ADAMS COUNTY SCHOOL DISTRICT 14
BOARD OF EDUCATION
AGENDA

Date: June 13, 2017

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

5:30 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)(e)-Contract Negotiations; Board to discuss matters subject to negotiation

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
  - May 23, 2017
F. APPROVAL OF AGENDA
G. RECOGNITIONS & CELEBRATIONS
H. AUDIENCE COMMENTS (Please complete a Comment Card available in the foyer of the board room or from the Board Secretary. Submit the card to the Board Secretary. Comments not to exceed 3 minutes per person.)
I. BUDGET PUBLIC HEARING
J. SUPERINTENDENT’S REPORT
  - Before and After School Care
  - District Update

II – ROUTINE ITEMS

CONSENT ITEMS (asterisk* denotes consent item)

1.0 Personnel

1.1 Superintendent’s Recommendation Personnel Actions (Attachment of record)*
## III – BUSINESS

### 1.0 Policy

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1-3.5 Superintendent’s Recommendation
Approval to Contract with Rocky Mountain School for the Deaf Charter School for the 2017-2018 School Year

1-3.6 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

1-3.7 Superintendent's Recommendation
Approval of ATX Learning Contract for Bilingual Speech Language Pathologist for the 2017-2018 School Year

1-3.8 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

1-3.9 Superintendent’s Recommendation
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1-3.10 Superintendent’s Recommendation
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1-3.11 Superintendent’s Recommendation
Approval to Contract with Ann Ross, Teacher of the Deaf and Hard of Hearing, for the 2017-2018 School Year

1-3.12 Superintendent’s Recommendation
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1-3.13 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

1-3.14 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

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1-3.16 Superintendent’s Recommendation
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4.0 Discussion

1-5 4.1 Board Retreat

5.0 Board Action

1-5 5.1 Level 4 Grievance

IV – COMMUNICATIONS
- General
- Other
(Calendars – Pg. 70)

V – ADJOURNMENT
SPECIAL MEETING of the Adams County School District 14 Board of Education was called to order Tuesday, May 23, 2017 pursuant to notice by Mr. Rolla, President, at 5:18 p.m.

MOTION was made by Mr. Archuleta, seconded by Mr. Thomas to go into executive session under C.R.S. § 24-6-402(4)(e)-Contract Negotiations; Board to discuss matters subject to negotiation.

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

MOTION CARRIED

Executive session commenced at approximately 5:19 p.m. with Board of Education Members Archuleta, Quintana, Rolla, Thomas, CFOO Rotella and Superintendent Abrego present. C.R.S. § 24-6-402(4)(e)-Contract Negotiations, the Board discussed matters subject to negotiation.

Executive session adjourned at approximately 5:50 p.m.

STUDY SESSION of the Adams County School District 14 Board of Education was called to order Tuesday, May 23, 2017 pursuant to notice by Mr. Rolla, President, at 5:54 p.m.

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

The study session adjourned at approximately 6:20 p.m.

REGULAR MEETING of the Adams County School District 14 Board of Education was called to order Tuesday, May 9, 2017 pursuant to notice by Mr. Rolla, President, at 6:33 p.m.

Roll Call
Present: Mr. Archuleta, Mrs. Quintana, Mr. Rolla, Mr. Thomas
Also Present: Dr. Javier Abrego
Absent: Mr. Dreiling

MOTION was made by Mr. Archuleta, seconded by Mr. Thomas to approve the minutes of May 9, 2017.

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

MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mr. Thomas to approve the minutes of May 17, 2017.

Mr. Archuleta, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye
MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mr. Thomas to amend the agenda to replace personnel actions with an updated version, replace business item 2.1 under other the FBLA recommendation with an updated version, and remove business item 2.12 under other.

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

MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mrs. Quintana to approve the agenda as amended.

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

MOTION CARRIED

Audience Comments

Barb McDowell
Issue: Personal Story—Ms. McDowell shared with the Board of Education that the teachers ratified their contract and members were notified, also notified the Board that she was re-elected as president for the next two years.

Patricia Wedge-Bailless
Issue: Correspondence—Ms. Wedgel-Bailless asked the Board of Education if the District website was where she needed to download her documentation.

Daniel Archuleta
Issue: Thanks—Mr. Archuleta announced his resignation to the Board of Education and offered three tips of advice.

Stephanie Levine
Issue: Special Education Department and Student Council at ACHS—Ms. Levine shared that she is a member of the special education team at Adams City High School and student council advisor. She expressed how proud she is of the student council for organizing and making their voices heard. Ms. Levine expressed concern to the Board of Education regarding the special education department staffing changes.

Trinity Ornelas
Issue: Student Council at ACHS—Miss Ornelas shared with the Board of Education that she transferred to ACHS from VPA and she hopes that next year student council can work along with the Board. She informed the Board of Education that student council creates student activities and challenged them to provide more opportunity for student involvement.

Jan Carson
Issue: Student Needs and Leadership—Ms. Carson expressed to the Board of Education that she was grateful to have one representative on the hiring committee for the new principal and thanked them for being respectful of the committee recommendation. Ms. Carson also mentioned the need to nurture relationships in order to service students.

Robert Snyder
Issue: Staff Turnover—Mr. Snyder expressed to the Board of Education the turnover is staff due to lack of leadership and lack of support.

Joseph Mallonee
Issue: School and District Consistency—Mr. Mallonee thanked the Board of Education for hiring
Ms. Maldonado. Mr. Mallonee also shared a story of a student asking him if he was staying or leaving in the District and his impact from that conversation after the student thanked him for staying. He expressed concern that adults have created a culture for students to expect teachers to leave and mentioned that students are not the number one priority.

Responses to Prior Audience Comments
President Rolla–There are no responses to prior audience comments.

Consent Items
MOVION was made by Mr. Archuleta, seconded by Mrs. Quintana to approve the consent items.

1.0 Personnel
1.1 Superintendent’s Recommendation
Personnel Actions

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

MOVION CARRIED

Business Items
1.0 Policy
MOVION was made by Mr. Thomas, seconded by Mr. Archuleta to approve policy item 1.1.

1.1 Superintendent’s Recommendation
Policy BCB–Revised 2nd Reading/Adoption
School Board Member Conflict of Interest

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

MOVION CARRIED

MOVION was made by Mr. Archuleta, seconded by Mr. Thomas to approve policy item 1.2.

1.2 Superintendent’s Recommendation
Policy DAC–New 2nd Reading/Adoption
Federal Fiscal Compliance

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

MOVION CARRIED

MOVION was made by Mr. Archuleta, seconded by Mr. Thomas to approve policy item 1.3.

1.3 Superintendent’s Recommendation
Policy DJB and DJB-R–New 2nd Reading/Adoption
Federal Procurement
Mr. Archuleta, aye; Mrs. Quintana, aye; Mr. Rolla, aye; Mr. Thomas, aye

MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mr. Thomas to approve policy item 1.4.

1.4 Superintendent’s Recommendation
Policy DKC–Revised 2nd Reading/Adoption
Expense Authorization/Reimbursement

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

MOTION CARRIED
MOTION was made by Mr. Archuleta, seconded by Mr. Thomas to approve policy item 1.5.

1.5 Superintendent’s Recommendation
Policy GBEA–Revised 2nd Reading/Adoption
Staff Ethics/Conflict of Interest/Anti-Fraternization

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

MOTION CARRIED

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

2.1 Superintendent’s Recommendation
Approval of Out-of-State Travel to Anaheim, CA by Karen Sheff and Qualifying Future Business Leaders of America Student(s)

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

MOTION CARRIED

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

2.2 Superintendent’s Recommendation
Approval of Out-of-State Travel to Roswell, NM FOR Adams City High School Marine Corps Junior Reserve Officer Training Corps Program to Conduct 5-Day Leadership Camp at the New Mexico Military Institute

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

MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.3.
2.3 Superintendent’s Recommendation
Approval to Renew Microsoft Campus Agreement from CDWG

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

MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.4.

2.4 Superintendent’s Recommendation
Approval to Renew HPE Aruba Wireless Support

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

MOTION CARRIED

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

2.5 Superintendent’s Recommendation
Adams County School District 14 and District 14 Classroom Teachers’ Association Negotiations Approval

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

MOTION CARRIED

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

2.6 Superintendent’s Recommendation
Adams County School District 14 and the District 14 Colorado Classified School Employees’ Association Negotiations Approval

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

MOTION CARRIED

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

2.7 Superintendent’s Recommendation
Adams County School District 14 Support and Technical Compensation Package Approval

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

MOTION CARRIED

MOTION was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.9.
2.9 Superintendent’s Recommendation
   Approval to Contract with Performance Matters

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

   MOTION CARRIED

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

2.8 Superintendent’s Recommendation
   Adams County School District 14 Administrators Compensation Package Approval

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

   MOTION CARRIED

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

2.10 Superintendent’s Recommendation
   Approval to Purchase Math in Focus Consumables

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

   MOTION CARRIED

   MOTION was made by Mr. Archuleta, seconded by Mrs. Quintana to approve other item 2.11.

2.11 Superintendent’s Recommendation
   Approval to Purchase HP Chromebooks to Support Monaco Elementary School

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

   MOTION CARRIED

3.0 Discussion
1-5 3.1 Discuss New Agenda
     -Future Board Discussion Items
     -Process and Format

   The Board of Education discussed having a retreat. Board members are to bring possible retreat dates to the next meeting.

Communications
It was consensus of the Board of Education to participate in the Memorial Day Parade. Board members will meet at the ESS north parking lot no later than 8:30 a.m. to head over to the staging area on 64th Ave. & Oneida Street.

I was consensus of the Board of Education to participate in the Quality Community Foundation Golf Tournament on June 9 with the Fountain of Knowledge sponsorship level.

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

The Board adjourned the regular meeting at 8:05 p.m. The next regular meeting of the Board of Education will be Tuesday, June 13, 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 13, 2017

________________________________________
Timio Archuleta
Secretary, Board of Education

________________________________________
David Rolla
President, Board of Education
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 discuss policy BIBA and regulation BIBA-R on first 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 expend 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
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 discuss policy BID/BIE on first 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
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 discuss policy DJ and Regulation DJ-R on first 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 to $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:


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.


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**

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td>.01 through 2,500.00</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>2,500.01 through 14,999.99</td>
</tr>
</tbody>
</table>
Board of Education 15,000.00 and Over

Petty Cash .01 through 75.00

Point of Sales .01 through 500.00

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

Purchase Order Without Quotation .01 through 2,500.00

Telephone, Fax, or E-Mail Quotation (3) 2,500.01 through 10,000.00

Sealed Bids or RFP (3) Awarded 10,000.01 through 25,000.00

Purchase Cards .01 through 25,000.00

By Chief Financial Officer

Sealed Bids or RFP (3) 25,000.01 and Over

Purchase Cards 25,000.01 and Over

Approved By Board of Education

Competitive Procurement Thresholds

Without Quotation .01 through 2,500.00

Telephone, Fax, or E-Mail Quotation (3) 2,500.01 through 50,000.00

Sealed Bids or RFP (3) Awarded 50,000.01 through Over

Negotiated contractual services are based upon the projected annual expenditure. (examples - sand / gravel, painting, construction, etc)

Each type of purchase listed above is addressed in a separate section of this policy. This section should be referenced when making purchases to ensure compliance with the District's Purchasing Policy. Any questions in reference to these procedures can be addressed to the Chief Financial Officer.
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 resolution 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. 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 only be used for any item/s with a total cost of $25,000.00 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, 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) online 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, 6/17/17

ACSD 14, Colorado
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 discuss policy EHB on first 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 17-007
BOARD OF EDUCATION
ADAMS COUNTY SCHOOL DISTRICT 14
APPROPRIATION RESOLUTION

WHEREAS: The Board of Education and the administrative staff of Adams County School District 14 of Adams County and the State of Colorado has duly adopted official budgets for the ensuing fiscal year beginning July 1, 2017, and ending June 30, 2018, as required by law; and

WHEREAS: said Board of Education will adopt in December 2017, a resolution certifying the mill levy rates, which will identify the amount of money to collect from ad valorem property taxes in 2018; and

WHEREAS: Colorado Revised State Statue 22-44-110 provides that after the adoption of the budget the Board of Education may review and change the budget, with respect to both revenues and expenditures, at any time prior to January 31 of the fiscal year for which the budget was adopted; and

WHEREAS: said Board of Education is required by law to adopt a resolution appropriating the monies to be expended during such ensuing fiscal year in each fund.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF ADAMS COUNTY SCHOOL DISTRICT 14 IN ADAMS COUNTY AND THE STATE OF COLORADO that the amounts in the following schedule be appropriated to each fund as specified in the “Adopted Budget” for the ensuing fiscal year beginning July 1, 2016, and ending June 30, 2017.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$65,962,458</td>
</tr>
<tr>
<td>General Fund – Reserves</td>
<td>10,194,049</td>
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<tr>
<td>Total General Fund</td>
<td>76,156,507</td>
</tr>
<tr>
<td>General Fund – Risk Sub Fund</td>
<td>2,406,023</td>
</tr>
<tr>
<td>Government Designated Purpose Grants Fund</td>
<td>13,642,462</td>
</tr>
<tr>
<td>Nutrition Services Fund</td>
<td>3,902,257</td>
</tr>
<tr>
<td>Athletic Special Revenue Fund</td>
<td>724,858</td>
</tr>
<tr>
<td>Fee Supported Fund</td>
<td>663,247</td>
</tr>
<tr>
<td>Bond Redemption Fund</td>
<td>5,646,881</td>
</tr>
<tr>
<td>Capital Reserve Fund</td>
<td>6,892,372</td>
</tr>
<tr>
<td><strong>Total Appropriation All Fund</strong></td>
<td><strong>$110,034,607</strong></td>
</tr>
</tbody>
</table>

President, Board of Education

ATTEST: Secretary, Board of Education

DATE: June 13, 2017
RESOLUTION NUMBER 17-008

BOARD OF EDUCATION
ADAMS COUNTY SCHOOL DISTRICT 14

AUTHORIZING THE USE OF A PORTION OF BEGINNING FUND BALANCE AS AUTHORIZED BY COLORADO STATUTES

WHEREAS: Senate Bill 03-149 was passed in legislative year 2003 to amend the School District Budget Law to ensure that any adopted budget as of July 1, 2003 or after, shall not provide for expenditures, interfund transfers, or reserves in excess of available revenues and beginning fund balances; and

WHEREAS: if the budget includes the use of a beginning fund balance, the school district Board of Education shall adopt a resolution specifically authorizing the use of a portion of the beginning fund balance in the school district’s budget; and

WHEREAS: the General, Risk Management, Nutrition Services, Student Athletic, Fee Supported, and Capital Projects Funds budgeted expenditures for fiscal year 2017-18 exceed the anticipated revenues by $12,637,876, $671,023, $456,557, $22,358, and $161,947 and $4,659,372 respectively and it is necessary to balance the budget by using these funds from the beginning fund balance for General, Risk Management, Nutritional Services, Student Athletic, Fee Supported and Capital Projects Funds expenditures; and

WHEREAS: the purpose of the expenditures is to cover current operating expenditures, and carryover projects from the 2016-2017 budget; and

WHEREAS: future year budget adjustments will be recommended to the Board of Education to ensure that the use of beginning fund balance in the General, Risk Management, Nutrition Services, Fee Supported and Capital Projects Funds will not lead to an ongoing deficit;

NOW, THEREFORE, BE IT RESOLVED: that the Board of Education of Adams County School District 14 approves the use of the above stated amounts of the beginning General, Risk Management, Nutrition Services, Student Athletic, Fee Supported and Capital Projects Funds fund balance to provide for the funding source for increased operating costs to be incurred in FY 2017-2018, carryover projects, with the provision that subsequent years adjustments be made to assure that a deficit will not occur in these Funds.

_______________________________
President, Board of Education

ATTEST: _______________________
Secretary, Board of Education

DATE: June 13, 2017
TOPIC: APPROVAL OF THE SELECTION OF 2016-17 ACCOUNTABILITY MEASURES FOR LESTER R ARNOLD HIGH SCHOOL

Request of approval of the selection of 2016-17 accountability measures for Lester R Arnold High School (0022). All of Colorado’s Alternative Education Campuses (AECs) are accountable for the following performance indicators: Academic Achievement, Academic Growth, Postsecondary and Workforce Readiness (high schools only) and Student Engagement. Performance on these indicators will serve as the basis for an AEC’s school plan type assignment by districts and the Colorado Department of Education (CDE).

The measures selected in the attached document will be used to calculate 2016-2017 framework results. The form is due to the CDE by no later than June 30, 2017. The measures for each of the performance indicators must be approved by the Local School Board, before submission to CDE. CDE will then notify the local school board if any revisions to the measures are necessary. This notification will be given on or before September 1, 2017. Revisions will be due within 10 days of notification. Data submitted is subject to CDE audit and verification.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the selection of 2016-17 accountability measures for Lester R Arnold High School.
TOPIC: APPROVAL FOR A SERVICE AGREEMENT BETWEEN VAIL UNIFIED SCHOOL DISTRICT AND ADAMS 14 SCHOOL DISTRICT

As part of the Colorado Turnaround Pathway, Adams 14 has thoughtfully chosen to partner with an external organization that would manage targeted operations at a cluster of Adams 14 schools for the Beyond Textbooks program. The mutual agreement between Adams 14 and Beyond Textbooks includes high quality curricular resources, assessments and staff development to students and teachers. The payment agreement for services include basic annual administrative fee, student use fee and training session fees for a total of $60,500 to be paid from the 2017-2018 general fund.

Therefore, it is recommended….

RECOMMENDATION:

…that the Board of Education approve the service agreement between Adams 14 School District and Vail Unified School District for the Beyond Textbooks program in the amount of $60,500 to be paid from the 2017-2018 general fund.
TOPIC: APPROVAL TO PURCHASE MATH CALENDAR TEACHER KITS WITH PLANNING GUIDES FOR GRADES K-5 FROM MATH IN FOCUS

Chief Academic Officer, Mrs. Aracelía Burgos is requesting approval to purchase math calendar teacher kits for grades K-5 and professional development from Math in Focus. The district currently uses Math in Focus as a curriculum resource. The cost for grades K-5 is $70,000 to be paid from the general fund.

Therefore, it is recommended…..

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the purchase of math calendar teacher kits for grades K-5 and professional development in the amount of $70,000 to be paid from the general fund.
TOPIC: APPROVAL FOR ALLOCATION OF FUNDS TO INCREASE .5 TAP FOR SPECIAL EDUCATION TEACHER AT LESTER ARNOLD HIGH SCHOOL

The federal Individuals with Disabilities Education Act (IDEA) requires that students with disabilities receive a free and appropriate public education in their least restrictive environment. Lester Arnold High Schools has seen an increase in the number of students with a disability who desire to attend the evening school program. Many of these students are co-enrolled in the district transition program or are students who are re-engaging back into school after dropping out. If they have an Individual Education Plan and attend night school, they must under the IDEA receive special education services. This .5 TAP increase will be combined with an existing .5 teaching position funded through the School to Work Allegiance Grant to create a 1.0 position. The division of Special Education will use IDEA grant funds to cover this position.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve an increase of .5 TAP for a special education teacher at Lester Arnold High School. Salary will be allocated from the current IDEA B budget.
TOPIC: APPROVAL TO CONTRACT WITH THE ROCKY MOUNTAIN SCHOOL FOR THE DEAF CHARTER SCHOOL FOR THE 17-18 SCHOOL YEAR

For some students who are deaf or hard of hearing, 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. If the student will communicate using sign language, it is vital that the student have a community of learners and teachers with whom to communicate. 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, where evaluation data, special education needs and placement options are considered. When alternate placements are made, the students must receive a Free and Appropriate Public Education, at no cost to the family. The Adams 12 School District has programs for students who are deaf and hard of hearing that provide appropriate services. When a parent places their child at the Rocky Mountain School for the Deaf (RMSD) in Jefferson County, under the charter contract with RMDS, the school district of the residence is obligated to provide pay excess costs.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with the Rocky Mountain School for the Deaf for the 2017-18 school year, not to exceed $68,000 budgeted from the Student Services general fund to provide educational services for students who are deaf and hard of hearing as determined by the IEP team. Please note that daily rates for each facility school are set by the Colorado Department of Education based on the services provided.
TOPIC: APPROVAL TO CONTRACT WITH COMMUNITY REACH CENTER TO PLACE LICENSED SCHOOL-BASED THERAPISTS IN ALL SCHOOLS IN ADAMS 14 FOR THE 17-18 SCHOOL YEAR

Students sometimes have emotional, behavioral, familial or mental health needs that distract from or interfere with their ability to be the most successful in school. Providing additional supports through on-site School-Based Therapists is the most convenient and effective way to address those needs. Through our partnership with Community Reach Center, students and families are able to access all of the services offered within their agency, and we are able to provide these services at a significantly reduced cost ($22,000 for each of 9 therapists) compared to hiring our own staff. School-Based Therapists work collaboratively with the administrative and mental health teams at each school to ensure all students receive the services they need. There is a need to contract with Community Reach Center to provide these specialized therapeutic services to students and staff for the 2017-18 school year, not to exceed $198,000, providing through the Medicaid reimbursement fund.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with Community Reach Center for school-based therapeutic services for the 2017-18 school year, not to exceed $198,000. Contract costs are generated from the Medicaid reimbursement fund and have no impact on general funds.
TOPIC: APPROVAL OF ATX LEARNING CONTRACT FOR BILINGUAL SPEECH LANGUAGE PATHOLOGIST FOR THE 17-18 SCHOOL YEAR

The federal Individuals with Disabilities Education Act (IDEA) requires that each school district must seek and identify potential students who may have a disability, evaluate such students and offer a free and appropriate public education by the time the child turns three years old. Since potential children turn three years old throughout the year, the department of Student Services must do full and individual evaluations during the entire year. In addition, approximately half of the students evaluated through our Child Find process are native Spanish speakers. The IDEA also requires that all children are tested in their native language. This requires a bilingual speech language pathologist on the evaluation team who can assess students in both English and Spanish. Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with ATX Learning for services of a bilingual speech language pathologist for the amount of $140,000 for the 2017-18 school year. This cost is to come from the Medicaid (9003) budget.
SUPERINTENDENT'S RECOMMENDATION

TOPIC:

CONTRACT WITH THE “TRANSLATION LINKS” TO PROVIDE INTERPRETING AND TRANSLATION SERVICES FOR ADAMS 14 SCHOOL DISTRICT FOR THE 17-18 SCHOOL YEAR.

Adams 14 School District is obligated through numerous laws and regulations to provide communication to families in their preferred mode of communication. Under the Individuals with a Disability Act and the Exceptional Children’s Education act, all special education documentation must be provided in a families preferred mode of communication. Currently Adams 14 employs two district Spanish interpreters/translators for the Communication Department and the Student Services Department. Other languages are spoken in the school district, which requires the services of an outside agency for support. Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with Translation Links for the 2017-18 school year, not to exceed $26,000, budgeted from general funds to provide translations/interpretation services.
Superintendent’s Recommendation

TOPIC: APPROVAL TO CONTRACT WITH AMERICAN LOGISTICS COMPANY (ALC) FOR INCIDENTAL TRANSPORTATION SERVICES FOR THE 17-18 SCHOOL YEAR

Students with disabilities sometimes require specialized therapeutic settings off-site to be successful and also require specialized transportation to such facilities. When it is impractical or impossible to dedicate in-district transportation resources to a distant route, it becomes necessary to contract with another agency to provide transportation services. There is a need to contract with ALC to provide transportation services for individual students, when a thorough review of current resources prohibits the district from providing the service internally. The maximum cost for this service would be $175,000, to be paid from Student Services’ general funds account.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with ALC for the 17-18 school year to provide transportation in individual circumstances as required to meet student needs.
Superintendent's Recommendation

TOPIC: APPROVAL TO CONTRACT WITH OLA TRANSLATIONS TO PROVIDE INTERPRETING AND TRANSLATION SERVICES FOR ADAMS 14 SCHOOL DISTRICT FOR THE 17-18 SCHOOL YEAR

Adams 14 School District is obligated through numerous laws and regulations to provide communication to families in their preferred mode of communication. Under the Individuals with a Disability Act and the Exceptional Children’s Education act, all special education documentation must be provided in a families preferred mode of communication. Currently Adams 14 employs two district Spanish interpreters/translators for the Communication Department and the Student Services Department. Other languages are spoken in the school district, which requires the services of an outside agency for support. Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with the OLA Translations for the 2017-18 school year, not to exceed $26,000, budgeted from general funds to provide translations/interpretation services.
Superintendent's Recommendation

TOPIC: APPROVAL TO CONTRACT WITH ANN ROSS, TEACHER OF THE DEAF AND HARD OF HEARING, FOR THE 17-18 SCHOOL YEAR

Students who qualify for special education services through the Individuals with a Disability Education Act with a hearing disability require the specialized services of a licensed teacher of the deaf and hard of hearing. Hearing disabilities are low incidence and Adams 14 has a small caseload of students who fall under this category. The low number of students does not justify a full time position. Ann Ross will work up to two days a week serving this niche population.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with Ann Ross to provide services for students who are deaf or hard of hearing for the for 17-18 school year, not to exceed $56,000, funded through the general funds from Student Services.
TOPIC: APPROVAL TO CONTRACT WITH ANNE HASTINGS-BAKER, AUDIOLOGIST, FOR THE 17-18 SCHOOL YEAR

The educational audiologist provides hearing evaluations for student's birth to 21 for student who have failed their hearing screenings. With early identification of possible hearing loss, students can receive aural habilitation at onset, thus improving student’s outcomes. In addition, students who qualify for special education services through the Individuals with a Disability Education Act with a hearing disability require the specialized services of a licensed audiologist who monitors the hearing status and provide hearing assistive technology. Hearing disabilities are low incidence and Adams 14 has a small caseload who fall under this category and the number of failed hearing screenings are also low. The low number of students doesn’t justify a full time position. Anne Hastings-Baker will work a maximum of two days a week serving this niche population.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with Anne Hastings-Baker to provide audiology services for students for the for 2017-18 school year, not to exceed $56,000, funded through the general funds from Student Services.
TOPIC: APPROVAL TO CONTRACT WITH THE JOSHUA SCHOOL TO PROVIDE EDUCATIONAL AND THERAPEUTIC INTERVENTIONS FOR STUDENTS WITH AUTISM FOR THE 17-18 SCHOOL YEAR

For some students with autism, 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, where evaluation data, special education needs and placement options are considered. When alternate placements are made, the students must receive a Free and Appropriate Public Education, at no cost to the family. The Joshua School is a CDE “Approved Facility” school which is an educational program that is operated by a facility to provide educational services to students with autism who require intensive behavioral, communication, educational, and social/emotional supports. There is a need for a contract to place 3 students with disabilities in the Joshua School.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with the Joshua School for the 2017-18 school year, not to exceed $190,000, funded through the general funds from Student Services to provide educational and therapeutic professional services for students with autism as determined by the IEP team. Please note that daily rates for each facility school are set by the Colorado Department of Education based on the services provided.
TOPIC: APPROVAL TO CONTRACT WITH THE JEFFERSON HILLS TO PROVIDE EDUCATIONAL AND THERAPEUTIC INTERVENTIONS FOR STUDENTS WITH SIGNIFICANT EMOTIONAL DISABILITIES FOR THE 17-18 SCHOOL YEAR

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. Jefferson Hills 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 Jefferson Hills for the 2017-18 school year, not to exceed $15,000, funded through the general funds from Student Services to provide educational and therapeutic professional services for students with significant emotional needs as determined by the IEP team.
TOPIC: APPROVAL TO CONTRACT WITH THE DEVEREUX CLEO WALLACE CENTER TO PROVIDE EDUCATIONAL AND THERAPEUTIC INTERVENTIONS FOR STUDENTS WITH SIGNIFICANT EMOTIONAL DISABILITIES FOR THE 17-18 SCHOOL YEAR

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, which is outside the district's reach. When alternate placements are made, the students must receive a Free and Appropriate Public Education, at no cost to the family. Devereux Cleo Wallace Center Residential Treatment 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 Devereux Cleo Wallace Center for the 2017-18 school year, not to exceed $18,000.00, funded through the general funds from Student Services to provide educational and therapeutic professional services for students with significant emotional needs as determined by the IEP team.
Superintendent's Recommendation

TOPIC: 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

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. This become equally challenging when the students also have a cognitive disability. 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. When alternate placements are made, the students must receive a Free and Appropriate Public Education, at no cost to the family. The Laradon School program provided students with emotional and cognitive 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 Laradon School for the 2017-18 school year, not to exceed $45,000, budgeted from the general fund to provide educational and therapeutic professional services for students with significant emotional and cognitive needs as determined by the IEP team. This is funded through the general funds from Student Services.
TOPIC: APPROVAL TO CONTRACT WITH THE CONSORTIUM FOR TECHNICAL SUPPORT WITH MEDICAID BILLING FOR THE 17-18 SCHOOL YEAR

Many students who attend Adams 14 school district are eligible for special education services under the Individuals with a Disability Act and the Exceptional Children’s Education Act are also eligible for Medicaid. Some of the services that are provided to students with a disability such as speech language therapy, mental health, personal care services and health services can be reimbursed by Medicaid. The Medicaid billing process is complex. ‘The Consortium’ is able to navigate the complex system of billing for Medicaid, thus freeing up local resources to support services for students. This past year, Medicaid reimbursements under the guidance of ‘The Consortium” have generated over 500,000 dollars in revenue that supports community based therapists in each building, a bilingual speech language pathologist and covers co-pay costs for non-Medicaid insured students attending a school based health clinic.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with ‘The Consortium’ for the 2017-2018 school year, not to exceed $22,000, budgeted from the Medicaid grant fund to provide health related services for Adams 14 students.
TOPIC: APPROVAL FOR ALLOCATION OF FUNDS TO INCREASE 2.0 TAP FOR AN ADDITIONAL EARLY CHILDHOOD CLASSROOM AT HANSON ELEMENTARY

The division of Early Childhood Education is asking for an increase of 2.0 TAP (1.0 teacher and 1.0 Preschool Paraprofessional) to add an early childhood classroom to Hanson E.S. for the 17-18 school year. Historically the division of Early Childhood Education has contracted with Adams County Headstart to serve approximately 36 students who qualify for preschool programming under the Colorado Preschool Program (CPP) to attend half day preschool. Starting next year, Headstart will only be providing full day preschool programming. This means there will be half the number of preschool slots available. By adding a classroom at Hanson, Adams 14 School District will be able to serve the students who will not be served by Adams County Headstart in the fall. This past year we have contracted to Headstart for approximately 107,000 dollars. This will be used to fund the new preschool classroom for the 17-18 school year.

Therefore, it is recommended...

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve an increase of 2.0 TAP for an early childhood teacher and an early childhood paraprofessional at Hanson E.S. Salary will be allocated from the current CPP budget that would have been allocated to Headstart.
Superintendent's Recommendation

TOPIC: APPROVAL TO CONTRACT WITH SCENARIO LEARNING TO PROVIDE PROFESSIONAL DEVELOPMENT FOR THE DIVISION OF SPECIAL EDUCATION TEACHERS AND SPECIALIZED SERVICE PROVIDERS FOR THREE YEARS

The division of Special Education is requesting approval to contract with Scenario Learning and their specific product called Exceptional Child to provide professional development for special education teachers, specialized service providers and paraprofessionals for the 17-18, 18-19, and 19-20 school year. This product offers over 40 online modules that cover a variety of topics in the field of special education. This product can help to calibrate special education practices across the district, especially for the special education teachers who were grandfathered under an old law through the CDE to allow teachers to gain their endorsement by only taking a state test and not take any course work in the field of special education. This will also be used for new hires to gain their induction professional development hours.

RECOMMENDATION:

…and that the Board of Education of Adams County School District 14 approve the contract with the Scenario Learning the 2017-18, 2018-19, 2019-20 school years, not to exceed $15,000, budgeted from the Medicaid budget.
TOPIC: APPROVAL TO CONTRACT WITH KIDS FIRST TO PROVIDE THE ADAMS 14 COMMUNITY WITH OUTREACH AND MEDICAID ENROLLMENT FOR THE 17-18 SCHOOL YEAR

Many students who attend Adams 14 school district are eligible for special education services under the Individuals with a Disability Act and the Exceptional Children’s Education Act are also eligible for Medicaid. Many students in General Education are also eligible for Medicaid. The Medicaid enrollment process is complex. 'Kids First' is able provide support for families to navigate the complex system of enrollment for Medicaid. This provides a significant support for Adams 14 as each student who has Medicaid can generate additional income as well as support more students with their health needs through the community based clinics located in the schools.

Therefore, it is recommended…

RECOMMENDATION:

…that the Board of Education of Adams County School District 14 approve the contract with 'Kids First' for outreach and enrollment support for Medicaid for the 2017-2018 school year, not to exceed $25,426, budgeted from the Medicaid grant fund to provide health related services for Adams 14 students.
Superintendent’s Recommendation

TOPIC: APPROVAL OF KIDS FIRST NURSING SERVICES AGREEMENT FOR 2017-2018 SCHOOL YEAR

The Director of Student Services, Robert Frantum-Allen, is seeking approval for a contract with Kids First Health Care to provide 4.7 FTE registered nurses and 1 FTE school nursing assistant during each week in which Adams County School District 14 students attend school as designated in the academic calendar for 2017-2018 school year.

School nurses will address the health needs of all students in District 14 through provision of the following services:

- Identify health concerns and plan services for students with chronic health conditions, acute temporary health needs, and significant & profound medical disorders
- Assess health care needs of students by obtaining and interpreting medical data
- Develop and implement student health plans
- Train, delegate, and supervise performance of special health procedures, including the administration of medication in schools and child care settings
- Prepare health reports for all IEPs
- Research and develop accommodations for health-related 504s
- Provide oversight of School Health Clinics
  - Determine medical protocols
  - Train and monitor School Health Clerks, and immediately report to the Adams District 14 Director of Student Services and Director of Human Resources Officer or designee any incidences of neglect of duty, violations of medical protocols or procedures or Colorado Board of Nursing Rules and Regulations, or any form of workplace misconduct by School Health Clerks or any other Adams 14 staff which could potentially result in endangerment of the health or safety of students.
  - Consult with Health Clerks about health concerns and emergency procedures
- Provide trainings for district staff, including Health Clerks; para professionals, employees of transportation department, instructional staff, Child Find; parent groups; student groups; and others to include the following topics:
  - CPR & AED
  - First Aid
  - Medication Administration
  - Universal Precautions
  - Special Health Care Procedures related to diabetes, seizure disorder, asthma, life-threatening allergies, and others
• Provide triage of traumatic injuries and illnesses
• Research, evaluate, and report suspected cases of child abuse and neglect
• Refer families to medical care
• Determine eligibility for Student Assistance Program funds
• Coordinate care and transition back to school for students after hospitalizations, injuries, and new diagnoses
• Assess and consult regarding communicable diseases
• Provide growth and development training to 5th graders, special needs students, and others as requested
• Provide training on and supervise immunization compliance
• Coordinate, oversee, and assist with student health screenings including vision, hearing, height, and weight. Follow up on select referrals and complex cases
• Ensure that limited English proficient students/parents/guardians are afforded the same standard of care and services, including communications, as English proficient students/parents/guardians (any necessary translation services for Spanish or other languages other than English shall be provided at Adams District 14’s sole expense, following consultation with the respective building Principal)
• Coordinate oral health education programs and services as needed.

The annual cost of this contract is $472,044 which has been budgeted for the 2017-18 fiscal year in the General Fund.

Therefore, it is recommended…

**RECOMMENDATION:**

…that the Board of Education of Adams County School District 14 approves the Kids First Agreement for School Nursing Services for the 2017 - 2018 school year in the amount of $472,044 budgeted out of general fund dollars.
TOPIC: APPROVAL OF CONTRACT WITH DENVER UNIVERSITY FOR HIGH SCHOOL GRADUATIONS

Adams City High School and Lester Arnold High School on behalf of Adams County School District 14, requests approval to pay $18,200.00 for Adams City High School and Lester Arnold High School Graduation Ceremonies that were held at Denver University Ritchie Center on May 20, 2017.

The funds will be paid with allocated general funds in both school budgets for the total cost of the invoice.

RECOMMENDATION:

…that the Board of Education of Adams 14 approve the contract to submit payment for the use of Denver University Ritchie Center for the commencement ceremonies for ACHS and LAHS 2017.
## Board of Education Committee Assignments 2016-2017

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