



**Board of Education**  
Thursday, July 7, 2016  
5:30 pm  
Lake City Community School Library

**Workshop**  
Agenda

1. Discuss Facilities Planning with Welborn & Associates.
2. Review DP-7, Community and Parent Satisfaction and Involvement.
3. Review Governance Process Policies (GP-1 to GP-16E).

**Special Meeting**  
Agenda

1. Call meeting to order, pledge of allegiance and roll call.
2. Action items:
  - Consider approval of Superintendent's staffing recommendations.
  - Consider approval of credit card for Technology Coordinator Dan Wampler.
3. Adjourn

**Policy Type: Directional Policy****Community/Parent Satisfaction and Involvement**

Hinsdale County School District fosters satisfaction and encourages involvement of parents and community in our schools.

Areas of new or continued investigation, performance, evaluation and growth identified for this policy shall include:

1. State and federal required participation opportunities for community members and parents
2. Locally designed participation opportunities for community members and parents, including:
  - a. Citizen speakers and classroom volunteers, with a particular emphasis on participation of senior citizens so as to enhance student awareness of the history and knowledge these citizens represent
  - b. Local celebration and appreciation events for parents and community
  - c. PTSA
  - d. Board designated committees
3. Maintaining a pleasant, exciting and inviting school climate
4. Engaging in accurate, understandable, thorough and timely communications and exchanges with parents and community

1<sup>st</sup> reading: 6-27-02

2<sup>nd</sup> reading: 7-25-02

Approved 8-22-02

Revised 1/22/2004

Revised 7/28/2005

1<sup>st</sup> reading as revised 8/26/2010

Approved 2<sup>nd</sup> reading 9/23/2010

**Monitoring Method: Internal Report**

**Monitoring Frequency: Annually in January**

For 2015-2016, area of focus shall be the following:

4. Engaging in accurate, understandable, thorough and timely communications and exchanges with parents and community

## ***Policy Type: Governance Process***

### **Governance Commitment**

The Board, on behalf of students, staff, parents and the community, holds itself accountable to the citizens of the district by endeavoring to take action that supports achieving the mission and beliefs of the district and the Board's *Directional* policies.

In the fulfillment of this charge, the Board is committed to rigorous, continual improvement of its capacity to govern effectively through policy by defining its concerns in terms of values and its vision in terms of expectations.

The Board is guided by the following beliefs and values:

#### **Learning:**

- Learning happens best when it is on a flexible continuum, is individually paced, attends to each student's diverse learning style and offers appropriate acceleration, enrichment and multi-graded grouping.
- Sparking student's natural curiosity, and allowing them opportunity to pursue mastery of subjects of greatest interest to them, makes school meaningful, lively exciting and fun.
- Successful academic programs are individualized, dynamic, challenging, standards based, enriching, balanced and research based.
- Age appropriate and integrated use of technology is vital to the education of students
- Our unique physical surroundings and community offer invaluable learning opportunities for all students, families, staff and community members.

#### **Individual Children:**

- EVERY child is able to learn and is entitled to an exemplary, innovative, and well-balanced education.
- EVERY individual has worth, talent, and special ability
- Individuals learn in a variety of ways. Academic, social and emotional needs of students are recognized and appreciated for their uniqueness.
- An appreciation of individual strengths, culture and diversity enriches all learning.

#### **Families and Community:**

- The family is the foundation of society from which our values and beliefs begin and has the final authority and responsibility for the education of its children.
- The school recognizes and honors the right to individual family beliefs and values.
- School, family, and community are partners in the educational process and family participation is highly valued and sought.
- The quality of education affects the quality of our community.

**Teaching Staff and Administration**

- The Superintendent is the educational leader and is responsible for the safe and effective administration of the students, staff and facilities.
- Every child deserves to be taught by a talented, competent, effective, dedicated, enthusiastic and highly qualified teacher.
- Every effort will be made to recruit, develop and retain excellent teaching and administrative staff.
- Students benefit and teachers are most satisfied and effective when teachers are mentored, the staff functions as a team and opportunities for professional development are provided.

**Civic Responsibility:**

- Service projects, community services and involvement in community and civic affairs are cornerstones to prepare students for active citizenship and engagement in a democracy.
- Students need opportunities to participate meaningfully in all arenas of school life, for example: policies, classroom instruction, dispute resolution and goal setting.
- Actively modeling and encouraging students to value and respect themselves and others contributes to a safe, respectful learning environment and to responsible citizenship.

**Health:**

Physical, emotional, and social health, including nutrition are integral to a child's ability to learn.

**Evaluation Methods:**

Evaluation of student growth and achievement is crucial and is best done using a variety of individualized measures and methods involving students, parents, and teachers.

**Fiscal Management:**

Sound fiscal management responsibly allocates resources that align with stated values and goals.

Reading No. 1: 11-27-01

Reading No. 2: 12-11-01

Adopted: 1-24-02

Revised 1/22/2004

Revised 1/27/05

Revised 4/28/2005

***Monitoring Method: Board self-assessment***

***Monitoring Frequency: Annually in June***

**Policy Type: Governance Process**  
**Governing Style**

The Board will govern with emphasis on organizational vision rather than on interpersonal issues of the Board; encourage diversity in viewpoints; focus on strategic leadership rather than administrative detail; observe clear distinction between Board and Superintendent roles; make collective rather than individual decisions; exhibit future orientation rather than past or present; and govern pro-actively rather than re-actively.

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board will work in partnership with the Superintendent, staff, students, parents and the community. The Board, not the Superintendent or staff, will be responsible for excellence in governing. The Board will use the expertise of individual Board members to enhance the ability of the Board as a body, but will not substitute individual judgments for the Board's collective values.
2. The Board will hold itself accountable to govern with excellence. This self-discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.
3. The Board will direct, control and inspire the district through the careful establishment of written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term benefits for students, not on the administrative or programmatic means of attaining those benefits.
4. Continuous Board development will include orientation of new members in the Board's governance process and periodic Board discussion and evaluation of process to assure continued improvement.
5. The Board will endeavor to not allow any officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
6. The Board will monitor the Board's process and performance quarterly. Self-monitoring will include comparison of Board actions and behaviors to policies in the *Governance Process* and *Board-Superintendent Relationship* categories.

Revised 1/22/2004

1<sup>st</sup> reading as revised 2/25/2010

approved, 2<sup>nd</sup> reading 3/18/2010

**Monitoring Method: Board self-assessment**  
**Monitoring Frequency: July using GP-2-E as a group**  
**discussion and formally during June**

**Policy Type: Governance Process****Board Self-Assessment**

The Board will use the following self-assessment instrument to evaluate its adherence to the policy governance model:

Number from 1 to 5 as follows:

1	2	3	4	5
We failed	Unacceptable	Acceptable	Commendable	Met our best Expectations

**General meeting behavior**

- We followed our agenda and did not get sidetracked
- The agenda was well planned to fit the time allotted
- The meeting was well attended. All board members were present
- The meeting proceeded without interruptions or distractions
- Our decision-making processes were understood and were implemented appropriately
- Participation was balanced. Everyone participated, no one dominated
- We all listened attentively as each participant spoke. We avoided side conversations
- Work was accomplished in an atmosphere of trust and openness
- Meeting participants treated each other with respect and courtesy.

Circle the number that most closely agrees with your feeling on the general meeting process:

1	2	3	4	5
Very dissatisfied		Adequate		High satisfaction

**Governance principles review**

- Most Board actions occur at the policy level rather than at the operational level
- Any resolutions considered by the Board were clearly within the scope of the Board's responsibilities
- The Board reviews what it has already said in its policies about each specific topic before discussion on that issue
- In writing additional policies, the Board starts with a broad statement and becomes more detailed in a logical sequence
- We use only a necessary portion of time at the Board meeting monitoring past performance
- We routinely spend time monitoring and improving our own process
- We work on clarifying Board priorities/values among the range of potential



## ***Policy Type: Governance Process***

### **Board Job Description**

The job of the Board is to represent and lead the district by determining and demanding appropriate and excellent organizational performance. To distinguish the Board's own unique job from the jobs of the Superintendent and staff, the Board will concentrate its efforts on the following:

1. Utilizing available avenues, including the district accountability and advisory council program, to acquire input from students, staff, and the community as a means to link to the entire community.
2. Developing written governing policies which, at the broadest levels, address:
  - a. *Directional*: Statement of District overall direction and goals for the educational process
  - b. *Executive Limitations*: Constraints on executive authority which establish the practical, ethical and legal boundaries within which all executive activity and decision-making will take place
  - c. *Governance Process*: How the Board will conceive, carry out and monitor its own work
  - d. *Board/Superintendent Relationship*: How authority is delegated and its proper use monitored; the Superintendent role, authority and accountability
3. Holding the Superintendent accountable by monitoring *Directional* and *Executive Limitations* policies
4. Holding itself accountable by monitoring *Governance Process* and *Board-Superintendent Relationship* Policies
5. Focusing on organizational performance through adherence to the mission of the Board

Revised 1/22/2004

LEGAL REFS.: C.R.S. 22-7 104 (district accountability program)

***Monitoring Method: Board Self-assessment***

***Monitoring Frequency: Annually in June***



***Policy Type: Governance Process***

***Monitoring Board Governance Process and  
Board-Superintendent Relationship Policies***

The purpose of monitoring the Board's *Governance Process* and *Board-Superintendent Relationship* policies is to determine the degree to which the policies are being fulfilled and to allow the board to take necessary action as follows:

1. If the policy is being followed and continues to meet the board's satisfaction, the board will continue to follow the policy, as in the past.
2. If the board policy is not being followed, but still meets the board's satisfaction, the board will rededicate itself to follow the policy as written;
3. If the board policy is not being followed because the board sees a need for change in the policy, the board will redraft the policy to the board's satisfaction and proceed toward adoption of the new policy. If the proposed amendment passes, the board will follow the policy as amended. If the proposed amendment fails, the board will follow the policy as written, until such time as it is amended.

Information that does not contribute to this task will not be considered monitoring. Monitoring will be automatic as possible, using a minimum of Board time, so that meetings can be used to create the future, rather than to review the past.

These policies are monitored through Board self-assessment according to the following frequency:

All Governance Process policies and B/SR Policies will be monitored annually in June, by Board Self-Assessment and CASB reviews.

Reading #1: 2/20/2001

Reading #2: 3/27/2001

Adopted: 5/27/2001

Revised 1/22/2004

***Monitoring Method: Board Self-Assessment  
CASB review***

***Monitoring Frequency: Annually in June***

**Policy Type: Governance Process**

**Monitoring *Executive Limitations* and *Directional Policies***

The Board shall monitor the *Executive Limitations* and *Directional Policies* in July of each year to determine the degree to which the Superintendent, in accordance with B/SR-5, is in compliance with the policies. (See B/SR-5). In addition, the Board must monitor the *Directional Policies* annually in accordance with the planning cycle set forth in GP-8, and the *Executive Limitations* policies in August, February and May as set forth in B/SR-5, section 4. The purpose of the monitoring of each *Directional Policy* and of each *Executive Limitations* policy is to determine if, to the satisfaction of the Board, the policy:

1. Continues to meet with the changing needs of the district, guides the district in its goal of improving student achievement and meets all of the legal requirements of the law.
2. Gives clear, concise and accurate information to the Superintendent to aid him/her in reaching the goals of the district without violating the limitations set out in the Executive Limitations policies.

1<sup>st</sup> reading, 2/20/2001

2<sup>nd</sup> reading, 3/27/2001

Adopted: 5/27/2001

Revised 1/22/2004

Revised 6/22/2005

1<sup>st</sup> reading as revised, 2/23/2006

2<sup>nd</sup> reading, approved 3/30/2006

**Monitoring Method: Board Self-Assessment  
CASB review**

**Monitoring Frequency: Annually in July**

Cross Ref.: GP-8, Agenda Planning  
B/SR-5, Monitoring Superintendent Performance

## ***Policy Type: Governance Process***

### **President's Role**

The President of the Board ensures the integrity of the Board's processes and normally serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed on it from outside the organization
  - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues, as defined in Board policy, are discussed
  - b. Conduct the Board meeting so that deliberations are fair, open, thorough, efficient, timely, orderly and to the point
  - c. Chair Board meetings with all the commonly-accepted authority of that position as described in *Robert's Rules of Order* and in accordance with law
  - d. Ensure that monitoring of Board policy is placed on Board meeting agendas when circumstances arise that require monitoring outside of the normal schedule.
2. Make all interpretive decisions that fall within the topics covered by Board policies on *Governance Process* and *Board/Superintendent Relationship*, except where the Board specifically delegates portions of this authority to others, using any reasonable interpretation of the provisions in those policies.
  - a. Refrain from making any interpretive decisions about policies created by the Board in the *Directional* and *Executive Limitations* policy areas
  - b. Refrain from exercising any authority as an individual to supervise or direct the Superintendent
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the areas delegated to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use
4. Sign all contracts authorized by the Board
5. Sign all official Board reports
6. Maintain all monitoring data and reports for *Executive Limitations* and *Directional* policies and compile data for annual evaluations of the Superintendent.

In the absence or inability of the President, the Vice President has all of the powers and duties of the President.

Revised 1/22/2004

LEGAL REFS.: C.R.S. 22-32-105 (*duties of president*)  
C.R.S. 24-6-402 (*open meetings law*)

***Monitoring Method: Board self-assessment***

***Monitoring Frequency: Annually in June***

**Policy Type: Governance Process****Board Committee Principles**

Board committees, when used, will be used to support the work of the Board and not to interfere with delegation of authority from the Board to the Superintendent

Accordingly:

1. Board committees are to assist the Board to do its job, not to direct or advise the staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will not have direct dealings with current staff operations unless specifically given that authority by the Board.
2. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated by the Board to assure that committee authority will not conflict with authority delegated to the Superintendent
3. Board committees cannot exercise authority over the Superintendent or staff. Because the Superintendent works for the full Board, any direction to the Superintendent related to a committee recommendation must come from the full Board.
4. Board committees are expected to avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee, which has helped the Board create policy, will not be used to monitor organizational performance on that same subject.
5. This policy applies only to committees that are formed by Board action, whether or not the committees include Board members. It does not apply to committees formed under the authority of the Superintendent.
6. All Board committee meetings are subject to the open meetings law

Revised 1/22/2004

LEGAL REFS.: C.R.S. 24-6-402 (*open meetings law*)

**Monitoring Method: Board self-assessment**

**Monitoring Frequency: Annually in June**

## ***Policy Type: Governance Process***

### **Committee Structure**

A committee is a Board committee only if its existence and charge come from the Board and its work is intended to support the Board's work, whether or not Board members sit on the committee. The only Board committees are those which are set forth in this policy. Unless otherwise stated or required by law, a committee ceases to exist as soon as its task is complete.

#### Board committees

##### 1. Preschool Council (continuing)

###### a. Purpose:

1. To study and make recommendations to the Board with regard to preschool programs
2. To assist the district in implementing the preschool program
3. To develop and recommend plans for coordinating the preschool program with:
  - a. Extended day services for children participating in the program and their families in order to achieve increased efficiency in the services provided
  - b. Family support services for children participating in the program and their families
  - c. A program to train parents to provide teaching activities in the home prior to the entrance of their children in the preschool program
4. To define any additional student eligibility criteria
5. To develop a preschool program evaluation
6. To develop a training program for preschool program staff using all available community resources
7. To recommend a plan for the annual evaluation of the preschool program to the school district
8. To provide any other appropriate assistance to the school district in the implementation of the preschool program

###### b. Membership (appointed by the Superintendent): Membership on the council will include but not be limited to:

1. The Superintendent or designee
2. Two parents of children in the preschool program appointed by the Superintendent
3. Two members of the business community appointed by the Superintendent
4. Representatives of: The Department of Health; The Department of Social Services; county agency involved in job services and training; publicly-funded early childhood education agencies located in the

- school district; and privately funded child care centers located in the school district
- c. Authority: Advisory to the Board
2. District Accountability/School Accountability/Advisory Committee/Council (Continuing)
- a. Purpose
1. To make recommendations to the Board relative to the program of accountability
  2. By September 1 each year, adopt goals/objectives for the improvement of education in the school
  3. By September 1 each year, adopt a plan to improve educational achievement, maximize graduation rates and increase the ratings for the school's accreditation category
  4. Discuss the means for determining whether decisions affecting the educational process are advancing or impeding student achievement in the school
  5. Discuss reporting educational performance of the school and providing data for appraising such performance to students, parents, Board members and educators
  6. Prior to the Board's adoption of the annual budget, make recommendations to the superintendent (with copies of the recommendations sent to the Board), regarding prioritization of expenditures of district funds and procedures for implementation of the goals and objectives and improvement plan for inclusion in district budget
  7. Make recommendations to the superintendent regarding expenditure of school grants
  8. Discuss safety issues related to the school environment and develop, revise and implement a safe school plan for the school consistent with district policies
  9. To perform the legal functions of the District Personnel Performance Evaluation Council, as follows;
    - a. To consult with the Board as to the fairness, effectiveness, credibility, and professional quality of the licensed/certificated personnel performance evaluation system and its processes and procedures, in accordance with state law

- b. To conduct a continuous evaluation of the personnel performance evaluation system and its processes and procedures
  - b. Membership (appointed by the Board): The Board will strive to have a balance of membership on the committee consistent with the district's racial/ethnic proportions involving representatives from the following groups:
    - 1. At least one parent
    - 2. At least one teacher
    - 3. School Administrator
    - 4. At least one taxpayer from the district
    - 5. Non-Parents
    - 6. Permanent and temporary residents
  - c. Authority: Advisory to the Board
- 3. Facilities committee
  - a. Purpose:
    - 1. To review adequacy of current facilities
    - 2. To review enrollment projections
    - 3. To coordinate community input
    - 4. To provide recommendations including sources of revenue
  - b. Membership: To be appointed by Board
  - c. Authority: Advisory to the Board
- 4. Student Representation Committee
  - a. Purpose: Because the board values the unique insight and contributions of youth to our rapidly changing world and because the board wishes to assist the young people of today in becoming effective leaders for the future, this committee is formed, for the following purposes:
    - 1. To introduce capable and interested young men and women, through attendance at board meetings and workshops, to the governmental processes of the board of education;
    - 2. To foster communication and understanding between the students of our schools and the board of education;
    - 3. To provide students with an avenue for providing student input and perspective to the board, through recommendations and presentation of information;
    - 4. To provide the board with the wisdom that comes of looking at its policies and programs from yet another point of view.
  - b. Membership: Membership shall be open to Hinsdale County students attending Gunnison schools and Hinsdale and Gunnison County students attending Lake City schools. Membership shall consist of one student representative and one alternate elected by their peers. Student representatives meeting the above qualification, will be approved by the board of education upon completion of a training session with the board.

- c. Authority: The student representatives will have the same authority as a member of any other committee, as outlined in GP-6, and no more. Specifically, student representatives may not vote, represent the board, bind the board, or act as an agent of the board in any transaction, except as expressly authorized, in writing by the board.
- d. Required Training: Each representative must complete a training session, provided by the board, orienting the student in the following subject areas:
- Confidential information
  - Meeting rules
  - Dealing with the press
  - Dealing with the public and with fellow students on board issues
  - Teamwork
  - Expressing opinions
  - The board's top priorities for the planning year
  - The board calendar
  - Budget
  - Policy
  - Authority/lack of authority
- e. Duties: It will be the duty of the student representatives to attend at least 51% of the board meetings and workshops held during the school year; to fully and fairly represent the students who elected them; and to comply with all reasonable policies and directives of the board of education. Middle and high school students will elect representatives to the Lake City Student Advisory Council. Council members will be responsible for communicating the ideas of the students they represent to the student board representatives in a monthly meeting with the council faculty sponsor. Two students will represent middle school and two will represent high school.

Student representatives will not be required or permitted to attend executive sessions of the board. This office shall be a privilege granted by the Board of Education, not a right, and can be rescinded or limited, at any time, by the Board of Education, with or without cause.

Revised 1/22/2004

Revised 3/25/2004

Revised 1/27/2005

LEGAL REFS.: C.R.S. 22-2-117 (*Board may apply for waivers*)  
 C.R.S. 22-7-104 (*Board is required to adopt a district accountability program*)  
 C.R.S. 22-9-106 and 107 (*district personnel performance evaluation councils*)  
 C.R.S. 22-11-101 *et seq.* (*state accreditation*)  
 C.R.S. 22-28-105 (*district preschool program council*)

**Monitoring Method: Board self-assessment**

**Monitoring Frequency: Annually in June**



## ***Policy Type: Governance Process***

### **Agenda Planning**

To accomplish its stated objectives the Board will follow an annual agenda which includes continuing review, monitoring and refinement of *Directional* policies and continuing improvement of board performance through board education and enriched input and deliberation.

Accordingly:

1. The planning cycle will conclude each year on January 31, in order that administrative decision-making and budgeting can be based on the Board's most recent statement of long term *Directional* policies.
2. The planning cycle will start with the Board's annual retreat in December or January of each year. The planning cycle will include:
  - a. Developing or updating board policies;
  - b. Methods of engaging the community and staff on a continuous basis and using a variety of engagement strategies;
  - c. Boardsmanship education, including governance training, orientation of new board and student board members in board policy;
  - d. Education and discussion related to *Directional* policies which may include presentations by futurists, demographers, advocacy groups, staff, etc
  - e. An annual written calendar, including anticipated consent agenda items, policy discussions, updates, guests, training sessions, budget sessions and workshops for the year. The calendar should be made available to the public in an effective manner by the end of the first quarter of the year when possible.
3. Throughout the year the Board will attend to consent agenda items as expeditiously as possible.
4. Monitoring of *Governance Process*, *Board-Superintendent Relationships* and *Executive Limitations* policies will be included on the agenda for separate discussion only if monitoring reports show policy violations or if policy criteria are to be debated or revised. An item may be removed from the consent agenda at the request of any Board member. Otherwise monitoring reports will be included in the consent agenda.

GP-8

Reading # 1: 2/20/01 Amendments: No

Adopted: 3/27/01

1<sup>st</sup> Reading, Revision: 11/13/03

2<sup>nd</sup> Reading, Revision, Approved: 12/12/03

Revised 1/22/2004

Revised 1/27/2005

***Monitoring Method: Board Self-Assessment***

***Monitoring Frequency: Annually in June***

**Policy Type: Governance Process****Board Member's Code of Conduct**

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. The Board acting in its legislative capacity shall have the authority and responsibility to interpret and apply these standards of conduct.

Accordingly:

1. Board members will represent the interests of the citizens of the entire school district. This accountability to the whole district supersedes any conflicting loyalty to other advocacy or interest groups, and membership on other boards or staffs. It also supersedes the personal interest of any Board member who is also a parent of a student in the district or who is an employee of the district.
2. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies
  - a. Members' interaction with the Superintendent or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the Board.
  - b. Members' interaction with the public, press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
  - c. Members will not publicly make or express individual negative judgments about Superintendent or staff performance. Any such judgments of Superintendent performance will be made only by the Board, meeting in executive session as appropriate.
3. Board members shall maintain the confidentiality of issues discussed in executive session, other issues of a confidential or sensitive nature and all issues required to be kept confidential by federal or state law.

Revised 1/22/2004

Revised 1/27/2005

**Monitoring Method: Board self-assessment**

**Monitoring Frequency: Annually in June**

**Policy Type: Governance Process****Board Member Covenants**

In order to build efficient and effective relationships, Board members shall establish a system of communication that builds on mutual expectation and trust.

Accordingly, we will always strive to:

1. Exercise honesty in all communication
2. Demonstrate respect for each other's opinions
3. Focus on issues, not personalities
4. Assume and practice trust
5. Maintain focus on shared goals
6. Communicate in a timely manner to avoid surprises
7. Openly support majority decisions of the board
8. Withhold judgment on issues until fully informed
9. Seek first to understand rather than be understood
10. Voice personal concerns directly and privately
11. Use executive sessions appropriately and judiciously
12. Maintain confidentiality
13. Follow the chain of command
14. Openly share personal concerns, issues and agendas
15. Assume a non-defensive posture, taking the initiative to communicate and ask questions for clarification
16. Share information and knowledge
17. Give direction as the whole, not as individuals
18. Make every reasonable effort to protect the integrity and promote the positive image of the district and one another

We will never intentionally:

1. Embarrass each other
2. Mislead or misinform each other
3. Maintain hidden agendas

Revised 1/22/2004

Revised 7/27/2004

Revised 6/22/2005

**Monitoring Method: Board self-assessment**

**Monitoring Frequency: Annually in June**

## ***Policy Type: Governance Process***

### **Board Member Conflict of Interest**

Public office is a trust created by the confidence the electorate reposes in the integrity of local government officials for the common good and for the benefit of the people. A conflict of interest arises when a public officer is unable to devote complete loyalty and singleness of purpose to the general public interest.

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

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

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

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

2. Members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.
3. The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:
  - a. the contract is awarded to the lowest responsible bidder based on competitive bidding procedures;
  - 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; or
  - f. except as described herein, a Board member shall not be a purchaser at any sale or a vendor for any purchase made by the district.
4. A Board member may request an advisory opinion from the secretary of state concerning issues relating to personal conduct and potential conflict of interest
5. A Board member must avoid conflict of interest with respect to his or her fiduciary responsibility. Accordingly, a Board member may not:
- a. disclose or use confidential information acquired in the course of official duties to further substantially personal financial interests;
  - b. accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in that position or which the Board member knows or should know is primarily for the purpose of a reward for official action taken (The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value);
  - c. engage in a substantial financial transaction for private business purposes with a person whom the Board member supervises in the course of official duties; or
  - d. perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which the Board member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
6. It is permissible for a Board member to receive:
- a. campaign contributions and contributions in kind which are reported in accordance with state law;

- b. An occasional non-pecuniary gift which is insignificant in value;
  - c. a non-pecuniary award publicly presented by a nonprofit organization in recognition of public service;
  - d. payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which the Board member is scheduled to participate;
  - e. reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position;
  - f. items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events (tickets to these events may have to be reported in accordance with the public official disclosure law); or
  - g. payment for speeches, appearances or publications reported in accordance with the public office disclosure law.
7. It is not considered a breach of conduct for a Board member to:
- a. use school facilities and equipment to communicate or correspond with constituents, family members or business associates; or
  - b. accept or receive a benefit as an indirect consequence of transacting school district business

Revised 1/22/2004

Revised 1/27/2005

LEGAL REFS.: Colo. Const., Art. X, Sect. 13 (*prohibition on making profit out of district money or using for unlawful purpose*)  
 C.R.S. 22-32-109 (1)(y) (*Board duty to adopt bylaws relating to conflict of interest*)  
 C.R.S. 24-18-104, 109, 110, and 111 (*rules of conduct for district officials/employees*)  
 C.R.S. 24-18-201 and 202 (*district officials/employees may not have interest in district contract*)

**Monitoring Method:** Board self-assessment

**Monitoring Frequency:** Annually in June

## ***Policy Type: Governance Process***

### **Board Member Financial Disclosure**

As required by law, Board members shall disclose certain items received in connection with serving on the Board. Board members receiving such items must file a report for the preceding calendar year with the county clerk and recorder on forms supplied by the secretary of state on or before January 15 of each year. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt.

1. Items, which must be reported, include the following:
  - a. Any money received including a loan, advance or guarantee of a loan with a value of \$25 or more
  - b. Any gift of any item of real or personal property other than money with a value of \$50 or more
  - c. Any loan of real or personal property if the value of the loan is \$50 or more. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public
  - d. Any payment for a speech, appearance or publication
  - e. Tickets to sporting, recreational, educational or cultural event with a value of \$50 or more for a single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more
  - f. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB)
2. The financial disclosure need not include the following:
  - a. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act
  - b. Any item of perishable or nonpermanent value including meals unless such item is required to be reported under paragraph 1.e. above



- c. A non-pecuniary award publicly presented by an organization in recognition of public service
  - d. Payment of or reimbursement for actual or necessary expenses for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or public entities such as CASB
  - e. Payment of salary from employment including other government employment.
3. To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.
4. Board members who do not receive any reportable items are not required to file a report.

Revised 1/22/2004

Revised 1/27/2005

LEGAL FEFS.: C.R.S. 24-6-201 and 202 (*public official disclosure law*)

**Monitoring Method: Board self-assessment**

**Monitoring Frequency: Annually in June**

***Policy Type: Governance Process*****Process for Addressing Board Member Violations**

The Board and its members are committed to faithful compliance with the provisions of the Board's policies. In the event of a member's substantial violation of policy, the Board will seek remedy by the following process:

- a. first, supportive conversation in a private setting between the Board member and the Board president or other individual member
- b. second, discussion in a work session between the Board member and the full Board regarding the policy issues involved
- c. third, and only as a last resort, public censure of the Board member

Adopted 1/22/2004  
Revised 7/27/2004

***Monitoring Method: Board self-assessment***  
***Monitoring Frequency: Annually in June***

**Policy Type: Governance Process****Development of New Board Policy**

It is the Board's responsibility to develop governing policy (GP-3). A systematic, predictable means of developing policy will promote community, school, parent and student involvement in policy decisions of the Board and encourage careful and well informed decision making by the Board while preventing surprise, coercion and haste in the adoption of policy. Accordingly the Board will develop new policy or substantially revise existing policy as follows:

**1. Informal Introduction**

Any new policy concept may be introduced, informally by any person, during the public comment portion of a meeting of the Board,. The policy concept may be discussed by the Board at that time, scheduled for in depth discussion at a Board workshop or referred to staff for further drafting. No formal action will be taken.

**2. Formal Introduction**

Prior to formal approval, all new policy ideas must be submitted to the board in writing.

- a. A Board member may introduce a new policy in written form if the Board member has notified the Board President in sufficient time so that the proposed policy can be placed on the agenda and each Board member provided a copy prior to the meeting at which the policy is to be introduced. No new policy shall be introduced without submission in written form.
- b. A community member, student, parent, staff member, teacher or administrator may seek introduction of a new policy by discussing it with a Board member and giving it to a Board member in writing. The Board member may then at his or her discretion introduce it as provided above.
- c. A community member, student, parent, staff member, teacher or administrator may introduce a new policy idea directly, in written form, if the written policy has been provided to each board member prior to the meeting at which the policy is to be introduced and the policy is placed on the agenda. No new policy shall be introduced, without prior submission in written form.

**3. First Reading**

Any policy that is formally introduced pursuant to paragraph 2 above, shall be given a "first reading" by the Board at the scheduled time on the agenda. After

the first reading, if the Board feels it will be helpful to its decision-making process, the Board will open discussion to those attending the meeting. After all comments have been received, the Board will discuss the policy.

If the policy fails to meet with the approval of a majority of the Board, it will be eliminated from further discussion. The policy may be redrafted and resubmitted for another first reading.

If the policy, with or without amendments, meets with approval of a majority of the Board it will be placed on the agenda at the next monthly business meeting, under "action items."

#### 4. **Second Reading**

A policy that is placed on the agenda as an action item pursuant to paragraph 3 above shall receive a second reading. After the reading, the Board will open discussion to those attending the meeting. After all comments have been received, the board will discuss the policy.

#### 5. **Adoption**

After the second reading, upon motion and second, the policy may be adopted, with or without amendments, by approval of a majority of the Board. If extensive or controversial amendments are necessary as determined by the Board President, the policy will be rescheduled as an action item, as amended, for the next monthly business meeting of the Board, and will receive another reading pursuant to paragraph 4 above.

#### 6. **Form of Readings**

Readings may be aloud or silent, at the discretion of the President. Copies of the proposal will be provided for those attending the meeting.

Any portion of this policy may be waived by a majority vote of the Board, for good cause or in case of emergency.

Revised 1/22/2004

***Monitoring Method: Board self-assessment***

***Monitoring Frequency: Annually, in June***

***Policy Type: Governance Process*****Changing Existing Board Policy**

Prior to formal approval, all Board policy changes must be submitted to the Board in writing.

1. The Board may propose policy changes at any time. The proposed changes must be submitted in writing and placed on the agenda.
2. No policy changes will be considered that are not in written form.
3. Policy changes pursuant to 1 and 2 above shall be given a "first reading" at the scheduled time on the agenda. After the first reading, the Board will discuss the proposed change. If the policy change fails to meet with the approval of a majority of the Board, it will be eliminated from further discussion. The policy change may be redrafted and resubmitted for another first reading.

If the proposed policy change meets with approval of a majority of the Board, it will be placed on the agenda for the next monthly business meeting under "action items".

4. A proposed policy change that is placed on the agenda as an action item pursuant to 3 above shall receive a second reading. After the reading, the Board will discuss the policy.
5. After the second reading, upon motion and second, the policy change may be adopted with or without amendments, by approval of a majority of the Board. If extensive or controversial amendments are necessary, as determined by the Board President, the policy will be rescheduled as an action item, as amended, for the next monthly business meeting of the Board, and will receive another reading pursuant to 4 above.
6. Readings may be aloud or silent, at the discretion of the President. Copies of the proposal will be provided for those attending the meeting.

Adopted 1/22/2004

***Monitoring Method: Board self-assessment***  
***Monitoring Frequency: Annually, in June***

***Policy Type: Governance Process*****Public Participation at School Board Meetings**

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of all citizens throughout the district and also needs to conduct its business in an orderly and efficient manner, it shall schedule time during some Board meetings for brief comments and questions from the public. Some public comment periods may relate to specific items on the agenda. The Board shall set a time limit on the length of the public participation time and a time limit for individual speakers. Public participation meeting rules will be available at all meetings to all meeting participants.

During times of general public comment at a regular meeting, comments and questions may deal with any topic related to the Board's role in policy-making or the content of its policies. Comments at special meetings must be related to the call of the meeting. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Board. Speakers may offer such criticism of school operations and programs as concern them, but are encouraged to exercise their speech rights responsibly. The Board encourages the discussion of all personnel matters to be conducted in executive session in accordance with the Board's meeting rules.

The Board president shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Questions asked by the public shall, when possible, be answered immediately by the president or referred to staff members present for reply. Questions requiring investigation shall be referred to the superintendent for consideration and later response.

Members of the public will only be recognized by the president during Board meetings as noted in this policy or at Board president's discretion.

Members of the public wishing to make formal presentations before the Board should make arrangements in advance with the superintendent so that such presentations, when appropriate, may be scheduled on the agenda, or may speak during the Community Communications section of the agenda, in compliance with the Board's rules concerning speaking on Non-Agenda items.

In addition to public participation time during Board meetings, the Board is committed to engaging members of the community on an ongoing basis regarding community values about education during times other than the Board's regular meetings.

GP-16

1<sup>st</sup> Reading 11/13/2003  
2<sup>nd</sup> Reading – revised 12/12/03  
3<sup>rd</sup> Reading

**Monitoring Method: Board self-assessment**

**Monitoring Frequency: Annually in June**

LEGAL REFS.: C.R.S. 24-6-401 *et seq.* (*open meetings law*)

CROSS REF.: Administrative Policy BEDH, Public Participation at School Board Meetings

**Board of Education  
General Meeting Rules**

**Goal:** Foster working relationships between board, administration, staff, parents, and community.

- **Board of Education will follow the "Roberts' Rules of Order"**
- **Presentations will be limited to five minutes unless lengthened or shortened by the chairperson.**
- **Comments must be limited to issues within school policies and programs.**
- **Issues with District staff are encouraged to be raised with the Board President or Superintendent prior to the board meeting to determine if the Board should convene in executive session.**
- **All participants will please listen attentively while others are speaking.**
- **Respectful communication is required:**
  - **No derogatory comments**
  - **No name calling**
  - **No raised voices**
  - **No threats**
- **You must be recognized before you speak. The Board may request that you:**
  - **Please stand**
  - **Give your name**
  - **Come to the front and address the Board and the audience.**



**Board of Education**  
Meetings  
Speaking on Non-Agenda Items

- You will be recognized during the community communications section of the meeting
- You will have five minutes to speak unless the time period is lengthened or shortened by the chairperson.
- You may address policies and programs of the school. Issues with people must be cleared with the Board prior to the meeting.
- The Board will not respond to the issues, discuss the issues, or take action. However, the issue will be set for superintendent action, board workshop, or other action.
- The issue will appear on the next month's board agenda. The resolution of that issue or progress toward resolution will be reported at that time.

Board of Education  
Community Participation  
Sign Up Sheet

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Representing what group? \_\_\_\_\_

Speaking time \_\_\_\_\_

Subject to speak on \_\_\_\_\_

-----

Board President Notes:

Workshop \_\_\_\_\_ Date \_\_\_\_\_

Executive session \_\_\_\_\_ Date \_\_\_\_\_

Superintendent referral \_\_\_\_\_ Date \_\_\_\_\_