



Sargent School District

REGULAR MEETING AGENDA BOARD OF EDUCATION

November 28, 2022, 6:30 p.m.

High School Library

Sargent School District

7090 N. CR 2 E.

Monte Vista, Colorado

1. **6:30 p.m. Regular Meeting, Preliminary**
 - 1.01 Call to Order
 - 1.02 Roll Call
 - 1.03 Pledge of Allegiance
 - 1.04 Approval of Agenda
 - 1.05 Certificate of Election
 - 1.06 Oath of Office, New Board Member
 - 1.07 Confidentiality Affidavit
2. **Consent Agenda**
 - 2.01 Approval of Minutes
 - 2.02 Financial Reports
 - 2.03 Requisitions
3. **Community Input- to sign up for Community input please email srklecker@sargent.k12.co.us prior to meeting**
 - 3.01 Items from the Community
4. **Leadership Reports**
 - 4.01 Student Reports, Goals and Needs
 - 4.02 Staff Reports, Goals and Needs
 - 4.03 Principals Reports, Goals and Needs
 - 4.04 Assessment
 - 4.05 Board of Education
 - 4.06 Superintendent
5. **Action Item -Consideration of:**
 - 5.01 Extra Duty Pay Agreements
 - 5.02 Letter of Resignation
 - 5.03 Staff Bonus

5.04 Policy Revision List- 2nd Reading IKF-2-E- Graduation Requirements and BDB-
Board Officers

6. Discussion Items

6.01 Policy Review

CC- Administrative Organization Plan

CC-E- Organization Chart

CCB- Line and staff Relations

CF- School Building Administration

CFBA- Evaluations of Evaluators

CH- Policy Implementation

CHC-Regulations Communication

CHCA- Approval of Handbooks and Directives

CHD-Administration in Policy Absence

6.02 Debrief Meeting- December Agenda Items

7. Adjournment

NOTE: In July 2020, the State Board of Education voted to provide flexibility for Graduation Guidelines in the upcoming 2020-21 school year. Local education providers can decide if they would like to implement these graduation requirements for the class of 2021 or delay full implementation until the class of 2022. The additions [in brackets] are suggestions, should the Board decide to delay full implementation.

File: IKF-2-E

Graduation Requirements

(Beginning with the Class of 2021[or 2022])

NOTE: A local board may include measures and cut scores/criteria in Science, Social Studies, Art or other academic standards if it wishes to do so. If it does, these measures should be included here with the appropriate heading (e.g., "Science") and with the cut scores/criteria that students must meet to graduate.

Measure	Cut Score/Criteria
Accuplacer assessment	Score of at least 62 on Reading Comprehension.
ACT assessment	Score of at least 18 on English.
Advanced Placement (AP) exam that demonstrates English readiness, as identified on the accompanying exhibit.*	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile. <u>31 AFQT</u>
SAT assessment	Score of at least 430 <u>470</u> on English.
Concurrent enrollment course that demonstrates English readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).	Students must maintain a passing grade of "C" or higher, per policy IHEDA-E
Industry certificate that demonstrates academic and intellectual learning in the subject area of English.	Receipt of the industry certificate and approval by the district-designated team. <i>[NOTE: The district should create an accompanying regulation to define its process for qualifying industry certifications.]</i>
District capstone project that demonstrates academic and	Completion of the district capstone project and approval by the district-designated team.

intellectual learning in the subject area of English.	<i>[NOTE: The district should create an accompanying regulation to define its process for district capstone projects.]</i>
English 9 and English 10	A grade point average of 2.0 or higher in each course

Math

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

Measure	Cut Score/Criteria
Accuplacer assessment	Score of at least 61 on Elementary Algebra.
ACT assessment	Score of at least 19 on Math.
Advanced Placement (AP) exam that demonstrates Math readiness, as identified on the accompanying exhibit.*	Score of at least 2.
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile. <u>31 AFQT</u>
SAT assessment	Score of at least 460- 500 on Math.
Concurrent enrollment course that demonstrates Math readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).	Students must maintain a passing grade of "C" or higher, per policy IHEDA-E
Industry certificate that demonstrates academic and intellectual learning in the subject area of Math.	Receipt of the industry certificate and approval by the district-designated team. <i>[NOTE: The district should create an accompanying regulation to define its process for qualifying industry certifications.]</i>
District capstone project that demonstrates academic and intellectual learning in the subject area of Math.	Completion of the district capstone project and approval by a district-designated reviewer. <i>[NOTE: The district should create an accompanying regulation to define its process for district capstone projects.]</i>
Algebra II and Geometry	Grade point average of 2.0 or higher in each course

Issue date: 02/24/20, 11/29/21

Sargent School District RE-33J, Monte Vista, Colorado

Board Officers

President and Vice President

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out responsibilities, the president shall:

1. Preside at all meetings of the Board.
2. Serve as the main point of contact between the Board and the superintendent.
3. Consult with the superintendent in planning agendas.
4. Bring before the Board such matters as in his judgment may require the attention of the Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the superintendent on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board when necessary.
8. Appoint special committees, subject to the approval of the Board.
9. Sign any written contracts to which the school district may be party.
10. Sign all official reports of the district except as otherwise provided by law.
11. Appear in behalf of the Board in all actions brought by or against it, unless individually a party, in which case his duty shall be performed by the vice president.

In the absence of the president, the vice president shall have the powers of the president and perform his/her duties.

Secretary

The secretary of the Board shall perform the following duties:

1. Insure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.
3. Be custodian of the seal of the district.

4. Cause all notices of school elections to be published and posted and perform such other duties in the conduct of school elections as required by law.
5. Attest any written contract to which the district may be a party and affix the district seal thereto.
6. Perform such other duties as may be assigned by the Board.

Treasurer

The treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the district.
2. Report to the Board as required for all moneys of the district.
3. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a district depository. The Board may require the counter-signature of another person.
4. Insures all deposits to the credit of the district all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the district in one or more depositories designated by the Board.
5. Perform such other duties as may be assigned by the Board

Policy Adviser

The Board Policy Adviser shall perform the following duties:

1. Represent the Board at District Policy Council meetings.
2. Act as the liaison between school employees and the Board regarding policy matters.
3. Act as the liaison between citizens and the Board regarding policy matters.
4. Advise the board relative to policy matters.
5. Perform such other policy duties as may be assigned by the Board.

Adopted: January 25, 1983

Revised: September 25, 2000, 02/27/12

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 (president and vice president)

C.R.S. 22-32-104 (4); 22-32-106 (secretary)

C.R.S. 22-32-104 (4); 22-32-107; 11-10.5-111 (treasurer)

ADMINISTRATIVE ORGANIZATION PLAN

The legal authority of the Board shall be transmitted through the superintendent along specific paths from person to person as shown in the Board-approved organizational chart of the district.

The lines of authority on the chart shall represent direction of authority and responsibility.

The superintendent shall have freedom to reorganize lines of authority and to revise the organizational chart, subject to Board approval of major changes and/or the elimination and creation of positions. The Board expects the superintendent to keep the administrative structure in line with the needs for supervision and accountability throughout the school system.

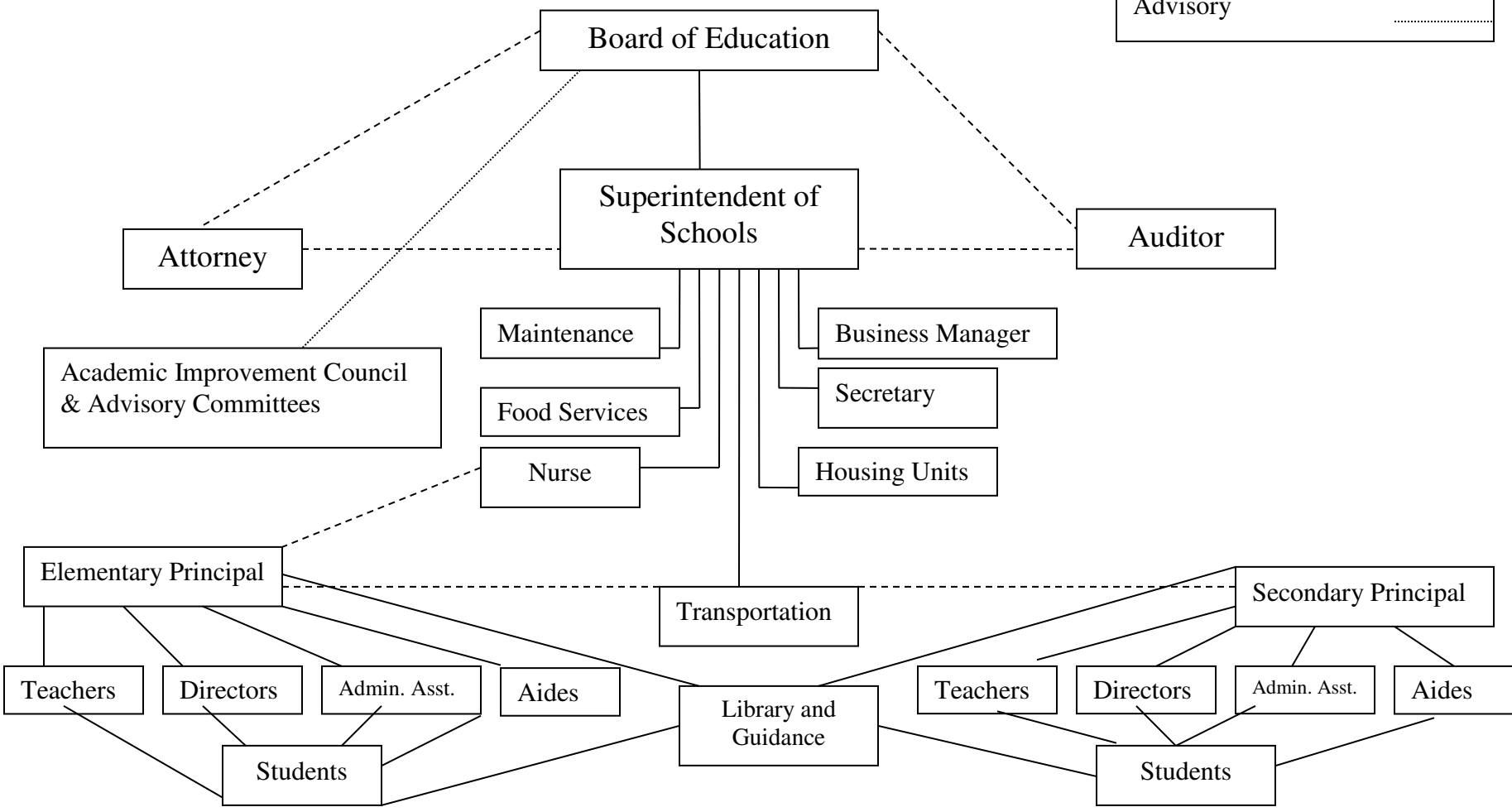
Current practice codified 1982

Adopted: date of manual adoption

CROSS REF.: CC—E

Sargent School District Re-33J Organization Chart

Direct Line Authority ———
Indirect Line Authority - - - - -
Advisory
.....



Adopted: May 1983
Revised: Nov. 2017

LINE AND STAFF RELATIONS

The Board desires the superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of direct authority shall be those as shown on the district organization chart.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. But all personnel shall have the right to appeal any decision affecting their individual employment rights.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of the school system.

Current practice codified 1982

Adopted: date of manual adoption

CROSS REF.: GBM, Staff Complaints and Grievances

School Building Administration

All building principals shall act as the chief administrative officers of their own buildings and grounds. They shall be responsible for and shall have authority over the actions of the students, professional and support staff members, visitors and persons hired to perform special tasks.

Principals shall also be responsible for achieving the long- and short-range educational objectives of the school district, as those objectives pertain to students and staff in their buildings. As part of the district's standard-based education program, principals shall also be responsible for development and management of a comprehensive standards-based education program in their buildings and shall rigorously monitor and modify the program to ensure that all students meet or exceed district and state standards.

In the absence of a building principal, the superintendent shall assume all authority and duties of the principal.

Adopted: 02/26/01

Revised: 9/24/07(Cross.Ref)

LEGAL REFS.: C.R.S. 22-32-109(1)(jj) (boards to identify areas where principals need professional development)
C.R.S. 22-32-126 (*employment of principals*)
C.R.S. 22-60.5-301, 306 (*licensure reciprocity for out-of-state applicants*)
C.R.S. 22-63-103 (1.5) (*definition of administrator*)
C.R.S. 22-63-201 (*exception to licensure requirement*)

Note: Under C.R.S. 22-63-201, "administrators" (except principals and assistant principals) are no longer required to possess a license. Principals and assistant principals must still be licensed.

Evaluation of Evaluators

Provision shall be made for periodic evaluation of evaluators of professional staff to ensure that the total process is being carried out in a fair, professional and credible manner.

All persons who evaluate professional staff members shall possess an administrative certificate or a principal or administrator license issued by the Colorado Department of Education and shall have received education and training in evaluation skills approved by the department. Issuance or renewal of certificate or license requires that the applicant has received such approved education and training in evaluation skills.

Evaluation instruments for all professional staff administrators shall include a section dealing with their evaluation skills and responsibilities. The superintendent or designee shall review all evaluations done by professional staff administrators and when necessary shall discuss with them procedure and form.

The superintendent's evaluation skills shall be part of the evaluation by the Board of Education.

As part of its ongoing review, the district personnel performance council shall seek evidence that evaluators are implementing the process in a fair, professional and credible manner and shall report its finding and recommendations to the Board of Education.

Adopted: 03/25/91
Revised: 10/30/00

LEGAL REF.: C.R.S. 22-9-106(3.3)

CROSS REF.: BDFA* District Personnel Evaluation Council

Policy Implementation

The superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all Board employees and students will willingly carry them out.

Employees shall be responsible for informing their subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for Board policy and administrative regulations may be interpreted as insubordination and/or willful neglect of duty.

Adopted: 03/26/01

Regulations Communication

Administrative regulations shall be appropriately coded and included as regulations in the Board's policy manual, which shall be available at the administrative offices.

The superintendent shall also devise other appropriate means for disseminating particular regulations to the staff members, students and/or members of the public who are affected by them.

Members of the Board shall receive copies of all new or revised administrative regulations.

Adopted: 03/26/01

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, district regulations and/or school rules may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with district-wide policies and regulations. It is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects credit on the district.

The superintendent shall use his judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for informational purposes.

Adopted January 25, 1983

Administration in Policy Absence

In the absence of Board policy or in case of emergency, the superintendent shall have the right to make the decision pending final approval of the Board at the next scheduled meeting.

Adopted: 06/18/73
Revised: 01/25/83