

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

Date: June 27, 2017

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

4:45 PM – Special Meeting

- Executive Session
 - C.R.S. § 24-6-402(4)(b)-Legal Advice; Board to conference with an attorney for the purpose of receiving legal advice on specific matters
 - C.R.S. § 24-6-402(4)(f)-Personnel; Level 4 Grievance

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
 - June 13, 2017 1-9
- F. APPROVAL OF AGENDA
- G. 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.**)

II – ROUTINE ITEMS

CONSENT ITEMS (asterisk* denotes consent item)

1.0 Personnel

- 1.1 Superintendent's Recommendation 10-18
Personnel Actions (Attachment of record)*

Certified
Appointment
Resignation
Retirement
Transfer

Classified, Support & Tech
Appointment
Resignation
Transfer

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 21st 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.

Administrative
 Appointment
 Renewal
 Rescinded

III – BUSINESS

	1.0	Policy	
2,3	1.1	Superintendent's Recommendation Policy BIBA and BIBA-R–Revised Board Member Conferences, Conventions and Workshops & Regulation Expense Auditing	19-23
2,3	1.2	Superintendent's Recommendation Policy BID/BIE–New School Board Member Compensation/Expenses/Insurance/Liability	24-25
2,3	1.3	Superintendent's Recommendation Policy DJ and DJ-R–Revised Purchasing/Bidding Policy and Regulation Competitive Bidding Policy	26-47
2,3	1.4	Superintendent's Recommendation Policy EHB–Revised Records Retention	48-49
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1-5	2.2	Superintendent's Recommendation Resolution Number 17-010 Before and After School Licensed Day Care Fee Increase in Adams 14	51
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2,3,5	3.1	Superintendent's Recommendation Per Policy DJ - Approval for New Camera Purchase Exceeding \$10,000 from Pro- Vision Video Systems	52
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1-3	3.10	Superintendent's Recommendation Approval to Use Appropriated Reserves to Purchase Additional Math in Focus Resources Including Professional Development	64
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1-4	3.16	Superintendent's Recommendation Approval to Purchase Eduskills LLC to Meet the Academic and Linguistic Needs of K-12 Emerging Bilingual Students	70
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	4.0	Discussion	
1-5	4.1	Purchasing Cards	

IV – COMMUNICATIONS

- General
 - Other
- (Calendars – Pg. 72)

V – ADJOURNMENT

SPECIAL MEETING of the Adams County School District 14 Board of Education was called to order Tuesday, June 13, 2017 pursuant to notice by Mr. Rolla, President, at 5:33 p.m.

MOTION was made by Mr. Dreiling, seconded by Mr. Thomas to go into executive session under C.R.S. § 24-6-402(4)(b)-Legal Advice; Board to conference with an attorney for the purpose of receiving legal advice on specific matters and C.R.S. § 24-6-402(4)(e)-Contract Negotiations; Board to discuss matters subject to negotiation.

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

MOTION CARRIED

Executive session commenced at approximately 5:35 p.m. with Board of Education Members Dreiling, Quintana, Rolla, Thomas, Superintendent Abrego present and Attorney Holly Ortiz on the phone. Board of Education Member Archuleta arrived late. The Board discussed received legal advice on specific matters and matters subject to negotiation.

Executive session adjourned at approximately 6:40 p.m.

REGULAR MEETING of the Adams County School District 14 Board of Education was called to order Tuesday, June 13, 2017 pursuant to notice by Mr. Rolla, President, at 6:31 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 Mrs. Quintana to approve the minutes of May 23, 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 agenda as presented.

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

MOTION CARRIED

Recognitions & Celebrations

Dr. Abrego–The Commerce City U.S. Post Office has 24 routes to pick up food; they collected over one ton of food. Two of their trucks brought the food donations to the Adams 14 Hope Center. Over 20 volunteers loaded, unloaded the trucks, and stocked the shelves with the donations.

MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mr. Dreiling to approve policy item 1.2.

- 1.2 Superintendent's Recommendation
Policy BID/BIE–New Discussion/1st Reading
School Board Member Compensation/Expenses/Insurance/Liability

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 policy item 1.3.

- 1.3 Superintendent's Recommendation
Policy DJ and DJ-R–Revised Discussion/1st Reading
Purchasing/Bidding Policy and Regulation Competitive Bidding Policy

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 policy item 1.4.

- 1.4 Superintendent's Recommendation
Policy EHB–Revised Discussion/1st Reading
Records Retention

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

MOTION CARRIED

2.0 Resolution

MOTION was made by Mr. Archuleta, seconded by Mr. Dreiling to approve resolution item 2.1.

- 2.1 Superintendent's Recommendation
Resolution Number 17-007
Appropriation Resolution

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

MOTION CARRIED

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

2.2 Superintendent's Recommendation
Resolution Number 17-008
Authorizing the Use of a Portion of Beginning Fund Balance as Authorized by Colorado Statutes

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

MOTION CARRIED

3.0 Other

MOTION was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 3.1.

3.1 Superintendent's Recommendation
Approval of the Selection of 2016-2017 Accountability Measures for Lester R Arnold High School

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 3.2.

3.2 Superintendent's Recommendation
Approval for a Service Agreement between Vail Unified School District and Adams 14 School District

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 3.3.

3.3 Superintendent's Recommendation
Approval to Purchase Math Calendar Teacher Kits with Planning Guides for Grades K-5 from Math in Focus

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 3.4.

3.4 Superintendent's Recommendation
Approval for Allocation of Funds to Increase .5 TAP for Special Education Teacher at Lester Arnold High School

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 3.5.

- 3.5 Superintendent's Recommendation
Approval to Contract with Rocky Mountain School for the Deaf Charter School for the 2017-2018 School Year

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 3.6.

- 3.6 Superintendent's Recommendation
Approval to Contract with Community Reach Center to Place Licensed School-Based Therapists in all school in Adams 14 for the 2017-2018 School Year

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 3.7.

- 3.7 Superintendent's Recommendation
Approval of ATX Learning Contract for Bilingual Speech Language Pathologist for the 2017-2018 School Year

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 3.8.

- 3.8 Superintendent's Recommendation
Approval to Contract with the Translation Links to Provide Interpreting and Translation Services for Adams 14 School District for the 2017-2018 School Year

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 3.9.

- 3.9 Superintendent's Recommendation

Approval to Contract with American Logistics Company for Incidental Transportation Services for the 2017-2018 School Year

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 3.10.

3.10 Superintendent's Recommendation
Approval to Contract with OLA Translations to Provide Interpreting and Translation Services for Adams 14 School District for the 2017-2018 School Year

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 3.11.

3.11 Superintendent's Recommendation
Approval to Contract with Ann Ross, Teacher of the Deaf and Hard of Hearing, for the 2017-2018 School Year

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 3.12.

3.12 Superintendent's Recommendation
Approval to Contract with Anne Hastings, Audiologist, for the 2017-2018 School Year

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 3.13.

3.13 Superintendent's Recommendation
Approval to Contract with the Joshua School to Provide Educational and Therapeutic Interventions for Students with Autism for the 2017-2018 School Year

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 3.14.

- 3.14 Superintendent's Recommendation
Approval to Contract with the Jefferson Hills to Provide Educational and Therapeutic Interventions for Students with Significant Emotional Disabilities for the 2017-2018 School Year

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 3.15.

- 3.15 Superintendent's Recommendation
Approval to Contract with the Devereux Cleo Wallace Center to Provide Educational and Therapeutic Interventions for Students with Significant Emotional Disabilities for the 2017-2018 School Year

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 3.16.

- 3.16 Superintendent's Recommendation
Approval to Contract with the Laradon School to Provide Educational and Therapeutic Interventions for Students with Significant Emotional and Cognitive Disabilities for the 2017-2018 School Year

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 3.17.

- 3.17 Superintendent's Recommendation
Approval to Contract with The Consortium for Technical Support with Medicaid Billing for the 2017-2018 School Year

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 3.18.

- 3.18 Superintendent's Recommendation
Approval for Allocation of Funds to Increase 2.0 TAP for an Additional Early Childhood Classroom at Hanson Elementary

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 3.19.

- 3.19 Superintendent's Recommendation
Approval to Contract with Scenario Learning to Provide Professional Development for the Division of Special Education Teacher and Specialized Service Providers for Three Years

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 3.20.

- 3.20 Superintendent's Recommendation
Approval to Contract with Kids First to Provide the Adams 14 Community with Outreach and Medicaid Enrollment for the 2017-2018 School Year

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 3.21.

- 3.21 Superintendent's Recommendation
Approval of Kids First Nursing Services Agreement for 2017-2018 School Year

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 3.22.

- 3.22 Superintendent's Recommendation
Approval of Contract with Denver University for High School Graduations

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

MOTION CARRIED

4.0 Discussion

- 4.1 Board Retreat

It was consensus of the Board of Education to hold a retreat on Monday, July 31 from 1:00 p.m. to 5:30 p.m. prior to the joint meeting with the City of Commerce City at 6:00 p.m. at the Civic Center. Board members are to send their agenda items to Secretary Archuleta by the end of June.

5.0 Board Action

5.1 Level 4 Grievance

MOTION was made by Mr. Archuleta, seconded by Mr. Dreiling to move that the Board of Education grant the request to hear the Level 4 grievance filed by the Adams 14 Education Association.

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 participate in the Rotary Golf Tournament on July 28 at the breakfast sponsorship level and have two sets of four play in the tournament.

MOTION was made by Mr. Archuleta, seconded by Mrs. Quintana 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 8:05 p.m. The next regular meeting of the Board of Education will be Tuesday, June 27, 2017. The Board will convene in the Board of Education room located at 5291 East 60th Avenue.

Monica Aviña
Assistant Secretary to the Board of Education

Approved and Entered into Proceedings
June 27, 2017

Timio Archuleta
Secretary, Board of Education

David Rolla
President, Board of Education

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

June 27, 2017

Superintendent's Recommendation

TOPIC: POLICY BIBA – BOARD MEMBER CONFERENCES, CONVENTIONS AND WORKSHOPS AND REGULATION BIBA-R – EXPENSE AUDITING

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 BIBA and regulation BIBA-R provide necessary guidance on school board member conferences, conventions and workshops 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 BIBA and BIBA-R has been submitted for consideration.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 adopt policy BIBA and regulation BIBA-R on second reading.

BOARD MEMBER CONFERENCES, CONVENTIONS AND WORKSHOPS

The Board in modern America faces a difficult set of challenges. It must develop a quality educational program, must decide complex policy and must oversee the prudent management of school facilities.

The public expects its elected Board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. In turn, the Board expects public support for its efforts to enlarge upon the horizons and abilities of its members.

The Board places a high priority on the importance of a planned and continuing program of in service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance. The Board shall plan specific in service activities designed to assist it in improving its skills as a policy making body; to expand its knowledge of trends, issues and new ideas affecting the continued welfare of local schools, and to deepen its insights into the nature of leadership in a modern, democratic society.

The Board regards the following examples of activities and services appropriate for implementing this policy:

1. Participation in state and national school board and school executive conferences, workshops and conventions.
2. District-sponsored training sessions for Board members.
3. Publications and subscriptions, which address the concerns of Board members.

Board members shall receive no compensation for its services. However, upon submitting vouchers and supporting receipts for expenses incurred in carrying out specific services previously authorized by the Board, members may be reimbursed from district funds.

Whenever Board members accept, in advance, district expense money, they will be held fully accountable for all funds, whether lost or stolen. Reports should be filed with the appropriate law enforcement agency and the district in a timely fashion.

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

Revised: 8/25/92

ACSD 14, Colorado

EXPENSE AUDITING

The following parameters apply for district reimbursement for travel and conference expenses for Board members. The Superintendent shall fall within the scope of these regulations.

Authorization for Travel and Conferences

Each board member shall be authorized to attend a reasonable number of conferences, workshops or in-services per year for the purpose of increasing self-knowledge as to the educational mission of the schools.

Local meetings and daily seminars may be taken at the discretion of the board member.

Expenses and Receipts

After all district related conferences or travel, each board member must account for the expenses of that travel within seven days after the return of the board member. This accounting shall include a request for reimbursement or a refund to the district as appropriated.

The expense accounting shall be accepted or rejected by the signature of the Superintendent of Schools. With the exception of meal receipts, all receipts and service invoices must be attached to the audit sheet to verify expenses.

Expenses for which there are no receipts, e.g., tips, baggage handling, shall be accounted for on the expense audit sheet with the board member's signature testifying to the veracity of the expense.

EXPENSE GUIDELINES

Method of Conveyance

Generally, air travel will be used for out-of-state travel. Travel arrangements will be made through the Superintendent's office for board travel.

Car travel will be reimbursed at the "Approved mileage Rate" although the total dollar reimbursement shall not exceed the total dollar cost of air travel to the destination if car travel is the preference of the board member.

District Approved Mileage Rate

When official travel by a personally owned vehicle has been authorized, and is not covered under Article 4 – Mileage in the Administrative Handbook, mileage payment shall be made at the standard business mileage rate approved by the Internal Revenue Service at the time of travel.

~~July 1st of each year the district will designate an "Approved mileage Rate" for reimbursement of district related mileage. This rate will be tied to the standard mileage rate approved by the Internal revenue Service at the time and will remain in effect for the fiscal year.~~

Lodging

Lodging expenses shall be paid for accommodations befitting the prestige of the board office. If a board member assumes an entertainment role as a necessary function of the travel or conference, a suite may be an appropriate accommodation. The district shall pay the cost of one room or suite per occasion. Any additional accommodations shall be paid for by the board member.

Meals

IN STATE Meal reimbursement will be based on the IRS Meals and Incidentals Expense (ME&I) rate for your travel destination. This includes amounts spent for food, beverages, taxes on meals and related tips. The IRS ME&I rates may be viewed at www.policyworks.gov/perdiem.

~~Prorating the standard IRS meal allowance on partial days of travel. The standard meal allowance is for a full 24-hour day of travel. If you travel for part of a day, such as on the days you depart and return, you must prorate the full day ME&I rate. The full day rate will be prorated as follows: Breakfast 20%, Lunch 25% and Dinner 55%.~~

~~*Example: An employee's travel destination has a \$42 ME&I rate. The employee left on Friday afternoon and returned to work on Monday morning. During the course of the two and a half-day trip, the employee spent \$25 for Friday dinner, \$33 for meals on Saturday and \$47 for meals on Sunday for a total of \$105 out of pocket. The meal reimbursement is equal to \$107.10 (23.10+42+42).*~~

~~If a family or spouse accompanies the board member to the conference, the district shall pay or reimburse the member two times the ME&I rate per day.~~

Vehicle Rental

If a vehicle is rented as a result of travel needs after air travel, the receipt must be retained and submitted for reimbursement. For insurance reasons, the vehicle rental contract must be co-billed to Adams County School District 14 by the board member.

Taxi fares will be reimbursed if within a reasonable amount related to attendance at the conference.

Entertainment

Occasionally, in the course of a conference, certain entertainment activities are assumed as a participant of the conference. The district shall reimburse a reasonable amount for entertainment when the entertainment is related to the conference expectations and within good discretion.

No debts for gambling, loss of personal articles for comfort or unrelated entertainment will be reimbursed.

Phone Calls

Board members may make personal phone calls at a rate of \$5.00 per day. Total travel days times the daily rate shall aggregate to pay this expense. Any amount over the aggregate total shall be reimbursed to the district. Phone calls to the district during travel are excluded from the aggregate amount.

Cash Advances

The district may provide a reasonable cash advance to a board member upon request. The board member must receipt use of this advance, with the exception of meal reimbursement, and reimburse any unused portion within seven days of the board member's return.

Other Expenses

Any other expense must be justifiable in relationship to the event and pass critique by auditors of district funds or legal challenge.

Revised: 3/08/05

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

June 27, 2017

Superintendent's Recommendation

**TOPIC: POLICY BID/BIE – SCHOOL BOARD MEMBER
COMPENSATION/EXPENSES/INSURANCE/LIABILITY**

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 BID/BIE provides necessary guidance on school board member compensation, expenses, insurance and liability the District must meet to be in compliance with the regulations.

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 BID/BIE has been submitted for consideration.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 adopt policy BID/BIE on second reading.

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.

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.

(Adoption date)

LEGAL REFS.: 20 U.S.C. 2361 through 2368 (*Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 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. [24-10-101](#) et seq. (*Colorado Governmental Immunity Act*)

C.R.S. [24-18-104](#) (3)(d), (e) (*reimbursements are not considered gifts*)

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

[EIC](#), Self-Insurance/Insurance Pools

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

June 27, 2017

Superintendent's Recommendation

**TOPIC: POLICY DJ – PURCHASING/BIDDING POLICY AND REGULATION DJ-R –
COMPETITIVE BIDDING POLICY**

There is a need for the Board of Education to update the district policy book. The Finance department has updated the purchasing policy to create a more efficient process that mirrors that of other surrounding Districts. Policy DJ contains thresholds for purchasing which directly affect the amount of staff time required for both employees wishing to make purchases and the Finance Department staff working to facilitate these purchases.

This suggested policy is provided for consideration by the District's Finance staff to align District policy with industry standards. Thresholds where Board of Education approval is required are not being changed. Limits where formal bidding is required are being raised, and obsolete processes and wording are being updated.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 adopt policy DJ and Regulation DJ-R on second reading.

PURCHASING/BIDDING POLICY

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 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 for purchases in excess of \$15,000, which shall require advance approval by the Board, or those instances where Board policy requires certain purchases to be put to bid. The board should also be consulted in the case of unusual expenditures.

The superintendent is directed to establish procedures governing the purchase of materials, supplies, equipment and services. These procedures shall be approved by the board. Procedures will be developed and updated as needed to meet District needs.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to 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.

All contractual services and purchases of supplies, materials and equipment in the amount of \$10,000 **\$50,000** or more shall be put to bid. This shall not apply, however, to professional services or instructional materials. Other purchases may be made in the open market but shall be based on competitive quotations or prices.

The board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

The bidder to whom an award is made shall be required to enter into a written contract with the district.

All purchasing transactions shall be accomplished through the purchasing department and authorized on properly signed purchase orders.

LEGAL REFS.: C.R.S. [22-32-109](#) (1)(b)

C.R.S. [24-18-210](#)

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

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

Revised: 5/11/04, 8/9/05, 3/22/16, **6/--/17**

COMPETITIVE BIDDING POLICY

BID, RFP AND QUOTATIONS

The purpose of the Board of Education policies related to Purchasing is to:

Attain economical commitments for Adams County School District 14, keeping in mind not to sacrifice quality and service for price, and to consider all factors affecting expenditures including:

1. continually seek to foster competition and obtain new sources of supply
2. the establishment of reliable and reputable sources of supply
3. the fostering of competition
4. good procurement practices consistent with timely accomplishment of its mission
5. actively pursue business relationships with local vendors
6. conduct all negotiations on the highest level of business ethics
7. negotiations will properly reflect a fair and equitable attitude towards suppliers
8. does not expect, nor will tolerate, the acceptance or solicitation of entertainment, loans, gifts, or special considerations to any Adams County School District 14 personnel.

Bidding:

- shall be open and unrestricted
- the School District shall not be obligated to solicit bids from every supplier for every requirement, and shall make awards to those vendors submitting bids and quotations in the best interest of Adams County School District 14.
- bids will consider multiple factors such as product reliability, ease of maintenance, ease of operation and use, price, technical specifications, training time required.
- supplier variables will include confidence in sales representative, convenience in placing the order, experience with the supplier analogous situations, financing terms, overall reputation of supplier, reliability of delivery date promised, and sales service expected after awarding the bid.
- quotations and bids shall be based on established standards and specifications whenever possible.

Price gathering practices may include the following:

1. Secure quotations on telephone quotation form **DJ-E6**.
2. Use known pricing structures acquired with recent purchases.
3. Recent competitive bid prices may be used to avoid duplication of effort.
4. Utilize pricing structures offered through *cooperative purchasing* (i.e.: State of Colorado Purchasing Contracts, Cooperative Educational Procurement Council, etc.).
5. "*Sole Source*" item purchasing is permissible if such item is obtainable from only one (1) source and the "Sole Source" form **DJ-E2** is filed with and approved by the Chief Financial Officer for a period of 3 years. The District reserves the right to re-evaluate sole source contracts at any time during the sole source contract.
6. "*Standardization of Products*" may be requested by the Chief Operating Officer. This process includes obtaining feedback from the appropriate department, division or building supervisors or their designated representatives, with evaluations to occur every 3 years. A Standardization form **DJ-E3** shall be completed approved by the Chief Financial Officer and kept on file in the Finance Department. The purpose is to standardize purchases in certain areas for the following reasons:
 - Provide uniformity for maintenance purposes.
 - Minimize inventory.
 - Benefit from economies of scale.
 - Product reliability
 - Ease of operation and use.
 - Training time requirements.

Any problems or complaints should be reviewed initially with the Chief Financial Officer, Chief Operating Officer, or the Superintendent.

7) "*Emergency Purchases*" may be requested by the Chief Operating Officer for the following reasons:

- a. Student achievement will be effected adversely.
- b. A District building/structure will incur greater damage.
- c. A District capital project will be unable to meet critical deadlines.

An "Emergency Purchase" form **DJ-E5** shall be completed by the Chief Operating Officer on behalf of the requisitioning department, division or building and submitted to the Chief Financial Officer for approval and kept on file in the Finance Department. The ~~Chief Operating Officer~~ or Chief Financial Officer shall

approve those over ~~\$25,000~~ **\$15,000**. In all instances, the requisitioning department, division or building should generate an on-line requisition as-soon-as-possible. In addition the emergency purchases exceeding the ~~\$25,000~~ **\$15,000** amount will require subsequent Board of Education approval.

It will be the responsibility of each department, division or building supervisor to see that this procedure is diligently followed.

PURCHASES (\$2,500.00 and under):

Departmental discretion should be used for purchases \$2,500.00 and under. Efforts should be made to get the best price and quality available, without spending an excessive amount of time researching available pricing. Petty Cash, ~~Point of Sale~~ and Purchase Card procedures have been established to be used for small dollar value items to expedite delivery and reduce administrative costs.

TELEPHONE, FAX, or E-MAIL QUOTATION (3) From \$2,500.01 to ~~\$10,000.00~~ \$50,000.00:

It shall be required that on purchases estimated to cost between \$2,500.01 and ~~\$10,000.00~~ **\$50,000.00**, the requesting department, division or building obtain a minimum of three (3) telephone, fax or E-mail bids with explicit instructions for the vendors to provide confirming written bids or three (3) RFPs to support the purchase request. Written documentation should be kept in the requesting department reflecting from whom the bids were received, the amount bid by each company and to whom the bid was granted and why. (i.e. price or other factors.) This back up documentation shall be kept on file for 3 years plus current school year. A summary of these quotes must be documented on the "Standard Telephone Quote" form **DJ-E6** and forwarded (faxed or E-mailed) to the Chief Financial Officer prior to approval of the purchase order.

SEALED BIDS OR RFP (~~\$10,000.01~~ **\$50,000.01 or more):**

All purchases for products or services estimated to be in excess of ~~\$10,000.00~~ **\$50,000.00** will come under a sealed bid (or proposal) requirement category. All sealed bid invitations will be ~~mailed, faxed, or E-mailed to vendors~~ **posted** on the School District's ~~qualified vendor list related~~ **online bidding system** with the needs outlined by the requesting department, division or building. An effort will be made to canvas as many solicitations as possible and encourage competition.

All sealed bid invitations shall include, but not be limited to the following:

1. Invitational cover letter stating the need; location to obtain bid documents (when applicable); cost of bid documents (when applicable); amount of bid bond (when applicable); bid number; time, date and place of bid opening; and time and place of pre-bid or pre-proposal meetings/walk through and the time and place of submittal and opening thereof.
2. Reserve the right to:
 - a. Waive formalities or informalities;
 - b. Reject any or all bids/proposals;
 - c. Accept the bid/proposal deemed in the best interest of, and most advantageous to Adams County School District 14.

- d. Request "Best and Final Offer" in the event proposals are too close to call.
3. General conditions.
4. Minimum specifications.
5. Evaluation criteria (when applicable).
6. Proposal form (when applicable).

All formal bids/proposals shall be submitted sealed and properly identified on the envelope with bid number, time, date and place of bid opening. The names of all vendors submitting bids shall remain confidential until all bids are publicly opened, read aloud and recorded at the time and place indicated in the bid/proposal request. Bidders are invited, but not required to attend bid/proposal openings.

When bids/proposals are received by Finance Department they shall be stamped/recorded with the date and time received, initialed by the person receiving them and filed until opened.

After the bids/proposals are opened, they will be reviewed by the Finance Department and requesting department, division or building personnel (when applicable). Recommendations from the requesting department, division or building personnel will be considered however, if a difference of opinion arises, the final decision will be made by the Chief Financial Officer, Chief Operating Officer or the Superintendent.

No bidder shall be permitted to change or alter the company bid once submitted. The company may withdraw the bid but will not be allowed to resubmit if the closing date for the bid / RFP process has passed. Bid bonds shall be offered as deemed necessary and as required by law.

The Board of Education reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

All formal bids/proposals will become public information (with the exception of proprietary and trade disclosures) and will be open for public inspection during business hours immediately after the opening and for a period of not less than thirty (30) days.

NOTE: Transactions identified as "projects" or "capital projects" may be managed, as designated by the Chief Operating Officer and/or the Superintendent. However, in cases such as these the Chief Financial Officer will assist to ensure that proper procurement processes are adhered to and may further assist with contract administration processes.*

COOPERATIVE PURCHASING

Adams County School District 14 may be a member of a number of Professional Associations, including, but not limited to the Cooperative Educational Purchasing Council and the Rocky Mountain Governmental Purchasing Association. These organizations are dedicated to assisting organizations or individuals attain excellence in the performance of the procurement and procurement functions.

The School District is also designated as a Division of Local Government in the State of Colorado and by funding designation at the Federal level may fall under "GSA" criteria.

The School District may participate in joint bidding with other public agencies in an effort to secure better pricing structures for products or services. Likewise, the opportunity exists, to utilize State of Colorado Purchasing Contracts or Price Agreements and the Federal "GSA" price extension program.

However, the aforementioned and other cooperative purchasing programs/processes will not bind the School District to awards made by other public agencies or governmental offices or individuals acting on their behalf.

PURCHASING STATEMENT

Compliance with the provisions of this Purchasing Policy and Procedures Manual is mandatory. Any provisions that adversely affect the performance of vital services shall be immediately called to the attention of the Chief Financial Officer, Chief Operating Officer or the Superintendent.

Should any portion of this Purchasing Policy and Procedures Manual be in conflict with the Board of Education Policies, the provisions of such policies shall apply.

It shall be deemed a violation of this Purchasing Policy and Procedures Manual for any employee to:

- a. Seek or accept, or to offer or provide, directly or indirectly from or to any individual, partnership, association, corporation or any other business entity or representative thereof, doing or seeking to do business with Adams County School District 14, loans (except with banks or other financial institutions), vacation or pleasure trips, any gift or money in a material amount.
- b. Knowingly exaggerate requirements for the purpose of temporarily enjoying a better price.
- c. Knowingly underestimate requirements or deny the existence of a requirement to avoid doing business with a particular supplier.
- d. Knowingly misrepresent competitor's prices, quality or services to obtain concessions.

Any School District employee found in violation of the provisions of this section will be subject to the policy and procedures outlined within the Board of Education and Adams County School District 14 Personnel Policies/Regulations under sections entitled or relative to grounds for disciplinary action, reprimand or dismissal.

AUTHORIZATION LIMIT

The following criteria will be utilized in determining the appropriate purchasing procedure:

Dollar Amounts Below Refer to the Total Value of the Purchase. Contractual services are based upon the projected annual expenditure.

Required Staff and Board Approvals

Department Head	.01	through	2,500.00
Chief Financial Officer	2,500.01	through	14,999.99

CONTRACTS

A contract is a legally binding agreement for a specific item/service for a specific period of time.

Budget managers are authorized to sign contracts that meet the following criteria:

1. The annual accumulated total value is between \$00.00 and \$2,500.00
2. Finances are only impacted at one (1) sole location (example, a school site).
3. There is no financial obligation or penalty if the service is discontinued.
4. The Chief Operating Officer or Chief Financial Officer has approved the language in the contract.
5. Budget managers do not have further delegated authority to sign vendor contracts and agreements.

Contracts with a financial impact that affects more than one District site or have a value over \$2,500.00 must be co-signed by a minimum of two of the following people: Superintendent, Chief Operating Officer, or the Chief Financial Officer. Any contract with an annual value of ~~\$25,000~~ **\$15,000** or more shall be approved by the Board of Education.

CAPITAL RESERVE

All capital reserve expenditures are approved by the Board of Education when it adopts the current year's budget. The Chief Financial Officer can transfer minor overruns of up to 15% or \$1,500, which ever is greater from the contingency reserve with written approval from the Chief Operating Officer without board approval. Any overruns in excess of this criteria or major changes in the original scope, will be brought forward as a Superintendent's Recommendation for approval by the Board of Education.

BUILDING FUND

The Superintendent or his/her designee will approve all building fund expenditures. All such expenditures will be in line with the intent of the approved ballot language.

RELATIONSHIP WITH VENDORS' REPRESENTATIVES

The relationship between the purchaser and the seller is one of mutuality. No contract that proves unsatisfactory to the vendor can be regarded as totally satisfactory to the buyer. It is the responsibility of the Chief Financial Officer or designee to establish a relationship of mutual confidence and satisfaction between the School District and its suppliers. It is, therefore, necessary that the Chief Financial Officer be aware of all transactions that are formulated and conducted between the School District and suppliers. The departments, divisions or buildings throughout the School District should not be burdened with visits from suppliers and performing the routine of purchasing, except for the normal initial research necessary for technical purchases or where supply, material and equipment demonstrations will lend themselves to the resolvment of a procurement decision. The School District's time and that of the suppliers will be utilized wisely by observing the following procedures:

1. All vendors or their representatives will be received promptly and courteously.

2. All vendors or their representatives will be received by the Chief Financial Officer; and when necessary for them to talk with department, division or building supervisors the interview will be arranged by the Chief Financial Officer. If a vendor should contact the department/division direct, he/she shall be immediately referred to the Chief Financial Officer unless previous arrangements and working relationships are existent.
3. The Chief Financial Officer will inform or forward to the department, division or building supervisors useful information received in the form of interviews, catalogs, advertising, etc.
4. When necessary, the department/division should extend a courtesy copy of product specifications and/or product information to the Chief Financial Officer.

QUALIFICATION OF VENDORS

All vendors or their representatives desiring to sell supplies, materials, equipment or services to Adams County School District 14 must qualify themselves by filing a request to do business with the School District. This can be done **by a District employee submitting a vendor request form to the Finance Department for a planned expenditure.** at www.acsd14.k12.co.us then proceed to the following tabs: Administration; District Services; Procurement. Once you find vendors requirements page to the bottom and select add to bidder list form. Complete and mail to:

Adams County School District 14

Accounts Payable

5.91 E. 60th Avenue

Commerce City, CO 80022

~~After a vendor is considered qualified, the firm name will be placed on a permanent bid list in the appropriate commodity or service class, and the firm will be considered to receive invitations to quote or bid as requirements occur.~~

~~Bid information will be mailed in ample time to allow bidders sufficient time to prepare and submit their bids by bid opening deadline date and time. The name of a bidder who fails to respond to a bid may be removed from the file/list and may be restored to the file/list only by a written request submitted to and approved by the School District Chief Financial Officer. Bidders will be advised to respond with a "no bid" or "unable to quote" response in the event that they are unable to bid on some invitations.~~

EMPLOYEE/BOARD RELATED TRANSACTIONS

No employee of the district, Board member, member of the employee's immediate family, Board member's immediate family, firm owned by an employee of the district their immediate family, or firm owned by a Board member or their immediate family, will be allowed to sell to the district or to students of the district, goods or services of any kind without the expressed prior written consent of the Board.

ACTIVITY FUNDS

Activity Funds are monies collected at the school level from pupils, staff members and through fund raising activities. The School District acts as Trustee to provide record keeping and oversight functions relating to each of the funds. Activity Fund functions are sometimes unique and do not meet the normal criteria for which the District Purchasing Policy was designed.

It is recognized that some of the functions of the Activity Fund are simply to act as a record-keeping device for account/vendor transactions. However, it is expected that whenever possible and practical, the purchasing policy should be followed to ensure that the best possible price and quality are received for these purchases.

An example of an exception to the purchasing policy that may be necessary is as follows:

In the event that a student organization affiliated with the Activity Fund wishes to have a Fundraising activity, an appropriate agent of the school District (Superintendent, Chief Financial Officer, or Chief Operating Officer) may authorize the issuance of a check between \$2,500 and \$24,999 when so requested by the building principal. However, check requests in excess of \$25,000 must have the approval of the Board of Education.

INSTRUCTIONAL MATERIALS

The appropriate administrator will work proactively with finance to determine the best value for the District's dollar. Even in cases where there is only one (1) source of purchase, negotiation of pricing and delivery costs will occur.

For the purpose of this document and board policy, instructional materials shall mean:

1. Board of Education approved textbooks or software that have been designated as curriculum that are available from only one (1) purchasing source. In this case, a sole source form must be submitted to purchasing prior to the approval of the purchase order.

NOTICE OF VIOLATION

Customarily, audits of the Procurement and Accounts Payable processes state that purchases are negotiated and made by individuals, divisions, departments, buildings, etc. circumventing entirely the required purchasing procedures. If the procedures prescribed in this Purchasing Policy and Procedures Manual are adhered to, the sought-for centralized control and regulatory function can be attained with minimum exception.

It is recommended, at a minimum, that the appropriate supervisor / manager be given written notification of the purchasing violation and for those so informed to administer positive corrective action as deemed necessary, or allowed by School District Policy. The appropriate supervisor should discuss the violation with the violator(s) to prevent reoccurrence and take appropriate action. Unauthorized purchases could result in disciplinary action. In addition, the employee may be held personally responsible to reimburse the District for the purchase.

NOTE: Department Heads, Building Supervisors and Principals should have all employees involved in the procurement process familiarize themselves with the provisions of the Purchasing Policy and Procedures Manual.

PETTY CASH - PROCEDURES

SCOPE:

~~Petty cash should be utilized to purchase minor supplies and materials whose cost does not exceed \$75.00. Petty cash accounts were established to expedite delivery and reduce administrative costs on lower cost items. Request to establish petty cash accounts should be directed to the Chief Financial Officer.~~

THE PURPOSE OF THE PETTY CASH:

~~*Petty cash accounts are to be used primarily for beginning cash drawer funds.* were established to allow employees to make small purchases that are required on a day to day basis up to \$75.00. Employees are encouraged to utilize this process for smaller purchases thus eliminating the need to process check request or purchase orders for smaller purchases, i.e. meals, parking fees, film, mileage, small office supplies.~~

PROCESSING AND ROUTING OF PETTY CASH

Employee

~~Secure authorization from their immediate supervisor when making a petty cash purchase. (Principal or his or her designee should check current account balance and budget).~~

~~Sales Tax Exemption Certificate should be used to avoid paying sales tax, which is not reimbursable. Copies of this certificate can be obtained from the Finance (Accounts Payable) Department.~~

~~Purchases should be made from the vendor with cash. The sales receipt from the vendor should be presented to the custodian of the petty cash fund for reimbursement. No reimbursements will be made without receipt from the vendor. If the receipt is not detailed as to what, how much, at what price the merchandise was purchased, and who was at the event or ate the meal, this should be added to the receipt.~~

Custodian of Petty Cash

It is the custodian's responsibility to confirm that the receipts are complete and authorized.

CHECK REQUEST

SCOPE:

Check requests are used for the advanced payment of materials and supplies and services or of the reimbursement of business expenses paid by an employee.

THE PURPOSE OF THE CHECK REQUEST:

Check requests can only be used for **all types of** purchases under \$2,500.00. **Purchases of \$2,500.01 must be** ~~except for petty cash reimbursement,~~ **prepayments**, subscriptions, conferences / travel,

periodicals (newspapers, magazines), or reimbursements for mileage and meals. All District purchases must follow established purchasing procedures. Please refer to the Authorization Limits page for specific dollar amounts and criteria. Any variance from this procedure must have approval of the Chief Financial Officer or Chief Operating Officer

A professional leave request form should be completed any time the District will be paying for any outside activity, i.e. registration fees, travel cost, lodging, or substitute cost. This includes any seminar that may be attended on the employee's personal time. This will document that the seminar has been authorized and advance approval for the related expenses.

POINT OF SALE PURCHASE ORDERS: PURCHASES UP TO \$500.00

~~The Point of Sale Purchase Order shall be used for an item or items with a total cost of \$500.00 or less only. This type of purchase order exists to help using departments, divisions or buildings in expediting the procurement of small purchases. Purchase Order Requisitions shall be submitted for all purchases not covered by a point of sale purchase order. You should call the business to verify acceptance of purchase orders, not all vendors will accept point of sale purchase orders.~~

~~The departmental, divisional or building copy is subject to periodic review. The Finance Department shall periodically review point of sale purchase orders, not only for violations, but to combine like material requirements to obtain best possible prices; measure repetitive requirements, and include these requirements in Warehouse inventory when possible; and to determine annual usages in certain categories for the benefit of future bidding or formulation of open/blanket/standing purchase orders.~~

PROHIBITIONS:

~~No requisition shall be subdivided to avoid complying with the \$500.00 limit for point of sale purchase orders. Split invoices resulting from subdivided requirements will constitute a violation of the procedures set forth within this document.~~

RESPONSIBILITY:

~~The department, division or building supervisors shall be directly responsible for the point of sale purchase orders issued by their personnel. The following recommendations, if followed by the supervisors, will enable them to retain control yet not defeat the purpose of this system.~~

- ~~1. Periodically review your pink copies of point of sale purchase orders and discuss any questions or problems with subordinates. Many small purchases can quickly add up to the depletion of the budget appropriation.~~
- ~~2. Do not, under any circumstances loan a point of sale purchase order to another department, division, building or individual or borrow from the same parties. Keep a record of point of sale purchase orders issued to your department, division or building and to whom within your responsibility such orders were issued.~~
- ~~3. Point of Sale forms will be issued by the Warehouse. This supply is replenished only when the tracking log containing the details of the last forms issued is turned in to the Finance Department.~~

NO DEMAND FOR MONEY AGAINST ADAMS COUNTY SCHOOL DISTRICT 14 SHALL BE APPROVED, ALLOWED, AUDITED OR PAID UNLESS IT SHALL BE IN WRITING, DATED AND SUFFICIENTLY ITEMIZED TO IDENTIFY THE EXPENDITURE.

POINT OF SALE PURCHASE ORDER PROCEDURES:

~~_____ Custodian of Point of Sale _____~~

~~One person in the department or building will be designated to monitor the issuance of Point of Sale Purchase Orders. This person will keep a log of all purchase orders issued. This log will include the following information:~~

~~_____ POS #~~

~~_____ Date Issued~~

~~_____ Issued To~~

~~_____ Vendor Name~~

~~_____ Amount~~

~~_____ Date Submitted to Finance Department~~

~~Each location that has been issued POS forms will be required to keep this log. Beginning and ending numbers of the POS received should be noted. This will insure that each POS is accounted for on the log by the custodian.~~

~~**Employee** _____ The Point of Sale form should be completed by the person picking up the merchandise.~~

~~_____ Point of sale purchase orders are three (3) part numerically controlled forms.~~

~~a) When a point of sale purchase order is formulated and completed the copies are distributed as follows:~~

~~_____ White Original _____ Vendor's copy.~~

~~_____ Yellow Copy _____ Forwarded to Business Services Accounts Payable with receipt attached.~~

~~_____ Pink Copy _____ Departmental, divisional or building record of transaction~~

PURCHASING CARD:

The Purchasing Card shall **may only** be used for any item/s with a total cost of ~~\$25,000.00~~ **\$15,000.00** or less, **unless preapproval is obtained from the CFO and Board of Education.** This type of purchase exists to help using departments, divisions, and buildings in expediting the procurement of small dollar purchases that must be paid for right away and cannot be ordered from warehouse stock. The purchasing card is the preferred method of purchasing small dollar goods and services up to the cardholder's single transaction limit, not to exceed ~~\$25,000.00~~ **\$15,000.00, unless preapproval is**

obtained from the CFO and Board of Education. Sites are subject to monthly dollar limits and cardholders to individual monthly dollar limits as well as individual transaction limits. The purchasing card is to be used by the person it is issued to and must only be used to pay for approved Adams County School District 14 purchases.

Cards will be issued to employees based upon the recommendation of the principal/supervisor. Employee must sign the District's cardholder agreement. All cardholders must attend a cardholder training session.

General Process:

1. Cardholder orders or picks up desired product(s)
2. Cardholder uses Purchasing Card to pay for product(s); gives tax exempt number to vendor; receives items and receipt
3. Cardholder prepares transaction log for purchase, attaching the original, itemized and detailed receipt
4. Cardholder reconciles individual monthly statement with transaction log; attaches transaction log and receipts to the statement; and signs for written approval to pay on the statement
5. Cardholder submits monthly statement and attachments to supervisor
6. Supervisor reviews cardholders' transactions for appropriateness and signs for written approval to pay on the statement
7. Supervisor reconciles individual cardholders' statements with site control statement.
8. All statements with the supporting documentation attached for every transaction listed on the statement should be filed in the school/department by month. Complete documentation must be available for audit upon request.

CARD USE INFORMATION: CARD MUST NOT BE USED FOR:

PROHIBITED TRANSACTIONS: It is a violation to use the purchase card for any of these goods and services:

1. Personal Purchases
2. Cash or Cash Type Transactions
3. Gift Certificates / Cards
4. Split Transactions
5. Alcoholic Beverages
6. Inappropriate Purchases:

- a. Contracts requiring an authorized signature
 - b. Drug Enforcement Agency licensed substances
7. Travel & Entertainment related expenses unless MCC Code has been allowed on the authorized card
- c. Lodging, Airfare, Vehicle, Meals
 - d. Restaurant Meals
 - e. Vehicle Rental
8. Capital Equipment

The board of education approved on July 1, 2006 that purchases for supplies and materials made with personal funds must be pre-approved. Purchases made using personal funds will be considered personal property and will not be reimbursed.

TRANSACTIONS AT EXCLUDED MERCHANT TYPES: The purchase card will be declined by the merchant at the time of the transaction if it is used at merchants who are registered under these types of Merchant Category Codes:

1. Cash Type Merchants: money orders, wire transfer, stamp and coin stores, betting, lottery tickets, chips, wagers, financial and non financial institutions, manual cash disbursement, travelers checks, precious metals, foreign currency, automated cash disbursements, merchandise services.
2. Merchant Categories determined by the Approving Official and the Finance Office. Merchant Categories may include any or all of the following:
 - a. Travel Related Merchants: airlines, automobile rental, hotels and motels, lodging, resorts, timeshares, travel agencies
 - b. Transportation: railroads, passenger, ambulance, limousine & taxi, bus lines, charters, tour buses, cruise lines, steamships, etc.
 - c. Automobile and Truck Dealers and rental: sales, services, repairs, parts
 - d. Eating places, restaurants, bars, cocktail lounges, nightclubs, taverns, drinking places (alcoholic beverages), fast food restaurants

Any violation of card usage rules will be investigated and disciplinary action will be taken based upon the nature of the violation. Consequences of violating card usage rules may include card revocation, job termination and/or criminal prosecution.

The Cardholder Handbook describes specific process steps, types of purchases that can and cannot be made, and records that must be maintained, approved and reconciled each cycle.

PURCHASE REQUISITIONS

SCOPE:

The purchase requisition is the basic document authorized for procurement and, as such, it is the only authority for issuance of a purchase order, unless otherwise directed by the Chief Financial Officer.

THE PURPOSE OF A REQUISITION:

The purpose of the purchase requisition is to inform the Chief Financial Officer of the needs of the requisitioning department, division or building and to correctly identify requirements.

GENERAL INFORMATION:

Requisitions for equipment, such as automobiles, trucks, buses, office furniture, office machines, computers, etc., must show whether the item is new or replacement or whether it is budgeted or not. Requisitions for replacement equipment must show the make, serial number, and School District property tag number or unit number of the equipment being replaced. In all cases, show the location and the department contact for the new equipment and the equipment being replaced. If the equipment being replaced is to be deemed trade-in or surplus, the Chief Financial Officer reserves the right to retain such equipment and transfer to other departments, divisions or buildings in need. Exceptions shall be vehicles, buses and heavy equipment.

USING DEPARTMENT, DIVISION OR BUILDING:

It will be the responsibility of the using department, division or building to generate on-line requisitions a minimum of two weeks prior of the date requirements are needed to enable the Chief Financial Officer suitable time to assist in the researching and securing of competitive pricing/bids and to allow adequate delivery time by vendor.

All requisitions must carry the approval of the originating department, division or building where applicable. The department, division or building supervisor will be responsible and accountable for obtaining necessary funds as well as authorizing the formulation of requisitions for items that exceed the unencumbered balance in their respective budgets.

It will be the responsibility of the using department, division or building to actively and continuously monitor their expenditures, balances and budgeted appropriations.

QUESTIONED PURCHASE REQUISITION:

The Chief Financial Officer will review all requisitions and purchases and will address possible questions or concerns with the appropriate supervisor.

CANCELLATION OR CHANGE TO A PURCHASE REQUISITION:

If the item(s) requisitioned can be obtained by other means; for instance, if an on-line requisition is received and it is determined that the amount is not enough to justify generating a purchase order, the requisitioning department, division or building will be informed to make the purchase by means of petty cash, point-of-sale purchase order, check request, or purchase card. The requisition will, at this time, be canceled and the originating department, division or building will be notified.

Cancellations may occur for many reasons including, but not limited to: promised delivery time not met, item/parts no longer stocked, requirement changes, deletion of line items, modification of quantities, etc. Any change made to a requisition must be documented at the originator's location.

PURCHASE ORDERS

SCOPE

Purchase orders shall be generated and issued only upon the receipt of properly prepared and approved (authorized by department, division or building supervisors or their duly designated representative) on-line requisitions, or as approved by the Chief Operating Officer, Chief Financial Officer, the Superintendent or the Board of Education.

PURPOSE:

The purchase order is the vendor's authority to deliver and charge for the goods or services specified within the purchase order, inclusive of assigned contracts, addendum and mutually agreed purchase order adjustments. It is, as a buyer and customer, the School District's commitment for the value of goods or services ordered. It is essentially a legal document. When the purchase order is formulated as an acceptance of a bid, quotation, proposal or offer, a contractual relation is established upon its issuance and acknowledged acceptance. Where there is no proposal from the seller, or if they have made an offer under different conditions, the purchase order itself in an offer of contractual relation, which is completed by an acknowledgment or acceptance by the seller.

Based on the simple ethics of offer and acceptance and the interpretation of a purchase order becoming a binding document, the Chief Financial Officer will discourage the use of confirming purchase orders; especially those not being emergency in nature or executed without justification. The responsibility for actions relative to this type of purchasing process will be placed directly in the hands of the using department, division or building and said supervisor will be responsible for any corrective action assessed to the violator.

GENERAL INFORMATION:

The Chief Financial Officer upon ascertainment of fund availability will generate purchase orders. Purchase order documents will be formulated so that they are concise and clear, so as to prevent unnecessary misunderstandings and correspondence with vendors. Therefore, it is of extreme importance that purchase requisitions be formulated in a like manner.

CHANGES TO PURCHASE ORDERS:

The Chief Financial Officer must be notified on the Purchase Order Change Authorization Form of any user (department, division or building) initiated purchase order changes.

Prior to placing an order by telephone the Chief Financial Officer or Accounts Payable must be contacted to secure valid purchase order authorization and assignment. At the time a subsequent requisition is generated the requestor must identify on the requisition that the requisition and purchase order are confirming. This will minimize/eliminate duplication. All District purchases by telephone must honor purchasing procedures and authorization limits.

BLANKET/STANDING (OPEN-END) PURCHASE ORDERS

Blanket/Standing (open-end) type of purchase orders are for a set period of time and a maximum total dollar amount. The total dollar is the control for renewal. Renewal may be executed when the amount is expended and the time specified becomes a secondary factor.

The procurement of small miscellaneous supplies and materials used on a repetitive basis and exemplifying minimal unit cost can be accomplished with blanket/standing (open-end) purchase orders.

Blanket/standing (open-end) purchase orders will be authorized in accordance with the following:

1. The Chief Financial Officer will pre-audit for availability of funds.
2. The blanket/standing (open-end) purchase orders may be formulated as a recommendation from the Chief Financial Officer or the using department, division or building, but only as authorized by a supervisor.
3. Blanket/Standing (open-end) purchase orders may be written for a maximum period of twelve (12) months (one fiscal year). The minimum period shall be one (1) month. Periods of three (3), six (6), nine (9) or twelve (12) are preferable.
4. All blanket/standing (open-end) purchase orders expire at the end of the fiscal year. New blanket/standing (open-end) purchase orders must be placed to start a new year.
5. No capital outlay (capital expenditures) equipment may be purchased on blanket/standing (open-end) purchase order.
6. The total dollars identified when setting up a blanket/standing (open-end) purchase order may not exceed total monies appropriated in the charged account . . . likewise, expenditures may not exceed the original monies encumbered.

It will be the responsibility of the department, division or building supervisor in conjunction with the Chief Financial Officer to actively and effectively monitor this type of procurement process.

RETURN ITEM PROCEDURE

SCOPE:

Return items must be properly documented to ensure that proper credit is given by the vendor. Many hours of lost personnel time can be saved by following the procedures listed in this section.

THE PURPOSE OF THE RETURN ITEM FORM:

Utilization of the return item form will ensure that proper credit is received from the vendor and the respective expenditure account is relieved of the encumbrance and/or the expenditure is reversed, if the vendor has been paid.

INVOICES FROM VENDORS

Invoices will normally be sent directly from the vendor to the Accounts Payable Department. When exceptions are necessary, the invoicing instructions shall be noted on the face of the purchase order as a separate entry. The Finance department, however, will discourage the exception.

When the invoice is received by the Accounts Payable Department, it will be filed alphabetically.

The Accounts Payable Department will match invoices and completed purchase order copies and attachments, and, when applicable, partial receiving documents.

If the quantities and pricing agree, the invoice will be processed for payment. Shipping charges may be added if not on the purchase order.

If the quantities and/or pricing do not agree, discrepancies will be resolved prior to approval for final payment. Accounts Payable will have discretion to pay invoices up to \$50.00 over the original order.

Invoices shall be paid on a timely basis for all items received. It shall be the receiving departments, divisions or buildings responsibility to promptly expedite authorization for payment by forwarding receiving documents to Accounts Payable, as soon as satisfaction of merchandise received is attained. Invoices initially received, by departments, divisions or buildings should be forwarded to the Accounts Payable department within forty-eight (48) hours from receipt. If delayed beyond this period of time, Accounts Payable shall be notified.

Excessive and unnecessary time is expended by Accounts Payable in locating invoices and blue copies of purchase orders. Both problems can be eliminated if all departments, divisions or buildings process required documents correctly and on a timely basis.

Checks for invoice payment will be formulated on a continuous basis and mailed as released. Due to the volume of checks being prepared, and for proper internal control, checks will not be released for pickup by vendors or individuals except under very extenuating circumstances.

NOTE: Accounts Payable will process original documents only in order to avoid duplicate payments. Any exceptions to this practice will be reviewed with extreme caution.

VENDOR RESPONSIBILITY

TO EXPEDITE PAYMENT OF INVOICE(S)

1. Mail original and one (1) copy of invoice(s) to Accounts Payable or as otherwise directed on each purchase order.
2. Reference the purchase order number on all documents relating to the specific purchase, i.e. invoices, packing slips, etc.
3. All shipments must be addressed to exact delivery point as noted on the purchase order. Although the School District is a proponent of, and stresses central delivery to the Warehouse, many other deliveries do exist. An incomplete delivery address will delay receipt of merchandise to using departments, divisions, buildings or job sites . . . this in turn will delay processing of proof of receipt to our Accounts Payable Department and payment of the invoice.

4. Any questions relating to the purchase or payment should be directed to the Accounts Payable Department. In the event that a departmental, divisional or building interpretation is necessary, the Chief Financial Officer can readily alert the vendor as to the proper contact person within such department, division or building.
5. Vendor's compliance with the above will assist the School District's departments, divisions or buildings in receiving needed items on a timely basis and will expedite the payment of invoices.
6. No statement of the account is necessary unless specifically requested on the School District's purchase order or your invoice(s) are past due.

ENCUMBRANCES

YEAR-END

All General Fund appropriations in a current budget year that are unexpended and unencumbered lapse on the last day of that budget year.

Encumbrances outstanding on the last day of a current budget year may be liquidated in the next budget year. Outstanding encumbrances will be reviewed for specific progress as-soon-as-possible after entering the next budget year. It is the responsibility of department, building and division heads to make sure items are ordered with enough lead time to be delivered and received prior to the fiscal year end if they want to be certain that the money is expended in the current school year.

All expenditures and encumbrances shall be accomplished in accordance with the requirements outlined by the Chief Financial Officer, the Superintendent and the Board of Education, but will not be in conflict with Board of Education policies.

All expenditures and encumbrances shall be in accordance with the current budget year appropriations including any approved fund transfer requests.

All expenditures and encumbrances will be made on a timely basis for expeditious accomplishment of authorized and required projects, programs and operations.

DISPOSAL OF SURPLUS PROPERTY

This procedure shall be used for disposing of all School District owned supplies, materials, and equipment.

All departments, divisions or buildings shall submit to the Chief Financial Officer a list of equipment which is no longer used or which has become obsolete, worn-out or needs to be scrapped.

The Chief Financial Officer shall have the authority to transfer such commodities that are usable to other departments, divisions or buildings in lieu of filling requisitions for purchases of new and additional stock of the same or similar articles.

The Chief Financial Officer, with the approval of the Chief Operating Officer shall have the authority to sell all supplies, materials and equipment, which cannot be used by any departments, divisions or

buildings, or which have been found not to be required for public use; or exchange or trade-in such articles in part or full payment for new supplies, materials or equipment of similar nature.

Estimated sales in amount, or estimated amounts, of \$5,000.00 or more, shall be formally advertised and sealed bids shall be taken and the bids received shall be submitted to the Purchasing Agent for recommendation of award.

A list of district items being sold will be made available to the public.

The Finance Department (Accountant) must be informed of all sales or transfers, in order to maintain fixed asset and property control records current.

No supplies, materials or equipment shall be sold, or otherwise disposed of, without review by the Chief Financial Officer. Proceeds from all sales will go into the General Operating Budget.

Nothing contained herein shall be construed to prohibit the return of unused supplies, materials or equipment that are surplus to the requirements of Adams County School District 14. Supplies, materials or equipment may be returned with or without a restocking charge if this method of disposal will result in a higher benefit to Adams County School District 14. All supplies, materials or equipment returned shall be reported immediately to the Accounts Payable department.

As indicated in the Purchasing Policy and Procedures, should the disposal of Surplus Property Procedure be in conflict with Board of Education policies, the provisions within those policies shall apply.

Revised: 5/11/04, 8/9/05, 6/26/07, 10/9/07, ~~6/1/17~~

ACSD 14, Colorado

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

June 27, 2017

Superintendent's Recommendation

TOPIC: POLICY EHB – RECORDS RETENTION

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 EHB provides necessary guidance on records retention the District must meet to be in compliance with the regulations, and the legal references must be updated to reflect the new law.

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 EHB has been submitted for consideration.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 adopt policy EHB on second reading.

Records Retention

The Colorado School District Records Management Manual (records management manual) was developed by the Colorado State Archives Department to assist school districts in determining the appropriate retention period for various types of records. School district records regarding the district's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

The District shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. District employees and Board members are responsible for adhering to the records management manual.

Whenever the district is a party in litigation or reasonably anticipates being a party in litigation, Board members and district employees in possession of hard copy or electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails and other evidence until otherwise directed by the superintendent or designee.

Documents and other materials that are not "records" required to be retained by district policy, the records management manual, or state or federal law, and are not necessary to the functioning of the district, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or district action, and e-mails that do not contain information otherwise required to be retained by district policy, the records management manual, or state or federal law.

The superintendent is directed to develop regulations governing the retention of various types of school district records in accordance with the provisions of law and established Board policies and regulations.

District employees may be subject to disciplinary action for violation of this policy.

LEGAL REF.: **2 C.F.R. 200.333** (*retention requirements for federal fiscal records*)

C.R.S. [24-72-113](#) (*limit on retention of passive surveillance records*)

C.R.S. [24-80-101](#)

CROSS REFS.: [EGAEA](#), Electronic Communication

[GBJ](#), Personnel Records and Files

[JRA/JRC](#), Student Records/Release of Information on Students

Adopted: 06/23/09

Revised: 05/25/10

ACSD 14, Colorado

RESOLUTION NUMBER 17-009

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

**OFFICIAL NOTICE OF INTENT FOR THE ADAMS 14 SCHOOL DISTRICT TO PARTICIPATE
IN THE COORDINATED ELECTION ON NOVEMBER 7, 2017**

The Board of Education of Adams 14 School District in the County of Adams, State of Colorado shall conduct its regular biennial school election on November 7, 2017, as provided by state law and participate in the election coordinated by the County Clerk and Recorder of Adams County. The Adams 14 School District shall contract with the County Clerk and Recorder of Adams County for the administration of the regular biennial school election and enter into an intergovernmental agreement with Adams County for this purpose. The County Clerk and Recorder shall serve as the coordinated election official for the November 7, 2017, coordinated election.

The Board of Education designates Monica Aviña to serve as the school-designated election official for the 2017 regular biennial school election. The school-designated election official shall perform election duties on behalf of the Board of Education, including but not limited to accepting and verifying candidate packets as well as rendering all interpretations and making all initial decisions as to controversies or other matters arising in the conduct of the regular biennial school election to the extent that each of these responsibilities is consistent with the intergovernmental agreement.

A call for nominations for school directors to be elected at the regular biennial school election shall be published by the Adams 14 School District between August 9, 2017, and August 24, 2017.

The Board of Education directs the school designated election official to forward this notice of intent to participate in the November 7, 2017, to the coordinated election official by July 28, 2017, the deadline established in state law.

Approved this 27th day of June, 2017.

SEAL:

David Rolla
President, Board of Education

ATTEST:

Timio Archuleta
Secretary, Board of Education

DATE: June 27, 2017

RESOLUTION NUMBER 17-010

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

BEFORE AND AFTER SCHOOL LICENSED DAY CARE FEE INCREASE IN ADAMS 14

WHEREAS, Before and After School Licensed Day Care will be offered as an enrichment program to our elementary school aged students during the months of August thru May programming as a fee based program; and

WHEREAS, Adams 14 students and families will be charged the following fee to participate in our Before and After School Licensed Day Care program \$30 before school care, \$50 after school care, \$75 before and after school care, \$15 drop in; and

WHEREAS, The Before and After School Licensed Day Care program will be offered from August, 2017 through May, 2018 at Alsup, Central, Dupont, Kemp, Monaco, Hanson, Rose Hill and only be charged the fee during this time period; and

WHEREAS, Fee's collected for Before and After School Licensed Day Care will be deposited into a Before and After School Licensed Day Care Fund that will be used to fund our Before and After School Licensed Day Care program.

THEREFORE, BE IT RESOLVED: that the Board of Education of Adams County School District 14, Adams County, State of Colorado, does hereby charge Before and After School Licensed Day Care program attendees a \$30 before school care, \$50 after school care, \$75 before and after school care, \$15 drop in fee in Adams 14.

ADOPTED AND APPROVED this 27th day of June 2017.

Adams County School District 14

[DISTRICT SEAL]

President, Board of Education

ATTEST: _____
Secretary, Board of Education

DATE: June 27, 2017

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

June 19, 2017

Superintendent's Recommendation

**TOPIC: PER POLICY DJ – APPROVAL FOR NEW CAMERA PURCHASE
EXCEEDING \$10,000 FROM PRO-VISION VIDEO SYSTEMS**

To complete bus camera replacement of nine (9) older, failing units. Cameras provide safety for the students and our staff capturing not only a visual account of incidents but also an audio account. Pro-Vision is the only solid state, meaning no moving hard drive, video system that has the data storage capability of standard hard drive systems (capable of up to 3 months). No moving hard drive means less failures and expensive replacement parts. Cost for 9 units will be \$22,520.60 which will come out of the Transportation general supplies fund.

Therefore, it is recommended...

RECOMMENDATION:

...that the board of education of Adams County School District 14 approve the spending amount with Pro-Vision Video Systems.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO PREPARE A REQUEST FOR PROPOSAL FOR BOND UNDERWRITING SERVICES

The District is requesting the Board of Education approval to prepare a Request for Proposal (RFP) for Bond Underwriting Services. The District will submit a request for presentations to support Adams 14 in planning a successful Bond Election in November 2018. The Presentations will be evaluated on 1) Marketing Plan; 2) School District Election Experience; 3) Organization and Staff Qualifications; 4) Bond underwriting experience and references. A committee will select the underwriting group to assist the District with developing a finance plan with the purpose of supporting the District in achieving its financial objectives.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the Request for Proposal for Bond Underwriting Services.

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

June 27, 2017

Superintendent's Recommendation

**TOPIC: APPROVAL OF ILLUMINATE ONLINE DATA AND ASSESSMENT
MANAGEMENT TOOL**

The District currently utilizing DataDirector to support schools' ability to implement data-driven decision making processes for improving instruction. DataDirector is currently being sunsetted by Houghton Mifflin Harcourt and will not be available for use by the end of the 2016-17 school year. After a rigorous RFP process, Illuminate was chosen to serve as the online platform for administration of local assessments, Beyond Textbook assessments, and school level common formative assessments, as well as the online data management tool for school building leader and teacher use.

Therefore, it is recommended . . .

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the contract and purchase of the Illuminate online assessment and data management tool for the cost of \$45,462.00 for the 2017-18 school year to be taken from the assessment department 2017-18 fiscal year general funds budget.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL OF VENDORS PER POLICY DJ

Per Board of Education policy DJ all vendor expenditures greater than \$15,000 requires Board of Education approval. Attached is a list of vendors that over the course of the fiscal year the District will spend greater than \$15,000 cumulatively but not on any one single item. For example, the monthly health premium for employees is less than \$1,000 on average; however the monthly payment to Kaiser is about \$475,000/month or \$5.6 million annually. In order to be in compliance with policy DJ the Board must approve payments to the attached list of vendors.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the attached list of vendors that over the course of the fiscal year the District will spend greater than \$15,000 cumulatively but not on any one item over \$15,000 For Fiscal Year 2017-2018.

VENDOR	TOTAL
PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION	12,531,648.84
KAISER PERMANENTE	5,583,938.91
IRS	5,433,065.17
COLORADO DEPARTMENT OF REVENUE	1,316,312.69
COLORADO SCHOOL DISTRICTS SELF INSURANCE	1,061,897.02
XCEL ENERGY	980,885.12
CDW GOVERNMENT, INC.	735,533.31
SOUTH ADAMS COUNTY WATER & SANITATION DI	555,916.25
PINNACOL ASSURANCE	507,717.53
DELTA DENTAL PLAN OF COLORADO	471,483.53
AXA EQUITABLE	363,569.35
CAPITAL ONE PUBLIC FUNDING, LLC	295,736.16
WAXIE SANITARY SUPPLY	251,109.47
VARIABLE ANNUITY LIFE INS CO	244,904.51
SCHOOL DIST. #14 CTA	237,771.92
LEWAN & ASSOCIATES INC	225,236.84
ADAMS 12 FIVE STAR SCHOOLS	222,847.64
JOSHUA SCHOOL	216,406.11
CENTERPOINT ENERGY SERVICES, INC	213,495.68
CITY OF COMMERCE CITY	180,418.12
AMERICAN LOGISTICS COMPANY LLC	174,435.27
SUNSHARE, LLC	170,466.96
ATX LEARNING	166,535.45
VIRCO MANUFACTURING	150,902.23
ROCKY MOUNTAIN DEAF SCHOOL	121,090.91
ALL SOURCE RECRUITING GROUP, INC	117,818.18
COLORADO STATE TREASURER DEPT OF LABOR A	117,448.75
POSITIVE ENERGY COLORADO 4, LLC	116,276.39
TENNYSON CENTER FOR CHILDREN	115,958.54
GOODWILL INDUSTRIES OF DENVER	113,454.55
SANTILLANA USA PUBLISHING CO, INC	112,541.57
SBL-VAA	108,029.21
SHILOH HOME INC	107,533.73
UNIVERSITY OF COLORADO DENVER	107,225.47
VISION SERVICE PLAN	104,295.01
PAC VAN INC	102,438.55
COLORADO MECHANICAL SYSTEMS, INC	93,600.00
VERITIV OPERATING COMPANY	91,014.13
POINT B, INC	84,545.45
ADAMS COUNTY HEAD START	79,363.64
VOYAGER SOPRIS LEARNING, INC	77,707.66
YESS INSTITUTE	76,363.64
WASTE CONNECTIONS INC.	75,587.11
ROCKY MOUNTAIN RESERVE, LLC	73,972.18
INFINITE CAMPUS, INC.	72,902.73
STEVE ANDREWS EDUCATIONAL CONSULTING	71,181.82
BOYS AND GIRLS CLUB OF METRO DENVER	70,909.09

VENDOR	TOTAL
BELIEVE TO ACHIEVE	70,792.19
RENAISSANCE LEARNING, INC	70,139.23
OFFICE DEPOT, INC	69,237.79
E.L. ACHIEVE	65,963.21
VOYA FINANCIAL	65,836.33
CCSEA	64,607.73
INSPIRE	57,296.73
EMPLOYERS COUNCIL SERVICES,INC	56,086.36
TYLER TECHNOLOGIES, INC.	55,522.72
COLORADO DEPARTMENT OF EDUCATION	55,300.15
SHOCO OIL INC	53,016.67
HASTING-BAKER, ANNE	52,581.82
NEWCLOUD NETWORKS	51,915.80
UNITE PRIVATE NETWORKS, LLC	50,350.25
TEKSYSTEMS	50,181.82
COUNTER TRADE PRODUCTS, INC DBA CEWINC.C	50,114.00
ROSS, ANN RUTH	46,647.27
GAGGLE	46,090.91
SEMPLE FARRINGTON & EVERALL P.C.	45,008.19
STANDARD INSURANCE COMPANY	44,308.52
HORACE MANN	42,872.27
SCHOLASTIC INC.	41,212.92
EDMENTUM,INC	40,854.55
RUSH TRUCK CENTER DENVER	39,127.33
RIVERSIDE PUBLISHING	38,300.41
K & B CONSTRUCTIONS LLC	37,604.35
ZAYO GROUP HOLDINGS, INC	37,573.68
WELLS FARGO FINANCIAL LEASING, INC	36,109.09
GRIFFITH CENTERS FOR CHILDREN INC	36,020.38
HOMIES UNIDOS-DENVER	34,909.09
COLORADO DOORWAYS, INC	34,688.51
MCCANDLESS TRUCK CENTER, LLC	32,583.04
COLORADO ASSOCIATION OF SCHOOL BOARDS	31,392.76
BRYANT, KIM	31,248.55
WESTMINSTER PUBLIC SCHOOLS	31,235.02
PEARSON INCORPORATED	30,864.68
AMI MECHANICAL, INC	30,685.09
SURVEILLANCE-VIDEO.COM	30,271.64
ROOT GROUP, THE	29,396.09
ROCKY MOUNTAIN SERVICE SOLUTIONS	28,864.54
BRIGHTON 27J	28,776.10
APPLE COMPUTER	28,582.84
BSN SPORTS, LLC	28,345.61
WORLD'S FINEST CHOCOLATE, INC	26,893.64
FAMILY SUPPORT REGISTRY_49751	25,534.25

VENDOR	TOTAL
LARADON HALL SOCIETY FOR EXCEPTIONAL	25,090.91
KNOTT LABORATORY, LLC	24,803.02
GOVCONNECTION,INC.	24,069.55
J M FAGAN, LLC	24,000.00
COLORADO SCHOOL MEDICAID CONSORTIUM	23,781.82
ASO, INC	23,624.07
DUNAV ELECTRIC CORP	23,340.00
SAM'S CLUB	23,050.27
ZONAR SYSTEMS	22,991.43
FERGUSON ENTERPRISES INC	22,956.89
FRIE, ARNDT & DANBORN PC ATTORNEYS AT LA	22,702.36
FERRELLGAS	21,818.18
PITNEY BOWES	21,818.18
ALPHA PARATRANSIT, LLC	21,529.09
OFFICETEAM	21,500.65
RIGGI OIL CO INC	20,861.07
OLA TRANSLATIONS LLC	20,827.43
TRAVELERS INSURANCE	20,813.45
DEVEREUX CLOE WALLACE	20,787.84
WEX BANK	20,448.49
CRUMPTON AND ASSOCIATES ARCHITECTS	20,345.45
AMAZON.COM LLC	19,962.29
CINTAS CORPORATION #66	19,636.36
METLIFE INVESTORS GROUP	19,269.91
FOLLETT SCHOOL SOLUTIONS, INC	19,155.62
SCHOOLDUDE.COM	19,082.36
PRECISION SCHOOL IMPROVEMENT	18,653.45
BOSSREADERS	18,452.73
NASCO MODESTO	18,438.16
GREAT AMERICAN OPPORTUNITIES	18,410.84
IRONWOOD EARTHCARE, INC	17,847.27
TABLEAU SOFTWARE, INC	17,716.36
CENGAGE LEARNING	17,551.47
THIRD WAY CENTER, INC	17,454.55
UNITED RESTAURANT SUPPLY, LLC	17,237.45
HEINEMANN	17,115.76
NEW YORK LIFE INSURANCE &	17,025.97
COLORADO WEST EQUIPMENT INC	16,363.64
FRONTLINE TECHNOLOGIES INC	16,316.38
ELLEVATION, LLC	16,254.55
TRI-ED DISTRIBUTION, INC	16,197.07
E-RATE ONLINE, LLC	16,101.82
SCHOLASTIC CLASSROOM MAGAZINES	16,018.41
EASTBAY INC	15,926.95
SAFE SYSTEMS INC	15,517.31
SCORNAVACCO EDUCATION, LLC	15,458.18
COLLEGE BOARD- AP EXAMS	15,113.45

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO ENTER INTO A TOLLING AGREEMENT WITH ROCKY MOUNTAIN INSURANCE RISK GROUP (RMIRG) FORMALLY KNOWN AS ADAMS COUNTY BOCES

Adams 14 pursuant to its Board of Education's action withdrew from the Adams County BOCES now known as Rocky Mountain Insurance Risk Group (RMIRG) effective July 1, 2014, and the school district is no longer insured through RMIRG except for claims arising prior to or made prior that date.

Both parties are in talks to revise and amendment to the Withdrawal Agreement. A Tolling Agreement is a document which outlines the terms and conditions between two parties dismissing statute of limitations which restrict time in which a company may file a civil suit against another company.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approved the Tolling Agreement with Rocky Mountain Insurance Risk Group (formally known as Adams County BOCES).

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO RENEW INFINITE CAMPUS STUDENT INFORMATION SYSTEM SUBSCRIPTION

The Infinite Campus renewal fee for 2017-2018 is \$66,002.50.

This includes license fees, application hosting and support.

The renewal fee for the student information system will be funded from the 2017-2018 General Fund budget.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the renewal of the Infinite Campus student information system for \$66,002.50 from the 2017-2018 General Fund budget.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO CONTRACT WITH BE MINDFUL TO PROVIDE PROFESSIONAL DEVELOPMENT FOR TEACHERS AND STUDENTS AT ADAMS CITY MIDDLE SCHOOL AND KEARNY MIDDLE SCHOOL IN THE AREA OF SOCIAL AND EMOTIONAL LEARNING COMPETENCIES

The department of Student Services in partnership with the departments of Federal Programs and Equity and Education is requesting approval to contract with BeMindful for curriculum and professional development training for both staff and students at Adams City Middle School and Kearny Middle School for the 2017-2018 school year. This full 8 week program for grades 6th, 7th and 8th will cover topics on: The Autonomic Nervous System, Stress and the Body, Addictive Behaviors, The Biology of Thoughts, Mirror Neurons and Biases, The Physical and Psychological Effects of Kindness and Compassion and The Science of Gratitude. This curriculum and training will promote mindfulness practices that will be used daily in each middle school as a researched based intervention that will increase student engagement and increase student academic achievement. This meets the social emotional academic standards set by the Colorado Department of Education and is research proven to reduce behavior incidents in the schools.

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the contract with the BeMindful 2017-18 school year, not to exceed \$60,000. A combination of Medicaid, EARRS Grant and Title Grants will be used to fund this program.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO CONTRACT WITH MT. SAINT VINCENT TO PROVIDE EDUCATIONAL AND THERAPEUTIC INTERVENTIONS FOR STUDENTS WITH SIGNIFICANT EMOTIONAL DISABILITIES.

For some students with emotional disabilities, the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. In that case, the District must ensure that a continuum of alternative placements is available to meet the needs of students. Placement decisions are made by a full IEP team, including the parents, when evaluation data, special education needs and placement options are considered. Sometimes, students are also placed into residential child care facilities by the courts. When alternate placements are made, the students must receive a Free and Appropriate Public Education, at no cost to the family. Mt. Saint Vincent program provided students with emotional disabilities who require intensive behavioral, communication, educational, and social/emotional supports. This population is a low incidence population and since Adams 14 School district is small in numbers, it would not be cost effective to provide the same level of services in district.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the contract with the Mt. Saint Vincent for the 2017-2018 school year, not to exceed \$32,000, budgeted from the Student Services general funds to provide educational and therapeutic professional services for students with significant emotional needs as determined by the IEP team.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO CONTRACT WITH FRONTLINE EDUCATION ENRICH TO PROVIDE A PLATFORM FOR REQUIRED EDUCATION PLANS SUCH AS READ PLANS, SECTION 504 PLANS, ADVANCED LEARNING PLANS, MULTI-TIERED SYSTEMS OF SUPPORT PLANS, ETC.

The Colorado Department of Education and various federal programs require education plans to be in place for different groups of students. These include; 504 plans for students with a disability, Individual Education Plans for students with an educational disability, READ plans for students who are not performing at grade level in their literacy skills, Advanced Learning Plans for students who are gifted and talented, and Multi-Tiered Systems of Support plans for students who are struggling with academics, behavior and attendance. Enrich is one product from Frontline Education that provides a platform to complete, progress monitor and store each of these plans. Currently we have different platforms for each of these plans. In addition, Enrich offers plans for Early Readiness and English Language Learners, which are not required at this time but maybe required in the near future. The purchase of this intuitive platform will greatly reduce workloads of teachers and staff as well as increase communication between problem solving teams.

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the contract with the Frontline Education Enrich for the 2017-18 school year, not to exceed \$37,000. This will be paid from general funds that include funds ear marked for Special Education, Gifted and Talented Grants and READ Act Grants.

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

June 27, 2017

Superintendent Recommendation

**TOPIC: APPROVAL TO USE APPROPRIATED RESERVES TO PURCHASE
ADDITIONAL MATH IN FOCUS RESOURCES INCLUDING PROFESSIONAL
DEVELOPMENT**

In Fiscal year 2016-17 the Board of Education amended the budget to provide an additional \$500,000 for Curriculum and Instruction. Due to inventory not arriving in the district before the end of the fiscal year, and professional development not occurring until the 2017-18 school year, all funds were not spent by June 30th and thereby became part of the ending fund balance in the General Fund. We are requesting the Board approve the use of \$270,100 from 2017-2018 Appropriated reserves to be used as follows:

Math in Focus Grades 3-5 | \$270,058.35

- National Online Technology Bundles
- 30 student classroom manipulative kits per grade level
- 10-PD days Team Coaching Full Day Grades K-5
- 4 Monthly check-ins/touchpoints

Professional Development for Math in Focus training to begin August 9, 2017 | \$27,499.90

- 3-Days for Instructional Strategies
- 6-Grade level 1 day workshops
- 1-Training for administrators

Therefore, it is recommended.....

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the use of \$270,100 from the 2017-18 appropriated reserves to purchase additional math resources and professional development for the 2017-18 school year.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO CONTRACT WITH ONWARD EDUCATION TO CONDUCT DIAGNOSTIC REVIEW AT ADAMS CITY MIDDLE SCHOOL AND KEARNEY MIDDLE SCHOOL

Adams City Middle School and Kearney Middle School were awarded a Diagnostic Review grant by the Colorado Department of Education (CDE) for the 2017-18SY. The Department of Federal Programs would like approval to contract with ONWARD Education in support of Adams 14 RFP #1617-200 process to conduct the Diagnostic Review for Adams City Middle School and Kearney Middle School for the 2017-18SY in the amount of \$13,000 for ACMS and \$13,000 for KMS.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the contract with ONWARD Education as supported by Adams 14 RFP process to conduct the Diagnostic Review for Adams City Middle School in the amount of \$13,000 and Kearney Middle School in the amount of \$13,00 using each schools Diagnostic Review Grant as their funding source.

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

June 27, 2017

Superintendent Recommendation

**TOPIC: APPROVAL FOR DISTRICT TO USE FUNDS FOR FOOD/BEVERAGES FOR
THE ALL EMPLOYEE 2017-2018 BACK TO SCHOOL RALLY ON AUGUST 8**

The district is planning its annual all employee back to school rally on August 8, 2017. They are requesting permission from the Board of Education to purchase refreshments and beverages for this event.

The estimated cost is \$3,000 to be paid from the 2017-2018 general fund budget.

Therefore, it is recommended.....

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the purchase of refreshments and beverages for its annual all employee back to school rally on August 8, 2017.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL OF À LA CARTE PRICING FOR STUDENT MEALS

At the request of the Board of Education, Nutrition Services is recommending pricing for à la carte items. Students will continue to receive one free breakfast and lunch per day. If a student wishes to purchase more food beyond the free meal, the student will be charged an à la carte price below:

Entrée only	\$1.50
2nd meal without milk or water	\$3.00
2nd meal with milk or water	\$3.50
Milk	\$0.60
Water	\$0.50
Side dish	\$0.65

Prices recommended align with the Colorado Department of Education and the United States Department of Agriculture procedures and regulations.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve the recommended à la cartepricing.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: AMENDMENT TO PREVIOUS BOARD APPROVAL: PURCHASE CURRICULUM FROM CENGAGE NATIONAL GEOGRAPHIC, HOUGHTON MIFFLIN, PEARSON, TATTERED COVER, AND SANTILLANA FOR SECONDARY SCHOOLS TO MEET THE NEEDS OF EMERGING BILINGUAL STUDENTS

To support emerging bilinguals and English-only students in middle and high school with a consistent curriculum that meets the needs of 21st century learners. ACMS, KMS AND ACHS all have a previous version of these materials in their schools. This purchase will update and enhance the resources already available and ensure there are enough materials for all students attending English Language Development and Spanish instruction. The purchase of \$200,000 will be funded with 2017-2018 ELPA Funds and spent with the following vendors:

Cengage National Geographic
Santillana
Houghton Mifflin
Tattered Cover
Pearson

The specific funding amount per vendor are depending on the individual school need.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams 14 approve the purchase of Cengage National Geographic, Houghton Mifflin, Pearson, Tattered Cover, and Santillana for English Language Development, Spanish Language Arts, and Spanish as a World Language Curriculum for all Middle and High school emerging bilingual and English-only students, to be funded with the 2017-2018 ELPA (English Language Proficiency Act) Funds from the state.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL OF THIRD YEAR CONTRACT WITH LITERACY SQUARED FOR PROFESSIONAL SERVICES FOR ELEMENTARY SCHOOL TEACHERS TO MEET THE NEEDS OF OUR EMERGING BILINGUAL STUDENTS

Literacy Squared is a model on how to plan, implement, monitor, and strengthen biliteracy instruction that builds on students' linguistic resources in two languages, beginning in kindergarten. Dr. Escamilla and her team present a holistic biliteracy framework that is at the heart of their action-oriented Literacy Squared school-based project. Teachers learn to develop holistic biliteracy units of instruction, lesson plans, and assessments that place Spanish and English side by side. Educators also learn to teach to students' potential within empirically based, scaffolded biliteracy zones and to support emerging bilinguals' trajectories toward biliteracy.

There is a three-year contract and the amended amount in the third-year contract is due to a decrease in the number of classrooms. In the 2017-2018 school year, this biliteracy model will be implemented at the 7 elementary schools: Alsup, Central, Dupont, Hanson, Kemp, Monaco, and Rose Hill. The Literacy-Squared research team will be supporting second and third grade teachers at Dupont, Monaco, Kemp, and Hanson. Similarly to previous years, Adams 14 will be implementing the biliteracy model in grade levels PreK-3 in the 2017-2018 school year and rolling up a grade each year until the fifth grade is reached. The biliteracy model will be implemented in classrooms PreK-3 thereby ensuring parents have the option of biliteracy (Spanish and English instruction) or English instruction with strategies to support English language development (English only). The purchase in the amount of \$62,000 for the third year of implementation will be funded with 2017-2018 ELPA (English Language Proficiency Act) Funds.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams 14 approve the purchase of the professional services at a cost of \$62,000, in partnership with the University of Colorado's BUENO Center for the implementation of a one-way dual language program with the support of Literacy Squared strategies to be funded with 2017-2018 ELPA (English Language Proficiency Act) Funds from the state.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO PURCHASE EDUSKILLS LLC TO MEET THE ACADEMIC AND LINGUISTIC NEEDS OF K-12 EMERGING BILINGUAL STUDENTS

Eduskills LLC is a web-based software that supports educators to review students' English linguistic proficiency level, and to recommend proper identification, placement, progress monitor, re-designation, exiting from language services, and instructional accommodations. This web-based software will support our efforts to continue meeting OCR recommendations to ensure effective student identification as a language learner (ELL), to properly place students in language services, and to monitor their academic and linguistic proficiency. Eduskills LLC will also provide technical support and professional development sessions to train K-12 staff.

Key personnel such as the ELD & Biliteracy Department, Instructional, Assessment, ELD Coaches, and other K-12 instructional leaders will have access to this software to meet the academic and linguistic needs of our emerging bilingual students.

The purchase in the amount of \$23,000 will be funded with 2016-17 ELPA (English Language Proficiency Act) Funds.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams 14 approve the purchase of the web-based software at a cost of \$23,000 funded with ELPA (English Language Proficiency Act) Funds from the state.

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

June 27, 2017

Superintendent's Recommendation

TOPIC: APPROVAL TO PURCHASE DOOR HARDWARE FROM ALL SECURE LOCK

The Adams 14 Maintenance department would like approval to purchase door hardware from All Secure Lock to meet classroom door hardware requirements of Colorado 8 CCR 1507-30 Article 3 as required by the State of Colorado to be in compliance, and Board Policy ADD-Safe Schools, and to assure a secure and safe learning environment for our students and staff.

Classroom door hardware was competitively vetted with RFP #1617-195.

Therefore, it is recommended...

RECOMMENDATION:

...that the Board of Education of Adams County School District 14 approve utilizing the (ITB) # 1617-195 RFP. For the sum of \$ 95,020.00. The funds will be appropriated from the 2016-2017 Capital Reserve budget.

Board of Education Committee Assignments 2016-2017

COMMITTEE	BOARD MEMBER	MEETS
Adams 14 Education Foundation	 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