



# Sargent School District

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## REGULAR MEETING AGENDA BOARD OF EDUCATION

February 27, 2023 6:00 p.m.

High School Library

Sargent School District

7090 N. CR 2 E.

Monte Vista, Colorado

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1. **6:00 p.m. Preliminary**
  - 1.01 Call to Order
  - 1.02 Roll Call
  - 1.03 Pledge of Allegiance
  - 1.04 Approval of Agenda
2. **6:00 p.m. Executive Session.** The Board will vote to convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) for the purpose of discussing performance expectations for the acting superintendent pending the hiring of a superintendent and principal; and, following excusal of the acting superintendent from participation, pursuant to C.R.S. § 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators as to the acting superintendent's salary while she is in that role and directing negotiators to convey that amount to the acting superintendent as part of salary negotiations.
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 2023-2024 School Calendar
  - 6.02 Memorandum of Understanding for Otero College Development Services
  - 6.03 Employment List
- 7. **Discussion Items**
  - 7.01 Superintendent Vacancy
  - 7.02 Review Policy AD- District Goals and Objectives
  - 7.03 Review Policy JICDE- Bullying Prevention and Education
  - 7.04 Board Policy Review
    - DBJ Budget Transfers
    - DC Taxing and Borrowing
    - DD Funding Proposals, Grants and Special Projects
    - DEA Funds from Local Tax Sources
    - DEB Loan Programs
    - DFA-DFAA Revenues from Investments/Use of Surplus Funds
    - DFC On-Campus Housing
    - DFC-R Job Description for Staff Personnel Living on Campus with Campus Building Supervisory Duty
    - DG Banking Services
    - DGA Authorized Signatures
  - 7.05 Scholastic Performance
  - 7.06 Budget Work Session
  - 7.07 Debrief Meeting- March Agenda Items
- 8. **Adjournment**

## **School District Mission / Vision / Goals**

The Board adopts the following mission, vision and goals to guide the educational and managerial direction of the school district.

### **The Mission**

Inspire students to engage more, learn more, and experience more in a safe and engaging learning environment.

### **The Vision**

Dig deeper by placing students first while creating experiences that lead to lifelong learning and success.

### **GOALS**

#### **Students:**

- ❖ Attain high levels of achievement while developing a love of learning through exploration of curriculum that addresses social, emotional, academic, and physical needs of the student.

#### **Staff:**

- ❖ To Utilize best practices in education to develop as educators who effectively engage with students and relate learning across the curriculum to students lives at school and beyond.

#### **Administration:**

- ❖ Create beneficial partnerships with staff, students, and community members to address district problems and develop Farmer culture that will inspire students to explore various avenues of learning and engage with their community.

#### **Parents:**

- ❖ Actively engage in the school community by volunteering in the classroom, participating in school programs, attending extracurricular activities, participating in conferences, helping

with school fundraisers, and supporting the needs of your student.

**Board:**

- ❖ Effectively lead through participation in school events, the development of policy, and management of funds that is supportive of district needs and that sets high standards for accountability and achievement.

Current practice codified 1983

Adopted: date of manual adoption

Revised: 07/24/00, 09/24/12, 11/28/16, 07/27/20, 4/25/22

LEGAL REF.: C. R.S. 22-32-109.1 (requirement that mission statement reflect safety as a priority)

## **Bullying Prevention and Education**

### **Statement of purpose**

The Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

### **Prohibited behavior**

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

### **Definitions**

**Bullying** is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

### **Prevention and intervention**

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.

10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

### **Reporting**

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

### **Investigating and responding**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

### **Supports and referrals**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Adopted: 10/22/01

Revised: 11/26/07, 7/25/11, 7/12 legal ref/note, 11/28/16, 08/10/20, 11/29/21, 5/23/22

LEGAL REFS.: CRS. 22-32-109.1 (2)(a)(K) (policy required as part of safe schools plan)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
ACE, Nondiscrimination on the Basis of Disability  
JB, Equal Educational Opportunities  
JBA, Nondiscrimination on the Basis of Sex  
JBB, Sexual Harassment  
JICDA, Code of Conduct  
JICDD\*, Violent and Aggressive Behavior  
JK, Student Discipline  
JDK/JKE, Suspension, Expulsion of Students (and other Disciplinary Interventions)  
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)  
JS, Acceptable Use Policy (Student Use of Technology Resources)



## Budget Transfers

Unencumbered moneys shall not be transferred from one fund to another unless authorized in advance by the Board. When a contingency occurs, the Board of Education by resolution may transfer any unencumbered moneys from the contingency reserve account, which is within the general fund, to any other fund or function.

The Board shall not transfer moneys from the bond redemption fund, the special building fund, or the transportation fund.

### School budget accounts

Principals and their designees are responsible for funds budgeted to that school and may transfer moneys between their discretionary accounts; not to exceed total budgeted amounts. Approval of the superintendent and/or business manager is required for such transfers. However, moneys in school staffing salary and benefit accounts cannot be transferred without Board approval.

Adopted: 08/28/89  
Revised: 10/25/93, 10/13/03, 10/26/09

LEGAL REFS.: C.R.S. 22-32-107 (duties of treasurer)  
C.R.S. 22-44-102 (3) (definition of contingency)  
C.R.S. 22-44-112 (transfer of moneys)  
C.R.S. 22-44-113 [*permits a board to borrow unencumbered moneys in certain funds to use temporarily for another fund*]  
C.R.S. 22-45-103 (1)(a)(II) (general fund)  
C.R.S. 24-10-115 (authority for public entities to obtain insurance)

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

## **Taxing and Borrowing**

### **Short-term borrowing**

When it becomes evident early in the fiscal year before substantial tax moneys have been received that the cash balances will not meet anticipated obligations, the Board of Education shall negotiate, under the provisions of Colorado statutes, for a loan in such amounts as may be required to meet such obligations.

The Board may authorize the president and the secretary to execute promissory notes on behalf of the school district from time to time as such borrowing of funds becomes necessary and may further authorize them to execute any and all other documents necessary or incidental to the borrowing of funds. By law, these short-term loans are liquidated within six months of the close of the fiscal year from moneys received by the district for the general fund.

### **State interest-free loan program**

The district may elect to participate in an interest-free loan program upon application to the state treasurer in any month in which a general fund cash deficit will exist. The loan may not exceed an amount for the month as certified by the district's chief financial officer and the superintendent. The state treasurer shall determine the method for calculating cash deficits and appropriate reporting mechanisms.

All loans shall be repaid by June 25 of the fiscal year in which they were made or an alternate date determined by the state treasurer.

### **Tax anticipation notes**

The state treasurer is authorized to issue tax anticipation notes for school districts pursuant to terms and conditions negotiated by the state treasurer and the district.

Tax anticipation notes issued by the district shall not exceed 75 percent of the taxes the district expects to receive in the current fiscal year as shown by the current budget.

Adopted: 03/24/86

Revised: 10/15/93, 02/26/01

LEGAL REFS.: C.R.S. 22-40-107  
C.R.S. 22-54-110  
C.R.S. 29-15-101 (Tax Anticipation Note Act)

## **Funding Proposals, Grants and Special Projects**

The Board is to be kept informed of all possible sources of state, federal and other special funds outside regular district sources being considered for district funding for the support of the schools and/or the enhancement of educational opportunities in the district.

To insure coordination and avoid confusion in developing proposals and making application for specially funded projects, the superintendent shall establish standard procedures for the preparation of proposals and their review.

The superintendent shall submit all proposals for federal aid and special grants to the Board for approval.

Adopted: 03/26/01

## **Funding Proposals, Grants and Special Projects**

The Board is to be kept informed of all possible sources of state, federal and other special funds outside regular district sources being considered for district funding for the support of the schools and/or the enhancement of educational opportunities in the district.

To insure coordination and avoid confusion in developing proposals and making application for specially funded projects, the superintendent shall establish standard procedures for the preparation of proposals and their review.

The superintendent shall submit all proposals for federal aid and special grants to the Board for approval.

Adopted: 03/26/01

## **Loan Programs**

(Funds from State Tax Sources)

### **Short-term borrowing**

The superintendent shall notify the Board when it becomes evident, early in the fiscal year before substantial tax moneys have been received, that cash balances will not meet anticipated obligations. Under such circumstances the Board may negotiate, under the provisions of Colorado statutes, for a loan in such amounts as may be required to meet such obligations. Such a loan may not be obtained without prior approval of the Board.

The Board may authorize the president and the secretary to execute promissory notes on behalf of the school district from time to time as such borrowing of funds becomes necessary and may further authorize them to execute any and all other documents necessary or incidental to the borrowing of funds. By law, these short-term loans are liquidated within six months of the close of the fiscal year from moneys received by the district for the general fund.

### **State interest-free or low-interest loan program**

When it becomes evident that a general fund cash deficit will occur in any month, the district's chief financial officer and the superintendent shall notify the Board. The notice shall explain the need for a loan and the requested amount. Under such circumstances the Board may elect to participate in an interest-free or low-interest loan program through the state treasurer's office by adopting a resolution approving the amount of the loan prior to the loan being made. The loan may not exceed the amount certified by the district's chief financial officer and the superintendent. However, the superintendent may not apply for such loan without a resolution of the Board. The state treasurer shall determine the method for calculating cash deficits and appropriate reporting mechanisms.

If, in order to receive an interest-free loan, the district seeks to have tax and revenue anticipation notes issued on its behalf pursuant to state law, the notice to the Board shall not only explain the district's anticipated cash flow deficit for the upcoming year, but also the total amount of tax and revenue anticipation notes needed to cover the deficit.

All loans shall be repaid by June 25 of the fiscal year in which they were made or an alternate date determined by the state treasurer.

### **Lease-purchase agreements with state**

Under certain conditions the district may sell real property to the state treasurer if the district has been denied a loan or is unable to pay a loan made by the state pursuant to the interest-free loan program.

### **Tax anticipation notes**

The Board may issue tax anticipation notes without an election if it determines that taxes due the district will not be received in time to pay projected budgeted expenses. Tax anticipation notes shall mature on or before August 31 of the fiscal year immediately following the fiscal year in which the tax anticipation notes were issued.

The state treasurer is authorized to issue tax anticipation notes for school districts pursuant to terms and conditions negotiated by the state treasurer and the district.

Tax anticipation notes issued by the district shall not exceed 75 percent of the taxes the district expects to receive in the current fiscal year as shown by the current budget.

### **Loans for renewable energy or energy efficiency projects**

The Board may authorize the superintendent to apply to the state's energy office for a loan to fund renewable energy projects or energy-efficiency projects. Prior to applying for a loan from the state for this purpose, the district shall establish a renewable energy project team in accordance with state law.

Adopted: 03/24/86  
Revised: 10/15/93, 02/26/01, 10/13/03, 10/26/09, 08/24/15

LEGAL REFS.: C.R.S. 22-40-107 (*short term loans*)  
C.R.S. 22-45-112(2)(a) (*sale of real property if fiscal emergency*)  
C.R.S. 22-54-110 (*loans to alleviate cash flow problems*)  
C.R.S. 22-54-110(2)(d) (*loans in form of lease-purchase agreements with state treasurer if fiscal emergency*)  
C.R.S. 22-92-101 *et seq.* (*"Renewable Energy and Energy Efficiency for Schools Loan Program Act*)  
C.R.S. 29-15-101 *et seq.* (*Tax Anticipation Note Act*)  
1 CCR 301-85 (*State Board of Education rules governing the renewable energy and energy efficiency for schools loan program*)

CROSS REF.: DBK\*, Fiscal Emergencies

## Revenues from Investments/Use of Surplus Funds

The Board of Education recognizes the importance of prudent and profitable investment of district monies and its responsibility in overseeing this part of the district's financial program.

This policy shall apply to the investment of all financial assets and all funds of the district over which the Board exercises financial control. In order to effectively make use of the district's cash resources, all moneys shall be pooled into one investment account and accounted for separately. The investment income derived from this account shall be distributed to the various district funds as directed by the Board of Education in accordance with state law.

All district funds allocated to a specific use but temporarily not needed shall be invested by the treasurer, assistant treasurer or other administrator appointed by the Board in accordance with state law and in a manner designed to accomplish the following objectives:

1. ensure the safety of funds
2. ensure that adequate funds are available at all times to meet the financial obligations of the district when due
3. ensure a market rate of return on the funds available for investment throughout the budget cycle
4. ensure that all funds are deposited and invested in accordance with state law

The intent of the district is to support financial institutions located within district boundaries. Investments in institutions located outside of the district will be made when competitive rates or lack of collateral available from local financial institutions make this decision in the best interest of the district or when investment timing requires investment alternatives and short-term yields not conveniently available in the district. If the district is contemplating any investment or deposit outside of the state, the Board shall be notified. The Board shall seek legal advice prior to any such investment or deposit.

The Board shall be kept informed of investments and yields through regular monthly reports. These reports shall be formatted in a manner that allows the Board to evaluate the success of its investment practices in light of its stated objectives.

Adopted: 02/25/85  
Revised: 02/26/01, 10/13/03

LEGAL REFS.: C.R.S. 11-10.5-101 *et seq.*  
C.R.S. 11-47-101 *et seq.*  
C.R.S. 22-45-103 (*bond redemption fund trustee or escrow requirement*)  
C.R.S. 24-75-601 *et seq.*  
C.R.S. 24-75-701 *et seq.*

CROSS REFS.: DA, Fiscal Management Goals/Priority Objectives  
DG, Banking Services

## **On-Campus Housing**

In order to better serve its students and community, the Sargent Board of Education may require an employee to reside on the Sargent campus. The preference of the Board is that it be an administrator. It will be the responsibility of this person to assist those who need reasonable after-hours access to the school facilities. They will also be responsible for taking action when unauthorized activity is happening on campus or to report maintenance or other items needing attention to appropriate authority in a timely manner.

The Board may charge rent or provide on-campus housing at no expense to the employee-occupant.

Houses not utilized by staff members may be leased to non-school personnel at the Board's discretion. The superintendent will prepare a formal lease agreement.

Adopted: 06/18/73

Revised: 04/26/82, 01/25/83, 09/23/85, 10/30/00, 08/28/17

*Note: It may even be feasible to invite a law enforcement officer to reside on campus at a reduced rate.*



## **Job Description for Staff Personnel Living on Campus With Campus Building Supervisory Duty**

For pecuniary remuneration received, an administrator or other designated staff person living on campus will be responsible for the following duties:

1. Have keys available and be responsible for locking and unlocking doors for students, teachers, and community members needing legitimate access to campus buildings or authorized use of school equipment. List equipment borrowed and by whom and report to superintendent.
2. Periodically in the evenings and on weekends check outside doors to see they are locked and secure and turn off lights left on in the buildings not in use.
3. Check on unauthorized vehicles and persons observed on campus after school hours.
4. Inform persons obtaining entrance to school buildings of the rules and regulations relative to the use of school buildings and facilities.
5. Report to superintendent any necessary repairs or maintenance.
6. Report to superintendent person or persons observed using campus facilities and/or equipment in an unacceptable or destructive manner, using prudent judgment.
7. Assist children left on campus after school events or school hours by allowing them access to a phone or by informing a school administrator.
8. Either handle or report to proper authority, emergency situations such as: freezer horn activation, fire, leaking roofs, etc.
9. Attempt to coordinate with other persons who live on-campus when you will be away for an extended period of time, so they may monitor the campus facilities. Report such arrangements to the superintendent prior to leaving.

Approved: 11/25/85

Revised: \_\_\_\_\_

## **Banking Services** (And Deposit of Funds)

All revenue received by the school district shall be deposited in an official bank or banks or savings and loan institutions as designated by the Board. Such financial institution must qualify as an eligible public depository in accordance with state law.

When moneys are withdrawn from the custody of the county treasurer, such withdrawn moneys and all other moneys belonging to the district including moneys derived from food services and school activities shall be deposited by the treasurer of the Board or official custodian to the credit of the district in a depository designated by the Board.

The treasurer or official custodian shall comply with all requirements of state law regarding the deposit of district funds.

### **Bond redemption fund**

Revenues from a tax levy for the purposes of satisfying bonded indebtedness obligations shall be administered by a commercial bank or depository trust company located in Colorado or placed in an escrow account in accordance with the requirements set forth in state law. .

### **Safety deposit box**

The Board shall maintain a safety deposit box at a designated depository and shall name the superintendent, the assistant superintendent of administrative services and a Board member as official custodians of the safety deposit box.

Adopted: 02/25/85  
Revised: 02/26/01, 10/13/03, 10/25/04

LEGAL REFS.: C.R.S. 11-10.5-101 *et seq.* (relates to deposits of public funds in banks)  
C.R.S. 11-47-101 *et seq.* (relates to deposits of public funds in savings and loan institutions)  
C.R.S. 22-32-104 (4)(c)  
C.R.S. 22-32-107 (3),(4),(6)  
C.R.S. 22-32-109 (1)(g)  
C.R.S. 22-32-110 (1)(x)  
C.R.S. 22-40-104 (relates to county treasurer)  
C.R.S. 22-40-105  
C.R.S. 22-45-103 (bond redemption fund trustee **or escrow requirement** )  
C.R.S. 22-45-104 (relates to collection and deposit of fees and fines)

CROSS REF.: BDB, School Board Officers

## AUTHORIZED SIGNATURES

All checks written from the capital reserve account and general fund account, with the exception of Board approved investment accounts, shall bear the signature of the Board president, secretary and treasurer. A signature stamp with these signatures may be used.

The superintendent, bookkeeper or superintendent's secretary shall sign all lunch and activity account, and Board approved investment account checks by means of two live signatures. In emergency situations, a stamp containing the superintendent's signature may be used.

All checks on which facsimile signatures are authorized shall be countersigned by one designee by means of a live signature. All other checks drawn from district funds shall require two live signatures.

Current practice codified 1982

Adopted: date of manual adoption