academic school year.

RATIONALE:
To establish the monthly regular meeting schedule of the Board of Education.

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:
Move to approve the regular board meeting schedule for the 2018-19 school year.

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

Board of Education
Regular Meeting Schedule
2018-2019

The Hanover School District Regular Board of Education meetings are scheduled for the third Wednesday of each month, except December, at the location noted below. Changes for regular meetings may be made with at least a 24-hour notice. Special Board meetings may be called as needed with at least 24-hours notice, and with proper notification to the public. Meeting notices shall be posted on the district website as well as at Prairie Heights Elementary and Hanover Jr/Sr High Schools.

	Date	Location	Time
Wednesday	January 17, 2018	Hanover High School	6:30 PM
Wednesday	February 14, 2018	Hanover High School	6:30 PM
Wednesday	March 21, 2018	Hanover High School	6:30 PM
Wednesday	April 18, 2018	Prairie Heights Elementary	6:30 PM
Wednesday	May 16, 2018	Prairie Heights Elementary	6:30 PM
Wednesday	June 20, 2018	Prairie Heights Elementary	6:30 PM
Wednesday	July 18, 2018	Prairie Heights Elementary	6:30 PM
Wednesday	August 15, 2018	Prairie Heights Elementary	6:30 PM
Wednesday	September 19, 2018	Prairie Heights Elementary	6:30 PM
Wednesday	October 17, 2018	Hanover High School	6:30 PM
Wednesday	November 14, 2018	Hanover High School	6:30 PM
Wednesday	December 19, 2018	Hanover High School	6:30 PM
Wednesday	January 16, 2019	Hanover High School	6:30 PM
Wednesday	February 20, 2019	Hanover High School	6:30 PM
Wednesday	March 20, 2019	Hanover High School	6:30 PM
Wednesday	April 24, 2019	Prairie Heights Elementary	6:30 PM

- Adopted: June 15, 2011
- Revised: May 16, 2012
- Revised: June 19, 2013
- Revised: June 18, 2014
- Revised: July 22, 2015
- Revised: March 16, 2016
- Revised: May 17, 2017
- Revised: March 21, 2018**



BOARD OF EDUCATION AGENDA ITEM 11.08

BOARD MEETING OF: March 21, 2018
PREPARED BY: Dr. Grant Schmidt, Superintendent
TITLE OF AGENDA ITEM: Revise Leave (Certified) Regulation GBGG-R - TEMPORARY

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Certified staff submit a leave request form for any day, or half day, they are not in attendance at work. There is not language in Board Policy that requires the leave request, not provides the supervisor and superintendent to deny a request. This revision allows for the supervisor and superintendent o deny a leave request submitted by a certified employee.

RATIONALE:

To provide additional guidance to all certified staff regarding leave request.

FUNDING REQUIRED: ___ Yes X No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to temporarily approve administrative regulation GBGG-R leave (certified).

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: March 21, 2018

Staff Leave (Certified)

Certified personnel may not use paid leave on scheduled professional development days, the day before a holiday, or the day after a holiday. If the employee is absent on scheduled professional development days, the day before a holiday or the day after a holiday their next paycheck will be offset by the daily rate of pay for the day(s) absent.

At times there may be difficulty in finding substitutes, district or state testing is taking place, or other situations when it is best for all certified personnel to be at work. Therefore, certified personnel are required to submit a leave request to their immediate supervisor for prior approval. The superintendent designates authority to the certified personnel supervisor to approve or deny a leave request. Ultimately, the superintendent has final decision in the approval of a leave request. The supervisor or superintendent may require certified personnel who submit a leave request to provide documentation from a physician or other documentation to support the reasoning for the request, to be submitted within 4-work days of returning after the requested leave period. Certified personnel should not expect a submitted leave request will be approved.

Should certified personnel not be present when their leave request was denied they will be docked at their daily rate of pay for each day not present.

Adopted: July 22, 2015

Revised: March 21, 2018

12.00

Information Update

BOARD REPORT

March, 2018

Dr. Grant Schmidt, Principal, Prairie Heights Elementary School

Enrollment is 131

PK = 20 (*max is 32*)

K = 13

1st = 24

2nd = 13

3rd = 18

4th = 21

5th = 22

The month of March was challenging due to a number of staff absences without a substitute. As a result multiple staff members really stepped up and flexed their daily schedule to assist in covering classes for continued learning.

A group of students requested the school start a chess club. The group assisted me in purchasing chess game board for the 3-4-5 classrooms. As well, we purchased a playground sized chess and checkers set for recess time. Plus, a playground size Connect Four game. The chess club will begin after Spring Break.

Students have continued to learn how to play the recorder. At the same time, the after school choir and drama club has been working hard. Mrs. Dunn scheduled a recital with a performance by the choir and drama club held during the day for the entire school.

April brings CMAS testing for grades 3-5, NWEA for grades K-2 and DIBELS end-of-year assessing of grades K-2. The month of May will be for NWEA for grades 3-5 and DIBELS for grades 3-5. These assessments are vital data in reviewing the growth and achievement of all students for the 2017-18 school year.

As always ... I invite each Board member to do a building walkthrough to observe the focused, wonderful work of our staff and students. Every Friday from 8-8:20am we have our schoolwide SWARM assembly. Stop by and observe. Let me know when you want to stop by the school.

Important Dates:

BINGO for Books (April 6 @ 6pm in the gym) **dinner provided*

Family Movie Night (April 27 @ 6pm in the gym) **nachos and popcorn provided*

Hanover Jr./Sr. High School

Board Report

March 21, 2018

Spring Break is just around the corner however our academic and extra-curricular focus remains strong. Teachers and students are continuing to learn new topics while still spiraling our instruction to ensure proficiency within our standards. As we wrap up the year, please be on the lookout for Spring Concerts, Track and Field Events, Awards and Induction Ceremonies along with the exciting culmination for our seniors as Graduation is rapidly approaching.

As we reach the conclusion of this school year; it is exciting to report that many students and staff are also looking forward in preparation for next year. They are introducing concepts for new clubs and elective choices, athletic possibilities and team building events. Creating the culture and commitment to school pride and spirit!

Our 'Golden Apple' Recipient at JSHS for the month of March is Ms. Tammie Hesse. Ms. Hesse teaches art at the both the middle and high school levels encouraging each student to explore their creative talents. This year, her dedication towards improvement and our district Restorative Practices has been one of leading by example. She takes every situation as the opportunity to learn from her peers and students; thus making her a strong educator. Ms. Hesse's reach extends beyond the classroom as she has continued her expanding art club which participates in many local events including hosting face painting at several of our home events. She has created opportunities for the community to become involved and share their talents at events such as 'Evening with the Arts' and 'Open Mic Night'. Through each event, our participation numbers have grown and not only are students excited to share, many adults have joined the show. Please join me in congratulating Ms. Hesse.

Updates:

Budget and FTE Review ~ It is the time of year that staff are reviewing budgets and recommendations along with our FTE breakdown in preparation for recommendations moving into next year. Within that process is also the recommendation of individual classroom and department needs. Although this process has continued throughout the year, we narrow the focus and develop both the short term and long term goals.

National Honor Society ~ As we are moving into the 4th quarter, our National Honor Society has begun the process of notification and initiation of the application process to those students that qualify for this prestigious group. Applications are due the 13th of April and the Induction is scheduled as a portion of our 4th Quarter Awards Ceremony.

Professional Development: 7 Mindset ~ Staff were given the book 'The 7 Mindsets' by Scott Shickler & Jeff Waller. We are doing a book study as a whole group and sharing responses through guided questions. It is strong information that ties directly with our district focus and adds more strategies for us as a staff to be able to utilize. If you would like to read this book, please let me know and I will loan out my copy.

Upcoming Items:

Senior Trip ~ Senior representatives along with their sponsors will be sharing their ideas with the board at the March meeting. This is always an exciting time of year for our students; planning for the trip, finishing all credit requirements and working towards graduation day.

Assessments ~ CMAS, CoAlt, PSAT and SAT Assessments are coming up in April. I have included a breakdown of our testing descriptions and associated material for your information. Within our JSHS Newsletter, this same information was sent to all our parents as we approach this testing window.

Across the State of Colorado, school districts are required to provide standardized assessments that inform and guide instructional goals. Below are some of the assessments with a brief description and timelines for your information. Included is also information about local assessments and their purpose. If you have any questions, please be sure to contact the JSHS.

- ❖ Access: Access is the English Language Proficiency Assessment which is given to all ELL or English Language Learner Students. This Assessment has already been given this year as it typically opens in January and ends in February.
- ❖ CMAS (Colorado Measures of Academic Success): April 9th – 27th, 2018. All elementary and middle school students along with specific high school students are tested in science, social studies, English language arts/literacy and math. Grades 3-8 take math and ELA while grades 4, 7 and 11 take social studies and grades 5, 8 and 11 take science.
- ❖ CoAlt & CoAlt DLM: Alternate Colorado Assessment given to only those students that specifically qualify for the alternate tests. These tests align with the CMAS assessment listed above.
- ❖ PSAT: April 11 2018. Following 2017 legislation, all Colorado 9th Grade students will take the PSAT in place of the Colorado Measures of Academic Success or CMAS as listed above. 10th Grade students were already previously required to take this exam. It is optional for 8th Grade students and we have elected to begin with our 8th graders.
- ❖ SAT: April 10, 2018. This assessment is a globally recognized college admission exam that provides information to districts regarding student readiness and improvement targeted areas. All 11th Grade Students take this exam.
- ❖ Accuplacer: Given once a year on campus; this year on February 21st. All students in grades 8-11 had the option to take the exam to help determine college readiness for concurrent courses.
- ❖ NWEA: (Maps is another name) Taken three times per year to measure academic levels and growth within our students. This test automatically adjusts as students answer

questions to establish their individual levels in math, reading and language usage. The final window opens the end of April and into May.

- ❖ Khan Academy: Free Enrichment and Practice Tool. It is an online resource for students, teachers and parents to assist students at their individual ability level while increasing academic skills at their own pace. This program also offers practice tests, video lessons and study/test taking tips for the SAT.
- ❖ Hanover Finals: May 22nd – 24th. Culminating exam to align with information presented and learned throughout the school year.

Sports Schedules & Activities ~ We have entered into the Springs Sports Season which means that Track & Field is underway. As well, Middle School Matchwits has had two competitions to date and we are excited with the overwhelming response of students participating. We have enough for two full teams this year and they are getting stronger with each meet. During this time of year; clubs and activities are finalizing end-of-year events (STUCCO – Color Run; Music – Spring Concert; Drama – Performance; Academics – 4th Qtr./2nd Semester Awards; NHS – Induction; Athletics – Spring Sports Award and Mr.&Mrs. Hornet recognition; etc.) so please watch the interactive calendar so you can join us if possible.

Secondary Reporting for the Month:

Referrals for the Month		PBIS
Gender	Quantity	Character Awards Given (MS/HS)
Male	5	8
Female	0	
Area	Quantity	
Classroom	2	
Hallway	1	
Bus	0	
Cafeteria	0	
Gym	1	
Computer Lab	1	
Office	0	
Other	0	

Matrix Level	Quantity	Consequences
1	1	Parent Contact, Restoration, Parent Meeting, Lunch Detention
2	3	Parent Contact, Restorative Chat ISS
3	0	
4	0	
5	0	
IS Suspensions	OS Suspensions	Expulsions
3	0	0

Multi-Tiered Support System (MTSS)

Grade	Quantity	Current Behavior Interventions in Place (not related to referral #)
6	0	0
7	3	4
8	2	1
9	1	2
10	0	4
11	2	4
12	0	0
Plan Meeting Notice	504 Plans in Place	
4	3	
Parent Calls	MTSS Plans in Place	
14	3	

***Chart Submitted by Mrs. Augustine, Dean of Students*

Thank you for your time. As always, please let me know if you have any questions, concerns or comments.

Thank you!
Danielle Van Esselstine



Kitchen Director's Report for Hanover School District #28
Prepared by: Jasmin Levy

February 2018

Completed Tasks Current to Date Projects

Receivables

Feb-18	
FFVP	\$ 713.84
SNP Account	\$ 9,307.23
Paid(s) Account	\$ 1,252.95
	<u>\$ 11,274.02</u>

Payables

Feb-18	
US Foods	\$ 6,380.38
Meadow Gold	\$ 1,207.40
Misc.	\$335.44
	<u>\$ 7,923.22</u>

Director Tasks for Month

- A/Payables
- Billing Statements
- Claims
- Free and Reduced Rates as of 02/31/2018 at 67.24% with 280 Students
- Menu
- Nutritional Services Website Updated <http://www.hanoverhorns.org/nutrition/>
- Department Evaluations **Due: April 20,2018**
- Team Schedule including Sub's
- Team Time Cards
- Team Weekly Communication Guide
- Thursday CDE Updates
- eTrition & Edustar Audit **Verify Enrollment / Disenrollment #'s**
- CDE Tasks & Training Requirements**
- SNA Summer Conference **June 13-14**
- Administrative Review Response **Complete**
- Colorado Nutrition Log **Due: April 9th,2018**
- Verification Collection Report (VCR) **Complete**
- Direct Certification **Upload /Match/ Update 02/07/18-02/21/18**

Current Projects

CDE Director Required Trainings & Procedures

- Fundamentals of Menu Planning Training (Staff) **6/28/2018**
- Fundamentals of Menu Planning Training (Director) **27-Jun-18**
- Food Handlers Card Training (Amanda) **Complete**
- WEBSCM Training w/ Amanda **2/12/2018**
- Professional Standards for Nutrition Service Team **Target Date: March 2018**
- Procurement Webinar **Coming Soon**
- CDE Administrative Audit SQ YR 2017-18 **Complete**

Grants

None at this time

Kitchen Staff Contributions

- Colorado Literacy Project **March 9, March 16, April 6**
- A-Team **Ongoing**

To-Do &/Or In Process

- | | | |
|--|--|-------------------------------------|
| Farm to School - | Status | |
| Phase 1 HHS-Cafeteria Mural | In Process with the help from the Art Club | Target Date May-2018 |
| Phase 2 HHS- Recycling Center | In Process | Target Date August-2018 |
| Phase 3 HHS-Hanging Herb Garden | In Process | Target Date November-2018 |
| Health Department (PHE &HHS) | Passed with No Violation's | February-18 |
| Team Annual Training Hour Requirements | In Process | Target Date March-2018 |
| Raised Garden Beds for HHS & PHE | In Process | Target Date To Be Determined |
| National School Breakfast Week | | March 5-9,2018 |
| FEMA - Intro to Incident Command System Training | | Completed |
| Nutritional Data | | Ongoing |
| Procurement | In Process | Target Date March-2018 |
| Team Annual Review & Goal Setting | In Process | Target Date March 2018 |
| Meal Charge Policy | Completed | Completed |
| Kitchen Staff Training (Continual) | | |
| Train & Re-Train | | |
| Quality Control on Menu Items & Salad Bar | | |
| Food Counts/Food Prep/Waste | | |
| New Kitchen Staff Member Training | In Process | Continual |

The Nutrition Service Department will be assisting in implementing raised garden beds at both the High school and the Elementary school over the next few months with the tremendous help of Danielle Combs and Lyndsey Lynch. We will meet after spring break to work out the details.

The Nutrition Service Department is considering participating in the Community Eligibility Provision for the upcoming school year. This program allows our District to provide Free Breakfast and Lunch to all of our students at a specific site or for the entire district over a four year period depending on our Direct Certification Percentage. Once ISP numbers are posted we can estimate average monthly reimbursement total.

TRANSPORTATION AND MAINTENANCE REPORT

03/14/2018

Transportation: Transportation continues to strive in providing safe and efficient transportation for our students. Here's a seemingly small list of accomplishments, but is truly a testament of the professionals working in this department to accomplish without a single accident, injury or noticeable issue:

Last Month:

	Description	Notes
T1	Miles traveled last 30 days	Bus Routes: 15003 SPED and Ellicott HS : 5488 Activities: 840 Maintenance: 110
T2	Safe transport of athletes/students for activities	Safely and efficiently transported students/athletes to 14 activities.
T3	On-going training	Drivers were trained on how speed can affect the dynamics of a bus with and without students.
T4	New Bus Driver hired	Yevete Johnson is the newest addition to our bus driving team. If you see her please welcome her to Hanover.

Next Month:

	Description	Notes
N1	Periodic Maintenance inspections	Bus inspections are ongoing until the end of the year.

Transportation wish list:

	Description	Notes
TW1	New Bus Barn	Current bus barn doesn't provide any shade or protection from the elements. Buses age faster than normal. More prone to rodents.
TW2	New bus cameras	Need permission to purchase more cameras for the entire fleet.
TW3	New and improved radios (Base Station)	The transportation department struggles to keep in radio contact with our drivers as they complete their routes. Existing radios and repeaters don't cover the full range of our daily routes.

TW4	New 1000 gallon unleaded fuel tank	Current fuel tank has become too small for the amount of miles traveled each month. We'll probably add it to the proposed budget wish list for next f/y.
-----	------------------------------------	--

Maintenance: After doing their normal extraordinary everyday customer service for school staff and students, the maintenance department also did:

Last Month

	Description	Notes
P1	The Modulares that just won't go away!	We communicated with the buildings owner 13 Mar. Same old excuses. Looking into ways we can resale the building and have it removed from the premises.
P2	Insurance claim for hail damage to Old Elementary AND Jr/Sr HS.	Work continues, this is a big project and will take time.
P3	Fix cameras in district	Adding additional cameras to the Jr/Sr HS and Old Elementary to cover recently identified blind spots. Most work completed. The decision was made to add additional cameras to the package that we just had installed. Job will be complete week of 20-23 Feb. COMPLETE Now looking at installing a new camera system in the west modulares at PHE. Getting quotes the week of 20-23 Mar.
P4	New HVAC system for Jr/Sr HS	Still working thru a few bugs in the system, but they're being narrowed down more and more every day.
P5	LED's	Work has commenced on the Jr/Sr HS. All classrooms have been converted over to LED with the remainder of the school scheduled to be completed during Spring Break. We've heard nothing but good things from the teachers, two thumbs up!
P6	Scoreboard for Jr/Sr HS football field	Working with community members and do-gooders on the installation of our new score board on the football field. This will reduce our price significantly, but it'll still be costly. Starting to reengage with our local contractors to get this ball rolling again. STILL LOOKING FOR A STRUCTURAL ENGINEER FOR PLANS. If you know someone, please put in a good word!!!
P7	Jr/Sr HS Carpet replacement	Working with a couple of companies on getting estimates for the main halls carpet replacement. Goal is to have the carpet replaced either during spring break or this summer. Original cost estimate that was used for budgeting was from LOWES. However, LOWES came back to us and said they don't do commercial!!!! I've been working with commercial companies to get bids. Costs are coming in over double what was budgeted. This job was

		approved to be budgeted from the one-time moneys this year. In my opinion, this job needs to be done and moneys need to be moved to help fund it. The carpet is becoming a safety concern (trip hazard).
P8	School Zone Signs	Received final approval on the version of signs we want this week. Signs will be ordered soon and installed this spring. As a reminder, there will be 2 signs per school. Signs have been ordered and should be here within a couple of weeks. We came close to the budgeted amount, approved upgrades put us a little over but not much. The upgrades are definitely worth the added expense.
P9	PHE GYM Sound System	Working with local companies on what's going to fill the bill for this kinda sqft. We have a pretty good idea and should be able to purchase a good product soon. We found a local business that is willing to work with us on a good price. I hope to have something NLT Spring Break.
P10	School Sign	Approval has been granted to make the purchase. Installation will have to wait until spring thaw. Funding from the one-time moneys this year was granted for the procurement of (1) school sign. We've been working with the community members, Kirk Hanna Park Board AND the Hanover Fire Department to try and get donations towards a second sign. By ordering (2) signs, we've been able to get the company to drop their price significantly. Funds being raised from interested community members (bake sales and donations), Park Board members (already agreed to donate a generous amount), Fire Department members along with previously donated moneys from the Pig Raffle a couple years ago will HOPEFULLY close the gap on the additional funds needed to purchase both signs. If we don't raise enough for two signs, we'll stick with ordering just one at regular price and hope for additional funds in the future.
P11	Jr/Sr HS GYM Floor	Making contact with several companies for get bids to replace the Jr/Sr HS gym floor. Goal is to replace the floor this summer. Received several bids so far. Estimates are coming in over budgeted amount. I'm still working with the companies to reduce the price and hopefully come to an agreement and have the gym floor completed over the summer.
P12	Staff May Be Armed signs	4'X8' heavy aluminum Staff May Be Armed signs have been ordered and we should be able to pick them up in a couple of weeks.



ATTENTION



PLEASE BE AWARE

STAFF MAY BE ARMED

AND WILL USE WHATEVER FORCE
IS NECESSARY TO PROTECT
OUR STUDENTS

P13	Football Field	Started watering and fertilizing the football field. Yep, it's already that time!
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Maint Wish List

	Description	Notes
W1	Professional grade sewer snake	~\$3,400.00. The school has a small residential model that's about 10 years old. Grossly inadequate for the plumbing problems we've encountered. Every time we call a professional plumber out to fix a drain problem (roots or everyday clog) it costs us \$500! We've had to call a plumber 3 times in the last 6 months...~\$1,500! (This number is still valid, we call for a clean out on average of once every two months)
W2	New Tractor w/3 point and bucket	~\$20,000. With the school grounds added responsibility of mowing Hanna Park, the current tractor is extremely time consuming when it comes to mowing the Jr/Sr HS grounds and park. IF the Jr/Sr HS got a new tractor, the old tractor would be moved to PHE where its size is better suited for the small area.
W3	Gym floor scrubber for Jr/Sr HS	Now that we spent the time and money on getting the Jr/Sr HS gym floor looking nice, we need to maintain it. The floor needs to be cleaned (wet cleaned, i.e. mop or scrubber) at a minimum of once every day used. Moping takes many more man-hours than what that floor scrubber would take. We got our 15 y/o one working for a week or so, but it's proving to be not that reliable. New floor scrubbers range from \$12,000-

		<p>\$15,000 (may find used for half price). Received approval to purchase a new machine. Companies will start giving demos next week!! We were able to find a NEW machine in a company's warehouse that has been there a couple years and newer ones have been modified with only minor updates. With that in mind, the company sold us the "outdated" machine for thousands below our budgeted amount. This machine came with all the same warranties as any other floor machine the company makes. We've been using it to clean our floors for a week now. IT DOES AN AMAZING JOB!!</p>
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Custodians: Without a doubt, our custodians are true professionals at what they do. They continue to make the school shine and glimmer providing a safe and clean environment for our students and staff and do it with a smile on their face. Please take the time to thank them whenever you get the chance, often times it's a thankless job and they'd really appreciate someone noticing their extraordinary work.

C1	Extraordinary work	COMPLETE!!!
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Respectfully submitted

TJ Lippert

TJ Lippert

Director of Maintenance and Transportation

13.00

Other Business

14.00

Adjournment