



**District
Mission:**

LCSD Challenges students to reach their fullest potential through personal, engaged and rigorous learning in the classroom and beyond.

**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 17, 2024 6:30 pm Regular Meeting
Location: District Office-Room 11 & via Zoom**

1. 6:30 Call to order
2. 6:31 Pledge of Allegiance
3. 6:32 Roll Call
4. 6:33 Preview Agenda
5. 6:34 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.

6. 6:40 Consent Agenda
 - a. May 10, 2024 Special Meeting Minutes
 - b. May 11, 2024 Special Meeting Minutes
 - c. May 13, 2024 Regular Meeting Minutes
 - d. May 28, 2024 Special Meeting Minutes
 - e. Employee Status
 - f. Board Member time sheets
 - g. Resolution NO. 24-20 Revised- Changed from General Fund to Grants Fund
 - h. Graduation Official lists from CCHS and LCHS (ACSENT program included)
 - i. Head Start-Equipment and Real Property Disposition Policy
 - j. Resolution NO. 24-27 Increase in Fund 43
7. 6:41 Discussion item
 - a. Early Head Start Full Enrollment Initiative
 - b. District Accountability Update
8. 7:15 Action Items
 - a. LCSD & LCEA Master Contract MOU for 2024-2025
 - b. LCSD & AFSCME agreement for 2024-2025
 - c. ESEA General Assurances Form 2024-2025
9. 7:35 Break
10. 7:45 Discussion Item
 - a. TABOR Reserve
 - b. Potential Land Sales
 - c. FY24 Budget update and FY24 Beginning Fund Balance Resolution
 - d. Resolution NO. 24-26 Define the Scope of the Use of Beginning Fund Balance
11. 8:30 Action Item
 - a. Resolution NO. 24-26 Define the Scope of the Use of Beginning Fund Balance
 - b. Resolution NO. 24-28 Revised Beginning Fund Balance FY24

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.



12. 8:50 Oversight calendar
 - a. End of year celebrations
 - b. Policy Review SSG-1 to SSG-9
13. 9:15 Board reports
 - a. Resignation
14. 9:20 Superintendent update
15. 9:30 Agenda Planning
16. Informational items
 - a. Head Start Reports
17. Adjourn
18. Upcoming meeting or event:
 - a. June 24, 2024 Special Meeting @ 6:30 pm @ District Office/Zoom

Estimated duration of meeting is 2.5 to 3 hours **Updated 6/14/2024

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Mision del Distrito:

LCSD desafía a los estudiantes a alcanzar su máximo potencial a través del aprendizaje personal, comprometido y riguroso en el aula y más allá.

Prioridades de la junta:

Asegúrese de que todos los estudiantes se mantengan en o por encima del nivel de grado cada año y se gradúen preparados para implementar con éxito un plan para la universidad o una carrera.

Todos los días estamos preparados para la universidad o una carrera.

Brindar a todos los estudiantes oportunidades de aprendizaje interesantes.

El rigor y el compromiso están en todas partes.

Crea un espacio seguro, inclusivo y acogedor para todos.

La diversidad y la cultura nos hacen mejores.

Planificar y ejecutar las inversiones de capital y capital humano que mejorarán nuestro distrito.

Planeamos para el futuro.

Junta de Educación del Distrito Escolar del Condado de Lake
17 de junio de 2024 6:30 pm Reunión ordinaria
Ubicación: Oficina del distrito y via Zoom

1. 6:30 Llamada al orden
2. 6:31 Juramento a la bandera
3. 6:32 Pasar lista
4. 6:33 Vista previa de la agenda
5. 6:34 Participación pública

Los miembros del público que deseen dirigirse a la junta sobre temas que no estén en la agenda pueden hacerlo en este momento. Regístrese con el secretario de la junta. Le pedimos que observe las siguientes pautas:

- Limite sus comentarios a asuntos relacionados con los negocios del Distrito Escolar.
- Reconozca que los estudiantes a menudo asisten o ven nuestras reuniones. Por lo tanto, los comentarios del orador deben ser adecuados para una audiencia que incluya a estudiantes de jardín de infantes a duodécimo grado.
- Entender que la junta no puede discutir asuntos específicos de personal o estudiantes específicos en un foro público.

6. 6:40 Agenda de consentimiento
 - a. Acta de la reunión especial del 10 de mayo de 2024
 - b. Acta de la reunión especial del 11 de mayo de 2024
 - c. Acta de la reunión ordinaria del 13 de mayo de 2024
 - d. Acta de la reunión especial del 28 de mayo de 2024
 - e. Estado del Empleado
 - f. Hojas de tiempo de los miembros de la junta directiva
 - g. Resolución NO. 24-20 Revisado - Cambiado de Fondo General a Fondo de Subvenciones
 - h. Listas oficiales de graduación de CCHS y LCHS (programa ACSSENT incluido)
 - i. Política de disposición de bienes inmuebles y equipos de Head Start
 - j. Resolución NO. 24-27 Aumento del Fondo 43
7. 6:41 Tema de discusión
 - a. Iniciativa de inscripción completa de Early Head Start
 - b. Actualización de responsabilidad distrital
8. 7:15 Elementos de acción
 - a. MOU del contrato maestro LCSD y LCEA para 2024-2025
 - b. Acuerdo LCSD y AFSCME para 2024-2025
 - c. Formulario de Garantías Generales de ESEA 2024-2025
9. 7:35 descanso
10. 7:45 Tema de discusión
 - a. Reserva TABOR
 - b. Ventas potenciales de terrenos
 - c. Actualización del presupuesto del año fiscal 24 y resolución del saldo de fondos inicial del año fiscal 24
 - d. Resolución NO. 24-26 Definir el alcance del uso del saldo inicial del fondo
11. 8:30 Elemento de acción
 - a. Resolución NO. 24-26 Definir el alcance del uso del saldo inicial del fondo
 - b. Resolución NO. 24-28 Saldo de fondos inicial revisado FY24

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12. 8:50 Calendario de supervisión
 - a. Celebraciones de fin de año
 - b. Revisión de políticas SSG-1 a SSG-9
13. 9:15 Informes de la junta
 - a. resignación
14. 9:20 Actualización del superintendente
15. 9:30 Planificación de la agenda
16. Artículos informativos
 - a. Informes de Head Start
17. Aplazar
18. Próxima reunión o evento:
 - a. Reunión especial del 24 de junio de 2024 a las 6:30 p. m. en la oficina del distrito/Zoom

La duración estimada de la reunión es de 2,5 a 3 horas ** Actualizado 6/14/2024

Algunas notas de bienvenida:

El tiempo de reunión de la junta se dedica a su misión estratégica y sus principales prioridades. • La "agenda de consentimiento" tiene elementos que han sido discutidos previamente o son muy rutinarios. Al no discutir estos temas, podemos dedicar tiempo a nuestras prioridades más importantes. • La "participación pública" es una oportunidad para presentar breves comentarios o plantear preguntas a la junta para su consideración o seguimiento. Los límites de tiempo son 3 minutos para oradores individuales si menos de 20 personas se han inscrito para hablar; Límite de 2 minutos y 5 minutos para grupos de 20 inscritos; y 1 minuto para individuales y 3 minutos para grupos si más de 30 se han inscrito para hablar. Consulte la Política de la Junta GP-14 (Proceso de gobernanza) para conocer la política completa). Los límites están diseñados para ayudar a mantener la reunión estratégica enfocada y de ninguna manera limita las conversaciones más allá de la reunión de la junta. • Sus ideas son necesarias y bienvenidas y la junta le anima a solicitar una reunión con cualquier miembro de la junta, en caso de que tenga algo que discutir. • Si está interesado en ayudar en el esfuerzo de rendimiento del distrito, hable con cualquier miembro del equipo de liderazgo o llame a la oficina del distrito al 719-486-6800. Abundan las oportunidades. Su participación es muy deseada d.

A few welcoming notes:

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SCHOOL BOARD MINUTES

Special Meeting

May 10, 2024

Meeting called to order –Director Baker called the meeting to order.

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 10, 2024, at 9:00 am and was held at the Lake County High School and via Zoom. Directors Baker, Cooper, Federico, Fiedler, and Lozano were present.

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

Christy Sinner led the board on the superintendent interview process.

The board interviewed Kate Bartlett.

The board took a break for lunch.

The board interviewed Troy Damman.

The board heard feedback from the stake holder groups.

The board heard feedback from the admin team.

Director Baker as the board president stated that having conducted and completed interviews with each of the finalists in a forum open to the public, the Board will convene in executive session to meet with and instruct its representatives in order to prioritize, for purposes of negotiation, one or more finalists and to initiate contract negotiations concerning the terms of an employment contract with one or more finalists for the

position of superintendent, pursuant to C.R.S. 24-6-402(4)(i)(I) and C.R.S. 24-6-402(4)(i)(III). Director Cooper made the motion and Director Federico seconded the motion.

The board invited into executive session the following people Christy Sinner.

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X	X	X	X
Nay					
Absent					
Abstain					

motion carried 5-0-0-0.

Executive session began at 3:31 pm. In attendance: John Baker, Grayson Cooper, Felicia Federico, Jeff Fiedler, Miriam Lozano and Christy Sinner. Topics of discussion in executive session included: having conducted and completed interviews with each of the finalists in a forum open to the public, the Board will convene in executive session to meet with and instruct its representatives in order to prioritize, for purposes of negotiation, one or more finalists and to initiate contract negotiations concerning the terms of an employment contract with one or more finalists for the position of superintendent, pursuant to C.R.S. 24-6-402(4)(i)(I) and C.R.S. 24-6-402(4)(i)(III).

Executive session lasted for 38 minutes and ended at 4:09 pm.

The special meeting resumed at 4:10 pm.

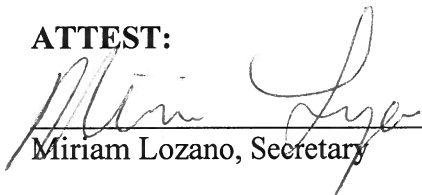
A break was taken until the Town Hall.

Town Hall began at 6:30 pm and candidates answered questions.

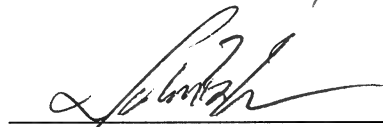
It was moved by Director Federico to adjourn the meeting. Director Cooper seconded the motion; motion carried.

Meeting adjourned at 7:35 pm.

ATTEST:



Miriam Lozano, Secretary



John Baker, President

SCHOOL BOARD MINUTES

Special Meeting

May 11, 2024

Meeting called to order –Director Baker called the meeting to order.

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 11, 2024, at 9:03 am and was held at the District Office and via Zoom. Directors Baker, Cooper, Federico, Fiedler, and Lozano were present.

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

Director Baker as the board president stated that having conducted and completed interviews with each of the finalists in a forum open to the public, the Board will convene in executive session to meet with and instruct its representatives in order to prioritize, for purposes of negotiation, one or more finalists and to initiate contract negotiations concerning the terms of an employment contract with one or more finalists for the position of superintendent, pursuant to C.R.S. 24-6-402(4)(i)(I) and C.R.S. 24-6-402(4)(i)(III). Director Cooper made the motion and Director Federico seconded the motion.

The board invited into executive session the following people Christy Sinner.

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X	X	X	X

Nay					
Absent					
Abstain					

motion carried 5-0-0-0.

Executive session began at 9:05 am. In attendance: John Baker, Grayson Cooper, Felicia Federico, Jeff Fiedler, Miriam Lozano and Christy Sinner. Topics of discussion in executive session included: having conducted and completed interviews with each of the finalists in a forum open to the public, the Board will convene in executive session to meet with and instruct its representatives in order to prioritize, for purposes of negotiation, one or more finalists and to initiate contract negotiations concerning the terms of an employment contract with one or more finalists for the position of superintendent, pursuant to C.R.S. 24-6-402(4)(i)(I) and C.R.S. 24-6-402(4)(i)(III).

Executive session lasted for 2 hours and 5 minutes and ended at 12:10 pm.

A short break was taken and the meeting resumed at 12:20 pm.

Discussion Item- The board discussed the superintendent search process. There were 18 candidates who had applied. The board had selected three to bring forward to in person interviews and one withdrew. Two candidates interviewed and participated in the stakeholder meetings, board interviews and the Town Hall. The board went into executive session to review feedback from stakeholder groups and have discussed at length the

candidates but made no decision in executive session. The board thanked everyone for their time and contributions to the search.

Action item- It was moved by Director Cooper to name Kate Bartlett as the next superintendent of schools. Director Lozano seconded the motion;

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X	X	X	X
Nay					
Absent					
Abstain					

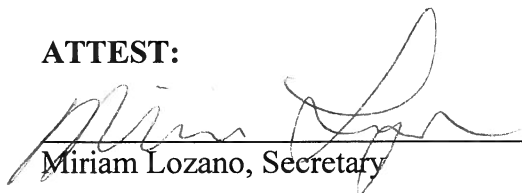
motion carried 5-0-0-0.

Upcoming meetings were discussed.


It was moved by Director Federico to adjourn the meeting. Director Cooper seconded the motion; motion carried.

Meeting adjourned at 12:27 pm.

ATTEST:



Miriam Lozano, Secretary



John Baker, President

SCHOOL BOARD MINUTES

Regular Meeting

May 13, 2024

Meeting called to order –Director Baker called the meeting to order.

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 13, 2024, at 5:30 p.m. and was held at the Lake County District Office and via Zoom. Directors Baker, Cooper, Fiedler, Lozano and Superintendent Massey were present. Director Federico was absent and excused.

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

Preview of agenda- Director Baker shared that an action item regarding the investigation and compliance officer recommended action needs to be added to the agenda after item 13, resuming the regular meeting after executive session. Director Cooper made the motion and Director Fiedler seconded the motion.

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

Public Participation- The following people spoke in public participation: There was no public participation.

Approval of consent agenda items- It was moved by Director Lozano to approve the consent agenda. Director Cooper seconded the motion;

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

Discussion Items- Superintendent Massey gave an update regarding the Early Head Start Full Enrollment Initiative. Kristin Sparkman, from District Accountability, was in attendance and gave an update. The Finance Committee has not met again and there are no current meetings scheduled.

It was moved by Director Lozano to move the superintendent update to be next, #8, on the agenda. Director Cooper seconded the motion.

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

Superintendent update- Superintendent Massey shared that they continue to make adjustments with staffing update to the draft budget as staff continue to change; spoke of

receiving updated insurance information late this afternoon and will bring back at a later date; reported on the BEST grant interviewed that happened today and that the district has made the “short list” along with a waiver for additional funds should the district be successful in being awarded the grant; shared information on an expulsion; spoke regarding the ESCO process and next steps; and spoke on the hiring process for the CFO/COO and LCES principal.

Kimberly Hinojos, Jaime Castillo, Manuel Olave Bujanda, Anahi Mendoza and Laya Horning were in attendance from Student Senate and gave an update that included: Students going to state for track, prom going well, hosting a spring dance fundraiser for St. George Church and being excited for graduation.

Celesta Cairns reported to the board regarding the choir/band trip to Chicago.

Amy Peters, Athletic Director, and Rob Everard, high school football coach, shared fundraising efforts to begin working on Federico Field to make it safer for student athletes to use and their recommendations for the first steps.

Director Baker stated that the board has business to discuss and will vote to convene in executive session pursuant to C.R.S. 24-6-402(4)(b) for the purpose of conferencing with the board’s attorney to receive legal advice regarding the board’s rights and obligations in connection with advisory findings and recommendations in an investigation. It was moved by Director Lozano and Director Fiedler seconded the motion.

The board invited into executive Kristin Edgar from Caplin and Ernest as legal counsel.

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

Executive session began at 6:40 pm. In attendance: John Baker, Grayson Cooper, Jeff Fiedler, Miriam Lozano and Kristin Edger. Topics of discussion in executive session included: pursuant to C.R.S. 24-6-402(4)(b) for the purpose of conferencing with the board's attorney to receive legal advice regarding the board's rights and obligations in connection with advisory findings and recommendations in an investigation.

Executive session lasted for 23 minutes and ended at 7:03 pm.

A short break was taken and the meeting resumed at 7:09 pm.

Action Item- Director Baker stated that he needed a motion to accept the findings and recommendations of no further action in connection with a complaint of discrimination and to designate Director Cooper to issue a final determination in accordance with district policy. Director Cooper made the motion and Director Fiedler seconded the motion.

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					

Absent			X		
Abstain					

motion carried 4-0-1-0.

Discussion Items- Superintendent Massey and Paul Anderson shared a presentation regarding an updated draft budget proposal. Director Baker gave an update that there is not a date set yet for LCEA. Superintendent Massey shared that there will be negotiations with LCSD and AFSCME on Thursday, May 16, 2024 at 9:00 am. Kathleen Fitzsimmons spoke regarding the implications for staff regarding open enrollments for insurance and when that would be set but will need to know more from negotiations before this can be set.

Oversight Calendar- The board discussed upcoming graduations and requests of the board for participation. Board policies GP-10 to GP-14 and BRS-1 to BRS-5E were reviewed.

Board reports- Director Baker reported on attending a walk though with Project Dream at the LCIS and LCHS. Director Cooper had no report. Director Lozano had no report. Director Feidler had no report.

Upcoming meetings and agenda planning were discussed.

May 13, 2024

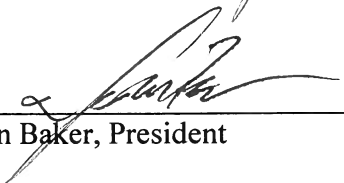
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It was moved by Director Cooper to adjourn the meeting. Director Lozano seconded the motion; motion carried.

Meeting adjourned at 10:17 pm.

ATTEST:


Miriam Lozano, Secretary


John Baker, President

SCHOOL BOARD MINUTES

Special Meeting

May 28, 2024

Meeting called to order –Director Baker called the meeting to order.

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 28, 2024, at 6:30 p.m. and was held at the District Office and via Zoom. Directors Baker, Cooper, Fiedler, Lozano and Superintendent Massey were present. Director Federico was absent and excused.

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

Preview of agenda- No changes needed.

Public Participation- Jane Harelson from PB Swims spoke regarding the drafted agreement for PB swims to look to put an initiative on the ballot this November.

Discussion Item- Rena Sanchez and Paul Anderson shared the budget reports and were able to answer questions from the board. An update on the RFP process and ESCO interviews was given and a recommendation of approving Millig as the contractor.

Action items- It was moved by Director Fiedler accepts the recommendation of the committee to select Millig as the ESCO contractor. Director Cooper seconded the motion;

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X

Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

It was moved by Director Cooper to approve Superintendent Bartletts contract. Director Fiedler seconded the motion;

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

It was moved by Director Cooper to approve Head Start Programing Option and the Early Head Start Programming Option. Director Fiedler seconded the motion;

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

Discussion Item- A draft resolution regarding beginning fund balance and updates on the draft budget was shared and questions were asked by the board.

Upcoming meetings and agenda planning were discussed.

A break was taken and the meeting resumed.

Director Baker, as the president, stated that the board has issues to discuss in Executive Session as follows: pursuant to Section 24-6-402(4)(e)(I), C.R.S. for purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding the Master Agreement with the Lake County Education Association; pursuant to Section 24-6-402(4)(e)(III), C.R.S. for purposes of developing the strategy of the school district for negotiations relating to collective bargaining with the Lake County Education Association. It was moved by Director Cooper to convene into executive session. Director Fiedler seconded the motion;

The board invited into executive session the following people: Bethany Massey, Paul Anderson, Kathleen Fitzsimmons, Adele Reester and Dillon Serna.

	Baker	Cooper	Federico	Fiedler	Lozano
Aye	X	X		X	X
Nay					
Absent			X		
Abstain					

motion carried 4-0-1-0.

Executive session began at 9:04 pm. In attendance: John Baker, Grayson Cooper, Jeff Fiedler, Miriam Lozano, Bethany Massey, Paul Anderson, Kathleen Fitzsimmons, Adele Reester and Dillon Serna. Topics of discussion in executive session included: pursuant to Section 24-6-402(4)(e)(I), C.R.S. for purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding the Master Agreement with the Lake County Education Association; pursuant to Section 24-6-402(4)(e)(III), C.R.S. for purposes of developing

the strategy of the school district for negotiations relating to collective bargaining with the Lake County Education Association.

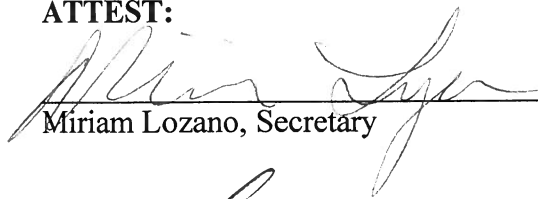
Executive session lasted for 3 hours and 29 minutes and ended at 12:33 am.

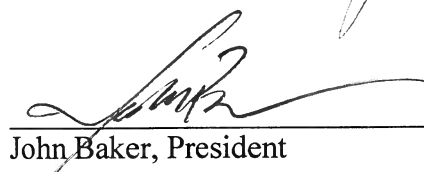
The special meeting resumed at 12:35 am.

It was moved by Director Cooper to adjourn the meeting. Director Fiedler seconded the motion; motion carried.

Meeting adjourned at 12:36 am.

ATTEST:


Miriam Lozano, Secretary


John Baker, President

Lake County School District R-1

prepared: 6/14/2024

Employee Status Report

June 17, 2024

Certified Staff**Recommended for Hire**

Name	Assignment	Degree	License- Endorsement	Experience
Bray, Olivia	Kindergarten Teacher	MA-Outdoor Education Leadership	Alternative Elementary (K-6)	2 years
Reiser, Olivia	Speech Language Pathologist	MS-SLP	SLP-A (will apply for SLP)	0 years

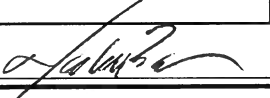
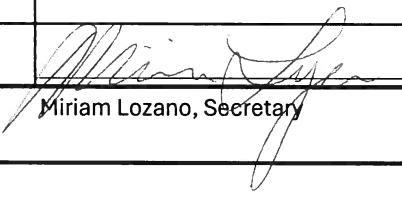
Name	Current Assignment	Transfer Assignment	Location	Effective
Martin, Valerie	5th grade	6th grade	LCIS	2024-2025

Employees on Administrative Leave

none				
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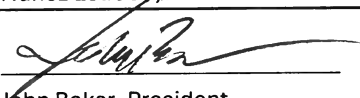
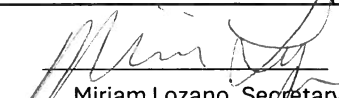
Resignations/Terminations

Cates, Marcia	Special Education Dean	(working with BOCES as Special Education Coordinator for LCSD)		2024-2025
Kuehl, Keely	Teacher	LCES		2024-2025
Massey, Bethany	Superintendent	District		2024-2025
McFee, Colin	Metals/Shop Teacher	LCES		2024-2025

				
John Baker, President			Miriam Lozano, Secretary	

Lake County School District R-1
Employee Status Report
June 17, 2024

prepared: 6/14/2024

<u>Support Staff/Classified</u>			
<u>Recommended for Hire</u>			
Adler, Michael	Out of School Time Director		8/1/2024
Carrasco, Zayda	Substitute Custodian		5/31/2024
Mulcey, James	CFO/COO		7/1/2024
Name	Current Assignment	Transfer Assignment	Effective
Loveless, Jessica	LCES Instructional Paraprofessional	LCIS Instructional Paraprofessional	2024-2025
<u>Employees on Administrative Leave</u>			
none			
<u>Resignations/Terminations</u>			
Huston, Samuel	Instructional Language Paraprofessional	LCIS	2024-2025
Fleming, Irena	Health Instructional Paraprofessional	LCIS	2024-2025
Lenhard, Conner	Behavioral Instructional Paraprofessional	LCES	2024-2025
Lenhard, Molly	Paraprofessional	LCES	2024-2025
Montes, Samantha	Substitute	District	5/20/2024
Nunez Estrada, Dulce	Assistant Teacher	Preschool	6/13/2024
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  John Baker, President </div> <div style="width: 45%; text-align: right;">  Miriam Lozano, Secretary </div> </div>			

Lake County School District R-1

prepared: 6/14/2024

Employee Status Report

June 17, 2024

2024-2025 Openings

Certified/Staff

Classroom Teachers - 1st Grade , 3rd Grade & 6th Grade (2)	LCES/LCIS	2024-2025
District Psychologist	District	2024-2025
ELD Teacher	LCHS	2024-2025
English Teacher	LCHS	2024-2025
Skilled Trades / Woodshop Teacher	LCHS	2024-2025
Special Education Teachers	LCES, LCHS	2024-2025

Classified/Support Staff

Bus Driver	Transportation	2024-2025
Bus Technician (part time)	Transportation	2024-2025
Permanent Substitute	District	2024-2025
Preschool Family and Community Partnerships Manager	LCES-Preschool	2024-2025
Special Education Paraprofessionals	LCES, LCIS, LCHS	2024-2025
Substitute Teachers, Custodians, Cooks	PreK-12	2024-2025

PAY PERIOD
May 1, 2024 TO May 31, 2024

Name: Grayson Cooper

DATE:	DESCRIPTION	HOURS	RATE	TOTAL
5/1/2024	District Accountability Committee	2.00	\$75	\$75
5/10/2024	Board of Education - Special Meeting	10.43	\$150	\$150
5/11/2024	Board of Education - Special Meeting	3.42	\$75	\$75
5/13/2024	Board of Education - Regular Meeting	4.75	\$75	\$75
5/28/2024	Board of Education - Special Meeting	6.10	\$150	\$75
TOTAL		26.70		\$450

1 June 2024

Date _____

Date _____

Supervisor's
Signature _____ Date _____

Lake County School District
328 West 5th Street
Leadville, CO 80461

RESOLUTION NO. 24-20-Revised

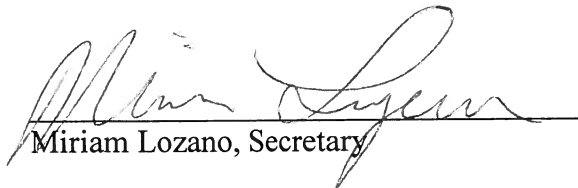
BE IT RESOLVED THAT, the Board of Education of Lake County School District R-1 authorizes an increase in the 2023-2024 Funds as follows:

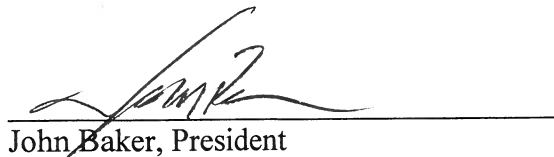
Grant Fund 22 (Changed from General Fund 10)

Project Dream Donation from Freeport McMoran
(New acquisition)

\$9,951.00

Total \$9,951.00


Miriam Lozano, Secretary


John Baker, President

Dated: April 8, 2024
Revised: June 10, 2024

CCHS CLASS OF 2024

Official CCHS Class of 2024 Graduates

June 8, 2024

Eli Lyn Dulaney

Nicholas Ian Fain

Miguel Angel Perez Aguilera

Michelle Ramirez Marquez

Teagan Michelle Rees

Alexsandra Reyes

Brisa Yamel Torres De Jesus

June 11, 2024

Filiberto Gurrola Pizana

June 13, 2024

Jovani Santos Mata

Students participating in the Ascent Program

Ayane Zuleyka Carreno Granillo

Nicole Renne Caves

Adriana Guzman Vivar

Lake County High School Class Of 2024

Date of Graduation:
June 8, 2024

Jayro Alaniz Burciaga ~
Makayla Rose Arellano
Troy David Baker ■*
Jaime Ray Castillo ~☺*
Sergio Chavez Saucedo
Alexandra Chavez Torres~*
Alizarin Colitz
Ava Abigail Comcowich +
Gianna Rose Compean
Maximiliano Contreras Puebla
Heycell Hayde Duron Arce ~
Joseph Espinoza Mendez
Aidan David Freeman
Yoselyn Galeana Blanco #
Dario Garcia Chavez ~*
Abel Gonzales +~☺*
Alyssa Rosinda Griego
Violet Kika Hill ■☺*
Josiah Clarke Horning +*
Rose Margaret Horning ■*
Eric Scott Johns JR
Keira Ellen King ■*
Clara Mae Kirr ■*
Brynna Morgan Lenhard +*
Ivan Jaxson Liewer
Estefania Gisselle Lopez Vargas ~
Adrian Luna Dela Cruz
Devany Valeria Macias Palacios
Isabelle Macias +~*
Arionna Alicia Mariano
Isaiah Ernesto Martinez
Daniel Rey Mata
James Matthew Medina
Shanelle Angelique Medina
Maria Jose Melgar Espinoza +~*
Avery Isabelle Milne *
Tania Montes Chavez +*

■ - 4.0 GPA

+ - 3.5 GPA

* - National Honor Society Members
White Stoles

☺ - Also received Associates degree
from CMC Blue & Yellow Cords

~ - Seal of Biliteracy Red and Gold
Cords

> - ASCENT/ TREP Program CMC

#-Graduation date of June 11, 2024

Marissa Elina Montoya
Juliana Renee Munoz *
Liliana Estefania Perea Lopez #
Rodolfo Perez Vidales +~*
Judi Naivi Ramirez
Nathaly Raudales +~*
Samantha Halina Reap ■*
Dominic Jay Allen Robertson
Angel Rodriguez Chavez ~
Raphael Jaquin Roman
Oscar Manual Rosales +
Samuel Efrain Rosales
Joshua Michael Sanchez
Evelyn Saucedo Cisneros~*
David Soto
Michael Grayson Sterkel
Jonathan Valdez Sierra
Jose Villalobos*
Jaycee Faith Windorski ■*

2024 ASCENT Graduates:

Kimberli Castillo Coto
Kylie Cox
Jesus Flores Garcia
Yeimy Guaderrama
Alejandra Hernandez
Sebastian Nolasco Gonzalez
Gabriella Tait

2025 ASCENT Participants

Azalea Tapia
Damon Cox
Ruben Rayos Gurrola



The Center
Early Childhood Programs
Lake County School District R-1

130 W 12th Street
Leadville, CO 80461

Phone 719 486-6928
Fax 719 486-9992

Head Start, Colorado Preschool Program, Tuition-Based Preschool and School Age Programs, Services for Children with Special Needs

Head Start Action Items for Governing Board

Action Agenda Items:

1. Equipment and Real Property Disposition Policy

The Center

Early Childhood Programs
Lake County School District R-1

EQUIPMENT AND REAL PROPERTY DISPOSITION POLICY 2023-2024 Program Year

According to Head Start guidelines, when equipment and real property purchased with federal funds are no longer useful or needed for program purposes (45 CFR § 318(b)) grantees must request that ACF provide disposition instructions for the property. 45 CFR §318(c).

Equipment, as defined by 45 CFR §75.2, means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000

Real Property, as defined by 45 CFR §75.2, 45 CFR §1305.2, and 45 CFR §98.2, means “land, including land improvements, structures and appurtenances [affixed equipment] thereto, but excludes moveable machinery and equipment.”

Disposition requests are made using Form SF-429 (Real Property Status Report, Cover Page) and SF-429-C (Attachment C, Disposition or Encumbrance Request).

The Center will meet these guidelines by requiring all preschool, home visiting, and associated school district staff to notify the Director when a piece of equipment is no longer of use to the program.

The Director will complete and submit the required paperwork to receive directions for appropriate and approved disposition of the property. The directions will be communicated to the appropriate personnel, and the property will be disposed of according to the directions.

Policy Council approval 6/4/24
Governing Board approval xx/xx/xxxx

The Center

Programas de Primera Infancia
Lake County School District R-1

EQUIPO Y POLÍTICA DE DISPOSICIÓN DE BIENES INMUEBLES

Año del Programa 2023-2024

De acuerdo con las pautas de Head Start, cuando el equipo y los bienes inmuebles comprados con fondos federales ya no son útiles o necesarios para propósitos del programa (45 CFR 318(b)) los concesionarios deben solicitar que ACF proporcione instrucciones de disposición para la propiedad. 45 CFR 318(c).

Equipo, tal como se define en 45 CFR 75.2, se refiere a bienes personales tangibles (incluidos los sistemas de tecnología de la información) que tienen una vida útil de más de un año y un costo de adquisición por unidad que es igual o superior al menor del nivel de capitalización establecido por la entidad no federal para fines de estados financieros, o \$5,000

Bienes inmuebles, tal como se definen en 45 CFR 75, 2, 45 CFR 1305.2, y 45 CFR 98.2, significa "tierra, incluyendo mejoras de tierras, estructuras y propiedades [equipos fijos] a los mismos, pero excluye maquinaria y equipo móviles."

Las solicitudes de disposición se realizan utilizando el Formulario SF-429 (Informe de Estado de la Propiedad Real, Página de Portada) y SF-429-C (Adscripción C, Disposición o Solicitud de Gravamen).

The Center cumplirá con estas pautas al requerir que todo el personal del preescolar, visita al hogar y el personal del distrito escolar asociado notifiquen a la Directora cuando un equipo ya no sea de utilidad para el programa.

La directora completará y presentará la documentación requerida para recibir instrucciones para la disposición apropiada y aprobada de la propiedad. Las instrucciones se comunicarán al personal correspondiente y la propiedad se eliminará de acuerdo con las instrucciones.

Aprobación del Consejo: 6/4/24

Aprobación de la Junta de Gobierno: xx/xx/xxxx

Lake County School District
328 West 5th Street
Leadville, CO 80461

RESOLUTION NO. 24-27

BE IT RESOLVED THAT, the Board of Education of Lake County School District R-1 authorizes an increase in the 2023-2024 Funds as follows:

Capital Project Fund 43

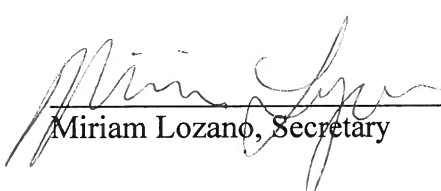
Angel View Land Development

Cash in lieu of land

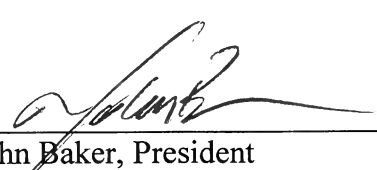
(New acquisition)

\$20,854.00

Total \$20,854.00



Miriam Lozano, Secretary



John Baker, President

Dated: June 17, 2024

Lake County School District
328 West 5th Street
Leadville, Colorado 80461
www.lakecountyschools.net

AGENDA COVER MEMO

TO: Board of Education
PRESENTER(S): Mary Jelf
MEMO PREPARED BY: Mary Jelf
INVITED GUESTS: Katie Pongrekun, Tanya Lenhard
TIME ALLOTTED ON AGENDA: 15 minutes
ATTACHMENTS: 1

RE: *Early Head Start Full Enrollment Initiative*, Presentation

TOPIC SUMMARY

Background:

The Early Head Start program is participating in a required twelve month Full Enrollment Initiative plan to reach at least 97% enrollment in the EHS program by 2024.

Topic for Presentation:

The Full Enrollment Initiative (FEI) Team is meeting regularly and updating the plan document with progress.

Updates since last month's report include:

- Current enrollment is 11 children and families.
- Recruitment continues and more applications are in process.
- New leadership team at The Center will guide future efforts.
- Program Information Report (PIR) will report a total of 22 families served this year.



Full Enrollment Initiative - *Update*

The goal of the FEI plan is to have full enrollment in the Early Head Start program by July 2024.

- Current enrollment is 11 children and families.
- Recruitment continues and more applications are in process.
- New leadership team at The Center will guide future efforts.
- Program Information Report (PIR) will report a total of 22 families served this year.

MEMORANDUM OF UNDERSTANDING

REGARDING THE 2024 SETTLEMENT OF NEGOTIATIONS

BY AND BETWEEN

LAKE COUNTY SCHOOL DISTRICT AND LAKE COUNTY EDUCATION ASSOCIATION

This Memorandum of Understanding ("MOU") is made and entered into this 3rd day of June, 2024, by and between the Lake county School District R-1 ("District") and the Lake County Education Association ("Association") concerning the settlement of the negotiations process for the 2023-2024 school year, taking effect for the 2024-2025 school year.

RECITALS

WHEREAS, the District and the Association are parties to a Master Agreement dated May 2022 ("Master Agreement") which sets forth terms and conditions of employment of the Association's members, including terms and conditions for the negotiation process; and

WHEREAS, Master Agreement Article 2.1 specifies that "the Master Contract, other than salary and insurance, shall not open for negotiations again until the 2025 negotiations,"

WHEREAS, District and Association engaged in Article 4 - Negotiation Process on May 21, and May 31, 2024 as part of a collective bargaining agreement process.

WHEREAS, District and Association reached a tentative agreement and the parties wish to use this MOU in accordance with Article 2.2.iv, to "reduce the tentative agreement to writing and shall submit the tentative agreement to their respective constituents, consistent with each party's established practices and procedures".

AGREEMENT

THE ASSOCIATION PUT FORWARD A PROPOSAL AND THE DISTRICT REACHED
AGREEMENT ON THE FOLLOWING CONCEPTS:

- 1) Honor steps and lanes for certified staff
 - a) Teachers will be granted a step on the salary schedule. New hires will be provided the salaries they were/would be initially offered and will not be reduced in salary by the equivalent savings of furlough days;
 - b) New hires will benefit from being provided the six (6) furlough days as time off;
- 2) Provide a 3.5% hourly increase for all returning classified staff
- 3) Add one row to the bottom of the certified salary schedule

BA	BA +8	BA +16	BA +24	BA +32	MA or 40	MA +8 or	MA +16	MA +24	MA +32	MA +40	MA +48	MA_56	MA 64 or	MA +72	MA_80	MA +88	MA +96	MA +104	MA +112	MA +120	MA +128	MA +136	MA +144	MA +152
					82,465	83,524	84,583	85,642	86,701	87,760	88,818	89,877	90,936	91,995	93,054	94,113	95,172	96,231	97,289	98,348	99,407	100,466	101,525	102,584

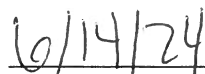
- a) Row R provided above will be added to the salary schedule to allow the two bottomed out employees to advance down a row for the 2024-2025 contract year;
 - b) Any further changes to the salary schedule will need to be negotiated in future years;
 - c) Any further changes to the salary schedule will need to be negotiated in future years and this agreement does not imply a precedent.
 - d) District will absorb the health insurance rate increase for the 2024-2025 school year
 - a) Neither Employees or District will increase insurance premiums;
 - b) Unallocated reserves (which are one time funds) will be used to cover health insurance risk;
- 4) Certified and classified employees will be furloughed 6 days
 - a) The furlough days will offset (3.35% of the 3.5%) of the cost of the steps.

AS PART OF THE NEGOTIATIONS PROCESS, TEN TENTATIVE AGREEMENT ITEMS WERE CO-DRAFTED. THE LANGUAGE AND ITEMS DISCUSSED AND AGREED UPON DURING NEGOTIATIONS HAVE BEEN OUTLINED BELOW.

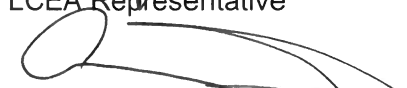
1. Honor steps and lanes.
2. No health insurance premium increases for employees.
3. Add Step R to the certified salary schedule.
4. Teachers are granted Step advancement (3.5%) increase for classified employees - for returning employees
5. Furlough days applies to all LCEA bargaining unit employees.
6. Classified LCEA employees who are returning next year would receive a 3.5% increase, all in this employee group will follow the same 6 furlough days as Teachers.
7. District/Building administration will decide where the furlough days will be placed on the calendar and will provide a communication two weeks after ratification and Board approval of negotiations agreement. These days will be consistent across the District. These six (6) furlough days will consist of four full PD days, one workday, and two half PD days.
- ~~8. Stricken through consent of both parties as it was combined with item 9 "(at half day increments)".~~
9. The District can buy back days when they choose, after consultation with the Association regarding scheduling (at half day increments), with 30 days' advance notice. The half days outlined in bullet 7 must be bought back before any other days, so long as the half days have not already passed within the calendar year. For example, if a furlough day is February 7th, and the District determines mid-year that it has the funds and wishes to buy this back by January 7th, they can provide this notice to employees. Then, all district employees would work that day and be paid a per-diem rate for February 7th during the pay period that the furlough would have occurred. This furlough day would not exist in future calendar years as this would be budgeted for future salary inclusion. The District is not committing to a timeline of when the days will be brought back.
10. The District and the Association will collaborate to provide clear communication to employees about; 1) the outcome of the 24-25 negotiations, 2) what days are furlough days, and communicate to employees that they should understand that these days could possibly be bought back and the employee may have to work these days or utilize their PTO, and 3) what the impacts will be to their step placement and salary (the addendum).



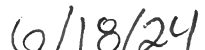
LCEA Representative



Date




LCEA Representative




Date




LCSD Representative



Date



LCSD Representative



Date



June 6, 2024

This document contains the agreement between Local 547, Council No. 76, American Federation of State, County and Municipal Employees AFL-CIO and Lake County School R-1 from the semi-annual collaborative meetings that occurred on May 16, 2024, and as updated on June 3, 2024.

The following concepts were agreed upon for the 2024-2025 contract year regarding compensation and benefits:

Compensation: all longevity increases within the Agreement will continue to be offered at the appropriate anniversary dates of longevity for all AFSCME represented employees

Benefits: Health insurance rates will be held flat for the upcoming year, so no premium increases will be experienced by the employees.

We look forward to continuing our collaborative relationship in the year ahead.

Signed by the following representatives as of the date written above:

AFSCME

AFSCME

LCSD

LCSD



June 6, 2024

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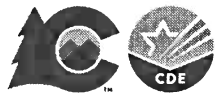
A handwritten signature in cursive script, appearing to read "Shari Hattala", written over a horizontal line.

AFSCME

AFSCME

LCSD

LCSD



ESEA General Assurances Form

Local Educational Agency (LEA) Name: Lake County School District

LEA Code: 1510

Purpose:

The purpose of the form is to collect the requisite general assurances for the administration of ESEA Title programs in a single location. The ESEA General Assurances form replaces the Single Assurances form previously collected for the administration of all Federal programs. The ESEA General Assurances form includes the general assurances outlined in the Every Student Succeeds Act (ESSA), as well as the assurances required of all recipients of Federal funds.

Instructions:

Every local education agency (LEA) and board of cooperative educational services (BOCES) must submit an executed ESEA General Assurances form before the grant recipient will be granted substantial approval.

A copy of the signed form must be kept on file at your central office for review upon request by independent auditors, or State or Federal officials. Staff responsible for grants administration or fiscal management should either have a copy of the document or be informed of the location and contents of the document.

Commitments:

This assurance form shall remain in effect for the duration of the programs it covers. The State shall not require the submission or amendment of this assurance form unless required by changes in Federal or State law or by other significant change in circumstances affecting the assurances contained herein.

Compliance with these assurances constitutes a condition of continued receipt of Federal financial assistance and is binding upon the district, administrative unit, LEA, BOCES or other entity, its successors, transferees and assignees for the duration of the programs.

In the event of failure to comply with these assurances, it is understood that funds can be terminated and the right to receive further assistance can be denied.

These are statutorily required assurances for the receipt of Federal funds under the specifically designated programs. In addition, recipients are required to fulfill all statutory, regulatory and program plan requirements inherent in the application and approval process for each program.

In consideration of participating in any educational program for which Federal funds are available including, but not limited to, ESEA Title programs and any Federal competitive grant program administered by the Colorado Department of Education, and of receiving Federal funds to carry out any such program, the board of directors of (name of LEA) Lake County School District

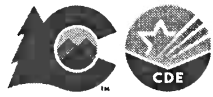


by action at its meeting on (date) June 17, 2024 provides the following assurances to the Colorado Department of Education.

The LEA assures that it is, or will take action to become, in compliance with the following:

- The LEA will administer each program covered by the ESEA application in accordance with all applicable statutes, regulations, program plans, and applications (§8306(a)(1)), including but not limited to federal education program laws, the Title regulations in 34 CFR Part 200, the General Education Provisions Act (GEPA), and the Education Department Federal Administrative Regulations (EDGAR) in 34 CFR Parts 76, (except for 76.650-76.662), 77, 79, 81, and 82, 2 CFR 3485, and the Uniform Grants Guidance in 2 CFR 200 and 3474.
- The LEA will ensure that the control of funds provided to the LEA under each program, and title to property acquired with those funds, will be in a public agency or in an eligible private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities, and that a public agency, eligible private agency, institution, or Indian Tribe will administer those funds and property to the extent required by the authorizing statutes (§8306(a)(2)(A & B)).
- The LEA will adopt and use proper methods of administering each program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation. (§306(a)(3)(A&B)).
- The LEA will cooperate in carrying out any evaluation of each such program conducted by or for the SEA, the Secretary, or other Federal officials (§8306(a)(4)).
- The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program (§8306(a)(5)).
- The LEA will submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program (§8306(a)(6)(A)).
- The LEA will maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties (§8306(a)(6)(B)).
- The LEA afforded a reasonable opportunity for public comment on the application and considered such comment before the application was submitted (§8306(a)(7)).
- The LEA will provide, on a request made by military recruiters or an institution of higher education, access to the name, address, and telephone listing of each secondary school student served by the LEA, unless the parent of each student has submitted the prior consent request which, upon receiving, prohibits the LEA from releasing such information without the prior written consent of the parent (§8528).





- The LEA will ensure that a student who is attending a persistently dangerous public elementary or secondary school, or who becomes a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school, will be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school (§8532).
- The LEA will ensure that all funds received under ESEA will be used to supplement and not supplant those from other sources otherwise available to continue current or past efforts.
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d through 2000d-4) to the end that no person in the United States shall; on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education. (34 C.F.R. Part 100)
- To the extent applicable, the LEA will include in its local application a description of how the LEA will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a). The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede equal access to, or participation in, the program.
- A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status. Section 1112(e)(3)(A-D)
- The LEA certifies that no policy of the LEA prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools (§ 8524(b)).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance. (34 C.F.R. Part 104)
- Title II of the Americans With Disabilities Act (42 U.S.C. §§ 12131-34) and its implementing regulations which prohibit discrimination on the basis of disability by public entities ((28 C.F.R. Part 35), or with Title III of the Americans with Disabilities Act (42 U.S.C. §§12181-89) and its implementing regulations which prohibit discrimination on the basis of disability by covered public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established in the implementing regulations (28 C.F.R. Part 36) whichever is applicable.
- Title IX of the Education Amendments of 1972 (20 U.S.C. §1681-1683), as amended by Pub. L. 93-568, 88 Stat. 1855 (except §904 and §906 of those Amendments) which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in this part (34 C.F.R. Part 106).
- Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.), as amended, and its implementing regulations, prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. The Act permits federally assisted programs or activities, and

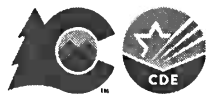




recipients of Federal funds, to continue to use age distinctions and factors other than age that meet the requirements of the Act (34 C.F.R. Part 110).

- The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program (20 USC §1232e(b)(5)).
- The LEA will ensure that any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public (20 USC §1232e(b)(6)).
- The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects (20 USC §1232e(b)(8)).
- The LEA will ensure that no ESEA funds will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization (20 USC §1232e(b)(9)).
- The LEA has adopted appropriate procedures to implement the terms of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232g) and its regulations (34 C.F.R. Part 99)
- The LEA will ensure that the pupil rights delineated in 20 U.S.C. §1232h are protected.
- The LEA must comply with the requirements under the Gun-Free Schools Act (ESEA §8561), and the Nonsmoking Policy for Children's Services (ESEA §8573).
- To the extent authorized by law, the LEA shall indemnify, save and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses and attorney(s)' fees incurred as a result of any act or omission by it, or its employees, agents, subcontractors or assignees in its operation of the programs.
- The LEA will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.
- With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; the SEA will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 C.F.R. Part 82, Appendix B); and the SEA will require the full certification, as set forth in 34 C.F.R. Part 82, Appendix A, in the award documents for all subawards at all tiers.





COLORADO
Department of Education

A handwritten signature in black ink, appearing to read 'John Baker', is written over a horizontal line.

Signature of LEA Board President

John Baker

Name of LEA Board President

June 17, 2024

Date



Lake County School District
328 West 5th Street
Leadville, Colorado 80461
www.lakecountyschools.net

AGENDA COVER MEMO

TO: Board of Education
PRESENTER(S): Kate Bartlett
MEMO PREPARED BY: Kate Bartlett
INVITED GUESTS: NA
TIME ALLOTTED ON AGENDA: 10 minutes
ATTACHMENTS: 1

RE: Land as TABOR Reserve

TOPIC SUMMARY

Background: The Lake County School District has discussed holding a parcel of property as our TABOR Reserve. CRS 22.44.105 permits a district to:

“(I) Designate real property owned by the district as all or a portion of the reserve required by section 20 (5) of article X of the state constitution so long as the board has filed with the state treasurer and the department of education a letter of intent that expresses the intent of the board to increase the liquidity of such property upon the occurrence of a declared emergency within the meaning of section 20 (5) of article X of the state constitution by entering into one or more financed purchase of an asset or certificate of participation agreements with respect to such property or by other means acceptable to the state treasurer;”

Topic for Presentation: The district’s former CFO had identified Lots 1-42 Block 76 S & L, total of approximately 2.89 acres, with an assessed valuation of \$2,456,500 (\$850,000/acre), as potential real property to be designated as the district’s TABOR Reserve. The original thinking was that this would improve the district’s cash position by freeing up cash currently held as the TABOR Reserve.

The district administration team (CFO, Finance Director and Superintendent) are in the process of updating the district’s cash flow projection for FY25. It is not clear that moving the TABOR Reserve from being held in cash to being held in real property is necessary at this time, and the district also continues to investigate the process required to do so. Given this, we recommend that the Board of Education not take any action at this time.



Lake County School District
328 West 5th Street
Leadville, Colorado 80461
www.lakecountyschools.net

AGENDA COVER MEMO

TO: Board of Education
PRESENTER(S): Kate Bartlett
MEMO PREPARED BY: Kate Bartlett
INVITED GUESTS: NA
TIME ALLOTTED ON AGENDA: 10 minutes
ATTACHMENTS: 1

RE: Potential Land Sales - Discussion

TOPIC SUMMARY

Background: The Board of Education has previously discussed the potential of selling some district-owned property that the district will not have a future use for. The purpose of the sale would be to generate funds to supplement the district's fund balance. Particularly given the fact that the FY24 and FY25 Beginning Fund Balance resolutions continue to provide the potential of draining the district's fund balance, additional resources would be beneficial to mitigate risk and support cash flow.

CRS 22.32.110 permits a Board of Education:

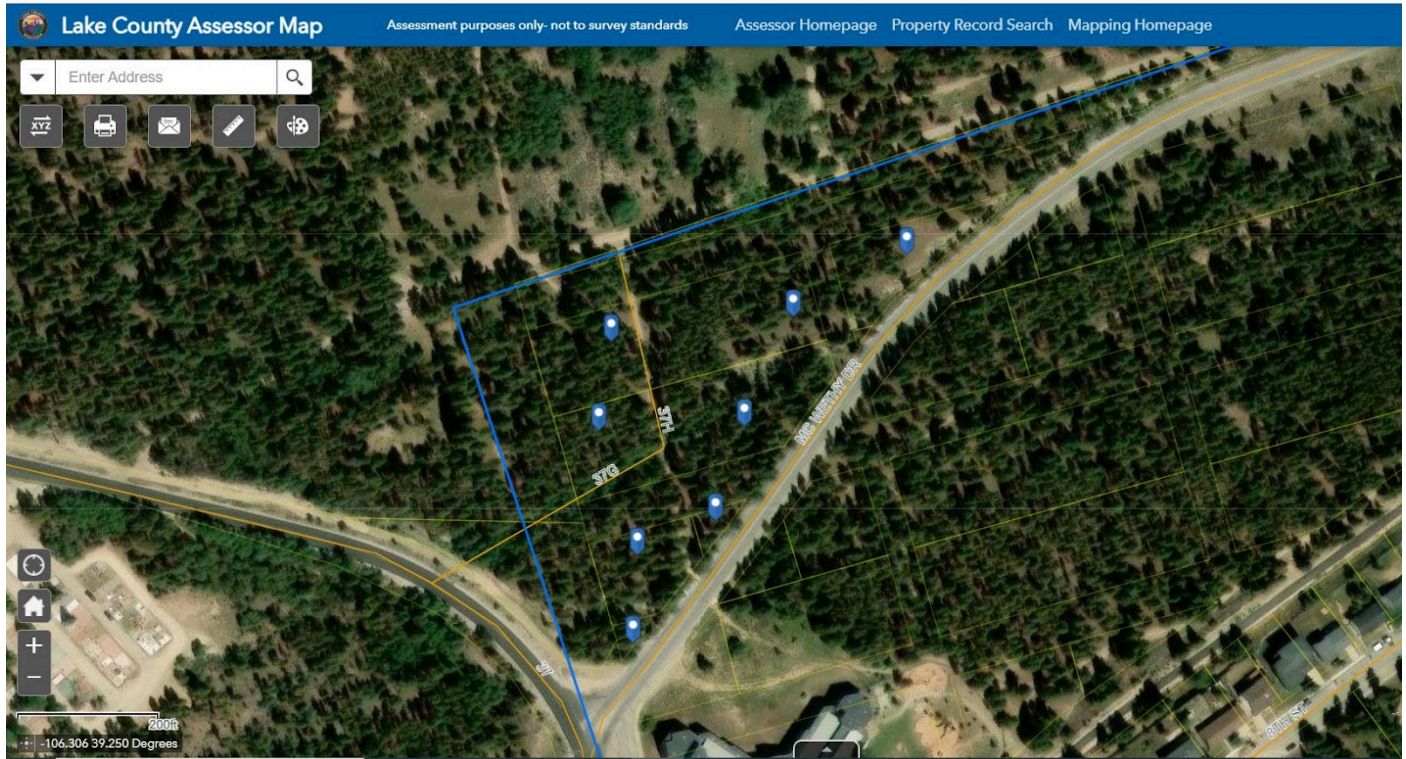
"To sell and convey district property which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve; and to lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. No finding that the property may not be needed within the foreseeable future shall be necessary if the property is sold and conveyed to a state agency or political subdivision of this state or if the board anticipates that the district will become the tenant of the property under a lease, with or without an option to purchase. A board of education of a school district may only include, by title, covenant, deed, or otherwise, a use restriction on the sale, conveyance, or lease of any district property pursuant to this subsection (1)(e) that restricts the property from being used as a public or nonpublic school for any grade from preschool through the twelfth grade, after providing public notice of its intent to include such use restriction and after discussing the issue in public at a regularly scheduled meeting of the board of education."

Topic for Presentation: The Board of Education has previously identified two parcels for potential sale as they may not be needed in the foreseeable future for district activities, as follows:

- [Federico Triangles](#) - These are the lots the Board has previously discussed that are on either side of Washington / Oro Street, close to the land the district recently donated for affordable housing. ~1 acre+

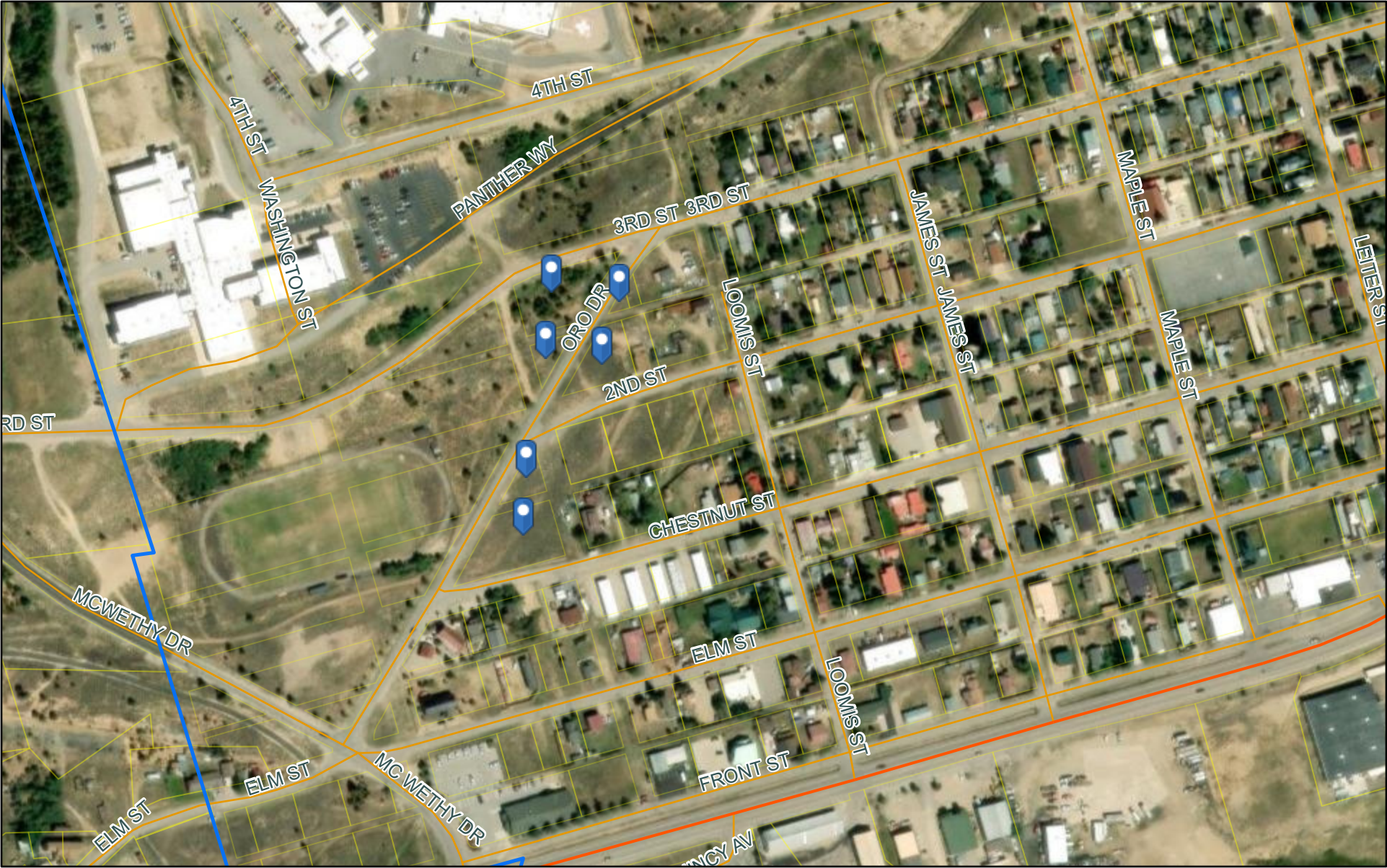


- [McWethy Triangles](#) - These are the lots on the north side of McWethy drive, across from LCIS, between the road and the cemetery. ~4 acres







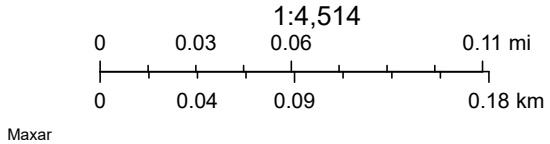
We have consulted legal counsel on the steps that the Board could consider with regard to potentially selling these two parcels, and will describe those steps for the Board's consideration and discussion. Any action directing staff to pursue the next steps would take place at a future meeting.

Lake County Tax Parcels

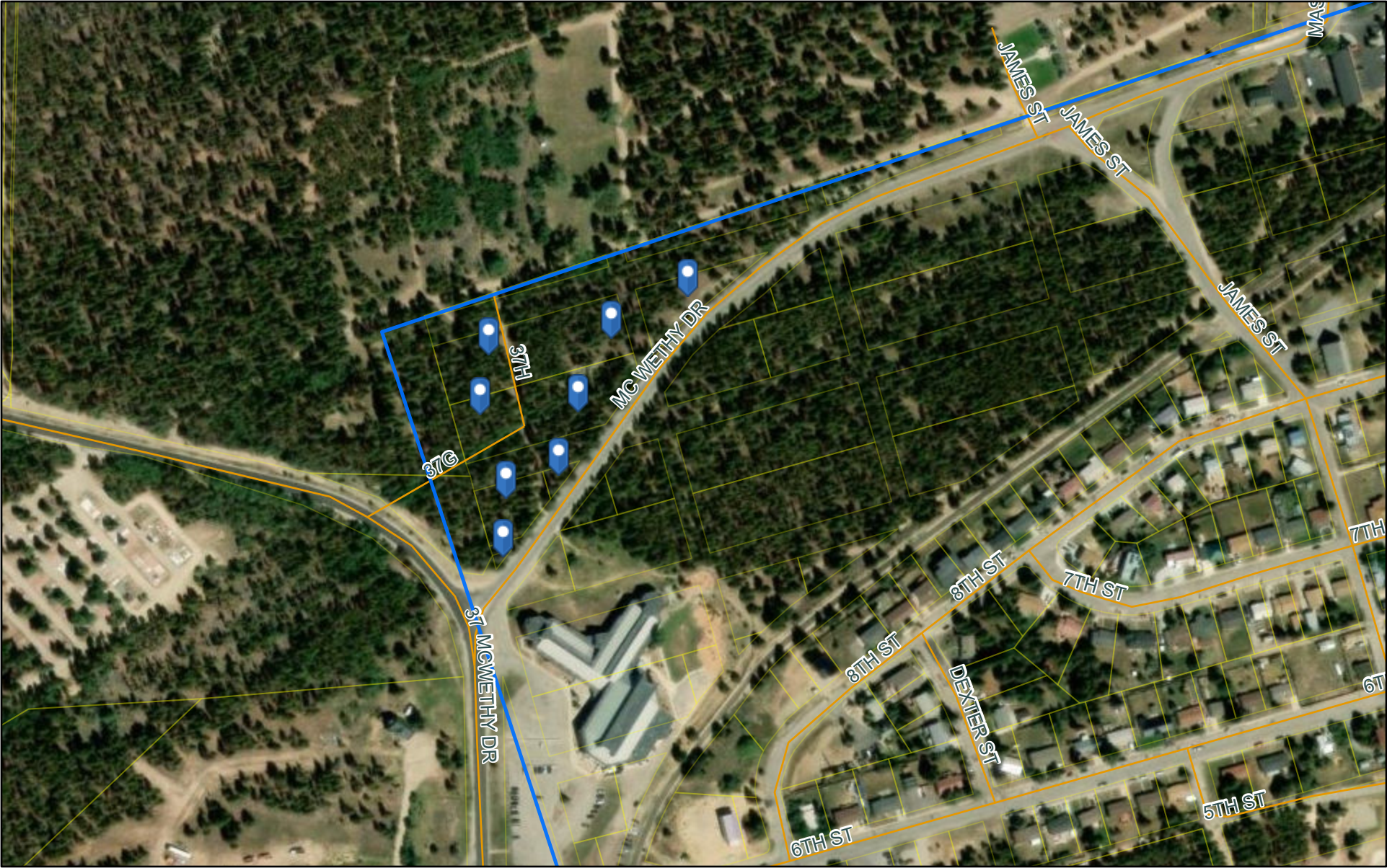


6/11/2024, 8:02:14 AM




-  Leadville Limits
-  Highways
-  City and County Roads
-  Tax Parcels

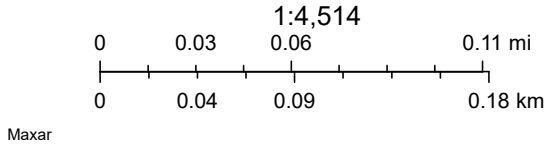


Lake County Tax Parcels



6/12/2024, 7:02:19 AM

-  Leadville Limits
-  Tax Parcels
-  City and County Roads



Lake County School District
328 West 5th Street
Leadville, Colorado 80461
www.lakecountyschools.net

AGENDA COVER MEMO

TO: Board of Education
PRESENTER(S): Kate Bartlett
MEMO PREPARED BY: Kate Bartlett
INVITED GUESTS:
TIME ALLOTTED ON AGENDA:
ATTACHMENTS:

RE: FY24 Budget update and Revised FY24 Beginning Fund Balance Resolution

TOPIC SUMMARY

Topic for Presentation: Developed by the outgoing CFO and Superintendent, a revised Beginning Fund Balance resolution is presented to accommodate potential additional transfers and expenses from the General Fund related to health insurance. This amount of \$366,000 is in addition to the \$362,581 of fund balance spending that was authorized by the Board in January. The revised Beginning Fund Balance resolution also requests authorization to spend down the \$98,958 of fund balance in Fund 64, the health insurance fund.

Lake County School District
328 West 5th Street
Leadville, Colorado 80461
www.lakecountyschools.net

AGENDA COVER MEMO

TO: Board of Education
PRESENTER(S): Grayson Cooper
MEMO PREPARED BY: Grayson Cooper
INVITED GUESTS:
TIME ALLOTTED ON AGENDA:
ATTACHMENTS:

Resolution 24-26: A Resolution of the Board of Education of the Lake County School District R-1 To Define the Scope of the Use of Beginning Fund Balance Resolution (No. 24-28) for Fund 64:

- Provides historical context on the subsequent Use of Beginning Fund Balance Resolution (No. 24-28),
- Expresses the Board of Education's concern that unauthorized deficit spending may have occurred,
- Clarifies that the Board of Education's intention in the subsequent Use of Beginning Fund Balance Resolution (No. 24-28) is to take steps to resolve this situation, and
- Clarifies that the Board of Education's intent in the resolution is to authorize deficit spending on or after the passage of the resolution, not to authorize spending that may have occurred prior to the passage of the Use of Beginning Fund Balance Resolution (No. 24-28).

RESOLUTION NUMBER 24-26

A Resolution of the Board of Education of the Lake County School District R-1
To Define the Scope of the Use of Beginning Fund Balance Resolution (No. 24-28) for Fund 64

WHEREAS, the Board of Education was not notified until April 22nd, 2024 of an increase in the minimum aggregate stop-loss limit from \$1,000,000 for FY23 to over \$1,489,242.19 for FY24 as executed by the district on June 20th, 2023.

WHEREAS, the Final FY24 Budget approved by the Board of Education on January 29th, 2024 included budgeted deficit spending in the Health Insurance Fund that was not disclosed to the Board of Education at the time.

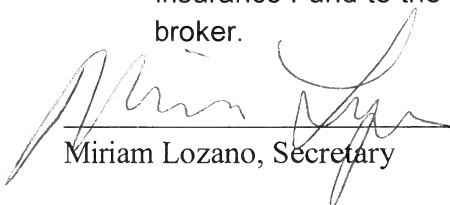
WHEREAS, in Resolution Number 24-19, the prior Use of Beginning Fund Balance Resolution for Fund 64, approved by the board on March 4th, 2024, as prepared by the district, cited that "our actuals at the moment are not tracking to run a deficit," and authorized only \$8,158 of deficit spending.


WHEREAS, by the date of this resolution, the district may have already deficit spent in the Health Insurance Fund in excess of the \$8,158 authorized by the Board of Education.

WHEREAS, the Board of Education has not approved nor does the Board of Education otherwise condone this potential unauthorized deficit spending.

NOW, THEREFORE, BE IT RESOLVED THAT:

- In Resolution 24-28, the Board of Education's intention is to ensure that the district is able to continue operations in compliance with CRS 22-44-105(1.5)(c).
- In Resolution 24-28, the Board of Education's intention is to authorize additional deficit spending on or after the date of passage. It is not the Board's intention to authorize deficit spending that may have occurred prior to the date of passage, however the Board recognizes that such spending, if it occurred, was made for legitimate expenditures which will not be reversed.
- This Resolution will be attached to Resolution 24-28.
- The Board of Education directs the district to provide monthly, reports on the Health Insurance Fund to the Board for FY25, or as is available from the Health Insurance broker.



Miriam Lozano, Secretary

John Baker, President

Dated: June 17, 2024

Use of Beginning Fund Balance Resolution

RESOLUTION NUMBER 24-28

A Resolution of the Board of Education of the Lake County School District R-1
Authorizing the Use of a Portion of
Beginning Fund Balance as Authorized by Colorado Statutes

WHEREAS, C.R.S. 22-44-105 states that a budget, duly adopted pursuant to this article, shall not provide for expenditures, inter-fund transfers, or reserves, in excess of available revenues and beginning fund balance.

WHEREAS, the Board of Education may authorize the use of a portion of the beginning fund balance in the budget, stating the amount to be used, the purpose for which the expenditure is needed, and the district's plan to ensure that the use of the beginning fund balance will not lead to an ongoing deficit.

NOW, THEREFORE, BE IT RESOLVED:

In accordance with C.R.S. 22-44-105, the Board of Education authorizes the use of a portion of the fiscal year 2023-2024 Beginning Fund Balance for the following funds:

*** GENERAL FUND 10, in the amount \$728,581**

Purpose: The General Fund 10 beginning fund balance request represents the sum of (a) \$362,581 approved by the Board of Education on January 29, 2024 and (b) an additional \$366,000 to fund potential health insurance claims assessed to the district for the FY24 school year for our self-insurance pool.

*** GENERAL FUND 64, in the amount \$98,958 to spend down beginning fund balance.**

Purpose: The Health Insurance Fund 64 beginning fund balance request is to fund potential health insurance claims assessed to the district for the FY24 school year for our self-insurance pool.

BE IT FURTHER RESOLVED, the use of this portion of the beginning fund balance for the purposes set forth above will not lead to ongoing deficit by implementing the following plan:

\$367,523 of additional General Fund 10 dollars will be allocated to the Health Insurance Fund 64 as part of the FY25 Original Budget. These funds will be held in the General Fund for a transfer to Fund 64 and used as needed to cover any additional health insurance needs.



John Baker, PRESIDENT OF THE BOARD



DATE



Miriam Lozano, SECRETARY OF THE BOARD



DATE

TABLE OF CONTENTS

Staff/Superintendent Guidelines

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SSG-3	Staff Treatment
SSG-4	Staff Compensation
SSG-5	Emergency Superintendent Succession
SSG-6	Budgeting
SSG-7	Financial Administration
SSG-8	Asset Protection
SSG-9	Communication and Counsel to the Board

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 a short-term interim basis, should the unexpected need arise while the Board looks to name a formally appointed Interim Superintendent or replacement Superintendent.

Emergency Interim Superintendent – Succession Plan for 2023-2024 School Year:

Kathleen Fitzsimmons

Human Resource Director

kfitzsimmons@lakecountyschools.net

The Emergency Interim Superintendent is intended to be the person identified above, however the Board may have a need, and may designate a different Emergency Interim Superintendent as appropriate.

In the event an Emergency Interim Superintendent succession plan is enacted, the Interim Superintendent will be provided with an appropriate compensation offering that is set by the Board of Education President or other Board Director Designee in consultation with the appropriate district staff.

[Revised Oct. 2023]

[Adopted January 2016]

LAKE COUNTY SCHOOL DISTRICT R-1, LEADVILLE, COLORADO

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. Seek all customary and 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. Appropriately seek all federal and state funds to which the district is or may be entitled and report to the board accordingly.
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. Ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance.
3. Limit exposure of the district, its Board and staff to legal liability.
4. Request approval of the Board for any single, non-budgeted purchase or expenditure of greater than \$10,000.
5. 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.

[Revised December 2020]

[Revised September 2023]

LAKE COUNTY SCHOOL DISTRICT R-1, LEADVILLE, COLORADO

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.

10011 Hwy 24
PO Box 1284
Leadville, CO 80461

June 14, 2024

Lake County Colorado, Board of Education
328 W. 5th Street
Leadville, CO 80461

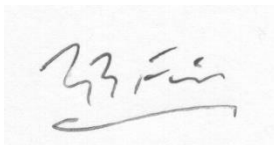
Dear School Board Members:

I am writing to let you know that I will be resigning from the Lake County Board of Education at our meeting on August 12, 2024.

I am resigning because I do not believe that I can devote sufficient time to the Board of Education while serving in my role as Commissioner and other boards. I am sorry to leave the School Board during this time of transition, but I hope I have been a constructive member over the previous months, and I have every faith that the Board will continue its effective leadership for the benefit of the community while putting students first in every decision.

Sincerely,

Jeff Fiedler

A handwritten signature in black ink, appearing to read "Jeff Fiedler", with a long horizontal flourish underneath.



The Center
Early Childhood Programs
Lake County School District R-1

130 W 12th Street
Leadville, CO 80461

Phone 719 486-6928
Fax 719 486-9992

Head Start, Colorado Preschool Program, Tuition-Based Preschool and School Age Programs, Services for Children with Special Needs

Head Start Informational Items for Governing Board

Informational Items:

1. Director's Report
2. May Budget Reports
3. June Policy Council minutes
4. Program Performance Summary Report
5. Policy Council training quiz
6. Grant reporting : SF-425, SF429, confirmation of drawdown of funds
7. ACF-OHS-IM-24-01 Strategies and Recommendations for Supporting Mental Healthm

**Center at Lake Country Elementary School
Lake County School District
Early Head Start and Head Start
Director's Report
May 2024**

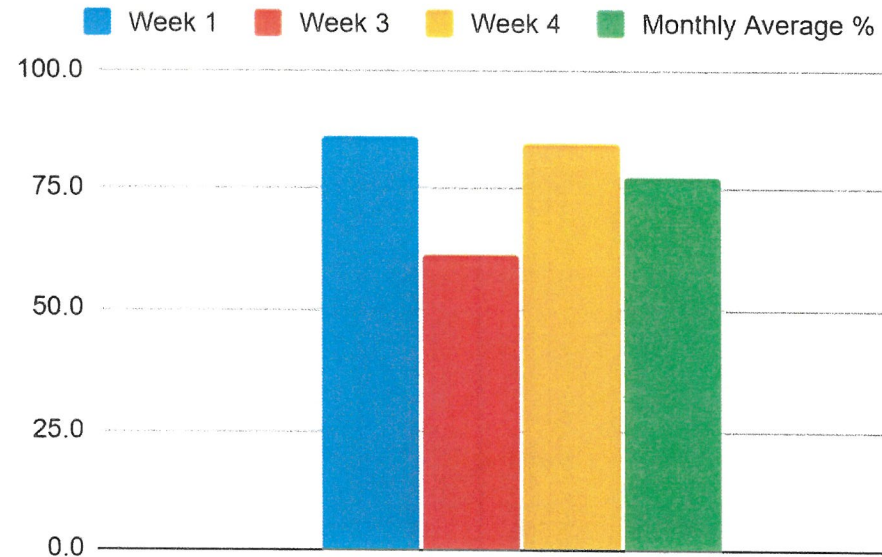
PROGRAM ENROLLMENT									
Program	Funded Enrollment			Current Enrollment		Over Income Enrollment		Waitlist	Children with Disabilities
	Total	Reg.	Full	Reg	Full	OI	35% OI	3-5 Yrs	
Head Start	40	28	12	26	10	4	6 out of 14	0	3
Early Head Start	12	12	x	11	x	1	1 out of 3	0	1
UPK (4 yo)	84	60	24	38	**	-	-	-	9
UPK (3 yo)	13	13	-	9	-	-	-	-	6
Tuition				na				na	

Comments: Head Start spots must be filled within 30 days of a child dropping. Spaces open less than 30 days at the end of a calendar month are counted as enrolled. 17 total IEPs

HEAD START ATTENDANCE

Total Monthly Average Attendance: 87.7%

Week 1	93.1%
Week 2	89.6%
Week 3	80.6%
Week 4	87.5%



INSTRUCTION/CURRICULUM

TS GOLD	<p>3 years old (Green Color Band) - 33%</p> <p>4 years old (Blue Color Band) - 67%</p> <p><i>***Children in the 2 ½ classroom are also using the Green Color Band per guidance from Results Matter***</i></p>
Curriculum Update	<ul style="list-style-type: none"> • End of the Year Celebrations : May 20th - June 13th • June 5th - GOL will provide activity to children as part of the habitat domain. • 2 ½ classroom uses Creative Curriculum IT2. • Second Step Social-Emotional Curriculum is used in all classrooms on a daily basis.

HEALTH			
Physicals / Well Child Exams:	Head Start	Early Head Start	Follow-up Plan
	Current: 30 Expired: 5 No Exam: 0	Current: 6 Expired: 4 No Exam 0	Parents are being notified at home visits on 05/10/2024 For EHS still receiving documentation for those who are newly enrolled
Immunizations:	Current: 30 Missing: 4 Exempt: 1	Current: 10 Missing: 0 Exempt: 0	Parents are being notified at home visits on 05/10/2024, many have just turned 4 which makes them eligible for the next vaccine series. There is a vaccine bus coming to LCES on June 6 which will be advertised in May.
			EHS is up to date at this time.
Anemia / Lead:	Current: 29 No Exam: 0 Expired: 6	Current: 4 No Exam: 4 Expired: 0 Not Age Eligible: 2	LCPH was able to do a clinic at LCES and plans to come back on June 6. We will begin advertising for this in May.
			For EHS, working on educating the importance of screening beginning at 1 years old.
Hearing:	Screening Completed: 33 No Screening: 1 (child refusal) Refer to Audiologist: 1	Screening Complete: 8 No Screening: 0 Refer to Audiologist: 0 Not Age Eligible: 2	All up to date at this time. Audiologist has completed referred child.
			For EHS, audiologist performed screenings.
Vision:	Screening Completed: 33 No Screening: 1 (child refusal)	Screening Complete: 3 No Screening/unable to obtain due to movement: 3	All up to date at this time.
			For EHS if eligible for screening, did attempt.

	Refer to Optometrist: 14 (4 complete)	Refer to Optometrist: 1 Not Age Eligible: 4	
Dental Exams:	Current Exam: 18 No Exam: 0 Expired: 17	Current: 2 Expired: No Exam: 5 Not age eligible: 3	<p>All have had an exam in the last school year, this is the reminder for the next one due in 6 months. All parents are being notified at the home visit on May 10.</p> <p>For EHS, gathering documentation and educating on the importance of dental care</p>
Growth Assessment:	Current: 35	Complete: 1 Nutrition Survey: 7	<p>All up to date at this time.</p> <p>For EHS, unable to perform height and weight on most, will rely on well baby visits for this information.</p>
Allergies: Allergy list updated and distributed			
Comments: <i>Screenings and assessments are complete for the year and follow up efforts are ongoing. New numbers will be reported when the new program year begins in August.</i> - No pregnant mom is currently enrolled in our EHS program. The EHS program has grown tremendously and we will continue to gather documentation and educate as needed.			

BUDGET AND IN-KIND				
	Budget	In-Kind		
		Monthly	YTD	% Complete
Head Start Budget	See Attached	\$795	\$7,769	Total In Kind YTD FY24: \$7,769

				Total amount of In Kind needed for FY24: \$186,591 Left to document: \$178,822
Early Head Start Budget	See Attached			
UPK	See Attached			
Tuition	See Attached			
MEALS COUNTED				
CACFP-Free/Reduced meal reimbursement		Head Start portion of claims: April : \$3,799.20		Breakfast: included Lunch: included Snack: included

Volunteers: 0	Monthly: 0	YTD: 0
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Grant, Program Updates, and Program Monitoring	
Grant Updates:	As of 5/6/24, HS Drawdowns - FY24 drawdown = \$57,504 FY23 funds remaining = \$561,224
Family Fun Night:	Kindergarten Transition Ice Cream Social : Tuesday, June 11, 6-7pm
Staff:	Tanya Lenhard has been named as the new Preschool Director. She will work with the LCES Principal on a new management structure and engage in a hiring process to fill vacant roles.

Self-Assessment, Program Improvement, and Strategic Planning	
Self-Assessment	The new Preschool Director will coordinate with the LCES Principal and the Head Start Specialist in completing the Self-Assessment of the program.

Program Improvement Plan	The PIP will be updated and renewed for the new program year and the application for the new five year Head Start program period.
Strategic Planning	The team will review program data and plan for the upcoming year, as determined by the new director and new principal.

Submitted by: Mary Jelf, Business Manager	Date: June 4, 2024
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	FEBRUARY	MARCH	APRIL	MAY	JUNE	13	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	Encumbered	Yrsf	YTD	FY24
FY24 Revenue																\$ -	
NURSE SALARY	\$ 540.93	\$ 540.93	\$ 540.93	\$ 540.93	\$ 540.93		\$ 540.93	\$ 540.93	\$ 540.93	\$ 540.93	\$ 540.93	\$ 540.93	\$ 540.93			\$ 6,491.16	
NURSE MEDICARE	\$ 7.85	\$ 7.85	\$ 7.85	\$ 7.85	\$ 7.85		\$ 7.85	\$ 7.85	\$ 7.85	\$ 7.85	\$ 7.85	\$ 7.85	\$ 7.85			\$ 94.20	
NURSE PERA	\$ 115.76	\$ 115.76	\$ 115.76	\$ 115.76	\$ 115.76		\$ 115.76	\$ 115.76	\$ 115.76	\$ 115.76	\$ 115.76	\$ 115.76	\$ 115.76			\$ 1,389.12	
NURSE HEALTH	\$ 0.24	\$ 0.24	\$ 0.24	\$ 0.24	\$ 0.24		\$ 0.24	\$ 0.24	\$ 0.24	\$ 0.24	\$ 0.24	\$ 0.24	\$ 0.24			\$ 2.88	
CUSTODIAN SALARY	\$ 2,478.35	\$ -	\$ 1,896.12	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 4,374.47	15,500
CUSTODIAN MEDICARE	\$ 34.77	\$ -	\$ 26.60	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 61.37	250
CUSTODIAN PERA	\$ 513.18	\$ -	\$ 392.54	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 905.72	3,400
CUSTODIAN HEALTH	\$ 535.60	\$ -	\$ 412.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 947.60	26
BUS DR SALARY	\$ 1,787.97	\$ 1,787.97	\$ 1,787.97	\$ 1,787.97	\$ 1,787.97		\$ 1,787.97	\$ 1,787.97	\$ 1,787.97	\$ 1,787.97	\$ 1,787.97	\$ 1,787.97	\$ 1,787.97			\$ 21,455.64	20,000
BUS DR MEDICARE	\$ 25.63	\$ 25.60	\$ 25.67	\$ 25.60	\$ 25.60		\$ 25.60	\$ 25.60	\$ 25.60	\$ 25.60	\$ 25.60	\$ 25.60	\$ 25.60			\$ 307.30	500
BUS DR PERA	\$ 378.29	\$ 377.80	\$ 378.81	\$ 377.80	\$ 377.80		\$ 377.80	\$ 377.80	\$ 377.80	\$ 377.80	\$ 377.80	\$ 377.80	\$ 377.80			\$ 4,535.10	7,000
BUS HEALTH	\$ 164.93	\$ 167.39	\$ 152.45	\$ 167.39	\$ 167.39		\$ 167.39	\$ 167.39	\$ 167.39	\$ 167.39	\$ 167.39	\$ 167.39	\$ 167.39			\$ 1,991.28	7,500
ADM SALARIES	\$ 1,871.63	\$ 1,871.63	\$ 1,727.65	\$ 1,871.63	\$ 1,871.63		\$ 1,871.63	\$ 1,871.63	\$ 1,871.63	\$ 1,871.63	\$ 1,871.63	\$ 1,871.63	\$ 1,871.63			\$ 22,315.58	0
CC SALARY	\$ 32,643.78	\$ 33,607.05	\$ 21,719.90	\$ 18,075.00	\$ 18,075.00		\$ 18,075.00	\$ 33,567.71	\$ 33,567.71	\$ 33,567.71	\$ 33,567.71	\$ 33,567.71	\$ 33,567.71			\$ 343,601.99	354,836
MANAGER SALARY																\$ -	
SPED SALARY																\$ -	
SUBSTITUTE SALARY																\$ -	
ADM MEDICARE	\$ 27.14	\$ 27.14	\$ 25.05	\$ 27.14	\$ 27.14		\$ 27.14	\$ 27.14	\$ 27.14	\$ 27.14	\$ 27.14	\$ 27.14	\$ 27.14			\$ 323.59	0
CC MEDICARE	\$ 454.90	\$ 468.82	\$ 300.71	\$ 271.13	\$ 271.13		\$ 271.13	\$ 468.30	\$ 468.30	\$ 468.30	\$ 468.30	\$ 468.30	\$ 468.30			\$ 4,847.61	5,411
MANAGER MEDICARE																\$ -	
SPED MEDICARE																\$ -	
SUBSTITUTE MEDICARE																\$ -	
ADM PERA	\$ 400.53	\$ 400.53	\$ 369.71	\$ 400.53	\$ 400.53		\$ 400.53	\$ 400.53	\$ 400.53	\$ 400.53	\$ 400.53	\$ 400.53	\$ 400.53			\$ 4,775.54	0
CC PERA	\$ 6,747.44	\$ 6,953.91	\$ 4,461.43	\$ 3,795.75	\$ 3,795.75		\$ 3,795.75	\$ 6,945.49	\$ 6,945.49	\$ 6,945.49	\$ 6,945.49	\$ 6,945.49	\$ 6,945.49			\$ 71,222.97	78,802
ADM HEALTH	\$ 0.58	\$ 0.63	\$ 0.62	\$ 0.63	\$ 0.63		\$ 0.63	\$ 0.63	\$ 0.63	\$ 0.63	\$ 0.63	\$ 0.63	\$ 0.63			\$ 7.50	
CC HEALTH	\$ 5,428.40	\$ 5,429.31	\$ 3,660.98	\$ 5,429.27	\$ 5,429.27		\$ 5,429.27	\$ 5,429.27	\$ 5,429.27	\$ 5,429.27	\$ 5,429.27	\$ 5,429.27	\$ 5,429.27			\$ 63,382.12	56,500
PRO/TECH																\$ -	95
EDUCATION		\$ 212.50														\$ 212.50	9,083
COPY MACHINE		\$ 623.94	\$ 623.92	\$ 623.94	\$ 623.94		\$ 623.94	\$ 623.94	\$ 623.94	\$ 623.94	\$ 623.94	\$ 623.94	\$ 623.94			\$ 6,863.32	2,000
MED/DENTAL																\$ -	750
PARENT FUND	\$ 127.50	\$ 225.00	\$ 237.50	\$ 225.00	\$ 225.00		\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00			\$ 2,615.00	1,500
STUD TRANS																\$ -	800
INSURANCE/AUDIT																\$ -	400
TELEPHONE	\$ 37.55	\$ 104.70	\$ 205.27	\$ 104.70	\$ 104.70		\$ 104.70	\$ 104.70	\$ 104.70	\$ 104.70	\$ 104.70	\$ 104.70	\$ 104.70			\$ 1,289.82	1,100
POSTAGE																\$ -	400
TRAVEL/REGISTRATION	\$ 18.27	\$ 276.23	\$ 140.81	\$ 128.79	\$ 128.79		\$ 128.79	\$ 128.79	\$ 128.79	\$ 128.79	\$ 128.79	\$ 128.79	\$ 128.79			\$ 1,594.42	3,000
SUPPLIES	\$ 1,227.01	\$ 476.30	\$ 853.59	\$ 476.30	\$ 476.30		\$ 476.30	\$ 476.30	\$ 476.30	\$ 476.30	\$ 476.30	\$ 476.30	\$ 476.30			\$ 6,843.60	12,998
UTILITIES	\$ 45.61	\$ 1,534.71	\$ 4,935.45	\$ 1,534.71	\$ 1,534.71		\$ 1,534.71	\$ 1,534.71	\$ 1,534.71	\$ 1,534.71	\$ 1,534.71	\$ 1,534.71	\$ 1,534.71			\$ 20,328.16	12,328
DUES/FEES			\$ 495.00													\$ 495.00	500
EQUIPMENT																\$ -	
VEHICLES																\$ -	
corrections/adjustments																\$ -	
HS CASH	\$ 55,613.84	\$ 55,235.94	\$ 45,494.53	\$ 35,988.06	\$ 35,988.06	\$ -	\$ 35,988.06	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68	\$ -	\$ -	\$ 593,274.56	\$ 594,679.00
total	\$ 55,613.84	\$ 55,235.94	\$ 45,494.53			\$ -	\$ 35,988.06	\$ 90,815.74	\$ 145,643.42	\$ 200,471.10	\$ 255,298.78	\$ 310,126.46	\$ 364,954.14	\$ 364,954.14		\$ 1,404.45	
cumulative total	\$ 55,613.84	\$ 110,849.78	\$ 156,344.31				\$ 35,988.06	\$ 90,815.74	\$ 145,643.42	\$ 200,471.10	\$ 255,298.78	\$ 310,126.46	\$ 364,954.14				
allo total	\$ 55,613.84	\$ 110,849.78	\$ 156,344.31					\$ 90,815.74									
EHS Total	\$11,579.29	\$5,611.22	\$11,601.00														
HS CASH	\$ 55,613.84	\$ 55,235.94	\$ 45,494.53	\$ 35,988.06	\$ 35,988.06	\$ -	\$ 35,988.06	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68	\$ 54,827.68				
EHS CASH	\$11,579.29	\$5,611.22	\$11,601.00														
TOTAL CASH	\$67,193.13	\$60,847.16	\$57,095.53	\$35,988.06	\$35,988.06	\$0.00	\$35,988.06	\$54,827.68	\$54,827.68	\$54,827.68	\$54,827.68	\$54,827.68	\$54,827.68				
Cumulative CASH	\$67,193.13	\$128,040.29	\$185,135.82	\$221,123.88	\$257,111.93	\$ 257,111.93	\$ 293,099.99	\$ 347,927.67	\$ 402,755.35	\$ 457,583.03	\$ 512,410.71	\$ 567,238.39	\$ 622,066.07				
Draw Downs - HS	55,551.00	54,891.00	45,902.00													\$ 156,344.00	\$ 594,679.00
Draw Downs - EHS	11,389.00	5,801.00	11,602.00													\$ 28,792.00	\$ 151,681.00
Total monthlyDraw Downs	66,940.00	60,692.00	57,504.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$ 185,136.00	\$ 746,360.00
cumulative drawdowns	66,940.00	127,632.00	185,136.00	185,136.00	185,136.00	185,136.00	185,136.00	185,136.00	185,136.00	185,136.00	185,136.00	185,136.00	185,136.00				\$ 746,360.00
Difference			0.18														
In Kind	\$2,577.00	\$1,483.00	\$2,934.00														\$ 6,974.00

EHS FY23			FEBRUARY	MARCH	APRIL	MAY	JUNE	13	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	Encumbered	ADJ	YTD	FY24
	REVENUE 01																		
	REVENUE 02																	\$0.00	
27.971.01.2130.0110.233.008600	NURSE SALARY																	\$0.00	
27.971.02.2130.0110.233.008600	NURSE SALARY		270.47	270.47	270.47	270.47	270.47		273.00	273.00	273.00	273.00	273.00	273.00	273.00			\$3,263.35	
27.971.01.2130.0221.233.008600	NURSE MEDICARE																	\$0.00	
27.971.02.2130.0221.233.008600	NURSE MEDICARE		3.92	3.92	3.92	3.92	3.92		4.00	4.00	4.00	4.00	4.00	4.00	4.00			\$47.60	
27.971.01.2130.0230.233.008600	NURSE PERA																	\$0.00	
27.971.02.2130.0230.233.008600	NURSE PERA		57.88	57.88	57.88	57.88	57.88		57.88	57.88	57.88	57.88	57.88	57.88	57.88			\$694.56	
27.971.01.2130.0250.233.008600	NURSE HEALTH																	\$0.00	
27.971.02.2130.0250.233.008600	NURSE HEALTH		0.13	0.13	0.13	0.13	0.13		0.13	0.13	0.13	0.13	0.13	0.13	0.13			\$1.56	
27.971.01.3330.0110.104.008600	ADM SALARIES																	\$0.00	
27.971.02.3330.0110.104.008600	ADM SALARIES		1871.62	935.81	0.00	935.81	935.81											\$4,679.05	
27.971.01.3330.0110.400.008600	HV SALARY																	\$0.00	26,285
27.971.02.3330.0110.400.008600	HV SALARY																	\$0.00	11,015
27.971.01.3330.0110.403.008600	CC SALARY																	\$0.00	28,415
27.971.02.3330.0110.403.008600	CC SALARY		6494.56	2681.52	3639.82	2681.52	2681.52		6500.00	6500.00	6500.00	6500.00	6500.00	6500.00	1000.00			\$58,178.94	26,894
27.971.01.3330.0221.104.008600	ADM MEDICARE																	\$0.00	
27.971.02.3330.0221.104.008600	ADM MEDICARE		27.13	13.57	0.00	13.57	13.57		28.00	28.00	28.00	28.00	28.00	28.00	28.00			\$263.84	
27.971.01.3330.0221.400.008600	HV MEDICARE																	\$0.00	404
27.971.02.3330.0221.400.008600	HV MEDICARE																	\$0.00	96
27.971.01.3330.0221.403.008600	CC MEDICARE																	\$0.00	389
27.971.02.3330.0221.403.008600	CC MEDICARE		86.05	37.16	48.70	37.16	37.16		86.00	86.00	86.00	86.00	86.00	86.00	86.00			\$848.23	372
27.971.01.3330.0230.104.008600	ADM PERA																	\$0.00	
27.971.02.3330.0230.104.008600	ADM PERA		400.52	200.26	0.00	200.26	200.26		401.00	401.00	401.00	401.00	401.00	401.00	401.00			\$3,808.30	
27.971.01.3330.0230.400.008600	HV PERA																	\$0.00	5,773
27.971.02.3330.0230.400.008600	HV PERA																	\$0.00	1,377
27.971.01.3330.0230.403.008600	CC PERA																	\$0.00	5,016
27.971.02.3330.0230.403.008600	CC PERA		1369.73	553.73	767.47	553.73	553.73		1375.00	1375.00	1375.00	1375.00	1375.00	1375.00	1375.00			\$13,423.39	5,022
27.971.01.3330.0250.104.008600	ADM HEALTH																	\$0.00	
27.971.02.3330.0250.104.008600	ADM HEALTH		0.57	0.31	0.00	0.31	0.31		1.00	1.00	1.00	1.00	1.00	1.00	1.00			\$8.50	
27.971.01.3330.0250.400.008600	HV HEALTH																	\$0.00	8,098
27.971.02.3330.0250.400.008600	HV HEALTH																	\$0.00	2
27.971.01.3330.0250.403.008600	CC HEALTH																	\$0.00	6,084
27.971.02.3330.0250.403.008600	CC HEALTH		980.73	220.85	558.94	220.85	220.85		981.00	981.00	981.00	981.00	981.00	981.00	981.00			\$9,069.22	3,684
27.971.01.3330.0300.000.008600	PROF/TECH																	\$0.00	
27.971.02.3330.0300.000.008600	PROF/TECH				3226.25	3200.00	3200.00		3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	8000.00		\$40,026.25	
27.971.01.3330.0320.000.008600	EDUCATION																	\$0.00	0
27.971.02.3330.0320.000.008600	EDUCATION			212.50												2848.00		\$3,060.50	2,848
27.971.01.3330.0330.000.008600	COPY MACHINE																	\$0.00	1,381
27.971.02.3330.0330.000.008600	COPY MACHINE			103.98	104.00	103.98	103.98		103.98	103.98	103.98	103.98	103.98	103.98	103.98			\$1,143.80	619
27.971.01.3330.0531.000.008600	TELEPHONE																	\$0.00	546
27.971.02.3330.0531.000.008600	TELEPHONE			109.50	50.73	109.50	109.50		109.50	109.50	109.50	109.50	109.50	109.50	109.50			\$1,145.73	254
27.971.01.3330.0580.000.008600	TRAVEL/REGISTRATION																	\$0.00	2,000
27.971.02.3330.0580.000.008600	TRAVEL/REGISTRATION			228.87		200.00	200.00		200.00	200.00	200.00	200.00	200.00	200.00	200.00			\$2,028.87	0
27.971.01.3330.0610.000.008600	SUPPLIES																	\$0.00	6,837
27.971.02.3330.0610.000.008600	SUPPLIES				1105.33	500.00	500.00		500.00	500.00	500.00	500.00	500.00	500.00	1500.00			\$6,605.33	163
27.971.01.3330.0620.000.008600	UTILITIES																	\$0.00	6,568
27.971.02.3330.0620.000.008600	UTILITIES			15.98	340.70	1727.40	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00			\$5,234.08	1,539
27.971.01.3330.0810.000.008600	DUES & FEES																	\$0.00	
27.971.02.3330.0810.000.008600	DUES & FEES				40.00													\$40.00	
																		\$0.00	
																		\$0.00	
01 TOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$153,571.10	\$151,681.00
02 TOTAL			11,579.29	5,971.16	11,601.04	9,439.09	9,439.09	0.00	14,170.49	14,170.49	14,170.49	14,170.49	14,170.49	14,170.49	12,518.49	0.00	0.00	\$145,571	-81,890.10

The Center at Lake County Elementary

Policy Council Minutes

Meeting Date: June 4, 2024

Meeting start time: 6:31p

Meeting end time: 7:26pm

Attending: Ashlee Hogg, Ashleigh Powers, Helen Adami.
Guests : Miriam Lozano, Tanya Lenhard, Mary Jelf

Not Attending: Morgan George, Heidy Carreno

Roll Call: Done. Quorum acceptable per by laws

Approval of Agenda: Ashlee moved to approve the agenda; Ashleigh seconded. The motion passed with all in favor and none opposed.

Approval of prior meeting's minutes: Ashlee moved to approve the last meeting's minutes; Ashleigh seconded. The motion passed with all in favor and none opposed.

Treasurer's Report: The current balance of the fund is \$787.50, to be spent by January 31, 2025. Info from ECLKC was offered about suggested uses of the fund.

New Business:

- Update on EHS FEI - Current enrollment is 11. Recruitment and services will continue through the summer.
- Final Child Outcomes - Data indicates that children showed growth in all domains throughout the year. Final report will be distributed when available.
- Parent Survey - A formal survey was not conducted this year, but informal feedback from families will be used in strategic planning.
- COLA - Application was submitted according to new methods. Requested use of funds is to pay certified PK teachers on the certified teacher scale and to offset rising health insurance costs without passing expenses on to staff.
- Communication methods - Members indicated that a QR code with quick access to info via their phones is a very easy way for them to stay informed and feel connected.
- IM - Mental Health Supports - IM was presented and briefly discussed.

- Staffing updates - Tanya discussed the new admin structure currently being recruited for. Interviews and hiring will be done over the summer. Members were asked if they wanted to be called to special meetings for each hire, or if they would like to schedule a single meeting for all the approvals, knowing that there could be PC reps on the interview committees, and that the BOE would review and approve the hiring manager recommendations. They requested a special meeting on Monday, August 5 at 6pm to review all of the new hires.
- Equipment and Real Property Disposition Policy - The policy was presented and explained, including how it related to the inventory policy that was part of the FA2 response. Ashlee moved to approve the policy; Helen seconded. The motion passed with all in favor and none opposed.

Training: Members took a humorous quiz about policies and practices and received thank you gifts.

Director's Report: The Director's report was presented and discussed. Budget reports were presented. New this month was additional reporting done to OHS including SF 425, SF 429, in kind tracking, administrative cost report, and drawdown confirmation. The purpose and timeline of this tracking was discussed. The credit card statement was presented.

Unfinished Business: none

Committee Reports: Miriam gave a report on BOE activities. Members gave feedback on the four day per week calendar as stressful to families with five day work weeks. They also gave feedback that sometimes surveys gathering data would be easier to understand with more everyday language instead of board level jargon. There was no DAC report or reports from other committees.

Announcements: Members were reminded of end of year activities and the meeting they had requested on August 5.

Adjournment: The meeting was adjourned at 7:26pm.

Respectfully submitted,

Mary Jelf
Business Manager, on behalf of absent PC Secretary



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

May 06, 2024

Lake County School District #1

Re: Grant No. 08CH011397

Dear Grant Recipient:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 ecikc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. John Baker
Lake County School District #1
130 W 12th St
Leadville, CO 80461 - 3415

From: Responsible HHS Official

Khari M. Garvin

Date: 05/03/2024

Mr. Khari M. Garvin
Director, Office of Head Start

From February 5, 2024 to February 9, 2024, the Administration for Children and Families (ACF) conducted a monitoring review of Lake County School District #1 Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mr. John Baker, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified findings which are included in this report. For any previous findings that are not included in this report and remain open, the recipient will receive a future follow-up review to determine the compliance status of those findings.

Please contact your Regional Office for guidance should you have any questions or concerns.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Ms. Cheryl Lutz, Regional Program Manager
Dr. Bethany Massey, Chief Executive Officer/Executive Director
Ms. Mary Jelf, Head Start Director
Ms. Mary Jelf, Early Head Start Director

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

Performance Summary

Service Area	Applicable Standards	Grant Number(s)	Primary Review Finding Status(s)	Timeframe for Correction	Follow-up Compliance Level
Monitoring ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance	1302.12(l)	08CH011397	ANC	N/A	Corrected
Monitoring and Implementing Quality Health Services	1302.44(a)(1)	08CH011397	ANC	N/A	Corrected
Monitoring and Implementing Fiscal Infrastructure	75.320(d)(2)	08CH011397	ANC	N/A	Corrected



Monitoring and Implementing Quality Health Services

Oral Health and Nutrition

The grant recipient does not maintain and monitor for effective oral health practices and nutrition services that meet the nutritional needs and accommodate children's feeding requirements and allergies.

FA-2	06/09/2023	ANC	1302.44(a)(1)	Timeframe for Correction: 120 days
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1302.44 Child nutrition (a) Nutrition service requirements. (1) A program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. Family style meals are encouraged as described in §1302.31 (e)(2).

The grant recipient did not accommodate the requirements of children with special dietary needs.

The grant recipient did not offer menu substitutions to accommodate children's needs. Although the grant recipient's special diets policy indicated substitutions for menu items would be provided by the program, the director stated parents were required to provide meal replacements for their children when they had food restrictions.

The grant recipient did not accommodate the requirements of children with special dietary needs; therefore, it was not in compliance with the regulation.

Follow-up

Corrected

Timeframe for Correction: N/A

The grant recipient accommodated the requirements of children with special dietary needs. The program revised its Special Dietary Needs policy and trained staff.

In an interview, the elementary principal stated the special dietary needs policy was revised to include the program's offering of substitutions and adaptations as needed to meet children's special dietary needs. The elementary principal added the staff worked with families to ensure children's special dietary needs were discussed and that documentation related to those needs was gathered during enrollment. A review of the policy confirmed the revisions.

The elementary principal explained that the recipient reviewed the new regulations with all staff, including kitchen staff, to ensure they clearly understood how to meet the needs of children and families. Special dietary needs and records were shared with kitchen staff, maintained in the children's health files, and posted inside the classroom cabinets.

Furthermore, the health manager monitored the dietary needs of the children through a review of health care plans. The manager stated the documentation was stored in PowerSchool and the children's health files.

The grant recipient accommodated the requirements of children with special dietary needs. This area of noncompliance is corrected.



Monitoring and Implementing Fiscal Infrastructure

Facilities and Equipment

The grant recipient does not comply with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

FA-2 06/09/2023 ANC 75.320(d)(2) Timeframe for Correction: 120 days

75.320 Equipment. (d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements: (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

The grant recipient did not ensure a physical inventory of Head Start property was completed and the results reconciled with property records at least once every two years.

In an interview, the business manager stated a physical inventory of Head Start property had not been completed in the last two years. When the equipment policy was requested, the business manager stated the grant recipient used the Colorado Department of Education's checklist to close out grants and ensure purchased equipment was accounted for but did not provide evidence that an inventory had been completed as the checklist required. The grant recipient could not determine when the last inventory had been conducted.

The grant recipient did not ensure a physical inventory of Head Start property was completed and the results reconciled with property records at least once every two years; therefore, it was not in compliance with the regulation.

Follow-up

Corrected

Timeframe for Correction: N/A

The grant recipient ensured a physical inventory of Head Start property was completed and that the results were reconciled with property records at least once every 2 years.

In an interview, the business manager stated that a physical inventory of Head Start property was completed during the timeframe for correction. The business manager shared that a policy and procedure was developed and approved that would ensure that all departments implemented the reconciliation and maintenance of property records. The business manager further explained that she shared the policy through individual discussions with other agency departments, including the transportation and school administrators. A review of documents confirmed the policy and procedure included a requirement that the physical inventory of the property must be completed and tracked and the results would be reconciled with the property records at least once every 2 years.

The grant recipient ensured a physical inventory of Head Start property was completed and that the results were reconciled with property records at least once every 2 years. This area of noncompliance is corrected.



Monitoring ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance

Determining, Verifying, and Documenting Eligibility

The grant recipient does not enroll children or expectant mothers who are categorically eligible or who meet defined income-eligibility requirements.

FA-2

06/09/2023

ANC

1302.12(I)

Timeframe for Correction: 120 days

1302.12 Determining, verifying, and documenting eligibility.(I) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.

The grant recipient did not establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations.

A review of the grant recipient's ERSEA policies and procedures found they did not describe actions to be taken against staff who intentionally violate ERSEA regulations. In a discussion, the director of operations confirmed the grant recipient had not outlined the consequences for staff who did not follow ERSEA requirements.

The grant recipient did not establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations; therefore, it was not in compliance with the regulation.

Follow-up

Corrected

Timeframe for Correction: N/A

The grant recipient established written policies and procedures describing all actions taken against staff who intentionally violated Federal and program eligibility determination regulations. The program revised policies, trained staff, and added layers of monitoring of enrollment documentation.

During the October 2023 meeting, the board reviewed, discussed, and approved the revised policy for Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) procedures related to staff requirements to follow eligibility determination regulations. A review of revised ERSEA procedures found the program would implement disciplinary measures that may include termination for regulation violations. In an interview, the Head Start director explained the ERSEA policies were posted on the agency's website for all to review.

In an interview, the managers stated all staff had completed a review of the ERSEA policy. The Regional Training and Technical Assistance staff provided additional training to the management team on the ERSEA toolkit. Additionally, the elementary school principal explained that information on ERSEA requirements had been added to the new employee orientation packet.

The Head Start director and the elementary school principal stated they reviewed each application and ensured the correct documentation was included for all currently enrolled families.

The grant recipient established written policies and procedures describing all actions taken against staff who intentionally violated Federal and program eligibility determination regulations. This area of noncompliance is corrected.

----- End of Report -----

Policy Council Training Quiz

Number	Question	True	False
1	The Policy Council must be made up of at least 51% parents of currently enrolled Head Start children, plus representatives from the community.		
2	Head Start staff immediate family members may be on the Policy Council.		
3	Only former Head Start parents may be on the Policy Council as community representatives.		
4	There is no problem if the Preschool Director votes on the Policy Council.		
5	Head Start Parent Committees are made up of 100% parents of currently enrolled children.		
6	Head Start parents on the Policy Council must be elected by parents of currently enrolled children.		
7	A Head Start Policy Council may have no more than seven members.		
8	Being on the Policy Council is a full time job because members are expected to manage the Head Start program on a day-to-day basis.		
9	The Head Start Policy Council must approve the annual grant application before HHS will award the funds.		
10	Once elected, the Policy Council is on its own and will be expected to operate with little or no outside help.		
11	The Head Start Policy Council must approve or disapprove the hiring and firing of the Director.		
12	The Head Start Policy Council, the School Board, the Business Manager, and the Preschool Director are natural enemies and must be prepared to fight for whatever they can get.		
13	All Head Start programs are required to conduct an annual self-assessment.		
14	All Policy Council meetings are open for staff to attend.		
15	Policy Councils may require parents to work or volunteer in the classrooms.		
16	The Policy Council must approve when a classroom goes on a field trip.		
17	Policy Council members should not disturb staff by asking for reference materials.		

Cuestionario de Formación de Consejo de Política

Numero	Pregunta	Cierto	Falso
1	El Consejo de política debe ser conformado por al menos 51% los padres de los niños actualmente matriculados en Head Start, además de representantes de la comunidad.		
2	Pueden ser miembros de familia inmediatos del personal de Head Start en el Concilio de política.		
3	Sólo ex padres de Head Start pueden estar en el Consejo de Política como representantes de la comunidad.		
4	No hay problema si la Directora de Preescolar vota en el Consejo de Política.		
5	Comités de padres de Head Start se componen de padres 100% de los niños actualmente matriculados.		
6	Padres de Head Start en el Consejo de política deben ser elegidos por los padres de los niños actualmente matriculados.		
7	El Consejo de Política de Head Start puede tener no más de siete miembros.		
8	Estar en el Consejo de política es un trabajo de tiempo completo porque se espera que los miembros gestionen el programa de Head Start en el día a día.		
9	El Consejo de política de Head Start debe aprobar la solicitud de subvención anual antes que HHS otorgará los fondos.		
10	Una vez elegido, el Consejo de política es por sí mismo y se espera que funcione con poca o ninguna ayuda exterior.		
11	El Consejo de política de Head Start debe aprobar o desaprobado la contratación y despido de la Directora.		
12	El Consejo de política de Head Start, la Junta Escolar, la Gerente de Negocio, y la Directora Preescolar son enemigos naturales y deben estar preparados para luchar por lo que pueden conseguir.		
13	Todos los programas de Head Start están obligados a llevar a cabo una autoevaluación anual.		
14	Todas las reuniones del Consejo de Políticas están abiertas para que asista el personal.		
15	El Consejo de Política pueden requerir que los padres ayuden en las aulas.		
16	Debe aprobar el Consejo de política cuando el aula se va a una excursión.		
17	Los miembros del Consejo de política no deben molestar al personal pidiendo materiales de referencia.		

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted HHS-ADMINISTRATION FOR CHILDREN & FAMILIES					2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 08CH01139704		
3. Recipient Organization (Name and complete address including Zip code) Lake County School District R-1 328 W 5th St, Leadville, CO 80461							
4a. UEI DKDITYWR888T4		4b. EIN 1846011994A1		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 2K68P		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	
7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual							
8. Project/Grant Period (Month, Day, Year) From: February 1, 2023 To: January 31, 2024					9. Reporting Period End Date (Month, Day, Year) January 31, 2024		
10. Transactions						Cumulative	
<i>(Use lines a-c for single or combined multiple grant reporting)</i>							
Federal Cash (To report multiple grants separately, also use FFR Attachment):							
a. Cash Receipts						\$746,360.00	
b. Cash Disbursements						\$746,360.00	
c. Cash on Hand (line a minus b)						\$0.00	
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized						\$746,360.00	
e. Federal share of expenditures						\$746,360.00	
f. Federal share of unliquidated obligations						\$0.00	
g. Total Federal share (sum of lines e and f)						\$746,360.00	
h. Unobligated balance of Federal funds (line d minus g)						\$0.00	
Recipient Share:							
i. Total recipient share required						\$186,591.00	
j. Recipient share of expenditures						\$186,591.00	
k. Remaining recipient share to be provided (line i minus j)						\$0.00	
Program Income:							
l. Total Federal share of program income earned						\$0.00	
m. Program income expended in accordance with the deduction alternative						\$0.00	
n. Program income expended in accordance with the addition alternative						\$0.00	
o. Unexpended program income (line l minus line m and line n)						\$0.00	
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:					\$0.00	\$0.00	\$0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Administrative costs for 2023 are 8.31%. T/TA is \$11,931. CACFP funds received for 2023 are \$46,600.94. Non-federal match is \$1.....							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Jelf, Mary Business Manager					c. Telephone (Area code, number, and extension) 		
b. Signature of Authorized Certifying Official Jelf, Mary					d. Email Address mjelf@lakecountyschools.net		
					e. Date Report Submitted (Month, Day, Year) April 19, 2024		

Standard Form 425
OMB Approval Number: 4040-0014
Expiration Date: 02/28/2025

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

FEDERAL FINANCIAL REPORT

(Additional Page)

Federal Agency & Organization	:	HHS-ADMINISTRATION FOR CHILDREN & FAMILIES
Federal Grant ID	:	08CH01139704
Recipient Organization	:	Lake County School District R-1 328 W 5th St, Leadville, CO 80461
UEI	:	DKDTYWR888T4
UEI Status when Certified	:	ACTIVE (as of 04/19/2024)
EIN	:	1846011994A1
Reporting Period End Date	:	January 31, 2024
Status	:	Report Certified/Pending Agency Approval
Remarks	:	Administrative costs for 2023 are 8.31%. T/TA is \$11,931. CACFP funds received for 2023 are \$46,600.94. Non-federal match is \$186,591.

Federal Agency Review

Reviewer Name	:
Phone #	:
Email	:
Review Date	:
Review Comments	:

RPSR SF-429 A No Property

Program Name: CH - Head Start Projects

Grantee Name: Lake County School District R-1

Report Name: RPSR SF-429 A No Property

Budget Period / Year of Support: 02/01/2023 to 01/31/2024


Report Status: Certified -- with Warnings

Report Sections

1. Cover Page

2. ATTACHMENT A (General Reporting)0

Cover Page

OMB Control No.: 4040-0016 Expires: 02/28/2025					
REAL PROPERTY STATUS REPORT SF-429 ATTACHMENT A (COVER PAGE)					
1. Federal Agency and Organizational Element to Which Report is Submitted: Administration for Children and Families			2. Federal Grant: 08CH011397		2a. Other Identifying Number(s) by Federal Agency(ies): DKDITYWR888T4
3. Recipient Organization (name and complete address including zip code): Lake County School District R-1					
Address Line 1 328 W 5TH ST		Address Line 2			
Address Line 3		City LEADVILLE		State CO	
		Zip Code 80461		Zip Ext.	
4a. DUNS Number: 557338282	4b. EIN: 1846011994A1	5. Recipient Account or Identifying Number:	6. Contact Person for this Report:		
			First Name: Mary		Middle Initial:
			Last Name: Jelf		
			Phone: (719) 486-6808		Phone Extension:
			Email: mjelf@lakecountyschools.net		
			Fax:		
7. Report End Date (MM/DD/YYYY): 01/31/2024					
8. Real Property Status Report - Attachments: [check the applicable block(s)]:					
<input checked="" type="checkbox"/> Attachment A (<i>General Reporting</i>) attached					
<input checked="" type="checkbox"/> Attachment A (No Real Property) OHS ONLY					
Attachment B (<i>Request to Acquire, Improve or Furnish</i>) attached					
Attachment C (<i>Disposition Request</i>) attached					
9. Comments (attach additional sheets if necessary): No real property to report.					
10. Certification: I certify to the best of my knowledge and belief that all information presented in this report is true, correct and complete and constitutes a material representation of fact upon which the Federal government may rely.					
11a. First Name: Mary			11c. Telephone (area code, number, extension) :		
11a. Middle Initial:			11d. Email Address: mjelf@lakecountyschools.net		
11a. Last Name: Jelf			11e. Date Report Submitted (MM/DD/YYYY): 04/19/2024		
11a. Title of Authorized Certifying Official: Business Manager			12. Agency use only.		
11b. Signature of Authorized Certifying Official: 					

ATTACHMENT A (General Reporting)0

OMB Control No.: 4040-0016

Expires: 02/28/2025

REAL PROPERTY STATUS REPORT SF-429 ATTACHMENT A

Federal Grant or Other Identifying Number Assigned by Federal Agency (#2 on cover page) 08CH011397

Provide the requested information in subsections 13 through 18 of Attachment A for each parcel of real property being reported. Use a separate sheet to report information on each parcel of real property under the Federal financial assistance award identified in section 2. If a section does not apply, enter "N/A." Below is a summary of the required information to be provided for each subsection of Attachment A.

13. Period of Federal Interest (MM/DD/YYYY): From: To:					
Type of Federal Interest					
Acquisition	Renovation	Construction	Government Furnished Property		
14a. Real Property Name:					
Description of Real Property:					
14b. Address of Real Property (legal description and complete address including zoning information):					
Legal description					
Address Line 1		Address Line 2			
Address Line 3		City	State	Zip Code	Zip Ext.
County/Parish		CountryUSA			
GPS Location (Latitude)		GPS Location (Longitude)		Not Verified	
Additional zoning information					
14c. Land Acreage or Square Units:		14d. Gross and Usable Square Footage/Meters (i.e., of building, house, etc.):			
Enter Amount:0		Enter Amounts: Gross0		Usable0	
Select Units:		Select Units:			
14e. Real Property Ownership Type(s):					
0 A. Owned		0 B. Co-Owned		0 C. Fee Simple	
0 D. Corporate		0 E. Joint Tenancy		0 F. Partnership	
0 G. Limited Liability Partnership		0 H. Co-Operative		0 I. Government Furnished Property	
0 J. Other (Describe)					
14f. Real Property Cost:\$0		Share Percentage %			
Federal Share:\$0		0.00%			
Non-Federal Share:\$0		0.00%			
Total (sum of Federal and Non-Federal Share):\$0		0.00%			
14g. Has a deed, lien, covenant, or other related documentation been recorded to establish Federal interest in real property?					
If yes(unless previously reported), describe the instrument used and enter the date and jurisdiction in which it was recorded:					
Instrument Used	Amount	Date Recorded	Jurisdiction	State	Reference Number
Additional Comments (Attach additional sheets if necessary for 14g):					
14h. Has Federally required insurance coverage been secured for this property? (See instructions for more details).					
14i. Are there any Uniform Relocation Act (URA) requirements applicable to this property?					
14j. Are there any environmental compliance requirements related to the real property?					
If yes, describe them (Attach additional sheets if necessary for 14j):					

14k. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is listed or eligible for listing in the National Register of Historic Places?	
If yes, describe the change (<i>Attach additional sheets if necessary for 14k</i>):	
15. Has a significant change occurred with the real property, or is there an anticipated change expected during the next reporting period?	
If yes, describe them (<i>Attach additional sheets if necessary for 15</i>)	
16. Real Property Disposition Status:	
A. Sold	B. Transferred to different award
C. Used other Federally sponsored project/program	D. Transferred title
E. Retained Title	F. N/A
i. If the Federal agency provided the recipient disposition instructions to sell or retain title to the real property, enter the amount of the funds owed to the Federal government:\$0	
ii. If applicable, enter the amount of any net proceeds from sale of the real property and describe how the proceeds were distributed:\$0	
iii. If the Federal agency directed the recipient to transfer title to the real property, enter the amount of funds the Federal Agency owes:\$0	
17. Indicate the cumulative energy consumption for the previous 12 months:	
A. Electric (<i>kWh</i>) or (<i>Btu</i>) B. Petroleum (<i>Gal</i>) C. Natural Gas (<i>cu ft</i>)	
<i>Other (Specify)</i>	
18. Remarks (<i>attach additional sheets if necessary</i>):	
No real property to report.	



[OLDC Home](#)

[Form Selection](#)

[Report Form Status](#)

Program Name: CH - Head Start Projects

Grantee Name: Lake County School District R-1 - No. 01

Report Name: RPSR SF-429 A No Property

Budget Period / Year of Support: 4 - From 02/01/2023 to 01/31/2024

Report Due Date: 04/30/2024

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status

Report Submissions:

Report Status:

Status Date:

Report Action:

Print:

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Submitted with Warnings

04/19/2024

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Original File Attachments

<u>Attachment Type:</u>	<u>File Name:</u>	<u>Uploaded Date:</u>	<u>Upload Status</u>	<u>Uploaded By</u>
Cover Page 9. Comments (attach additional sheets if necessary):	FY22 SF-429 cover to upload.pdf	04/14/2023	Saved	Mary Jelf
ATTACHMENT A (General Reporting) 0 18. Remarks (attach additional sheets if necessary):	FY22 429A to upload.pdf	04/14/2023	Saved	Mary Jelf

Report Status History

Show 10 ☒ entries

Search:

<u>Report Submissions:</u>	<u>Report Action:</u>	<u>Date/Time:</u>	<u>User Name:</u>	<u>Change (if known):</u>
Original	Submitted with Warnings	04/19/2024 12:15:30 PM	Mary Jelf	
Original	Certified -- with Warnings	04/19/2024 12:10:05 PM	Mary Jelf	Signed as Authorized Official
Original	Validated - with Warnings	04/19/2024 12:09:52 PM	Mary Jelf	
Original	Saved	04/19/2024 12:09:44 PM	Mary Jelf	
Original	Saved	04/19/2024 12:09:16 PM	Mary Jelf	
Original	Validated - with Warnings	04/19/2024 12:08:50 PM	Mary Jelf	
Original	Initialized	04/19/2024 12:07:51 PM	Mary Jelf	

Showing 1 to 7 of 7 entries

Previous

1

Next

Contacts

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Search:

HEAD START

FUNDS REQUESTED – PAYMENT MANAGEMENT SYSTEM

HEAD START

AMOUNT

45,902-

DATE

5/6/24

ACCOUNT

24

EARLY HEAD START

AMOUNT

11,602-

DATE

5/6/24

ACCOUNT

02

TOTAL

57,504-

Mary Jeff

SIGNATURE

1 Expired Funds 6 In Transit Funds 0 No Active Banking 1 FFR Delinquent 5 Pending Payment Requests

Search Results (3)

Group Payment Actions

<input type="checkbox"/>	Payee Account Number	Subaccount	Bank Account Number	Payment Type	Unexpired Funds (A)	Expired Funds (B)	Pending Requests (C)	In-Transit Payments (D)	Total Available Funds (A+B+C+D)	Subaccount Status	Actions
<input type="checkbox"/>	2K68P	08CH01139703	#####4482	ACH Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$
<input type="checkbox"/>	2K68P	08CH01139704	#####4482	ACH Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$
<input type="checkbox"/>	2K68P	08CH01139705	#####4482	ACH Payment	\$ 245,549.00	\$ 0.00	\$ 57,504.00	\$ 0.00	\$ 188,045.00	\$	\$

Records per page: 100



Strategies and Recommendations for Supporting Mental Health

 eclkc.ohs.acf.hhs.gov/policy/im/acf-ohs-im-24-01

Strategies and Recommendations for Supporting Mental Health ACF-OHS-IM-24-01

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-IM-24-01
2. **Issuance Date:** 05/09/2024
3. **Originating Office:** Office of Head Start
4. **Key Words:** Mental Health; Behavioral Health; Social and Emotional Development

Information Memorandum

To: All Head Start grant recipients

Subject: Strategies and Recommendations for Supporting Mental Health

Information:

PURPOSE:

This Information Memorandum (IM) highlights the Head Start Program Performance Standards and related strategies for integrating mental health supports across all Head Start programs.

BACKGROUND:

Head Start programs, including preschool programs, Early Head Start programs, Migrant and Seasonal programs, and American Indian and Alaska Native programs, have a long history of providing comprehensive services alongside early education services. They support a program-wide culture that promotes children's mental health and social and emotional well-being. Children's mental health is foundational for family well-being, children's overall healthy development, and long-term success.¹ In recent years, Head Start programs

have called for guidance on how to be more intentional in integrating mental health supports into programs. These calls stem from a reported rise in behavioral and developmental concerns, higher rates of staff turnover, and limited availability of specialized mental health services. This IM provides evidence-informed mental health strategies and associated resources that can help address these challenges as part of a renewed effort across federal early childhood funding agencies to integrate mental health supports into programs.

To integrate mental health supports effectively into Head Start programs, it is important to first understand and destigmatize what is meant by “mental health.” Young children’s mental health, often referred to as early childhood mental health (ECMH), is not mental illness. Rather, it is the same as social and emotional development and well-being. It is a child’s capacity to express and regulate emotions, form trusting relationships, explore, and learn — all in the cultural context of family and community. ECMH (Early Childhood Mental Health) approaches should support every child’s development of social and emotional skills, in addition to providing specialized supports for the up to 20 percent of children under the age of 5 who experience social and emotional difficulties.²

Strengthening the focus on mental health is particularly appropriate given the Head Start program’s mission to serve the most vulnerable children and families and break the cycle of poverty. Individuals living in high-poverty neighborhoods often have less access to high-quality resources and supports compared to individuals living in low-poverty neighborhoods, and are more likely to have worse mental health outcomes as a result.³ Furthermore, Black, Indigenous, and People of Color (BIPOC) families⁴ and families in remote or rural areas have less access to mental health and substance use services.⁵ BIPOC (Black, Indigenous, and People of Color) families, including families in tribal communities, are disproportionately affected by chronic stress resulting from structural racism and historical trauma, which further narrows access to services they can trust.⁶

Head Start programs play a vital role in addressing ECMH (Early Childhood Mental Health) and reducing disparities in ECMH (Early Childhood Mental Health), because they focus on the whole child as well as partner with families and communities. Family-focused efforts in particular ensure children’s mental health continues to be supported in the long-term, after children transition to kindergarten. Many Head Start programs have already adopted diverse strategies to address ECMH. Programs support family well-being and staff-wellness, which ensures caregivers are well equipped to support ECMH. They directly support the child by strengthening relationships with responsive caregivers, such as parents and early childhood staff, which is the foundation of ECMH (Early Childhood Mental Health). They provide stable, nurturing environments in which children can safely learn and practice social and emotional skills, and partner with families to do the same at home. Head Start staff build trusting relationships with families and partner within the community to identify and leverage resources. These steps make it more likely that mental health supports will meet the needs of families and make a difference.

GUIDANCE:

Although there are many ways mental health can be supported in Head Start programs, it is important for programs to develop a comprehensive, integrated early childhood mental health approach that promotes child and adult mental health, prevents concerns from developing, and supports early identification and referrals for treatment when needed. Using a continuum⁷ of mental health supports ensures every child and family receives the appropriate level of care. This continuum includes:

1. **Mental health promotion** – An approach aimed at strengthening positive aspects of mental health and well-being and is focused on setting children and families up for success.
2. **Prevention services and supports** – An approach aimed at reducing the likelihood of future disorders in the general population or for people who are identified as at risk of a disorder.
3. **Access to mental health treatment** – Interventions are delivered to people who continue to be at risk after engaging in prevention services or have been diagnosed with a mental disorder.

The Office of Head Start (OHS) continues to strongly encourage grant recipients to use quality improvement funds available to all Head Start, Early Head Start, American Indian and Alaska Native Head Start, Migrant and Seasonal Head Start, and Early Head Start-Child Care Partnership grant recipients to support these strategies and invest in mental health supports across roles and program service areas. Suggestions of allowable uses for quality improvement funds as specified in the Head Start Act can be found in the [FY 2023 Head Start Funding Increase Program Instruction](#).

For Head Start State Collaboration Offices and recipients closely working with states, it may be of interest to review [related program guidance](#).

Strategies and Recommendations to Support Mental Health

These strategies support program quality and describe resources that can help programs comply with applicable Head Start Program Performance Standards.

Increase Mental Health Promotion

1. A focus on social determinants of health, or the conditions in which individuals are born, grow, live, work, and age, can lead to better mental health outcomes and prevent future mental illness. To promote social conditions that support family well-being, such as family safety, health, and economic stability, programs are encouraged to develop innovative two-generation approaches that leverage community partnerships and address prevalent needs of children and families ([45 CFR §1302.50\(a–b\)](#)). To achieve this, programs can:
 - Create authentic partnerships with families using the [Building Partnerships with Families Series](#) as a guide. Programs can support family mental health and well-being by using the family assessment and partnership process to help families with their biggest life stressors.
 - Update the program's intake process with families to include targeted discussions on mental health, such as the families' perceptions about mental health and addressing potential stigma. Include information on mental health supports in the program, such as [mental health consultation services](#) and resources and supports available in the community.
 - Establish formal and informal [check-ins with families](#) with the intent to support family mental health. For example, build in time during parent-teacher conferences to discuss how families are doing, create a drop-box for parents to discreetly communicate their needs to staff, and devote time in every parent meeting to wellness activities.
 - Invite the mental health consultant to introduce themselves at program events, such as an "Open House" to explain the Head Start program's commitment to supporting mental health. This is an opportunity to familiarize parents with the mental health services available to them, including the role of the mental health consultant and how consultation is used throughout the program.

2. To promote family well-being, programs must collaborate with parents by providing mental health education support services. These services include opportunities for parents to learn about healthy pregnancy and postpartum care that encompasses mental health and substance use treatment options ([45 CFR §1302.46\(a\)](#)). To achieve this, programs can:
- Offer opportunities for families to connect to [talk about their child's development](#), how they are coping with potential stressors, and what resources they are using. Create a parent group, either virtually or in person, that serves as a space for parents to express their emotions, thoughts, and feelings. For guidance on facilitating this activity, refer to [Leading Online Parent Meetings and Groups](#).
 - Provide training and opportunities for parents to learn about children's health, well-being, and mental health (i.e., in person trainings, virtual trainings, resources/handouts, etc.), as well as developing safe, stable, and nurturing relationships and environments. For example:
 1. Use the mental health consultant to provide group wellness sessions with parents. In these sessions include information on resources in the community and how to access these resources.
 2. Invite speakers from mental health and substance use agencies to give talks about mental health and substance use.
 - Regularly check in with families about providing supports for their own mental health and well-being, such as education materials on [reducing stress](#) and [understanding depression](#).
 - For pregnant women and expectant families enrolled in Early Head Start services, include a mental wellness check during the [newborn visit](#) that a program must provide to each mother and baby within two weeks after the infant's birth ([45 CFR §1302.80\(d\)](#)). These mental wellness checks are geared towards the parent or family members caring for the child and can be incorporated into a daily health check. Consider incorporating screenings for adult mental health, including [depression](#), and [substance use](#), with appropriate guidance from a mental health professional.

3. To promote staff well-being, programs must make mental health and wellness information available to staff regarding issues that may affect their job performance and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education ([45 CFR §1302.93\(b\)](#)). To achieve this, programs can:
- Implement identified policies, procedures, and strategies to support staff wellness that are informed by program data, such as those described in [ACF-IM-HS-21-05 Supporting the Wellness of All Staff in the Head Start Workforce](#). It is important to gather feedback from staff on their well-being and job satisfaction, as well as wellness strategies, to determine if refinements or improvements are needed.
 - Provide program leaders with foundational training in supporting workforce mental health such as through the [National Child Traumatic Stress Network \(NTCSN\)](#). The NTCSN offers resources and trainings on a wide range of topics, including strategies to prevent, recognize and address secondary traumatic stress, which may be experienced by Head Start staff caring for children affected by trauma.
 - Consider establishing communities of practice or [reflective supervision](#) groups that help directors and managers focus on creating safe environments and communications that convey to staff that it is safe to disclose and receive support if and when they experience mental health challenges.
 - Promote employee assistance services and build a culture to address the stigma of seeking help for mental health reasons. Raise employee awareness around free or low-cost mental health supports available, such as benefits included in health insurance plans.

4. To promote child well-being, a program must ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being ([45 CFR §1302.90\(c\)\(i\)](#)). To facilitate implementation of positive strategies, programs can:
- Train staff, consultants, contractors, and volunteers to have basic knowledge of developmentally appropriate strategies to support positive behaviors. Since developmental expectations and appropriate strategies may differ depending on a child's age and developmental skills, staff working with [preschool-age children](#), may still benefit from a basic understanding of how to support [infants and toddlers](#).
 - Ensure staff understand that [following children's lead](#) in structured play activities is an impactful way to understand children's developmental skills, identify and offer positive attention to their strengths, and practice self-regulation skills in a controlled environment.
 - Make sure learning environments are designed to support children's self-regulation. This could include creating "[cozy spaces](#)" that are clearly visible to adult supervision where children can go if they are feeling overwhelmed. Similarly, spaces can be created with activities or sensory materials as places to express energy. These types of spaces are designed so that teachers can still observe the child or children who are in them, while also providing them the needed supports to self-regulate.
 - [Partner with families to understand the development](#), communication style, strengths, and [temperament](#) of each child in order to establish predictable routines, transition strategies, and developmentally appropriate behavioral expectations for children in the program.

Increase Prevention Services and Supports

5. To support children's ongoing social and emotional development, programs must provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns ([45 CFR §1302.45\(a\)](#)). To achieve this, programs can:

- Implement an [all-hands-on deck](#) approach by creating a multidisciplinary team that works together in your program to support children's mental health. This team can be comprised of individuals that already work with the child or family across disciplines. The benefit of having a team of professionals with multiple perspectives (i.e., mental health, early childhood, special education, family service, health, nutrition, etc.) is that it ensures the most comprehensive approach to support the needs of a child and family.
 - For example, consider ways to integrate prevention-focused approaches such as the [Pyramid Model](#) with mental health supports such as mental health consultation.
- Seek direct guidance from a mental health or child development professional to ensure that findings from developmental screening and assessment required in [45 CFR §1302.33](#), including social and emotional screenings, are used when making a referral to determine if the child is eligible for services through [IDEA](#) or [section 504 of the Rehabilitation Act](#). While programs wait for an eligibility evaluation and possible services, programs can consider an [individualized approach](#) to support positive behaviors and [teach new skills](#).
- Review your program's educational curriculum to ensure it offers appropriate [social and emotional learning](#) opportunities, including intentionally planned learning experiences to help practice self-regulation skills. If you notice that many children in the group need social and emotional development support, spend some time intentionally embedding more of the experiences and activities from your curriculum that support these skills. Work these activities and supports into your daily routines and revisit them as needed to ensure children are developing skills in this area.
- Implement a systems-level approach for adult regulation such as the "Tap-In/Tap-Out" system⁸ when an education staff member is feeling frustrated, overwhelmed, or otherwise dysregulated. This strategy allows for education staff to engage another staff member from a predetermined list to "tap-in" and cover the class. The education staff member can then "tap-out" and engage in strategies for accessing a calm state before returning to the learning environment.

6. Infant and early childhood mental health consultation (IECMHC) is a prevention-based approach. Mental health consultants work with Head Start leaders, staff, and families to support children's healthy social and emotional development. Grant recipients have shared that it can be challenging to obtain mental health consultants, particularly in rural areas. A few strategies for building mental health consultation access include:
- Encourage existing staff to use educational benefits, such as tuition and fee support, to work towards mental health consultant qualifications. These and other strategies are described in [ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce](#).
 - Reach out to mental health organizations and other early childhood programs to identify potential partners for mental health consultation services. For example, ask other local Head Start or early childhood programs, home visiting programs, and state or tribal [early care and education offices](#) how they find mental health consultants. Ask local pediatricians, community health clinics, and hospitals where they refer children and adults for mental health services. After identifying possible partners, reach out to orient them to the role of mental health consultation in Head Start programs and explore potential collaborations.
 - Prioritize finding a mental health professional who is familiar with the families in your program or community. Your Head Start program can help them learn about child development, group care, the culture of your program, relevant [HSPPS \(Head Start Program Performance Standards\)](#), and [IECMHC \(Infant and Early Childhood Mental Health Consultation\)](#).
 - Consider implementing approaches such as [telehealth or remote consultation](#), especially in rural areas, while efforts to build capacity for in-person mental health consultation are underway⁹.
 - Consult IECMHC.org's [interactive map of consultants](#).
7. To ensure mental health consultants engage in prevention-focused activities, programs must ensure the mental health consultant assists, at a minimum, with the requirements listed in 45 CFR §1302.45(b). To achieve this, programs can:
- Provide professional development opportunities for staff during onboarding and periodically after. For example, the [Foundations of Infant and Early Childhood Mental Health Consultation iPD Course](#) can ensure that all staff understand that [IECMHC \(Infant and Early Childhood Mental Health Consultation\)](#) is a way to grow the capacity of adults to support the child's social and emotional well-being, rather than a direct intervention or treatment approach.
 - Use the expertise of the mental health consultant at a programmatic level, in addition to consulting at the level of specific children, families and classrooms. For example, the mental health consultant can help program leaders and staff explore strategies for enhancing systems that support staff well-being. They can also help design program-wide policies and procedures related to mental health supports, such as positive discipline or screening and assessment practices.

Access to Mental Health Services

8. Programs must build community partnerships to facilitate access to additional mental health services as needed (45 CFR §§1302.45(a)(4), [1302.53\(a\)\(2\)](#), 1302.80(c)). To achieve this, programs can:

- Consult with your Health Services Advisory Committee on local opportunities and potential partnerships. Identify grant funds available in your local community that are designated to support early childhood mental health. For example:
 1. Partner with local [Certified Community Behavioral Health Clinics \(CCBHCs\)](#). CCBHCs are designed to ensure access to coordinated comprehensive behavioral health care. CCBHCs are required to serve anyone who requests care for mental health or substance use, including developmentally appropriate care for children and youth, regardless of their ability to pay, place of residence, or age.
 2. Leverage community health workers, family navigators, [promotores](#), and peer specialists to reduce mental health stigma and provide support to families navigating mental health systems and other systems that address social determinants of health.
- Use resources that offer expertise in culturally grounded mental health practices, such as partnering with tribal healers to connect families to traditional ways of healing.
- Build partnerships with local colleges and universities that may provide sliding scale mental health services through their mental health training clinics. A sliding scale is a flexible fee structure or payment system that asks a client to pay based on their ability to do so.
- [Facilitate access to community](#) enrichment activities that can both protect and promote child and family mental health (i.e., sporting activities, cultural events, religious organizations, farmers' markets, and play groups).
- Assess [barriers to obtaining mental health services](#) and provide supports based on this assessment to facilitate access. Examples could include providing transportation from the program to clinics or providing families with private spaces equipped with appropriate technology to access tele-mental health services.

These evidence-informed mental health strategies can support Head Start programs in intentionally integrating mental health supports across their program. They can address challenges programs face such as behavioral and developmental concerns, staff burnout, and the limited availability of specialized mental health services. The accompanying appendix includes more specific resources to support these recommendations.

~~OHS (Office of Head Start)~~ will continue to work with programs to support the mental health of children, families, and staff in Head Start programs. Please direct any questions about the content of this IM to your ~~OHS (Office of Head Start)~~ regional office.

Thank you for all you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin/

Khari M. Garvin

Director

Office of Head Start

See PDF Version of Information Memorandum:

[Strategies and Recommendations for Supporting Mental Health](#) (211.88 KB)

Footnotes

1. <https://www.acf.hhs.gov/ecd/policy-guidance/dear-colleague-social-emotional-development-and-mental-health>
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Historical Document