



**District
Mission:**

**To ignite a
passion for
learning.**

**Board
Priorities:**

Ensure all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career.

Every day, we are college or career ready.

Provide all students with engaging learning opportunities.

Rigor and engagement are everywhere.

Create a space that is safe, inclusive and welcoming for all.

Diversity and culture make us better.

Plan and execute the capital and human capital investments that will make our district better.

We plan for the future.

Lake County School District Board of Education

June 9, 2020 5:00pm Regular Meeting

Location: District Office—328 West 5th St-Room 11 & via Zoom

Regular Meeting

1. 5:00 Call to order
2. 5:01 Pledge of Allegiance
3. 5:02 Roll Call
4. 5:03 Preview Agenda
5. 5:04 Reading/Energize Item-Rod Weston
6. 5:05 Public Participation

Members of the public who wish to address the board on non-agenda items are welcome to do so at this time. Please sign up with board secretary. We ask you to please observe the following guidelines:

- Confine your comments to matters that are germane to the business of the School District.
- Recognize that students often attend or view our meetings. Speaker's remarks, therefore, should be suitable for an audience that includes kindergarten through twelfth grade students.
- Understand that the board cannot discuss specific personnel matters or specific students in a public forum.

7. 5:15 Approve Consent Agenda:
 - a. Regular Meeting Minutes May 12, 2020
 - b. Special Meeting Minutes May 26, 2020
 - c. Personnel Recommendations
8. 5:16 Action Item
 - a. Appointment of School Board Member
9. 5:18 Oath of office/Swearing in new board member
 - a. New Board member to sign confidentiality affidavits
10. 5:20 Action Item
 - a. Election of board seats
11. 5:30 BEST Update-Colleen Kaneda
12. 5:45 National Board Certification Update-Karl Remsen
13. 6:00 Oversight Calendar
 - a. Master Plan Update
 - b. Policy Review SSG-1 (Staff Superintendent Guidelines) through -SSG-9
14. 6:25 Student representative report
15. 6:30 Discussion Item
 - a. Board Retreat
 - b. Administrative Policy Review Project
 - c. Social Justice and Impact on the community
16. 7:10 Superintendent Update
17. 7:20 Board Reports
18. 7:30 Agenda Planning
 - a. Reading/Energize item for next meeting
 - b. Next Meeting or event:
 - i. June 30, 2020 Special Meeting 6:30 pm @ District Office
 - ii. July 8, 2020 Board Retreat 9:00 am @ District Office

A few welcoming notes:

The board's meeting time is dedicated to its strategic mission and top priorities. • The "consent agenda" has items which have either been discussed prior or are highly routine. By not discussing these issues, we are able to spend time on our most important priorities. • "Public participation" is an opportunity to present brief comments or pose questions to the board for consideration or follow-up. Time limits are 3 minutes for individual speakers if fewer than 20 individuals have signed up to speak; 2 minutes' limit and 5 minutes for groups of 20 signed up; and 1 minute for individual and 3 minutes for groups if more than 30 have signed up to speak. Please see Board Policy GP-14 (Governance Process) for the full policy. The boundaries are designed to help keep the strategic meeting focused and in no way limits conversations beyond the board meeting. • Your insights are needed and welcomed and the board encourages you to request a meeting with any board member, should you have something to discuss. • If you are interested in helping the district's achievement effort, please talk with any member of the leadership team or call the district office at 719-486-6800. Opportunities abound. Your participation is highly desired.



19. 7:45 Meeting Debrief
 - a. How did we do on time?
 - b. Did we do our most important work first?
20. Adjournment

Estimated duration of meeting is 2.5 to 3 hours **Updated 6/6/2020

A few welcoming notes:

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SCHOOL BOARD MINUTES

Regular Meeting

May 12, 2020

Pledge of Allegiance –Director Contreras led the pledge of allegiance.

Roll Call of Members - The regular meeting of the Board of Directors for Lake County School District R-1 was called to order on May 12, 2020 at 5:00 p.m. and was held at the District Office. Directors Contreras, Fiedler, Frykholm, Solomon and Weston and Superintendent Wyman were present. Student representative Michaela Main and Michaela Sanchez were present.

Preview Agenda- Director Solomon moved to move the Head Start Cost of Living Allowance and Quality Improvement Supplemental Application to be Action Item D. Director seconded the motion;

	Contreras	Fiedler	Frykholm	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					

Motion carried 5-0.

Reading or Energize item- Eudelia Contreras provided a reading.

Public Participation- Roxie Aldaz spoke to the board in regards to the LCSD & LCEA negotiations that are starting this week.

Approval of consent agenda items- It was moved by Director Solomon to approve consent agenda, items a-d. Director Fiedler seconded the motion;

	Contreras	Fiedler	Frykholm	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					

motion carried 5-0.

BEST Update- Colleen Kaneda gave an update on where the BEST project.

BEST Project Naming process- Wendy Wyman

Action Items- It was moved by Director Frykholm to approve the Earth Services & Abatement, LLC Contract. Director Solomon seconded the motion;

	Contreras	Fiedler	Frykholm	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					

motion carried 5-0.

It was moved by Director Solomon to approve Resolution NO. 20-19 DOOR School Code and Name Change. Director Frykholm seconded the motion;

	Contreras	Fiedler	Frykholm	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					

motion carried 5-0.

It was moved by Director Solomon to approve Resolution NO. 20-18 Resignation and Declaration of a Vacancy. Director Fiedler seconded the motion;

	Contreras	Fiedler	Frykholm	Solomon	Weston
Aye	X	X		X	X
Nay					
Absent					
Abstain			X		

motion carried 4-0-0-1.

It was moved by Director Solomon to approve The Head Start Cost of Living Allowance and Quality Improvement Supplemental Application and Program Option Policy.

Director Frykholm seconded the motion; Mary Jelf and Holly DeBell presented to the board and walked them through the application.

	Contreras	Fiedler	Frykholm	Solomon	Weston
Aye	X	X	X	X	X
Nay					
Absent					

motion carried 5-0.

Student Representative Reports- Student representatives Sanchez spoke of planning for the end of the year and now things have changed. She spoke of Student Summit now having more social media outlets and how they are using them with school being closed. Michaela spoke of graduation and plans they have been working on.

There was a celebration and cake for Michaela Sanchez for her last meeting with the board. The board gave her parting words of wisdom.

Draft Budget Discussion- Paul Anderson and Wendy Wyman spoke on the budget and where the state is with giving the budgets.

Superintendent Update- Superintendent Wyman gave an update.

Board Reports- Director Frykholm spoke of the BOCES hiring Wendy Wyman as the new director. Director Solomon spoke of attending Policy Council via zoom. Director Weston spoke of the URA.

Agenda planning-

Meeting was debriefed and it was moved by Director Solomon to adjourn the meeting.

Director Fiedler seconded the motion; motion carried.

Meeting adjourned at 8:42 pm.

ATTEST:

Ellie Solomon, Secretary

Eudelia Contreras, President

SCHOOL BOARD MINUTES

Special Meeting

May 26, 2020

Pledge of Allegiance –Director Contreras led the pledge of allegiance.

Roll Call of Members - The special meeting of the Board of Directors for Lake County School District R-1 was called to order on May 26, 2020 at 5:00 p.m. and was held at the District Office. Directors Contreras, Fiedler, Frykholm, Solomon (via Zoom) and Weston (via Zoom) and Superintendent Wyman were present. Student representative Michaela Main was present (via Zoom).

The board celebrated and thanked Amy Frykholm for her time on the school board.

Early Childhood Literacy- Kathleen Fitzsimmons and Allison Reigel presented on Early Childhood Literacy and what they are currently doing at West Park.

Oversight Calendar- Noreen Flores, HR Manager, gave an update to the board.

Potential Board Member interviews- The board interviewed Kate Bartlett, Jenny Delcher, Crystal Flores and Melissa Kirr for the open seat. They debriefed the candidates and were thankful to have four such qualified candidates. The board will move forward to appoint Crystal Flores as their new board member.

Action Items- It was moved by Director Solomon to approve Resolution NO. 20-21

Increase in Fund 22 Coronavirus Relief Funds. Director Fiedler seconded the motion;

	Contreras	Fiedler	Solomon	Weston
Aye	X	X	X	X
Nay				
Absent				

motion carried 4-0.

It was moved by Director Solomon to approve Resolution NO. 20-22 Excel Easement.

Director Weston seconded the motion;

	Contreras	Fiedler	Solomon	Weston
Aye	X	X	X	X
Nay				
Absent				

motion carried 4-0.

It was moved by Director Weston to approve moving forward with the BEST

Project/School Naming Process. Director Fiedler seconded the motion;

	Contreras	Fiedler	Solomon	Weston
Aye	X	X	X	X
Nay				
Absent				

motion carried 4-0.

Discussion Item- Paul Anderson presented the draft budget to the board.

Agenda planning- Zoom meetings for the board were discussed and the board looked at dates in July for the board retreat.

Meeting was debriefed and it was moved by Director to adjourn the meeting. Director seconded the motion; motion carried.

Meeting adjourned at 8:46 pm.

ATTEST:

Ellie Solomon, Secretary

Eudelia Contreras, President

Lake County School District R-1
Employee Status Report
June 9, 2020

6/3/2020

Certified Staff

Recommended for Hire

Name	<u>Assignment</u>	<u>Degree</u>	<u>License- Endorsement</u>	<u>Experience</u>
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Transfers

<u>Name</u>	<u>Current Assignment</u>	<u>Transfer Assignment</u>	Location	<u>Effective</u>
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Resignations/Terminations

Eudelia Contreras, President

Ellie Solomon, Secretary

Lake County School District R-1
Employee Status Report
June 9, 2020

6/3/2020

Support Staff/Classified

Recommended for Hire

<u>Name</u>	<u>Current Assignment</u>	<u>Transfers</u>	<u>Transfer Assignment</u>	<u>Effective</u>
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Resignations/Terminations

Miles, Lindsay	Special Education Paraprofessional		LCHS	End of 2019-2020
Romero Loya, Laura	Bilingual Special Education Paraprofessional		LCIS	End of 2019-2020

Eudelia Contreras, President

Ellie Solomon, Secretary

Lake County School District R-1
Employee Status Report
June 9, 2020

6/3/2020

Certified/Staff

School Psychologist

2020-2021 Year

Classified/Support Staff

School Social Worker (Anticipated)
Special Education Paraprofessional
Bilingual Special Education Paraprofessional
Substitute Teachers
Pre-K Substitute Teachers

West Park
LCHS
LIHS
District
The Center

Coaches/Athletics

MS Head Volleyball
MS Asst. Volleyball
MS Head Boys Soccer
MS Asst. Boys Basketball
MS Head Girls Basketball
MS Asst. Track & Field

OATH OF OFFICE
School Board Director

On this 9th day of June, 2020, I, Crystal Flores, having been duly appointed as a director of the Board of Education, Lake County School District, Colorado, do solemnly swear that I will faithfully perform the duties of the office of school director as required by law and will support the Constitution of the United States, the constitution of the State of Colorado, and the laws made pursuant thereto.

Crystal Flores

The foregoing oath was administered by me, an officer authorized to administer oaths, this 9th day of June, 2020.

Tara Espinoza

Notary Public

Title

345 Mt. Princeton Dr., Leadville, CO 80461

Address

My Commission Expires: Jan. 28, 2021

STATE OF COLORADO
COUNTY OF LAKE

AFFIDAVIT

I, Crystal Flores, being first duly sworn, do state and affirm the following:

1. I am a member of the Board of Education of Lake County School District.
2. I am aware of and will comply with the confidentiality requirements and restrictions applicable to executive sessions of the Board, as described in C.R.S. § 24-6-402.
3. I will comply with these confidentiality requirements regardless of whether I participate in executive session in person or electronically in accordance with board policy adopted pursuant to C.R.S. § 22-32-108 (7).

By: _____
(Name)

Subscribed and sworn to before me this 9th day of June, 2020, by Crystal Flores. Witness my hand and official seal.

By: _____
Notary Public

My commission expires: January 28, 2021.

(Seal)

West Park Elementary Project Progress Update #7 June 9th, 2020

Overall Schedule

- Design: Fall 2019 – Summer 2020
- Construction: Summer 2020 – Fall/Winter 2021

Overall Budget

Total Budget	Amount Committed	Spent to Date	Est. Local Expenditures
\$34,676,114	\$17,976,260	\$1,301,752	\$2,485

Team

- Owners Rep – Dynamic Program Management (DPM)
- Architect – Hord Coplan Macht (HCM)
- Construction Contractor – FCI Constructors
- Commissioning Agent – PCD Engineering
- Environmental Consultant – Weecycle Environmental
- Abatement Contractor - Earth Services & Abatement
- Construction Material & 3rd Party Testing – Ground Engineering
- Traffic Consultant – McDowell Engineering

Recently Completed

- **Design**
 - o 5/21/2020 – 100% Construction Documents Release
 - o Permit application submission
- **Budget**
 - o 6/2/2020- Execution of FCI's Second Contract Amendment
 - o 6/8/2020 - CC-06 #7 submitted for payment
- **Construction**
 - o FCI cleared and grubbed site
 - o FCI set up temp power

In Progress

- **Design**
 - o Building and Foundation Permit Review
 - o Coordination with utility providers and local AHJs

- **Budget**
 - o FCI preparing full GMP

- **Construction**
 - o Workers following County and State COVID-19 Requirements to maintain a safe site
 - o FCI working on site grading
 - o FCI excavating for foundations
 - o FCI coordinating utility install
 - o Site concrete contractor mobilization
 - o Fire hydrant install
 - o Refill station relocation

Upcoming

- **Procurement**
 - o FF&E – facilitated by HCM
 - o Technology – facilitated by LCSD & DPM
 - o Moving Company – facilitated by DPM (for summer 2021)

- **Design**
 - o Foundation and Building Permit Release

- **Abatement**
 - o Abatement to occur summer 2021

PHOTOS



6/2/2020 – Site Photo (Photo Credit: Bunny Taylor)



5/12/20 – Site Photo



5/12/20 – “Groundbreaking”

Lake County School District

National Board Certified Teacher Cohort Proposal

What is the Goal?

Encourage a group of teachers from the Lake County School District to pursue National Board Certification. Candidates commit to a two-year, personalized professional learning journey led by two Nationally Board Certified Teacher facilitators from Lake County (Karl Remsen and Heather Moutoux).

What is National Board Certification?

[National Board Certification](#) was designed to develop, retain, and recognize accomplished teachers and generate ongoing school-wide improvement across our nation. It is the most respected professional certification available in K-12 education.

Why Certify?

Students learn more. A [decade of research](#) shows that students of board-certified teachers learn more than their peers without board-certified teachers and outcomes are even greater for minority and low-income students.

Teachers improve their practice. Board certification allows teachers to hone their practice, showcase their talent in the classroom, and demonstrate their dedication to their students and their profession.

Schools improve. Schools with national board certified staff members have better morale, improved retention, and increased community involvement.

What's in it for teachers?

Network: Join **more than 1,000 accomplished Colorado board certified educators** working to improve outcomes for students across our state and the **more than 91,000 educators nationwide** who are recognized as experts in their field.

Boost your career: NBCT's are often sought out for **leadership positions** in their schools, districts and states, impacting education within and beyond their own classroom.

Financial benefits:

1. NBCT's earn a \$3000 per year stipend from Lake County School District
2. NBCT's have historically earned a [state-level stipend](#) for every year of active certification
3. NBCT's are eligible for the [Master Teacher Certificate](#) (extending the professional five-year license to seven years).
4. Candidates may be able to apply for and receive [a stipend through the Colorado Center for Rural Education](#) to cover the cost of certification.

Who is Eligible to become a National Board Certified Teacher?

Any teacher who has at least three years of teaching experience (at any school), has held a valid license during that time, and has a bachelor's degree.

Proposed Meetings and Timeline

This timeline is subject to change.

Meetings will take place **on Friday afternoons** (except for the first meeting, which will be all day).

The cohort will launch with a "Jump Start" August 21, 2020 and transition to monthly virtual or in person support sessions. Candidates will complete components 2 and 4 in their first year (2020-21) and components 1 and 3 in their second year (2021-22).

August 21, 2020 (All Day)	Jump Start - Introduction to National Board, Core Propositions, Standards, Component 2 and Component 4
September 25, 2020	Component 2 Planning and Questions
October, 2020	Component 2 Check In (1-on-1)
November 13, 2020	Component 2 Editing and Review
January 15, 2021	Component 4 Focus and Plan
February 12, 2021	Work time on Component 2 and/or Component 4
March, 2021	Component 4 Check In (1-on-1)
April 16, 2021	Component 4 Editing and Review
May 7, 2021	Optional meeting to provide support to candidates in uploading material if necessary

I am interested. What should I do?

[Fill out this interest form.](#)

[Peruse the standards.](#)

[Ponder which certificate area is the best fit for you.](#)

Reach out to Karl with any questions: kremesen@lakecountyschools.net.

**Lake County School District
National Board Certified Teacher Cohort Proposal
Budget**

Current # of Interested Teachers

We have 13 teachers who are interested at the moment (June 1, 2020)

Paid by each candidate

Cost of Certification to Candidates for 2 years: \$2050 = \$75 for registration fee for each year \$475 per component x 4 components

Paid by Lake County School District

General

Supplies: No extra school supplies needed

Space: Use of existing school classrooms

Travel: No travel required

Time off: No time off required. Meetings take place on Friday afternoons on days without professional development or class.

Training of Facilitators: No cost. Facilitators take free Canvas course offered by National Board

Year 1 2020 - 2021

2 facilitators at \$1000 stipend per facilitator for the year (From Professional Development Line Item in the Budget)

Cost to District = 2 x (\$1000 + 1.45% Medicare Tax + 20.9% PERA Match) = \$2576

Year 2 2021 - 2022

2 facilitators at \$1000 stipend per facilitator for the year (From Professional Development Line Item in the Budget)

Cost to District = 2 x (\$1000 + 1.45% Medicare Tax + 20.9% PERA Match) = \$2576

Year 3 2022 - 2023

2 facilitators at \$1000 stipend per facilitator for the year (From Professional Development Line Item in the Budget)

Cost to District = 2 x (\$1000 + 1.45% Medicare Tax + 20.9% PERA Match) = \$2576



Master Plan Update

In February 2019, the Lake County School District Master Plan was completed. A process was conducted to take into consideration the input from stake holders including district staff, community members and parents. The Master Planning Committee identified that a Pre-K through 2nd grade elementary building was the top priority of the school district.

The master plan findings influenced the school district to submit an application for a B.E.S.T. grant which would provide funding assistance. In May of 2019, it was announced that Lake County was selected as one of the recipients for funding.

In November, voters supported the school district by approving a bond measure. This bond was the necessary 40% match for the Lake County School District to receive the remaining 60% a funding through a B.E.S.T. grant.

Throughout the FY20 school year, a design advisory group (DAG) convened regularly to assist the architect and general contractor firms to create a Pre K – 2nd grade building that meets the needs of Lake County. The group consisted of members from a BOE representative, district admin, preschool and elementary staff, community members and parents.

The general contractor began to mobilize in early May, with site excavation well underway at this time. Concrete for the foundation is expected to begin pouring by mid-June. As well, the acquisition of the adjacent 2.9 acre parcel of property to the West of the school site was completed on May 11th.

The complete Lake County School District Master Plan – February 2019 can be found at www.lakecountyschools.net under the “Facilities” tab.

Policy Type: Staff/Superintendent Guidelines

Global Staff and Superintendent Guideline

The Superintendent shall not cause or allow any practice, activity, decision or organizational circumstance which is unlawful, unethical, unsafe or imprudent.

Policy Type: Staff/Superintendent Guidelines

Treatment of Students, Parents and Community

With respect to staff interactions with students, parents and the community, the Superintendent shall not cause or allow conditions, procedures, actions or decisions that are or have the potential of being disrespectful or disruptive.

Accordingly, the Superintendent shall:

1. Use methods of collecting, reviewing, transmitting and storing information that reasonably protect confidential information.
2. Provide for effective handling of grievances and complaints.
3. Adequately inform students, parents and the community of district policies, procedures and school choices within the district.
4. Respond meaningfully and in a timely manner to concerns raised by students, parents and community members and report, in a timely manner, on any serious or repeated concerns and responses to the Board.

Policy Type: Staff/Superintendent Guidelines

Staff Treatment

The Superintendent shall not cause or allow disruptive, inconsistent or unfair treatment of paid or volunteer staff.

Accordingly, the Superintendent shall:

1. Make all inquiries required by law prior to hiring any personnel.
2. Recommend candidates to the Board for staff positions.
3. Operate with written personnel policies which:
 - a. Clarify personnel rules and procedures for staff.
 - b. Provide for effective handling of grievances.
 - c. Protect against wrongful conditions.
 - d. Include adequate job descriptions for all district positions.
 - e. Include adequate salary and compensation plans.
 - f. Include a personnel performance evaluation system.
4. Not prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated.
5. Not discriminate against any staff member for alleging a violation of Board policy, law, or civil rights.
6. Protect confidential information.
7. Honor the terms of negotiated agreements with staff, recognizing that the evidence related to resolution of a staff grievance is not necessarily evidence of failure to honor the terms of such an agreement.
8. Provide staff with an opportunity to become familiar with their rights under this policy.

[Adopted January 2016]
LAKE COUNTY SCHOOL DISTRICT R-1, LEADVILLE, COLORADO

Policy Type: Staff/Superintendent Guidelines

Staff Compensation

The Superintendent shall not cause or allow jeopardy to the fiscal integrity or public image of the district with respect to employment compensation and benefits for employees.

Accordingly, the Superintendent shall:

1. Not change his or her own compensation and benefits.
2. Not promise or imply permanent or guaranteed employment.
3. Not create obligations over a longer term than revenues can be safely projected, in no event longer than one year.
4. Develop and implement salary schedules and pay plans for licensed/ certificated personnel that:
 - a. Compensate the district's regular teaching personnel commensurate with at least the teacher's education and prior experience.
 - b. Condition salary increments upon evidence of the continued professional growth of the teacher.
 - c. Recognize that, within the framework of state statutes, employees who do not comply with the requirements of the district and state may not be granted salary increases or they may not be retained on the staff.
5. Develop and implement compensation plans to attract and maintain top quality staff.
6. Develop and implement salary schedules and/or pay plans for classified personnel.
7. Develop and implement salary schedules and/or pay plans for administrative personnel.
8. Provide incentives for high performance.

Policy Type: Staff/Superintendent Guidelines

Emergency Superintendent Succession

In order to protect the district in the event of sudden loss of Superintendent services, the Superintendent shall assure that no fewer than one other executive staff member is familiar with Board and Superintendent issues and processes and is capable of assuming Superintendent responsibilities on an interim basis, should the unexpected need arise.

Policy Type: Staff/Superintendent Guidelines

Budgeting

Financial planning for any fiscal year shall not deviate materially from the Board’s *District Priorities* policies, risk fiscal jeopardy or fail to be derived from a multi-year plan.

Accordingly, the Superintendent will present to the Board a recommended budget which:

1. Is in a summary format understandable by a lay person.
2. Itemizes district expenditures by fund and by student.
3. Adequately describes expenditures.
4. Shows the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year including personnel allocation and a projection of expenses, projected capital expenditures and financing proposals.
5. Complies with spending limitations in the state constitution.
6. Considers the recommendations made by each school-level accountability committee relative to priorities for expenditures of district funds.
7. Contains information which enables credible projection of revenue and expenses.
8. Discloses budget planning assumptions.
9. Does not provide for the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period unless otherwise approved by the Board.
10. Does not reduce, without approval of the Board, the current cash reserves at any time to less than the minimum amount required by the spending limitations set forth in the state constitution.
11. Provides adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audit, Board and committee meetings, Board memberships and district legal fees.
12. Takes into consideration fiscal soundness in future years and provides for the building of organizational capabilities sufficient to achieve *District Priorities* in future years.
13. Reflects anticipated changes in employee compensation including inflationary adjustments, step increases, performance increases and benefits.

Policy Type: Staff/Superintendent Guidelines

Financial Administration

The Superintendent shall not cause or allow any fiscal condition that is inconsistent with achieving the Board's *District Priorities* policies, disregards the Board's ultimate authority to determine financial matters of the district, places the long-term financial health of the district in jeopardy or causes a material deviation in spending from the annual budget or budget policy adopted by the Board with respect to the actual, ongoing condition of the district's financial health.

Accordingly, the Superintendent shall:

1. Not expend more funds than have been received in the fiscal year to date unless authorized by the Board through use of reserves or unless revenues are made available through other legal means.
2. Not expend funds beyond amounts set forth in the budget without the Board's approval.
3. Settle payroll and debts in a timely manner.
4. Not allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.
5. Arrange for the annual audit of all district funds and accounts following the close of the fiscal year in accordance with state law.
6. Aggressively pursue receivables after a reasonable grace period.
7. Keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting.
8. Seek all federal and state funds to which the district is or may be entitled.
9. Seek any loan only with approval of the Board.

Policy Type: Staff/Superintendent Guidelines

Asset Protection

The Superintendent shall ensure assets are protected, adequately maintained, appropriately used and not unnecessarily risked.

Accordingly, the Superintendent shall:

1. Obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff or the district itself in an amount that is reasonable for school districts of like size.
2. Not allow unbonded or uninsured personnel access to funds in excess of \$50.
3. Ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance.
4. Limit exposure of the district, its Board and staff to legal liability.
5. Request approval of the Board for any single, non-budgeted purchase or expenditure of greater than \$5,000.
6. Not make any purchase:
 - a. Wherein normally prudent protection has been given against conflict of interest.
 - b. Without having obtained comparative prices based on similar quality.
 - c. Without considering a balance between long-term quality and cost.
 - d. Without reasonable consideration of local vendors.
7. Use a competitive bidding procedure for all contracted services, except professional services, and purchases of supplies, materials and equipment in the amount of \$10,000 or more.
8. Protect intellectual property, information and files from loss or significant damage.
9. Not receive, process or disburse funds under controls which are insufficient under generally accepted accounting procedures.
10. Not acquire, encumber or dispose of real property.

11. Protect the district's public image and credibility, and ensure district's ability to accomplish its mission.
12. Not allow the district to enter into a contract in which an employee of the district has an interest unless one or more of the following apply:
 - a. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures that have previously been set forth in district administrative policies.
 - b. The merchandise is sold to the highest bidder at a public auction.
 - c. The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money.
 - d. If, because of geographic restrictions, the district could not otherwise reasonably afford the contract because the additional cost to the district would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.
 - e. If the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the secretary of state and to the Board.

Policy Type: Staff/Superintendent Guidelines

Communication and Counsel to the Board

The Superintendent shall give the Board as much information as necessary to allow Board members to be adequately informed and supported in their work.

Accordingly, the Superintendent shall:

1. Submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
2. Submit to the Board monitoring data required by the State Board of Education regarding accreditation and accountability.
3. Advise the Board in a timely manner of relevant trends, facts and information, including personnel trends.
4. Advise the Board of significant transfers of moneys within funds or other changes substantially affecting the district's financial condition.
5. Advise the Board of changes in assumptions upon which budgets or Board policy have been established.
6. Provide for the Board as many staff and external points of view and opinions as needed for fully informed Board choices.
7. Advise the Board of anticipated significant media coverage.
8. Advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies.
9. Not present information in unnecessarily complex or lengthy form.
10. Provide a mechanism for official Board, officer or committee communications.
11. Work with the Board as a whole on Board policy issues except when:
 - a. Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources or are not disruptive.
 - b. Working with officers or committees duly charged by the Board.

- c. Communicating with the Board president.
12. Report in a timely manner any actual or anticipated noncompliance with any Board *District Priorities* or *Staff/Superintendent Guidelines* policies.
 13. Supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with the minimum amount of supporting data necessary to keep the Board informed.

June 9, 2020

Lake County Board of Education

Administrative Policy Review Project

Over the past year, Wendy, Paul and Bunny have worked with the CASB policy team to review each and every administrative policy. We are happy to announce that we are almost finished and will be bringing them to you all at the June 30th meeting for your approval.

We have spent many hours reviewing policies; going to the staff who these policies most impact to make sure that we are really doing the best for our students and staff; checking with legal and other experts about best practices and have laughed lots at Wendy's love for policies. Paul and Bunny are getting there!

We have turned in all our changes/updates and are currently waiting for the final versions to be returned to us from CASB. Once received, Bunny will be sending those with more information for to you to have a chance to look over before the June 30th meeting.