

**ADAMS COUNTY SCHOOL DISTRICT 14  
BOARD OF EDUCATION  
AGENDA**

**Date: May 9, 2017**

Adams County School District 14  
Board of Education Room  
5291 East 60th Avenue, Commerce City, CO

**5:30 PM – Study Session**

- Wellness Committee Overview
- Budget

**6:30 PM – Regular Meeting**

**I – PRELIMINARY**

(Please turn all cellular phones off during the meeting.)

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. MOMENT OF SILENCE
- D. ROLL CALL
- E. APPROVAL OF THE MINUTES
  - April 25, 2017 1-7
- F. APPROVAL OF AGENDA
- G. RECOGNITIONS & CELEBRATIONS
- H. AUDIENCE COMMENTS (Please complete a Comment Card available in the foyer of the board room or from the Board Secretary. Submit the card to the Board Secretary. **Comments not to exceed 3 minutes per person.**)
- I. SUPERINTENDENT’S REPORT
  - Kemp Elementary School Presentation
  - Central Elementary School Presentation
  - Adams 14’s Presentation to the State Board of Education

**II – ROUTINE ITEMS**

CONSENT ITEMS (asterisk\* denotes consent item)

**1.0 Personnel**

- 1.1 Superintendent’s Recommendation 8-13  
Personnel Actions (Attachment of record)\*

Certified  
1st Year Probationary  
Resignation

Board of Education believes:

When the community, students and staff are involved, all students do learn and succeed.

Therefore, our goals are:

1. To ensure all students will be at or above grade level;
2. To continually review programs and policies to ensure students are prepared for the 21<sup>st</sup> Century;
3. To continue our commitment to sustainable fiscal management and accountability;
4. To recruit and maintain the best qualified and well-trained work force;
5. To embrace the community as partners in the success of our students.

Classified, Support & Tech

Deceased  
PERA 110 Appointment  
Resignation  
Retirement  
Termination

Administrative

Appointment  
Resignation  
Retirement

**III – BUSINESS**

	<b>1.0</b>	<b>Policy</b>	
2,3	1.1	Superintendent's Recommendation Policy BCB–Revised School Board Member Conflict of Interest	14-17
		Discussion/1st Reading	
2,3	1.2	Superintendent's Recommendation Policy DAC–New Federal Fiscal Compliance	18-19
		Discussion/1st Reading	
2,3	1.3	Superintendent's Recommendation Policy DJB and DJB-R–New Federal Procurement	20-25
		Discussion/1st Reading	
2,3	1.4	Superintendent's Recommendation Policy DKC–Revised Expense Authorization/Reimbursement	26-28
		Discussion/1st Reading	
2,3	1.5	Superintendent's Recommendation Policy GBEA–Revised Staff Ethics/Conflict of Interest/Anti-Fraternization	29-34
		Discussion/1st Reading	
	<b>2.0</b>	<b>Grant</b>	
2,3	2.1	Superintendent's Recommendation Approval to Apply for Healthy Beginnings Active Futures Grant through Qualistar	35
	<b>3.0</b>	<b>Resolution</b>	
1-5	3.1	Superintendent's Recommendation Resolution Number 17-006 Resolution to Affirm Adams 14 as Safe and Welcoming for All Students	36-37
	<b>4.0</b>	<b>Other</b>	
1-3	4.1	Superintendent's Recommendation Approval to Purchase HP Chromebooks and Carts to Support Adams City Middle School	38
1-3	4.2	Superintendent's Recommendation Approval to Purchase HP Chromebooks and Carts to Support Kearney Middle School	39
1-3	4.3	Superintendent's Recommendation Approval to Purchase Voyager to Support Adams City Middle School	40

1,3,5	4.4	Superintendent's Recommendation Approval of Suncor Boys and Girls Club of Metro Denver Contract Extension for 2017-2018	41
1,2	4.5	Superintendent's Recommendation Approval of Memorandum of Understanding between CU Boulder BUENO Center and Adams 14	42
1,2,4	4.6	Superintendent's Recommendation Approval to Contract with Isabelle Cordova, DBA – C&C Consultants	43
1,2,3	4.7	Superintendent's Recommendation Approval to Contract with Meadow Gold Dairies for Milk in the National School Lunch and Breakfast Program	44
1,2,3	4.8	Superintendent's Recommendation Approval to Award the RFP to American Produce for Fresh Fruits and Vegetables	45
3	4.9	Superintendent's Recommendation Approval to Contract with Rocky Mountain Service Solutions as the Primary Chemical/Sanitation Supplier for Nutrition Services	46
1,3,5	4.10	Superintendent's Recommendation Approval of Contract between Adams 14 and Homies Unidos	47
1,2,3	4.11	Superintendent's Recommendation Approval to Purchase Books for 2017 Summer of Learning Program	48
	<b>5.0</b>	<b>Discussion</b>	
1-5	5.1	Equity Assistance Center Survey Findings & Recommendations	

#### **IV – COMMUNICATIONS**

- General
  - Other
- (Calendars – Pg. 49)

#### **V – ADJOURNMENT**

**STUDY SESSION** of the Adams County School District 14 Board of Education was called to order Tuesday, April 25, 2017 pursuant to notice by Mr. Rolla, President, at 5:45 p.m.

**Budget**—Ms. Rotella presented information to the Board regarding the budget process, reviewed the budget calendar, and gave estimated figures.

The study session adjourned at approximately 6:33 p.m.

**REGULAR MEETING** of the Adams County School District 14 Board of Education was called to order Tuesday, April 25, 2017 pursuant to notice by Mr. Rolla, President, at 6:33 p.m.

Roll Call

Present: Mr. Archuleta, Mr. Dreiling, Mrs. Quintana, Mr. Rolla, Mr. Thomas

Also Present: Dr. Javier Abrego

**MOTION** was made by Mr. Archuleta, seconded by Mr. Thomas to approve the minutes of April 11, 2017.

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mr. Dreiling to approve the minutes of April 18, 2017.

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mr. Dreiling to amend the agenda to add under business 2.10 resolution 17-005, A Resolution Calling for a Credit Recovery Fee Charge in Adams 14.

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mr. Dreiling to approve the agenda as amended.

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

Audience Comments

**Ana Lara**

**Issue: KMS Time Change & ACHS Principal**—Ms. Lara asked why the start time for Kearney Middle School was changing and expressed that she did not agree with the 9:00 a.m. start time. She also expressed concern that there is not a principal at Adams City High School.

**Barb McDowell**

**Issue: CTA Update**—Ms. McDowell questioned the Board of Education regarding the request from a month ago to look into implementing a safe school resolution to help students and families feel safe while at school.

**Sergio Santiago**

**Issue: Inconsistency at ACHS**—Mr. Santiago expressed that he was speaking on behalf of the general population as to why qualified teachers have not been accepted and why things have not changed.

**Carlos Barrera**

**Issue: Administration**—Mr. Barrera inquired regarding the inconsistency of administration at Adams City High School. Mr. Barrera asked how an administrator is expected to be successful if they are not given proper amount of time.

**Viri Varela**

**Issue: Principal Candidate**—Miss Varela commented that the principal candidate that was not accepted did not qualify because of lack of qualifications of turnaround and experience, or asked if it was because of race. Miss. Varela informed the Board of Education that she would rather have a qualified principal than someone of her same race.

**Virginia Valverde**

**Issue: Communication**—Ms. Valverde informed the Board of Education that she was not involved in the hiring of the new principal at Hanson Elementary and that the staff had very little involvement. Ms. Valverde expressed that she should have more of a voice because she chooses to bring her child to Adams 14.

**Heavenly Skaggs**

**Issue: ACHS Gifted and Talented Program**—Miss Skaggs communicated to the Board of Education that there is a lack of high school level enrichment and programming for students at Adams City High School.

**Adrian Schimpf**

**Issue: High School**—Mr. Schimpf expressed several concerns to the Board of Education as a parent, taxpayer, and community member.

**Trinity Ornelas**

**Issue: ACHS Administration**—Miss Ornelas expressed several concerns to the Board of Education regarding the inconsistency of administration at Adams City High School.

**Andrea Hernandez**

**Issue: Graduation**—Miss Hernandez informed the Board of Education that they marched for an hour and a half not to create chaos but instead to make the Board realize that they have a voice. Miss Hernandez requested to consider another keynote speaker at graduation.

**Angelica Gutierrez**

**Issue: ACHS Principal**—Miss Gutierrez mentioned to the Board of Education that the administration at Adams City High School was the best with Mr. Thompson and now unfortunately looks over operations. Miss Gutierrez expressed that they want a principal like Mr. Thompson.

**Angela Herrera**

**Issue: Student Support**—Miss Herrera expressed to the Board of Education that she is scared and uncertain of support to students with the lack of leadership.

**Esperanza Garza**

**Issue: Administration at ACHS**—Miss Garza expressed several concerns to the Board of Education regarding inconsistency of administrative diversity, getting rid of certain staff, and Guardiola who brings us together.

**Genavee Gonzales**

**Issue: Consistency**—Miss Gonzales informed the Board of Education that students do not learn from people who they do not like and mentioned that they do not want another administration that does not know the students. Miss Gonzales asked what the Board was doing to retain teachers and mentioned that students do not have trust in the Board.

**Jacelle Perez**

**Issue: ACHS Principal**—Miss Perez inquired why the Board of Education was getting rid of programs that helped students and asked why people they count on the most were being fired.

**Guadalupe Villalobos**

**Issue: Clarity and Retention**—Ms. Villalobos informed the Board of Education that she is the mother of five students; four attend or attended ACHS and one in Adams 12 and mostly because of these types of issues. Ms. Villalobos feels that parents are used by the Board to pick superintendents, as she has been a part of selecting two. It seems that with the decisions the Board makes they make the superintendent lose focus, there needs to be more transparency with decisions. Ms. Villalobos asked why there is not a principal at Adams City High School and mentioned that she would like to see the Inspire program continue as well as the athletic director.

**Reyna Soria Vazquez**

**Issue: ACHS**—Ms. Soria Vazquez informed the Board of Education that she has four children and all attended the district and she does not assume but rather attends to make sure she has the correct information. Ms. Soria Vazquez asked why programming was being taken away, specifically Inspire. She challenged the Board to conduct a self-evaluation due to there being problems the last five years, mentioned that the problem is not at the school level.

**Guillermo Serna**

**Issue: Boundaries**—Mr. Serna applauded everyone present for expressing their feelings and informed them that these issues exist from over twelve years ago with five superintendents all with different ideas. Mr. Serna reminded everyone to be respectful of what they were asking for and that what was broken for so long cannot be fixed in 2 years.

Responses to Prior Audience Comments

President Rolla—There are no responses to prior audience comments.

Superintendent’s Report

**Survey Findings from Metropolitan State University – Western Educational Equity Assistance Center Presentation**—Dr. Marcela Parra reviewed in detail the school and workplace climate survey that was conducted as part of the Office of Civil Rights agreement.

**Dupont Elementary School Presentation**—Principal Pat Almeida presented information and data to the Board of Education regarding Dupont Elementary School.

**Adult Basic Education Conference Presentation**—Adult Education Coordinator Chris Duran and members of his staff presented all of the main takeaways from attending the Adult Education Conference.

Consent Items

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve the consent items.

**1.0 Personnel**

- 1.1 Superintendent’s Recommendation
- Personnel Actions

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

Business Items

**1.0 Grant**

**MOTION** was made by Mr. Archuleta, seconded by Mr. Dreiling to approve grant item 1.1.

- 1.1 Superintendent's Recommendation  
Approval to Accept Grant Funding from the Diagnostic Review Grant from the Colorado Department of Education

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve grant item 1.2.

- 1.2 Superintendent's Recommendation  
Approval to Accept Funding from the Quality Community Foundation from the City of Commerce City

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**2.0 Other**

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.1.

- 2.1 Superintendent's Recommendation  
Approval to Use nTherm, LLC Services for Natural Gas Transport

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.2.

- 2.2 Superintendent's Recommendation  
Approval to Renew Licenses for Plato Courseware from Edmentum, Inc.

Mr. Archuleta, aye; Mr. Dreiling, no; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, no

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.3.

- 2.3 Superintendent's Recommendation  
Approval to Purchase Curriculum from National Geographic and Santillana for Secondary Schools to Meet the Needs of Emerging Bilingual Students

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mr. Dreiling to approve other item 2.4.

- 2.4 Superintendent's Recommendation  
Approval for In-State Overnight Travel to attend Secondary Constructing Meaning Seminar in Fort Collins, Colorado on June 5-9, 2017

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.5.

- 2.5 Superintendent's Recommendation  
Approval for Memorandum of Understanding with RELAY Graduate School of Education and Approval to Accept Funding from the Colorado Department of Education's School Turnaround Leaders Development Grant to Cover RELAY Expenses

Mr. Archuleta, aye; Mr. Dreiling, no; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mr. Quintana to approve other item 2.6.

- 2.6 Superintendent's Recommendation  
Approval for Out-of-State Travel to Philadelphia, PA for Relay-National Principals Academy Fellowship Program

Mr. Archuleta, aye; Mr. Dreiling, no; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.7.

- 2.7 Superintendent's Recommendation  
Approval of In-State Overnight Trip to Colorado Springs, Colorado for Promoting Excellence through Equity in Colorado Schools Conference

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.8.

- 2.8 Superintendent’s Recommendation  
Calendar Change for School Closure Due to Water Main Break at STARS

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

**MOTION** was made by Mr. Archuleta, seconded by Mr. Dreiling to approve other item 2.9.

- 2.9 Superintendent’s Recommendation  
Approval to Expand TimeClock Plus, Time and Attendance Software, from Data Management, Inc.

It was consensus of the Board of Education to table item 2.9 in order to present with amended language and defined positions.

**MOTION** was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.10.

- 2.5 Superintendent’s Recommendation  
Resolution Number 17-005  
A Resolution Calling for a Credit Recovery Fee Charge in Adams 14

It was consensus of the Board of Education to remove the \$40.00 late registration fee from the resolution and there only be a flat \$25.00.

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

Communications

It was consensus of the Board of Education to try running meetings in the following way:

- 1st Meeting of each month will be normal with recognitions and presentations.
- 2nd Meeting of each month will not have recognitions and no superintendent’s report.

President Rolla asked if the Board wanted to continue informational budget study sessions outside of regular meetings. It was consensus of the Board of Education to have a budget study at the next regular meeting.

Expulsion—Superintendent Abrego read into the record the following student expulsions pursuant to Board Policy and Colorado Revised Statutes – Student Number 1071148, 1130528, and 1111776.

**MOTION** was made by Mr. Archuleta, seconded by Mr. Dreiling to adjourn.

Mr. Archuleta, aye; Mr. Dreiling, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

**MOTION CARRIED**

The Board adjourned the regular meeting at 9:23 p.m. The next regular meeting of the Board of Education will be Tuesday, May 9, 2017. The Board will convene in the Board of Education room located at 5291 East 60th Avenue.

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Monica Aviña  
Assistant Secretary to the Board of Education

Approved and Entered into Proceedings  
May 9, 2017

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Timio Archuleta  
Secretary, Board of Education

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David Rolla  
President, Board of Education

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: POLICY BCB –SCHOOL BOARD MEMBER CONFLICT OF INTEREST**

There is a need for the Board of Education to update the district policy book. The following policy has been revised based on the policy recommendations made by CASB(Colorado Association of School Boards) and is offered to address the policy implications of the Uniform Grant Guidance provided in 2 C.F.R. 200. If approved, this will be added in the district policy manual. Policy BCB provides necessary guidance on school board member conflicts of interest the District must meet to be in compliance with the regulations.

This revised policy is provided for consideration by the District's Finance and Grant staff working in coordination with the District's external audit firm. Based on the recommendation of CASB and our external audit firm, to comply with Uniform Grant Guidance 2 C.F.R. 200 this policy revision to BCB has been submitted for consideration.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 discuss policy BCB on first reading.

## **SCHOOL BOARD MEMBER CONFLICT OF INTEREST**

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer is unable to devote himself/herself with complete loyalty and singleness of purpose to the general public interest.

It is the intent of this policy to protect the public trust placed in directors of this school district. For purposes of this policy, the Board declares that a conflict of interest is a personal pecuniary interest that is immediate, definite and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote on it and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a board member has complied with statutory disclosure requirements by notifying the Secretary of State of an interest in the matter, the member may vote if participation is necessary to obtain a quorum or otherwise enable the Board to act. If a member votes under these circumstances, that member shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the Secretary of State shall list as applicable the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services or such other information necessary to describe the interest.

An Adams County School District 14 school board member shall not serve as a member of a charter school's board of directors. If a charter school board member is elected or appointed to the Adams County School District 14 school board, the individual will resign from the charter school board prior to being installed as an Adams County School District 14 school board member.

The Board considers it a conflict of interest for a Board member to also be employed by the district. Therefore, the Board shall not hire any of its members as an employee of the district (including employment of a member at any charter school of the school district), nor shall the Board approve any compensation for a member for services rendered to the district except for services rendered to the Board as provided by law. Therefore, an employee elected to the Board shall be required to relinquish employment with the district prior to taking office. Employees are encouraged to consider this prior to running for the Board.

Members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:

1. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures.
2. The merchandise is sold to the highest bidder at a public auction.

3. The transaction involves investing or depositing money in a financial institution, which is in the business of loaning money or receiving money.
4. If, because of geographic restrictions, the district could not otherwise reasonably afford the contract because the additional cost to the district would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.
5. If the contract is one in which the board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the Secretary of State and to the Board.

Except as described above, a board member shall not be a purchaser at any sale or a vendor for any purchase made by the district.

A board member may request an advisory opinion from the Secretary of State concerning issues relating to his/her conduct and potential conflict of interest.

#### **Conflict of interest - federally funded transactions**

**Separate from state law and the Board's policies concerning the Board's standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of Board members whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).**

**Under the UGG, a Board member shall not participate in the selection, award or administration of a contract supported by a federal award if the Board member has a conflict of interest as defined by the UGG.**

**A conflict of interest arises under the UGG when the Board member, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.**

**In addition, the UGG prohibits Board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.**

**For purposes of this policy section only, "immediate family" means the Board member's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," the Board shall follow the standards of conduct and corresponding definitions applicable to local public officials under state law.**

**These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.**

**A Board member who violates the standards of conduct set forth in this policy's section may be subject to censure or other disciplinary action, in accordance with the Board's authority and state law.**

**LEGAL REFS.: 2 C.F.R. 200.318 (c) (Uniform Grant Guidance - written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds)**

Colorado Constitution, Article X, Section 13

C.R.S. [22-32-109](#) (1)(y) (duty of board to adopt bylaws on conflicts of interest)

C.R.S. [24-18-110](#) (voluntary disclosure) ~~[24-18-111](#)~~

C.R.S. [24-18-201](#) (standards of conduct - interests in contracts)

C.R.S. [24-18-202](#) (standards of conduct - interests in sales)

**CROSS REFS.:**

**[BC](#), School Board Member Conduct**

**[BCA](#) School Board Member Code of Ethics**

**[DKC](#), Expense Authorization/Reimbursement (Mileage and Travel)**

**[BID/BIE](#), School Board Member  
Compensation/Insurance/Expenses/Liability**

**[DJE](#), Bidding Procedures**

**[DKC](#), Expense Authorization/Reimbursement (Mileage and Travel)**

Revised: 1/25/05, 3/23/10

ACSD 14, Colorado

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: POLICY DAC – FEDERAL FISCAL COMPLIANCE**

There is a need for the Board of Education to update the district policy book. The following policy has been drafted based on the policy recommendations made by CASB(Colorado Association of School Boards) and is offered to address the policy implications of the Uniform Grant Guidance provided in 2 C.F.R. 200. If approved, this will be added in the district policy manual. Policy DAC provides necessary guidance on grant specific processes the District must complete to be in compliance with the regulations.

This suggested policy is provided for consideration by the District's Finance and Grant staff working in coordination with the District's external audit firm. Based on the recommendation of CASB and our external audit firm, to comply with Uniform Grant Guidance 2 C.F.R. 200 policy DAC has been submitted for consideration.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 discuss policy DAC on first reading.

## Federal Fiscal Compliance

Federal funds received by the district shall be administered in accordance with this policy and applicable federal law, including but not limited to the federal Uniform Grant Guidance. The Board designates the Superintendent or designee as the district contact for all federal programs and funding.

The superintendent or designee may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

### Subrecipient monitoring

If the district awards subgrants, the district shall monitor grant subrecipients to ensure compliance with applicable law and Board policy.

### Time and effort reporting

District employees paid with federal funds shall document the time they expend in work performed in support of each federal program and/or such program's cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

### Recordkeeping

The district shall maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records shall be retrievable and available for programmatic or financial audit.

LEGAL REFS.: 2 C.F.R. Part 200 (Uniform Grant Guidance)

34 C.F.R. Parts 75, 76 (EDGAR - Education Department General Administrative Regulations)

CROSS REFS.: [BCB](#), School Board Member Conflict of Interest

[DJB\\*](#), Federal Procurement

[EHB](#), Records Retention

[GBEA](#), Staff Ethics/Conflict of Interest

(Adoption date)

Adams 14, Colorado

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: POLICY DJB and DJB-R – FEDERAL PROCUREMENT**

There is a need for the Board of Education to update the district policy book. The following policy has been drafted based on the policy recommendations made by CASB(Colorado Association of School Boards) and is offered to address the policy implications of the Uniform Grant Guidance provided in 2 C.F.R. 200. If approved, this will be added in the district policy manual. Policy DJB and DJB-R provides necessary guidance on procurement using federal funds the District must meet to be in compliance with the regulations. This policy and regulation would supplement current board policies regarding procurement.

This suggested policy and regulation is provided for consideration by the District's Finance and Grant staff working in coordination with the District's external audit firm. Based on the recommendation of CASB and our external audit firm, to comply with Uniform Grant Guidance 2 C.F.R. 200 policy DJB and DJB-R has been submitted for consideration.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 discuss policy DJB and DJB-R on first reading.

## Sample Recommended Policy

File: DJB

### Federal Procurement

This policy and its accompanying regulation shall apply to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

District employees shall follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements that are not inconsistent with this policy and its accompanying regulation.

#### Micro-purchases (less than \$2,500)

A "micro-purchase" is a purchase that, in an aggregate amount, is less than \$2,500.

*NOTE: The micro-purchase dollar amount is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$3,500.*

Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

#### Small purchases (\$2,500 to under \$10,000)

A "small purchase" is a purchase that, in an aggregate amount, is \$2,500 or more, but less than \$10,000.

*NOTE: Given that the federal government periodically adjusts the micro-purchase dollar amount as well as the amount that requires competitive bidding, the amount considered to be a "small purchase" is currently \$3,500 or more but less than \$150,000.*

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. a valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or
2. the district elects to use a more formal competitive bid or request for proposal process.

### **Large purchases (\$10,000 or more)**

A large purchase is a purchase that, in an aggregate amount, is \$10,000 or more.

*NOTE: The dollar amount at which competitive bidding is required is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$150,000.*

The district shall conduct a cost or price analysis for large purchases that, at a minimum, includes making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall then be incorporated into any solicitations of bids or proposals.

### **Unnecessary or duplicative items**

The district shall avoid the acquisition of unnecessary or duplicative items.

Consideration shall also be given to consolidating or breaking out purchases to obtain a more economical purchase.

### **Recordkeeping**

The district shall maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

(Adoption date)

LEGAL REFS.: 2 C.F.R. Part 200 Subpart D (*post-award requirements under the federal Uniform Grant Guidance*)

2 C.F.R. 200.318 (*general standards for procurement supported by federal funds*)

2 C.F.R. 200.319 (*written procurement standards required*)  
2 C.F.R. 200.320 (*methods of procurement to be followed*)  
2 C.F.R. 200.323 (*cost or price analysis*)  
2 C.F.R. 200.333 (*record retention requirements*)  
2 C.F.R. 200.336 (*access to records*)  
7 C.F.R. 3016.36 (*USDA's procurement standards*)  
7 C.F.R. 3016.37 (*USDA's procurement requirements for subgrants*)  
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)  
48 C.F.R. Subpart 2.1 (*micro-purchase and competitive bidding thresholds*)

CROSS REFS.: [BCB](#), School Board Member Conflict of Interest

[DAC\\*](#), Federal Fiscal Compliance

[DJ](#), Purchasing/Bidding Policy

[DJ-R](#), Competitive Bidding Policy

[DKC](#), Expense Authorization/Reimbursement (Mileage and Travel)

[EHB](#), Records Retention

[GBEA](#), Staff Ethics/Conflict of Interest

## Federal Procurement

### "Single source" procurement

One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., "single source" procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the district determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the district.

The district shall document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

### Standards for obtaining price or rate quotations

The following standards apply to district procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options.
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations.
3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
  - a. other relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost estimates, vendor experience in connection with the purchase of services, etc.); and
  - b. such differences predominate over a strict cost comparison.

**4. If the district determines that it is in the district's best interests to not select the lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor shall be documented.**

**Additional standards applicable to procurements under the federal Uniform Grant Guidance**

**Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards shall apply to district purchases made in whole or in part with federal funds:**

**1. The district shall take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources.**

**2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.**

**3. District procurement supported by federal funds may be subject to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The general requirements include procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative program for procurement of recovered materials as identified in Environment Protection Agency (EPA) guidelines.**

**(Approval date)**

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: POLICY DKC – EXPENSE AUTHORIZATION/REIMBURSEMENT**

There is a need for the Board of Education to update the district policy book. The following policy has been revised based on the policy recommendations made by CASB(Colorado Association of School Boards) and is offered to address the policy implications of the Uniform Grant Guidance provided in 2 C.F.R. 200. If approved, this will be added in the district policy manual. Policy DKC provides necessary guidance on travel costs the District must meet to be in compliance with the regulations.

This revised policy is provided for consideration by the District's Finance and Grant staff working in coordination with the District's external audit firm. Based on the recommendation of CASB and our external audit firm, to comply with Uniform Grant Guidance 2 C.F.R. 200 this policy revision to DKC has been submitted for consideration.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 discuss policy DKC on first reading.

## **EXPENSE AUTHORIZATION / REIMBURSEMENT**

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

**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.**

1. Personnel and district officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved expense reimbursement form and such supporting receipts or other documentation as required by the Chief Financial Officer.

a. Per Diem can only be paid to personnel and officials who are required to travel more than twelve (12) consecutive hours. Per Diem rates shall be paid based on the gsa.gov guidelines.

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

3. When official travel by a personally owned vehicle has been authorized, and is not covered under Article 4 – Mileage in the Administrative ~~Meet and Confer~~ Handbook, mileage payment shall be made at the standard business mileage rate approved by the Internal Revenue Service at the time of travel ~~beginning July 1st of each fiscal year.~~

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

**Travel costs not covered by the district**

**The following expenses shall not be reimbursed:**

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

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

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

Revised: 1/25/05, 8/10/10, 5/24/11, 2/12/13, 5/28/13

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: POLICY GBEA – STAFF ETHICS/CONFLICT OF INTEREST/ANTI-FAVORITISM/ANTI-FRATERNIZATION**

There is a need for the Board of Education to update the district policy book. The following policy has been revised based on the policy recommendations made by CASB(Colorado Association of School Boards) and is offered to address the policy implications of the Uniform Grant Guidance provided in 2 C.F.R. 200. If approved, this will be added in the district policy manual. Policy GBEA provides necessary guidance on staff conflicts of interest for federally funded transactions the District must meet to be in compliance with the regulations.

This revised policy is provided for consideration by the District's Finance and Grant staff working in coordination with the District's external audit firm. Based on the recommendation of CASB and our external audit firm, to comply with Uniform Grant Guidance 2 C.F.R. 200 this policy revision to GBEA has been submitted for consideration.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 discuss policy GBEA on first reading.

## **STAFF ETHICS/CONFLICT OF INTEREST/ANTI-FAVORITISM /ANTI-FRATERNIZATION**

The Adams 14 Board of Education is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence.

### **A. CONFLICT OF INTEREST**

All District employees shall perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and District policies and regulations. Failure to do so constitutes misconduct justifying disciplinary action up to and including dismissal from employment.

No employee of the Board shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

Employees shall not engage in work of any type where information concerning customer, client or employer originates from any information available to them through school sources. No employee shall sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardian of a student who attends the District schools served by the employee, unless prior approval has been obtained from the Board. [Note: with reference to book fairs or other fundraising activities that employees are participating in, provided that all fundraising proceeds go to the District, this paragraph does not apply.]

It shall be understood that all confidential information an employee is privy to as a result of District employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the District. This includes information concerning potential customers, clients or employers.

### **Conflicts of interest - federally funded transactions**

**Separate from state law and the Board's policies concerning district employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of district employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).**

**Under the UGG, a district employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG.**

**A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.**

**In addition, the UGG prohibits district employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.**

**For purposes of this policy section only, "immediate family" means the employee's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," district employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.**

**These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.**

**An employee who violates the standards of conduct set forth in this policy's section may be subject to disciplinary action, in accordance with applicable law and Board policy.**

## **B. ANTI-NEPOTISM**

To avoid a conflict of interest, the District prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, partner in a civil union, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

## **C. ANTI-FAVORITISM**

Undue favoritism in the conferral of any District benefit, reward or privilege (for example, offers of employment, promotion, premium salary schedule placements, preferential overtime pay opportunities, salary increases, compensation bonuses, preferential job assignments, travel opportunities, etc.), is a conflict of interest with an employee's obligation to exercise fairness and professional judgment in the conduct of District business.

Undue favoritism based on race, religion, sex or other legally prohibited factors may also violate state and federal anti-discrimination laws and Board of Education policy.

Additionally, undue favoritism fosters lack of respect, distrust, and other employee morale problems which undermine professionalism and hinder fulfillment of the District's mission.

Undue favoritism constitutes misconduct justifying disciplinary action up to and including dismissal from employment.

## **Definitions**

### **Undue Favoritism - Generally**

Undue Favoritism is the conferral of any District related benefit, privilege or reward based on factors other than individual merit and qualifications, and legitimate business considerations.

### **Undue favoritism Based on Legally Prohibited Criteria**

Undue favoritism based on legally prohibited criteria is the unwarranted consideration of race, color, sex, sexual orientation, religion, national origin, age, or disability in a decision or action which confers a District-related benefit, privilege or reward.

### **Examples**

#### **Undue Favoritism - Generally**

In general, undue favoritism as defined in this policy occurs when a person who, by virtue of his or her position with the District, has authority to grant or deny District related benefits, but abandons professional and business judgment and confers those benefits on certain individuals because of some special relationship rather than on the basis of legitimate business considerations or District-related merit or qualifications.

For example, a District manager who gives certain subordinate employees preferential job assignments, overtime opportunities, and more flexible leave and work schedules because those employees are personal friends with the manager, or also work for the manager in a non-District related business owned and operated by the manager would be in violation of this policy.

### **D. ANTI-FRATERNIZATION**

The District strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business and maintaining positive employee morale. Although this policy does not prevent the development of all romantic relationships between coworkers, it does restrict such relationships between coworkers in a direct supervisor/subordinate relationship.

Though the romantic relationship between two consenting adults in these circumstances would normally be merely a private matter, the unequal status of the parties in the employment setting provides opportunities for one in a position of authority to favor or advance the other's District-related interests. Even where such influence is not exercised, the appearance of favoritism may lead those not so advantaged to doubt the integrity of the normal processes available for advancement.

Accordingly, any employees in a direct supervisor/subordinate relationship who become engaged in such an intimate relationship are required to immediately disclose the matter to the Chief Human Resources Officer or the District's designated Compliance Officer per Board of Education Policy [AC](#), so that the District can take appropriate action within the scope of the District's lawful authority to eliminate any conflict of interest (for example, by transferring one of the employees). Failure to disclose the matter constitutes misconduct justifying disciplinary action up to and including dismissal from employment.

### **E. ETHICS**

According to the Colorado Revised Statutes [24-17-105](#), the following ethical principles for District employees "are intended as guides to conduct and do not constitute violations as such of the public trust of office":

1. An employee "should not acquire or hold an interest in any business or undertaking which the employee has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which the employee has substantive authority."
2. An employee "should not, within six months following the termination of employment, obtain employment in which the employee will take direct advantage, unavailable to others, of matters with which the employee was directly involved during his term [of office]. These matters include rules, other than rules of general application, which the employee actively helped to formulate and applications, claims or contested cases in the consideration of which the employee was an active participant."
3. An employee "should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the employee has a substantial financial interest in a competing firm or undertaking."
4. An employee is discouraged "from assisting or enabling members of [the employee's] immediate family in obtaining employment, a gift of substantial value, or an economic benefit tantamount to a gift of substantial value from a person whom [the employee] is in a position to reward with official action or has rewarded with official action in the past."

## **F. COMPLAINTS**

Complaints regarding alleged violations of this policy may be directed to the District's designated Compliance Officer.

## **G. NO CAUSE OF ACTION**

Nothing in this policy shall be construed to create a basis for a grievance, a right to a hearing, legal cause of action, or claim of any kind against the District.

LEGAL REF.: Constitution of Colorado, Article X, Section 13 (felony to make a profit on public funds)

**LEGAL REFS.: 2 C.F.R. 200.318(c) (Uniform Grant Guidance - written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds)**

**Constitution of Colorado, Article X, Section 13 (felony to make a profit on public funds)**

C.R.S. [18-8-308](#)

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

C.R.S. [22-63-204](#) (*teachers receiving money for items sold to students/parents without written consent from Board*)

C.R.S. [24-18-109](#) (**government rules of conduct**)

C.R.S. [24-18-110](#) (**voluntary disclosure**)

C.R.S. [24-18-201](#) (**standards of conduct - interests in contracts**)

C.R.S. [24-18-202](#) (**standards of conduct - interests in sales**)

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

C.R.S. [24-34-402](#) (1)(h) (*nepotism provisions*)

**CROSS REFS.:** [DKC](#), Expense Authorization/Reimbursement (Mileage and Travel)

[GBEB](#), Staff Conduct (And Responsibilities)

[GCQE](#), Discipline, Suspension and Dismissal of Professional Staff  
(And Contract Nonrenewal)

[GDE/GDF](#), Support Staff Recruiting/Hiring

[GDQD](#), Discipline, Suspension and Dismissal of Support Staff

Revised: 8/24/04, 3/8/16

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO APPLY FOR HEALTHY BEGINNINGS ACTIVE FUTURES  
GRANT THROUGH QUALISTAR**

Shelagh Burke, Director of Federal Programs within the Adams County School District 14, requests approval to submit an application to the Healthy Beginnings Active Futures Grant through Qualistar. This grant would serve pre-school students at Central, Hanson, Kemp and Rose Hill. The purpose of this grant would be to assist early childhood education programs in making improvements to playgrounds and outdoor play spaces, redesign and replace expensive playground surfacing and equipment, build new, high-quality outdoor environments, and invest in health and safety-related improvements to existing outdoor play spaces. The amount of this grant would be up to \$50,000.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the application for the Healthy Beginnings Active Futures Grant through Qualistar. Funds received from this grant would be accounted for in a school specific grant fund.

**RESOLUTION NUMBER 17-006**

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14**

**Resolution to Affirm Adams 14 as Safe and Welcoming for All Students**

**WHEREAS**, the mission of Adams 14 is to maintain a multicultural school community dedicated to the realization of the full intellectual, physical, social, and emotional potential of its students; and

**WHEREAS**, Adams 14 is committed to providing a safe and welcoming learning environment in order to increase achievement and access for all students irrespective of their immigration status, national origin, ethnicity, race, religion, sexual orientation, sex and gender identity, socio-economic status, disability status, or beliefs; and

**WHEREAS**, education plays a critical role in furthering tolerance and inclusivity within our society; and

**WHEREAS**, the United States Constitution provides for equal protection of the law for all persons;

**WHEREAS**, the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin, among other factors, by public elementary and secondary schools (Title IV) and by recipients of federal financial assistance (Title VI); and

**WHEREAS**, the Family Educational Rights and Privacy Act of 1974 prohibits school districts and their employees from disclosing information from a student's education record to a third party without the prior written consent of a parent, a legal guardian, or the student; and

**WHEREAS**, Adams 14 seeks to protect the safety and well-being of students during the school day and during hours of approved extracurricular activities, and Adams 14 shall strive to protect each student's rights regarding interactions with law enforcement officials; and

**WHEREAS**, the presence of federal immigration law enforcement officers on school premises or during school activities will disrupt the educational setting and exert a chilling effect on student enrollment and attendance;

**NOW, THEREFORE, BE IT RESOLVED**, that Adams 14 reaffirms its commitment to providing all Adams 14 students the same right to a free public education and associated school services, and equal treatment regardless of their immigration status;

**BE IT FURTHER RESOLVED**, that Adams 14 will not seek or maintain information regarding the immigration status of any student or family member for the purpose of fulfilling the student's residency requirement, age requirement, or any other reason, except that it will inform students about circumstances in which a determination of citizenship status is a prerequisite for establishing a student's eligibility for scholarships or other financial awards;

**BE IT FURTHER RESOLVED**, that Adams shall post this Resolution at every school location and distribute it to staff and parents in the most commonly-spoken languages; and

**BE IT FURTHER RESOLVED**, that if a court of law declares any part of this Resolution to be contrary to any statute, regulation, or judicial decision, the validity of the remainder of this Resolution shall not be affected.

**ADOPTED AND APPROVED** this 9th day of May 2017.

(District Seal)

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David Rolla  
President, Board of Education

**ATTEST:**

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Timio Archuleta  
Secretary, Board of Education

**DATE:**

May 9, 2017

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO PURCHASE HP CHROMEBOOKS AND CARTS TO  
SUPPORT ADAMS CITY MIDDLE SCHOOL**

In support of our districts technology initiative, Adams City Middle School would like approval for the purchase of 180 HP Chromebook 11 G5 laptops and 5 Spectrum Connect36 Laptop Carts. This hardware is being purchased from CDW-G via the National Intergovernmental Purchasing Alliance (National IPA) contract and is funded from Adams City Middle School 2016-17 General Fund and 2016-17 Title I Fund.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the purchase of HP Chromebooks and Spectrum Connect36 Carts in the amount of \$61,070 using funds from Adams City Middle School 2016-17 General Fund and 2016-17 Title I Fund.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO PURCHASE HP CHROMEBOOKS AND CARTS TO  
SUPPORT KEARNEY MIDDLE SCHOOL**

In support of our districts technology initiative, Kearney Middle School would like approval for the purchase of 44 HP Chromebook 11 G5 laptops and 2 Spectrum Connect36 Laptop Carts. This hardware is being purchased from CDW-G via the National Intergovernmental Purchasing Alliance (National IPA) contract and is funded from Kearney Middle School 2016-17 Title I Fund.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the purchase of HP Chromebooks and Spectrum Connect36 Carts in the amount up to \$15,800 using funds from Kearney Middle School 2016-17 Title I Fund.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO PURCHASE VOYAGER TO SUPPORT ADAMS CITY MIDDLE SCHOOL**

Adams City Middle School would like approval for the purchase of Voyager. Voyager is an evidence-based literacy, math, positive school climate, and summer school resource that includes challenging instructional activities, purposeful online practice, a mild to moderate boost for grade-level proficiency, or a core replacement for intensive support. This purchased is funded from Adams City Middle School 2016-17 Title I Fund.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the purchase of Voyager in the amount of \$46,000 using funds from Adams City Middle School 2016-17 Title I Fund..

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL OF SUNCOR BOYS AND GIRLS CLUB OF METRO DENVER CONTRACT EXTENTION FOR 2017-2018**

Adams County School District 14 seeks to extend its contract with the Suncor Boys and Girls Clubs of Metro Denver to provide services for after school and summer programs for students. The Suncor Boys and Girls Club is located at 6201 Holly Street. Adams 14 will pay \$65,000, to the Suncor Boys and Girls Club of Metro Denver to serve the students of Adams 14. The terms of the contract are October 1, 2017 to September 30, 2018.

Therefore, it is recommended.....

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve an extension of the Suncor Boys and Girls Club of Metro Denver contract to provide services to Adams 14 students in the amount of \$65,000. The terms of the contract are from October 1, 2017 to September 30, 2018.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN CU BOULDER BUENO CENTER AND ADAMS 14**

The Director of English Language Development, Dr. Edilberto Cano requests that the Board of Education approve a memorandum of understanding between CU Boulder-BUENO Center and Adams 14 that offers staff the opportunity to receive a Culturally and Linguistically Diverse Endorsement (CLDE), and a Master's Degree. This is a two-year program.

Teachers, as a cohort, will take a total of 31 hours of coursework beginning Fall 2017 and ending Summer 2019. Tuition is \$1,500 per course and will be split equally between, Adams 14, CU Boulder and the student. The two-year program will cost \$50,000 each year for two years to be from Title funds. Students have the opportunity to take two additional courses needed to earn a Master's Degree at their own expense.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve a memorandum of understanding between CU Boulder-BUENO Center and Adams 14 that provides staff the opportunity to receive a Culturally and Linguistically Diverse Endorsement (CLDE) in the amount of \$50,000 each year for two years to be paid from the Title fund.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO CONTRACT WITH ISABELLE CORDOVA, DBA – C & C CONSULTANTS**

Adams District 14 data suggests that students require support in learning academic language. Therefore, as part of teacher effectiveness, the district must support teachers in educating students on the academic language necessary for them to become successful scholars.

Isabelle Cordova, dba, C&C Consultants brings vast experience in working with turnaround schools. Speaking to teachers from a teacher's perspective and from theory to practical application, Ms. Cordova has taken the concept of second language acquisition and constructed academic language through Content Language Objectives (CLOs). The ability to model strategies in both English and Spanish is beneficial for all staff. Ms. Cordova brings knowledge that includes embedded professional development for coaches and modeling for teachers in Spanish that addresses the academic needs of all students.

The agreement for services begins September 2017 and ends May 2018. The amount of \$13,500 will be paid from the general fund.

Therefore, it is recommended

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the contract with Isabelle Cordova, dba C & C Consultants in the amount of \$13,500 to be paid from the general fund budget.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO CONTRACT WITH MEADOW GOLD DAIRIES FOR MILK IN  
THE NATIONAL SCHOOL AND BREAKFAST PROGRAM**

As mandated by the USDA in all meal periods Nutrition Services must offer fluid milk in no less than ½ pint per student and it is required to offer to students during breakfast and lunch.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the contract with Meadow Gold Dairies for the 2017-18 school year, not to exceed \$300,000.00, budgeted from the Nutrition Services account.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO AWARD THE RFP TO AMERICAN PRODUCE FOR FRESH FRUITS AND VEGETABLES**

The procurement process was completed for produce. The ability to provide a wide variety of fresh fruits and vegetables to our students is important in meeting breakfast and lunch meal patterns and offering our students healthy menu options. This will be a one year contract with Four (4) One (1) year extensions available. The competitive bid was awarded on pricing, quality of service and product availability.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the contract with American Produce for the 2017-18 school year, not to exceed \$150,000, budgeted from the Nutrition Services account.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL TO CONTRACT WITH ROCKY MOUNTAIN SERVICE SOLUTIONS AS THE PRIMARY CHEMICAL/SANITATION SUPPLIER FOR NUTRITION SERVICES**

The Adams 14 Nutrition Services Department currently uses Rocky Mountain Service Solutions (RMSS) for food service sanitation and safety programs. These systems offers a complete line of products and educational materials for cleaning and disinfecting school nutrition operations while ensuring the highest standards of food safety.

Jefferson County Public Schools competitive Request for Proposal # 23740 awarded such programs to Portion Pac Chemical Corporation and the distributor is RMSS. The competitive bid was awarded on pricing, quality of service and product availability. The RFP included cooperative language which allows Adams 14 to piggyback the award.

This will be a one year contract with four (4), one (1) year extensions available. Adams 14's previous contract included 12 sites at \$2,543.04 per month. The new bid pricing for 13 sites, adding Suncor Boys and Girls Club, will be \$2,204.93 per month.

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education of Adams County School District 14 approve the new agreement with Rocky Mountain Service Solutions SFSPac Food Service Sanitation and Safety Program for school year 2016-17 school year, not to exceed \$30,000, budgeted from the Nutrition Services account.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent's Recommendation**

**TOPIC: APPROVAL OF CONTRACT BETWEEN ADAMS 14 AND HOMIES UNIDOS**

The EARSS grant manager requests the approval of a contract between Adams 14 and Homies Unidos. The funds for this contract will be provided by intervention services funds.

Homies Unidos will provide one-on-one and small group sessions as deemed necessary and appropriate for identified students throughout Adams 14 School District. These sessions will target identified at-risk students and is designed to help the students address their tendencies toward violent actions and to keep them out of gangs. The sessions will also focus on self-esteem building and development of leadership skills...

Therefore, it is recommended...

**RECOMMENDATION:**

...that the Board of Education support this request for approval of a contract of \$11,000 between Adams 14 School District and Homies Unidos.

**BOARD OF EDUCATION  
ADAMS COUNTY SCHOOL DISTRICT 14  
COMMERCE CITY, COLORADO**

**May 9, 2017**

**Superintendent Recommendations**

**TOPIC: APPROVAL TO PURCHASE BOOKS FOR 2017 SUMMER OF LEARNING PROGRAM**

Adams 14 is sponsoring a three week opportunity called the 2017 Summer of Learning program, which will run from June 5 – June 22, 2017. The program provides additional academic instruction through the use of engaging children's books. The Chief Academic Officer is requesting that the Board of Education approve the expenditure of \$118,000 for reading books to be paid and split equally between the general fund and Title funds. The goal is to have a set of 29 literacy and 24 math books at each building for each classroom.

Therefore, it is recommended

**RECOMMENDATION:**

....that the Board of Education of Adams County School District 14 approve the request to purchase of reading books for the 2017 Summer of Learning program in the amount of \$118,000 to be paid and split equally between the general fund and Title funds.

## Board of Education Committee Assignments 2016-2017

<b>COMMITTEE</b>	<b>BOARD MEMBER</b>	<b>MEETS</b>
Adams 14 Education Foundation	[REDACTED] Alt. Mr. Thomas	4th Thursday of every month, 11:30 AM Location: ESS
DAAC	Mr. Archuleta Alt. Mr. Rolla	1st Monday of every 3rd month, 6:00 PM Location: ACHS
City Council	Mr. Thomas Alt. Mr. Dreiling	Every Monday, 6:30 PM Location: Council Chambers
Business & Professional	Mr. Archuleta Alt. Mr. Thomas	Random - Meeting Invites Sent Via Email Location: CCHS
Community Health	Mrs. Quintana Alt. Mr. Rolla	3rd Tuesday every month, 8:30 AM Location: ESS
Legislative	Mrs. Quintana Alt. Mr. Archuleta	TBD – CASB/Lobbyist Location: State Capital Bldg.
Area Boards	Mr. Archuleta Alt. Mr. Dreiling	3rd Tuesday every 3rd month Location: TBA, Hosts Vary
Student Board of Education	Mr. Rolla	Every Friday, 2:45 PM Location: ACHS
Rotary	Mr. Rolla Alt. Mr. Archuleta	Every Wednesday, 12:00 PM Location: El Jardin
Facility Review Committee	Mr. Dreiling Alt. Mr. Thomas	4th Tuesday of every month, 5:00 p.m. Location: ACHS Community Room
Calendar Committee	Mrs. Quintana Alt. Mr. Archuleta	TBD, 8:00 a.m.-4:00 p.m. Location: ESS
C. C. Urban Renewal Authority	Mr. Archuleta	CCURA - TBD

## **Board of Education School Assignments 2016-2017**

STARS	Mr. Thomas
Sanville	Mr. Dreiling
Alsup	Mr. Rolla
Central	Mr. Rolla
Dupont	Mr. Dreiling
Hanson	Mr. Archuleta
Kemp	Mrs. Quintana
Monaco	Mr. Archuleta
Rose Hill	Mr. Thomas
Kearney	Mrs. Quintana
Adams City Middle	Mr. Rolla
Adams City High School	Mr. Rolla
Lester Arnold High School	Mr. Thomas