



# Sargent School District

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## WORK SESSION/ SPECIAL MEETING AGENDA BOARD OF EDUCATION

December 14, 2022, 2:00 p.m.

High School Library

Sargent School District

7090 N. CR 2 E.

Monte Vista, Colorado

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1. **2:000 p.m. Work Session**
  - 1.01 Budget
  - 1.02 CASB Meeting
  - 1.03 Door Project
2. **Special Meeting, Preliminary**
  - 2.01 Call to Order
  - 2.02 Roll Call
  - 2.03 Pledge of Allegiance
  - 2.04 Approval of Agenda
3. **Consent Agenda**
  - 3.01 Approval of Minutes
  - 3.02 Financial Reports
  - 3.03 Requisitions
4. **Community Input- to sign up for Community input please email [srklecker@sargent.k12.co.us](mailto:srklecker@sargent.k12.co.us) prior to meeting**
  - 4.01 Items from the Community
5. **Leadership Reports**
  - 5.01 Student Reports, Goals and Needs
  - 5.02 Staff Reports, Goals and Needs
  - 5.03 Principals Reports, Goals and Needs
  - 5.04 Assessment
  - 5.05 Board of Education
  - 5.06 Superintendent
6. **Action Item -Consideration of:**
  - 6.01 Policy Revision- 1<sup>st</sup> Reading BE-School Board Meetings/Regular Meeting/Special Meetings

6.02 Policy Revision - 2nd Reading IKF-2-E- Graduation Requirements

6.03 Certification of 2023 Mill Levy

6.04 Employment List

**7. Discussion Items**

7.01 Policy Review

DAB- Financial Administration

DAB-E Financial Administration (Online Posting of Financial Information)

DAC- Federal Fiscal Compliance

DB- Annual Budget

DBD- Determination of Budget Priorities

DBE-DBF- Communication of Budget Recommendations/Budget Hearings and Reviews

DBG- Budget Adoption Process

DBG-E Deadlines in Budgeting Process Set by Statute

DBGA- Budget Referenda

DBH- Fiscal Emergencies

7.02 Debrief Meeting- January Agenda Items

**8. Adjournment**

## **School Board Meetings/Regular Meetings/Special Meetings**

All meetings of three or more members of the Board, at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the board.

A recording shall be made of regular and special meetings as required by law and at a minimum shall be an audio recording. Recordings shall be maintained for 90 days.

### Regular Meetings

Regular meetings of the Board of Education shall be held at the school, 7090 North Road 2 East, Monte Vista, Colorado, on the fourth Monday of each month. Meetings may be rescheduled if the 4<sup>th</sup> Monday falls during a school break or on a holiday.

### Special Meetings

Special meetings of the Board may be called by the Board president at any time and shall be called upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed or 24 hours in advance if delivered electronically notice must contain time, place, and purpose of the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance thereat shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all members must be present and cast a unanimous vote to amend the agenda.

### **Work sessions and retreats**

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Adopted: 02/25/85  
Revised: 01/22/01, 10/24/05, 9/24/07, 7/27/09, 9/28/09, 9/14 Cross Ref, 2/22/16

LEGAL REFS.: 1973 C.R.S. 29-9-101  
1973 C.R.S. 22-32-108 (1) through (5)

CROSS REFS.: BEAA\* Electronic Participation in School Board Meetings  
BEC, Executive Sessions  
BEDA, Notification of Board Meetings

*NOTE 1: The board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Board must make a recording of each regular and special meeting of the Board at which votes are taken and recorded and shall make the recording available to the public. The board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum make an audio recording. Such recordings must be maintained for a minimum of 90 days*

*NOTE 2: The Board is required to electronically record executive sessions, which shall include the specific statutory citation to the executive session law that allows the Board to meet in executive session. However, if the executive session is held to discuss an individual student matter, the Board is not required to make an electronic or written record of the executive session. If the executive session is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session law that allows the Board to meet in executive session to receive legal advice, but the Board is not required to make an electronic or written record of the discussion that occurs in executive session, on the basis that is constitutes privileged attorney-client communication.*

*NOTE 3: A quorum is defined as a simple majority (more than half) of the members serving on a Board as follows:*

- for a 5-member board a quorum is 3
- for a 6 member board a quorum is 4
- for a 7 member board a quorum is 4

*NOTE 4: State law specifically permits "rural" districts with 6,500 students or less to utilize electronic mail to notify board members of a special meeting, if such email is "delivered" at least 24 hours prior to the meeting. C.R.S. 22-32-108 (2)(b). Arguably, however, school districts that are not considered rural and enroll more than 6,500 students may also provide notification of special board meetings by email at least 24 hours in advance of the meeting, so long as the board member agrees to receive meeting notifications by email or waives the required notification. C.R.S. 22-32-108 (3).*

**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
<u>Classic:</u> Accuplacer assessment	Score of at least 62 on Reading Comprehension <u>OR 70 on Sentence Skills.</u>
<u>Next Generation: Accuplacer assessment</u>	<u>Score of at least 241 on Reading OR 236 on Sentence Writing</u>
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 <del>the 31<sup>st</sup> percentile.</del> <u>31 on the AFQT</u>
SAT assessment	Score of at least <del>430</del> <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	Receipt of the industry certificate 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 qualifying industry certifications.]</i>
District capstone project that demonstrates academic and intellectual learning in the subject area of English.	Completion of the district capstone project and approval by the district -designated team.  <i>[NOTE: The district should create an accompanying regulation to define its process for district capstone projects.]</i>
<del>English 9 and English 10</del>	<del>A grade point average of 2.0 or higher in each course</del>

## 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
<del>Classic:</del> Accuplacer assessment	Score of at least 61 on Elementary Algebra.
<del>Next Generation: Accuplacer assessment</del>	<del>255 on Arithmetic ( AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)</del>
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 <del>the 31<sup>st</sup> percentile.</del> <u>31 on the AFQT</u>
SAT assessment	Score of at least <del>460</del> <u>500</u> on Math.
Concurrent enrollment course that demonstrates Math readiness, as approved by the district and included in the student’s academic	Students must maintain a passing grade of “C” or higher, per policy IHEDA-E

<p>plan of study or Individualized Career and Academic Plan (ICAP).</p>	
<p>Industry certificate that demonstrates academic and intellectual learning in the subject area of Math.</p>	<p>Receipt of the industry certificate and approval by the district-designated team.</p> <p><i>[NOTE: The district should create an accompanying regulation to define its process for qualifying industry certifications.]</i></p>
<p>District capstone project that demonstrates academic and intellectual learning in the subject area of Math.</p>	<p>Completion of the district capstone project and approval by a district -designated reviewer.</p> <p><del><i>[NOTE: The district should create an accompanying regulation to define its process for district capstone projects.]</i></del></p>
<p><del>Algebra II and Geometry</del></p>	<p><del>Grade point average of 2.0 or higher in each course</del></p>

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

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

# Menu of College and Career-Ready Demonstrations



High school graduation requirements are set by local school boards. They must align with the Colorado Graduation Guidelines, which are designed to help all students and families in Colorado plan for success after high school.

**Local school boards and districts** select from this menu to create a list of options that their students must use to show what they know of can do in order to graduate from high school. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas.

**Graduation Guidelines begin with the implementation of Individual Career and Academic Plans (ICAP);** 21st Century Essential Skills; and Colorado Academic Standards for all content areas, including: one course in Civics, and by July 2023, one course that incorporates Genocide and Holocaust studies.

**Students** must demonstrate readiness for college and career based on at least one measure in Reading, Writing and Communicating, and one measure in Mathematics <sup>1</sup>.

Districts have the authority to provide accommodations to students in meeting the college and career demonstrations necessary to earn a standard high school diploma for: English learners, gifted students and students with disabilities.

## MENU OF OPTIONS: This menu lists the minimum scores required.

### ACCUPLACER

<b>CLASSIC</b>	<b>Reading, Writing and Communicating</b> 62 on Reading Comprehension OR 70 on Sentence Skills	<b>Mathematics</b> 61 on Elementary Algebra	<b>ACCUPLACER</b> is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic Background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.
	<b>Reading, Writing and Communicating</b> 241 on Reading OR 236 on Sentence Writing	<b>Mathematics</b> 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)	

### ACT

<b>Reading, Writing and Communicating</b> 18 on ACT English	<b>Mathematics</b> 19 on ACT Math	<b>ACT</b> is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.
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### ACT WorkKeys - National Career Readiness Certificate

<b>Reading, Writing, Communicating, and Mathematics</b> Bronze or higher	<b>ACT WorkKeys</b> is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT's National Career Readiness Certificate.
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<sup>1</sup> In order to match the language in statute for Colorado Academic Standards, and to better reflect the skills necessary for success in life after high school, "English" and "Math" have been more clearly defined as, "Reading, Writing, and Communicating" and "Mathematics."



## Menu of College and Career-Ready Demonstrations, Page 2

### Advanced Placement

<b>Reading, Writing and Communicating</b> 2	<b>Mathematics</b> 2	<b>AP exams</b> test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).
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### ASVAB

<b>Reading, Writing, Communicating, and Mathematics</b> 31 on the AFQT	The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.
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### Concurrent Enrollment

<b>Reading, Writing and Communicating</b> Passing grade per district and higher education policy	<b>Mathematics</b> Passing grade per district and higher education policy	<b>Concurrent enrollment</b> provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option.
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### District Capstone

<b>Reading, Writing and Communicating</b> Individualized	<b>Mathematics</b> Individualized	<b>A capstone</b> is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.
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### Industry Certificate

<b>Reading, Writing and Communicating</b> Individualized	<b>Mathematics</b> Individualized	<b>Industry certificates</b> are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.
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### International Baccalaureate (IB)

<b>Reading, Writing and Communicating</b> 4	<b>Mathematics</b> 4	<b>IB exams</b> assess students enrolled in the official IB Diploma Programme. Districts choose which IB exams will fulfill this option. Scores range from 1 to 7 (highest).
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### SAT - Scores updated for SAT (2016)

<b>Reading, Writing and Communicating</b> 470	<b>Mathematics</b> 500	<b>The SAT</b> is a college entrance exam. The SAT includes sections on reading, writing and math. The highest possible score for each section is 800.
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### Collaboratively developed, standards-based performance assessment

<b>Reading, Writing and Communicating</b> State-wide scoring criteria	<b>Mathematics</b> State-wide scoring criteria	For this option, students use an authentic demonstration of academic knowledge and Essential Skills through the creation of a complex product or presentation.
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## **Financial Administration**

With respect to the actual, ongoing financial condition and activities of the district, the superintendent shall not cause or allow fiscal jeopardy or a material deviation from the annual budget or any budget policies adopted by the Board, or any fiscal condition that is inconsistent with achieving the district's objectives.

### **Expending district funds**

The superintendent shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

### **Reporting to Board and community**

#### **Audits**

All district funds and accounts shall be audited by an independent auditor annually in accordance with state law and Board policy DIE. Timely and appropriate corrective actions shall be taken in accordance with any audit findings.

The Board shall receive all audit reports and be informed of all corrective actions taken.

#### **Financial reports**

##### **Monthly reports**

The superintendent or designee shall prepare and submit to the Board a monthly cash receipts, disbursements and fiscal actions report of all district funds that contains the following:

- the actual amounts spent and received as of the date of the report from each of the funds budgeted by the district for the fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget
- a comparison of the expected year-end fund balances with the amount budgeted for that fiscal year

- Details on the district's major tax and revenue sources, with variance analysis that shows the factors that are affecting revenue inflow.

The format and basis for reporting shall be consistent with the adopted budget and the past year's generally accepted accounting procedures

### **Reconciliation report**

The superintendent or designee shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting. The reconciliation shall include, but is not limited to, the liability for accrued salaries and related benefits. The reconciliation shall be included with the final version of the amended budget and the annual audited financial statements.

The Board shall receive all financial reports in a timely manner and be informed of all corrective actions taken.

The superintendent or designee shall conduct monthly financial reviews with the Board using reports described above.

The Board may request other financial reports as needed.

The superintendent shall assure that immediate verbal notification be given to the Board regarding any potential financial problem or any matter that may affect the district's financial condition or ability to achieve its mission.

### **Available to public**

Financial and audit reports shall be made available to the public and shall be posted online as required and in accordance with the Public School Financial Transparency Act. See exhibit DAB-E.

### **Legally-required reports**

Reports and filings required by state and federal law and agencies shall be accurately and timely filed.

### **Record keeping**

Complete and accurate financial records shall be kept for all district funds and accounts.

### **Operating losses or deficits**

The superintendent, as well as all fund directors, program directors, department heads and school principals, shall take all reasonable steps to identify funds, programs, departments or schools that may end the fiscal year with an operating loss or deficit. A corrective action plan shall be developed and implemented within 30 days of such identification.

The superintendent, as well as all fund directors, program directors, department heads and school principals, shall develop and implement processes whereby variations or deviations in cash flow, revenues or other important financial indicators can be identified and dealt with in a timely manner.

### **Employee reporting**

The superintendent shall develop and implement procedures to encourage all district employees to report suspected financial problems or wrongdoing. No adverse employment decisions shall be taken in response to a good faith report by an employee.

### **Contingency planning**

The superintendent or designee shall continually be aware of the financial and political landscape both internally and externally and shall develop contingency plans against possible events.

Adopted: 10/27/03

Revised: 03/26/12, 12/14 (note/ref), 8/27/18

LEGAL REFS.: C.R.S. 22-2-113.8 (annual report required regarding additional local property tax revenues received and the amount distributed directly to the district's schools)

C.R.S. 22-44-105 (1.5)(b) (itemized reconciliation)

C.R.S. 22-44-3-01 et seq. (Public School Financial Transparency Act)

C.R.S. 22-45-102 (1)(b) (quarterly financial reports)

CROSS REF.: KD, Public Information and Communications

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

## **Financial Administration**

### (Online Posting of Financial Information)

The Public School Financial Transparency Act, C.R.S. 220440301 et seq. (the Act) requires the district to post financial information online, in a downloadable format, for free public access. Once posted, the Act requires the district to maintain the prior two budget years' financial information online until the end of the current budget year.

In accordance with the Act, the district shall post the following financial information and shall update the information within 60 days after the district's completion or receipt of the applicable report, statement or document:

- Annual budget
- Annual audited financial statements
- Salary schedules or policies pertaining to salaries
- A link to the district's federal form 990, 990-EZ or 990-PF and any associated schedules that the district files\*

### **The district shall post and update the following financial information, on an annual basis;**

- Actual expenditures, including salary and benefit expenditures reported by job category specified in the chart of accounts, at the district level and school-site level.

Small rural school districts that enroll less than 1,000 students are not required to report expenditures at the school-site level except for those school-site level expenditures that the district charge to a district charter school.

If the Board adopts a plan for distributing additional mill levy revenue pursuant to C.R.S. 22-32-108.5(4), the district shall post a copy of the plan and shall update it within 30 days after the Board adopts a new or updated plan.\*

If the Board does not adopt a plan for distributing additional mill levy revenue pursuant to C.R.S. 22-32-108.5(4), the district shall post the following information, and shall update it within 30 days after the end of each budget year:\*

- a statement of intent to distribute at least 95% of the additional mill levy revenue to the district's charter schools and innovation schools on a per-pupil basis
- a statement of the total amount of additional mill levy revenue collected by the district for each property tax year
- if applicable and as provided by Board policy,
  - the amount distributed to support students:
    - enrolled in alternative education campuses
    - who qualify for free or reduced-price meals
    - who are identified as English Language Learners
    - who have individualized education programs

- the total amount distributed for the above student populations and on a per-pupil basis to each charter school and innovation school, as a percentage and as a dollar amount

In addition to the information provided above, the district shall provide a link to the Colorado Department of Education's website, or the address for the website, where a member of the public may access information or reports that are submitted directly to the department.

### **Waivers**

The Act also requires that if the district has received a waiver of state law or regulation from the State Board of Education, the district shall post a list of waivers it has received. For each statutory waiver posted, the district shall post a copy of the plan that explains the manner in which the district will meet the intent of the waived statute. The district must then update its waiver list within 30 days after a waiver is revoked or a new waiver is granted.

*NOTE 1: All school districts must use a standard website template to display the legally required financial information on the district's website. C.R.S. 22-44-304 (4). This standard template is available on CDE's website.*

*NOTE 2: Information followed by an asterisk (\*) shall be posted beginning July 1, 2018. The information posted, however, is regarding the mill levy override distribution to charter schools and innovation schools beginning with the 2019-20 school year and each budget year thereafter. C.R.S. 22-32-108.5 (9), 22-44-304 (1)(f).*

Issue date: 02/27/12

Revised: 08/24/15, 2/22/16, 8/27/18

## **Federal Fiscal Compliance**

Federal funds received by the district shall be administered in accordance with this policy and applicable federal law, including but not limited to the federal Uniform Grant Guidance. The Board designates the business manager as the district contact for all federal programs and funding.

The superintendent or designee may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allow ability of costs.

### **Subrecipient monitoring**

If the district awards subgrants, the district shall monitor grant subrecipients to ensure compliance with applicable law and Board policy.

### **Time and effort reporting**

District employees paid with federal funds shall document the time they expend in work performed in support of each federal program and/or such program's cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

### **Recordkeeping**

The district shall maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records shall be retrievable and available for programmatic or financial audit.

Adoption date: 5/22/17

LEGAL REFS.: 2 C.F.R. Part 200 (*Uniform Grant Guidance*)  
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFS.: BCB, School Board Member Conflict of Interest  
DJB\*, Federal Procurement  
EHB, Records Retention  
GBEA, Staff Ethics/Conflict of Interest

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

## **Annual Budget**

The annual budget is the financial plan for the operation of the school system. It provides the framework for both expenditures and revenues for the year and future years and translates into financial terms the educational programs and objectives of the district.

### **Budget process**

Public school budgeting is regulated and controlled by statutes and by requirements of the State Board of Education that prescribe the form of district budgets in order to ensure uniformity throughout the state.

The budget shall be presented in a summary format that is understandable by any layperson. The budget format shall itemize expenditures of the district by fund and by student. It shall describe the expenditure and show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year. When budgeting for any enterprise funds, the district shall use the full accrual basis of accounting. The budget shall summarize revenues by revenue source and expenditures by function, fund and object.

The budget shall include a uniform summary sheet for each fund administered by the district that details the beginning fund balance and anticipated ending fund balance for the budget year; the anticipated fund revenues for the budget year; the anticipated transfers and allocations that will occur to and from the fund during the budget year; the anticipated expenditures that will be made from the fund during the budget year; and the amount of reserves in the fund.

The budget also shall disclose planned compliance with spending limitations outlined in Article X, Section 20, of the Colorado constitution, including holding TABOR reserve funds in an unrestricted general fund or in cash funds.

The Board assigns to the superintendent overall responsibility for annual budget preparation, budget presentation and budget administration. As part of the superintendent's budget responsibility, the superintendent shall cause to be prepared a budget preparation calendar that shall ensure that all deadlines established by law for budget presentation, hearings and adoption and for certification of amounts to be raised by school tax levies are met by the school district. The budget calendar shall take into consideration the possible need to submit a request to raise additional local revenue to a vote by the district's electorate. The superintendent shall have authority to delegate portions of his or her budget responsibility to the business manager of the district.

The budget prepared and presented by the superintendent shall be consistent with the budget priorities of the Board as established in policy DBD.

### **Operating Reserve**



Maintaining a fiscal year-end fund balance as an operating reserve in the general fund is a beneficial and sound financial management practice. The Board of Education assigns to the superintendent or designee the responsibility of accumulating and maintaining a general fund balance amounting to the equivalent of 3 months operating revenue of the district's current fiscal year adopted budget as an operating reserve. This amount will be in excess of the emergency reserve required by Article X, Section 20 of the Colorado Constitution (TABOR).

Operating reserve is intended to serve as a "rainy day fund" and will be used only for an unexpected loss of revenue or an extraordinary expenditure. Expenditures from the year end fund balance shall be reported to the Board.

If any part of the operating reserve is used in any fiscal year to cover an unexpected loss of revenue or an extraordinary expenditure, funds will be reallocated to restore the year-end fund balance in the operating reserve before any other budget allocations in the subsequent fiscal year, unless the Board of Education approves otherwise.

Adopted: 01/24/83  
Revised: 08/28/89, 02/25/91, 10/25/93, 10/13/03, 10/22/07, 10/26/09, 2/27/12, 12/11/17

LEGAL REFS.: C.R.S. 22-11-302(1)(a) (district accountability committee budget recommendations)  
C.R.S. 22-11-402(1)(1) (school level accountability committee budget recommendations)  
C.R.S. 22-32-109 (1)(b)  
C.R.S. 22-44-101 through 117 (school district budget law, Board shall cause a proposed budget to be prepared and shall adopt a budget for each fiscal year)  
C.R.S. 22-44-106 (Board may provide for an operating reserve in the general fund which shall not exceed 15% of the amount budgeted for the current fiscal year)  
C.R.S. 22-45-103(1)(c) (authorized expenditures from capital reserve fund)  
C.R.S. 29-1-103 (3) (budget to reflect lease-purchase payment obligations)

CROSS REF.: DAB\* Financial Administration  
DB subcodes, (all relate to the budget)

*The CDE Financial Policies and Procedures Handbook must be used by all school districts in the development of the budget. [C.R.S. 22-44-204 (3)].*

*NOTE 2: The State Board of Education has implemented a statewide financial, student management and human resource electronic data communications and reporting system that is based on a redesigned standard chart of accounts, a standard information system and a standard personnel classification system. All school districts and boards of cooperative services must use the system to report and obtain necessary financial information. [C.R.S. 22-44-105 (4)].*

*Note 3: School districts may designate district-owned property as all or a portion of the district's required TABOR reserve, C.R.S. 22-44-105(1)(c5). A district must follow specific steps to do so, including securing a letter of credit from an investment-grade bank and filing notice with the state treasurer and the Colorado Department of Education.*

*Note 4: The Public School Financial Transparency Act, C.R.S. 22-44-301 et seq (the Act) requires districts to post financial information online, in a downloadable format, for free public access. The requirements for posting certain types of financial information are phased in over three years. See exhibit DAB-E. The Act requires the district to update any required information within sixty days of the district's completion or receipt of the applicable report, statement or document. Once posted, the Act requires the district to maintain the prior two budget years' financial information online, until the end of the district's current budget year. Districts must also provide a link to the Colorado Department of Education's (CDE) website or the location information for CDE's website to enable a member of the public to access information or reports submitted directly to CDE*

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

## Determination of Budget Priorities

All resources of the district shall be directed toward ensuring that all students reach their learning potential, including that they meet or exceed state and district content standards.

In order to fulfill its trustee obligation with regard to district resources, the Board must know how resources are currently allocated, whether such allocation is effective and what changes should be made to achieve the greatest educational returns. The superintendent shall develop a comprehensive and ongoing system to collect and analyze resource allocation information. The analysis of this information shall form the basis for the budget prepared by the superintendent for presentation to the Board. The system shall:

1. determine how resources are currently allocated by school, grade and program
2. link specific inputs with results for students and determine whether the current allocation of resources is effective in raising student achievement
3. identify ways to better use resources to achieve the district's educational objectives and improve teaching and learning

As part of the budget preparation process, the district accountability committee shall make recommendations to the Board relative to priorities for expenditures of district funds and provide a copy of the recommendations to the superintendent. The Board shall consider these priorities when it adopts the annual budget. The superintendent shall consider the district accountability committee recommendations when preparing the budget to be presented to the Board.

Accordingly, the budget prepared and presented by the superintendent shall:

1. be derived from a three-year plan [if the Board adopts optional language in policy DB]
2. include contingency plans in the event budget assumptions prove erroneous [be in a summary format understandable by all lay person]
3. itemize district expenditures by fund
4. include information regarding school-level expenditures
5. adequately describe proposed expenditures
6. show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year
7. comply with spending limitations in the state constitution [not applicable after voters approve a revenue change measure often referred to as "de-brucing"]
8. consider recommendations made by each school-level accountability committee relative to priorities for expenditures of district funds
9. contain enough information to enable credible projection of revenue and expenses
10. disclose budget planning assumptions
11. not excessively rely on nonrecurring revenues
12. not provide for expenditures, interfund transfers or reserves in excess of available revenues and beginning fund balances.
13. not include the use of beginning fund balance unless the Board has adopted a resolution as described in state law specifically authorizing

- such use
14. not reduce without approval of the Board, the current cash reserves at any time to less than the minimum amount require by the spending limitations set forth in the state constitution.
  15. provide adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and district legal fees.
  16. take into consideration fiscal soundness in future years and plans for the building of organizational capabilities sufficient to achieve the Board's goals in future years.
  17. reflect anticipated changes in employee compensation including inflationary adjustments, step increases, performance increases and benefits.
  18. maintain a 2% unallocated general fund balance reserve
  19. comply with state and federal law
  20. provide sufficient resources to address the district's facility needs

Adopted: 03/26/01  
Revised: 10/13/03, 3/23/09 legal ref., 10/26/09

LEGAL REFS.: C.R.S. 22-11-302 *district accountability committee budget recommendations*  
C.R.S. 22-11-402(1)(a) (school-level accountability committee budget recommendations)  
C.R.S. 22-44-105 (1.5)(*budget parameters regarding expenses not exceeding revenue and use of beginning fund balance*)

CROSS REF.: AE, Accountability/Commitment to Accomplishment

## **Communication of Budget Recommendations/Budget Hearings & Reviews**

Within 10 days after submission of the proposed budget to the Board, a notice shall be published in a newspaper having general circulation within the school district that:

1. The proposed budget is available for inspection by the public at the central administrative office during business hours.
2. The Board will consider adoption of the proposed budget at a hearing to be held at the date, time and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time and place of such meeting shall be entered in the minutes of the hearing.

Current practice codified 1982

Adopted: date of manual adoption

Revised: 02/26/01

LEGAL REFS.: C.R.S. 22-44-109  
C.R.S. 22-44-110

## **Budget Adoption Process**

Following consideration of the budget proposal presented by the administration, the Board shall approve a proposed budget.

Within 10 days of submission of proposed budget to the Board, a notice shall be published in a newspaper having general circulation within the school district that:

1. The proposed budget is available for inspection by the public at the central administrative office during business hours.
2. The Board will consider the adoption of the proposed budget at a hearing to be held at the date, time and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time and place of such meeting shall be entered in the minutes of the hearing.

The Board shall officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year.

After adoption of the budget, the Board may review and change the budget with respect to both revenues and expenditures at any time prior to January 31 of the fiscal year for which adopted. After January 31 the Board shall not review or change the budget except as otherwise authorized by state law including declaration of a fiscal emergency.

If money for a specific purpose other than ad valorem taxes becomes available to meet a contingency after January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

If the district is authorized to raise and expend additional local property tax revenues at an election, the Board may adopt a supplemental budget and appropriation resolution to cover the remainder of the fiscal year following the election based on the additional dollar amount authorized.

Adopted: 10/25/93

Revised: 02/26/01, 11/26/07 (note), 10/27/08

LEGAL REFS.: See citations on policy coded DBG-E  
C.R.S. 22-7-105  
C.R.S. 22-44-103  
C.R.S. 22-44-107 through 111  
C.R.S. 22-44-115  
C.R.S. 22-44-115.5

CROSS REFS.: DBGA, Budget Referenda  
DBK\*, Fiscal Emergencies

*NOTE: Beginning January 31, 2009, the local board must submit the annual budget report to the Colorado Department of Education. The budget report is to include data available to the local board as of December 31 of the preceding calendar year.*

## **Deadlines in Budgeting Process Set by Statute**

*Note: The Colorado Department of Education annually notifies each district of critical dates in accordance with statutory requirements below.*

By December 15	Board of Education must certify to Board of County Commissioners the separate amounts necessary to be raised by taxes for the school district's general, bond redemption, transportation, and special building funds [C.R.S. 22-40-102(1); C.R.S. 39-5-128]
By June 1	Proposed budget must be submitted to Board of Education for tentative approval [C.R.S. 22-44-108(1)]
Within 10 days of above	Notice of proposed budget must be published; budget must be made available for public inspection [C.R.S. 22-44-109(1)]
Before final adoption	Public hearings must be held [C.R.S. 22-44-110 (1)]
Before end of fiscal year (June 30)	Board must adopt official budget and appropriations resolution [C.R.S. 22-44-103(1), 22-44-107(1), 22-44-110(4)]
By January 31	Board may review and change the budget with respect to both revenues and expenditures [C.R.S. 22-44-110(5)]
By January 31 (beginning in 2009)	Local board submits its adopted annual budget to CDE. Budget shall include data available to local board as of December 31 of the preceding calendar year [C.R.S. 22-44-111]



*Additional deadlines if district seeks authorization to raise additional local revenues at an election:*

At least  
60 days prior to election

Ballot question must be delivered to county clerk and recorder [C.R.S. 1-1-110(3)]

First Tuesday in November in odd-numbered years; general election date in even-numbered years

District may request authorization to raise additional local revenues subject to limitations set forth in law [Colorado Constitution, Article X, Section 20; [C.R.S. 22-54-108]

Following election

If the district is authorized to raise and spend additional local revenues, Board may adopt a supplemental budget [C.R.S. 22-44-110 (6)]

Approved: 02/26/01  
Revised : 10/22/07, 10/27/08

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

## **Budget Referenda**

If the Board of Education is of the opinion that revenues in excess of those provided through equalization program funding are necessary to provide for the needs of the district, the Board may seek authorization at an election to raise additional local property tax revenues. The requested amount shall not exceed 20 percent of the district's equalization program funding for the budget year in which the limitation was reached or \$200,000 whichever is greater.

The Board shall call an election to raise additional local revenues if an initiative petition containing signatures of at least five percent of the registered electors in the district is properly submitted to the Board. An initiative petition shall be submitted at least 90 days prior to the election date in order to be valid.

Such elections shall be held on the first Tuesday in November in odd-numbered years in conjunction with the regular biennial school election or on general election day in even-numbered years.

If other jurisdictions that have overlapping boundaries or the same electors as the school district are conducting an election on the same day, the county clerk and recorder shall conduct the election as a coordinated election to allow voters to vote on all ballot issues at one polling place. The decision whether the election will be conducted as a polling place election or by mail ballot is one which shall be made by the county clerk.

The election shall be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder for each county in which the district has territory. The agreement shall allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

As an alternative, the district may have the option of conducting the election by mail ballot in accordance with rules promulgated by the secretary of state when the county clerk is conducting a polling place election. The decision should be made after consultation with the county clerk. However, mail ballot elections may not be held for mill levy elections on the same day as elections held to elect members of Congress.

### **Transportation mill levies**

The Board of Education may submit the question of whether to impose a mill levy for the payment of excess transportation costs at an election held in conjunction with the regular biennial election in odd-numbered years or with the general election in even-numbered years.

Excess transportation costs are defined as the current operating expenditures for student transportation minus any state reimbursed entitlement based on amounts expended and received in a 12-month period as specified in state law.

If the measure passes, the district shall deposit the resulting revenue in the transportation fund.

**Election information**

Expenditures of any school district funds or in kind services to otherwise inform voters about election issues must be specifically authorized by the Board. The district may dispense a factual summary which includes arguments both for and against the proposal without any conclusion or opinions in favor of or against any particular issued addressed by the summary.

Adopted: 10/25/93

Revised: 02/26/01

LEGAL REFS.: Constitution of Colorado, Article X, Section 20  
C.R.S. 1-1-101 through 1-13-108 et seq. (Uniform Election Code of 1992)  
C.R.S. 1-45-116 (Campaign Reform Act)  
C.R.S. 22-54-108

CROSS REFS.: DBG, Budget Adoption

## **Fiscal Emergencies**

If the Board of Education determines during any budget year that the anticipated revenues and amounts appropriated for expenditure in the budget exceed actual revenue available to the district because of local circumstances or action of the legislature or governor, the Board may declare a fiscal emergency. Such action shall require the affirmative vote of two-thirds of the members of the Board.

Prior to taking such action, the Board shall hold at least one public hearing.

Adopted: 03/26/01

LEGAL REF.: C.R.S. 22-44-115.5

CROSS REFS.: GCBA, Instructional Staff Contracts/Compensation/Salary Schedules  
GCL, Professional Staff Schedules and Calendars  
GDBA, Support Staff Salary Schedules  
GCK, Support Staff Schedules and Calendars