



Sargent School District

REGULAR MEETING AGENDA BOARD OF EDUCATION

January 22, 2024, 6:30 p.m.

High School Library

Sargent School District

7090 N. CR 2 E.

Monte Vista, Colorado

1. **6:30 p.m. Preliminary**
 - 1.01 Call to Order
 - 1.02 Roll Call
 - 1.03 Pledge of Allegiance
 - 1.04 Approval of Agenda
2. **Executive Session-** The Board will vote to convene into executive session pursuant to C.R.S § 24-6-402 (4)(f) for the purpose of discussing personnel matters, specifically the Superintendent, Jeff Fuller's evaluation.
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 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 CASB Policy Overhaul Board Policy Section C- Second Reading
 - 6.02 FY 2024 Final Budget
 - 6.03 Employment List

- 6.04 Work Study Agreement
- 6.05 Donation of Service Truck
- 6.06 Building Access Policy ECA/ECAB

7. Discussion Items

- 7.01 2024-2025 District Calendar
- 7.02 Strategic Plan Work Session Date
- 7.03 February Agenda Items
- 7.04 Board Expectations
- 7.05 Board Self-assessment and Debrief

8. Adjournment

Qualifications/Powers and Responsibilities of Superintendent (Job Description)

TITLE: Superintendent of Schools

QUALIFICATIONS: 1. Colorado Professional Administrator License or Master of Arts degree in School Administration
2. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all employees of the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The superintendent of schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent ~~is~~ shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

1. **Operations.** The superintendent shall:

a. Manage the work of all personnel in planning and program development and direct ~~all the~~ activities of the school district. The superintendent may delegate these responsibilities, together with appropriate authority, but may not delegate nor relinquish ~~the~~ ultimate responsibility for results ~~or of~~ any portion of ~~the~~ accountability.

- b. Manage the development of long- and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.
- c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district, **including the district's academic standards.**
- d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
- e. Report to the Board the progress and status of the programs and activities of the school district.
- f. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the school district.

2. **Organization.** The superintendent shall:

- a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.
- b. Recommend proposed revisions to the organization of the management structure, including the establishment or elimination or a revision of administrative procedures.

3. **Personnel.** The superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the school district.
- b. ~~Insure~~ **Ensure** the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
- c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
- e. Recommend salary increases and salary adjustments for all personnel.

f. Develop and recommend to the Board job classifications for all new positions.

4. **Finances.** The superintendent shall:

- a. Direct the development of the annual budget of the school district.
- b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.
- c. Provide for **the** overall management of the school district's financial activities and take appropriate action to ~~insure~~**ensure** that expenses are kept within the approved budgetary limits of the school district.
- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.

5. **Relationships.** The superintendent shall:

- a. Act as executive officer for the Board.
- b. Act as professional adviser to the Board.
- c. Attend meetings of the Board with the right to comment on all issues.
- d. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- e. Participate in the affairs of local, state and national professional organizations.
- f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. Maintain a cooperative working relationship between the schools and the community and community agencies.
- h. Establish and maintain such other relationships within and outside the school district as required to carry out his **or** ~~her~~ responsibility.

Adopted: 03/27/89

Revised: 02/26/01, 06/26/23, **date of manual revision**

LEGAL REF.: C.R.S. 22-9-106(4) **(qualifications to evaluate personnel)**

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

Recruitment of Superintendent

The appointment of a superintendent is a function of the Board. The Board will ~~conduct an active search~~ **take steps** to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. It may also, at its discretion, determine that an external search is not necessary due to a qualified internal candidate. ~~Final~~ **However, final** selection rests with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action is required for the appointment of the superintendent.

Search process

When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures and applicable deadlines must be adopted at a public meeting.

Records submitted to the district by an applicant for a superintendent position must remain confidential until the applicant becomes a finalist for the position. ~~if so requested in writing by the applicant when submitting the records.~~ Demographic data, meaning information on an applicant's race and gender that has been legally requested and voluntarily provided on the applicant's application and does not include the applicant's name or other information, of an applicant who was interviewed by the Board but not named as a finalist will be available for public inspection upon request.

A list of the finalist(s) being considered for the position must be made public **by the Board** at least 14 days prior to appointing a finalists to fill the position. No offer of appointment may be made prior to this public notice.

When an applicant becomes a finalist, all records submitted by the applicant will be available for public inspection except that letters of reference or medical, psychological and sociological data must remain confidential.

~~An applicant shall become a finalist when he is chosen for an interview or when he still is being considered for the position 21 days prior to the Board's selection of a~~

~~person to fill the position, whichever comes first. However if there are six or fewer applicants competing for the position, all shall be considered finalists.~~

Adopted: 01/25/83

Revised: 02/26/01, 4/13 (note/ref) 08/23/21, date of manual revision

LEGAL REFS.: C.R.S. 22-32-110 (1)(g) (power to employ a CEO)

C.R.S. 22-44-115 (4) (administrative contracts)

C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)

C.R.S. 24-6-402 (3.5) (search committee duties)

C.R.S. 24-72-204 (3)(a)(XI)(A) (inspection of public records)

~~C.R.S. 22-32-110 (1)(g)~~

~~C.R.S. 22-44-115(4)~~

~~C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)~~

~~C.R.S. 24-6-402 (3.5)~~

~~C.R.S. 24-72-202 (1.3)~~

~~C.R.S. 24-72-204 (3)(a)~~



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

~~SUPERINTENDENT'S CONTRACT~~ Superintendent's Contract

The superintendency is becoming more demanding as the superintendent's responsibilities become more complex. The Board realizes that it is therefore increasingly important to attract able persons to the superintendency by making the rewards of the position commensurate with its challenges.

The Board further realizes that it is ~~Increasingly Important~~ important to free the superintendent from the pressures of groups in the community by ~~insuring~~ ensuring his security from the threat of sudden and unjustified dismissal.

The Board, upon the selection of a candidate or upon reappointment of the incumbent superintendent, shall endeavor to secure the dignity of position and the freedom of leadership appropriate to the responsibilities of the superintendent through an explicit contractual agreement. Such contract shall meet the requirements of state law and shall protect the rights of both the Board and the superintendent.

Adoption date: 10/25/93, date of manual revision

LEGAL REFS.: ~~-~~Constitution of Colorado, Article X, Section 20 (4)(b)

C.R.S. 22-9-109 (specific portions of superintendent's evaluation open to public inspection)

C.R.S. 22-32-110(1)(g) (power to employ a CEO)

C.R.S. 22-44-115(4) (administrative contacts)

C.R.S. 22-63-202(2) (employment contracts damages provisions)

C.R.S. 24-72-204(3)(a)(II)(B) (inspection of public records)

~~Constitution of Colorado, Article X, Section 20 (4)(b)~~

~~_____ C.R.S. 22 9 109~~

~~_____ C.R.S. 22 32 110(1)(g)~~

~~_____~~

~~_____ C.R.S. 22 63 202(2)~~

~~_____ C.R.S. 24 72 204(3)(a)(II)(B)~~

CROSS REF.: GCOE*, Evaluation of Evaluators

~~CFBA*, Evaluation of Evaluators~~

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

Superintendent's Conduct

The superintendent shall observe rules of conduct established in law which specify that a school district employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the superintendent's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the superintendent's duties or which the superintendent knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the superintendent supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the superintendent has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for the superintendent to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Adopted: 08/28/89

Revised: 02/26/01, 11/17/14, 12/15 note, 11/19 note, *date of manual revision*

LEGAL REFS.: C.R.S. [18-8-308](#) (*disclosure of pecuniary conflicts of interest*)

C.R.S. [22-32-110](#) (1)(k) (*power to adopt conduct rules*)

C.R.S. [24-18-104](#) (*government employee rules of conduct*)

C.R.S. 24-18-109 (local government employee rules of conduct)

~~C.R.S. 18-8-308~~

~~C.R.S. 22-32-110 (1)(k)~~

~~C.R.S. 24-18-104~~

~~C.R.S. 24-18-109~~

~~C.R.S. 24-18-111~~

~~NOTE 1: State law defines "economic benefit tantamount to a gift of substantial value" to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the district employee's personal benefit offered by a person who is at the same time providing goods or services to the district under a contract or other means by which the person receives payment or other compensation from the district. C.R.S. 24-18-104 (2). However, state law permits a district employee to receive such goods or services if the "totality of the circumstances" indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the employee does not receive any substantial benefit resulting from the employee's status that is unavailable to members of the public generally. C.R.S. 24-18-104 (2)(b).~~

~~NOTE 2: State law lists the type of items that are not considered "gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value" and are therefore permissible for a district employee to receive. See, C.R.S. 24-18-104 (3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than \$65), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.~~

~~NOTE 3: The amount of the gift limit (\$65) is identical to the gift limit under section 3 of article XXIX of the state constitution. This amount shall be adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of 2023. Colo. Const. Art. XXIX, Section 3 (6).~~

Evaluation of Superintendent

The Board shall institute and maintain a comprehensive program for the evaluation of the superintendent on a regular basis that is agreed upon by the Board and the superintendent.

Through evaluation of the superintendent, the Board shall strive to accomplish the following:

1. Clarify the superintendent's role in the school system as seen by the Board by defining objectives that will contribute to achievement of district-wide goals.
2. Clarify for all Board members the role of the superintendent in view of the job description and the immediate priority among responsibilities as agreed upon by the Board and the superintendent.
3. Develop positive communication and harmonious working relationships between the Board and superintendent.
4. Provide administrative leadership of excellence for the school system including implementation of education programs for the achievement of the educational objectives of the school district, including ~~the state and district's content~~ academic standards.
5. Measure the superintendent's professional growth and development and level of performance.

Those portions of the superintendent's written evaluation relating to the performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Nothing in this policy shall be construed to imply in any manner the establishment of any personal rights not explicitly established by law or contract. Further, nothing in this policy or the accompanying regulation shall be construed to be a prerequisite to or a condition of suspension, dismissal or termination. –All employment decisions remain within the sole and continuing discretion of the Board.

Adoption date: 01/23/12

Revision date: 08/27/12, 12/15 note, ~~date of manual revision~~

LEGAL REFS.: C.R.S. 22-9-106(4)(b) (local board of education shall have exclusive authority for evaluating the superintendent)
C.R.S. 22-9-109 (specific portions of superintendent's evaluation open to public inspection)

CROSS REFS.: ADA, School District Educational Goals and Objectives
CBA/CBC, Qualifications/Powers and Responsibilities of Superintendent
CBD, Superintendent's Contract

~~NOTE: A person who is employed in multiple roles in the district may receive a single evaluation that takes into account the employee's performance of his/her responsibilities in each role. The employee's supervisor shall conduct the evaluation or, if the employee is the superintendent, the board shall conduct the evaluation. C.R.S. 22-9-106 (4.3).~~

Evaluation of Superintendent

The Board of Education shall serve as the evaluator for the superintendent. The superintendent's performance shall be reviewed annually.

The following procedures shall be used to implement the ~~district~~ Board's policy for evaluation of the superintendent.

Prior to the evaluation

The Board and the superintendent shall devise a position description that sets forth expectations for the superintendent. The Board shall develop a plan that establishes goals for the district. The criteria for evaluation of the superintendent shall be agreed upon in advance of the period under review by the Board and the superintendent. These criteria will relate to the position description for the superintendent and the goals of the district.

The Board and the superintendent shall determine times in advance for establishing the criteria for review and discussing the performance of the superintendent in relation to these criteria.

Information collection

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it.

The evaluation shall be based upon multiple sources of information that can be provided by members of the Board or the superintendent.

Information may be collected from individual Board members and synthesized into a collective Board position, although the range of views may be presented as a basis for discussion with the superintendent.

The superintendent shall have an opportunity for self review in relationship to the criteria employed by the Board prior to the time that the superintendent meets with the Board to discuss the results of the evaluation.

Written evaluation report

The evaluation shall result in a written summary of conclusions regarding the superintendent's performance. The report shall include the following:

1. Specific information about the strengths and weaknesses in the superintendent's performance based upon the agreed upon criteria.
2. Documentation showing information collected and considered in the evaluation.

The Board and the superintendent shall discuss information relating to the superintendent's performance in an executive session **unless the superintendent requests that the discussion occur in a public meeting**. A time shall be designated for this purpose when all members of the Board can be present.

The evaluation report shall be signed by the president of the Board and by the superintendent. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the superintendent's personnel file.

The superintendent shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the superintendent, modifying Board/superintendent relationships and/or modifying the goals and objectives of the district may be incorporated in the documents used to initiate the next evaluation.

Approval date: 08/27/12, **date of manual revision**

Administrative Organization

~~ADMINISTRATIVE ORGANIZATION PLAN~~

The legal authority of the Board shall be transmitted through the superintendent to the administration in accordance with applicable law.

The superintendent shall have freedom to create an administrative structure as appropriate for supervision and accountability throughout the district.

~~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.~~

LEGAL REF.: C.R.S. 22-32-109 (1)(b) (Board duty to adopt policies necessary and proper for the efficient administration of the district)

Current practice codified 1982

~~Adopted: date of manual adoption~~ date of manual revision

~~CROSS REF.: CC E~~

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 the district's academic standards or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified academic standards.
~~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), *date of manual revision*

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 (*principal and administrator licenses*)
~~(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*)

CROSS REFS.: AEA, Standards Based Education

IKE, Ensuring All Students Meet Standards

Policy Implementation

The superintendent has responsibility for carrying out the policies established by the Board. The superintendent shall develop additional administrative regulations consistent with Board policies.

In the development of administrative regulations, the superintendent shall involve at the planning stage those who would be affected by such rules including staff members, students, parents and the public. The superintendent shall weigh with care the counsel given by representatives of staff, student and community organizations. The superintendent shall inform the Board of such counsel in presenting reports of administrative regulations and in presenting any regulations for Board approval.

The Board itself shall approve regulations when specific state or federal laws require the Board to do so or when the Board or superintendent considers such approval desirable.

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 district employees and students will carry them out willingly.

The superintendent will develop a method for disseminating district policies and regulations to district employees, students, parents/guardians and members of the public who are affected by them.

Disregard for Board policy and administrative regulations by employees may be interpreted as insubordination and/or willful neglect of duty.

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.

CROSS REF.: BG, School Board Policy Process

Handbooks and Directives

~~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~~ **is** 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. **Therefore, the Board expects all handbooks to be approved by the Board and/or superintendent prior to publication.**

The Board shall review and approve the district-wide personnel handbooks and the student handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The superintendent shall use

~~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

Revised: date of manual revision

Administration in the Absence of Policy

~~Administration in Policy Absence~~

In cases when action must be taken and the Board has provided no guides in policy for such action, the superintendent shall have the power to act.

The superintendent's decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

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, date of manual revision

Board Review of Regulations

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board will be provided with copies of all districtwide regulations issued to by the administration.

Regulations will be officially approved by the Board when this is required by state law and when strong community, staff, or student attitudes make it advisable for the regulation to have Board approval.

Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

Adopted: 03/26/01

School Superintendent

The superintendent of schools shall be the chief executive officer of the Board of Education for the management of the school. As such, the superintendent shall have administrative oversight of the school system within the parameters established by the Board of Education. In accordance with these duties, the superintendent shall be responsible for the efficient operation of the system in all its divisions. The superintendent shall attend all meetings of the Board and have the privilege of taking part in its deliberation.

Adopted: 03/26/01

Public Inspection of Superintendent's Evaluation

Those portions of the superintendent's written evaluation relating to performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Adopted: 03/26/01

LEGAL REFS.: C.R.S. 22-9-109

**Sargent School District
Summative Evaluation Report for Superintendent**

Superintendent: _____

Evaluation Date: _____

Scoring Key:

- 5. Distinguished—Exceeds expectations; very satisfactory
- 4. Proficient—Meets expectations; satisfactory
- 3. Average—Capable and improving
- 2. Below Average—Not meeting expectations; needs improvement
- 1. Failing—Well below expectations

*Performance Areas and Overall Score shall be rounded to one decimal if necessary. Overall rating determined by average of all performance areas combined.

Performance Area A -- Leadership **Rating** _____

Skills to look for: Implements and maintains the district’s vision and mission statement.
Serves as the district’s educational leader; ensures that curriculum and instruction are based on sound educational research.
Maintains a positive environment for the district.
Provides leadership in identifying areas that need to be addressed.

Comments: _____

Performance Area B -- Fiscal Management **Rating** _____

Skills to look for: Maintains fiscally sound operation of the district.
Prepares and administers the district budget in accordance with Colorado statute.
Prioritizes the use of district funds.

Comments: _____

Performance Area C -- Professional Growth **Rating** _____

Skills to look for: Professional collaboration and liaisons with other superintendents, BOCES, CASE.
Engages in activities to promote professional growth

Comments: _____

Performance Area D -- Personnel Management

Rating_____

Skills to look for: Treats staff in a professional manner; holds staff accountable as professionals.
Supervises the procedures for appointment, transfer or discharge of staff members.
Implements the evaluation process in a fair, professional and credible manner.
Communicates District goals and expectations clearly and effectively.

Comments: _____

Performance Area E -- Organization and Planning

Rating_____

Skills to look for: Utilizes time efficiently and effectively.
Ensures that district goals are developed and implemented.
Demonstrates sound organizational and planning skills.
Involves the board, staff and community, as appropriate, in planning for district improvement and long range goals.

Comments: _____

Performance Area F -- Communication

Rating_____

Skills to look for: Interprets the needs of the district and provides appropriate information to the board, District Accountability Committee, and staff.
Takes an active lead in informing the community about the school district's goals, direction, progress, achievements.
Works with the board as a whole; keeps all members informed; does not usurp board responsibilities or prerogatives.

Comments: _____

Performance Area G -- General District Operation

Rating_____

Skills to look for: Manages the district's day to day operations.
Presents and recommends policy and procedure options to the board when circumstances require the board to adopt or revise policies.
Ensures the implementation of district policies and procedures.
Effectively supervises and evaluates the Directors of Transportation, Operations and Maintenance, Food Service.

OVERALL RATING_____

SUMMARY COMMENTS

Superintendent Signature

Board President Signature

Notes for Superintendent Evaluation Process

Each year, as goals are set and adopted, tie each goal to a performance area in the evaluation form.

Make notes throughout the year for superintendent evaluation.

Listen throughout the year as the superintendent answers questions, gives reports, and evaluates the staff.

Take time in executive session (August, October, December) before the formal evaluation to informally review. Discuss if a job has been well done, or if something else is expected. Ask for explanation of any concerns, either from board members or from the superintendent.

Review board goals at regular, monthly board meetings to see if progress is on track.

Participate in regular board self-evaluations; brief evaluation at the end of each regular board meeting and a more detailed evaluation at board work sessions.

Allow the superintendent an opportunity to express his satisfaction and pride as well as any disappointments or frustrations with the year's progress.

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

Evaluation of Professional Staff (Administrators)

Evaluations will be conducted in accordance with state law and Board policy to assist administrators in developing and strengthening their professional abilities, improve instruction, enhance the implementation of programs in the curriculum, and measure the professional growth and development and level of performance of administrators. Evaluations also will serve as the measurement of satisfactory performance for administrators and documentation for dismissal for unsatisfactory performance.

Therefore even though the evaluation process is designed to encourage and assist administrators to perform at a level consistent with the district's standards, the evaluator or the superintendent, if not the evaluator, may recommend to the Board of Education that changes be considered in contract status or assignment.

The procedures necessary to administer and implement the district's evaluation policy are as follows:

Initial Requirements

All licensed administrators will be evaluated. An organization chart or comparable document will be prepared to identify the evaluator by title or position for each administrator. The chart will indicate which position(s) each evaluator will evaluate and which supervisor is responsible for evaluating the evaluator.

In most situations, evaluations will be made by the direct supervisor of the administrator to be evaluated. If the superintendent is the evaluator, the Board of Education will perform all duties of the supervisor of the evaluator.

A job description will be developed for each administrative position. The administrator annually will establish job performance objectives in cooperation with the evaluator.

Written standards for satisfactory performance will be developed as well as criteria to be used to determine whether an administrator's performance meets district standards. The district personnel performance evaluation council will actively participate in the development of the standards.

Other criteria will be developed for evaluation of each position prior to the evaluation. The criteria will relate to the particular position as set forth in the

individual's job description and any outcomes which are expected from the position.

Information will be made available to each administrator about the evaluation system, the evaluation policy and procedures, the responsibilities of the evaluator and evaluatee, the standards for satisfactory performance and the evaluation criteria for the evaluatee's position.

Information Collection

The evaluator will use the most appropriate means of data collection available to assess the administrator's performance. The data collected primarily will be based on direct observation when appropriate and/or first-hand knowledge of the administrator's performance.

No evaluation information will be gathered by electronic devices without the consent of the evaluatee.

The evaluator will identify and document to the extent possible all relevant sources of data used as the basis for any evaluation judgments. The administrator's self evaluation also will be considered as a source of information during the evaluation process.

Frequency and Duration

Administrators in their first two years of service in the district will be evaluated twice during each year. All other administrators will be evaluated at least once each year. Variations will be permitted in this evaluation schedule, whether requested by the evaluator or evaluatee, only when the evaluatee is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system, and the evaluatee has an opportunity to meet with the evaluator.

The district's evaluation system specifies that at least two direct observations for at least 30 minutes duration when appropriate and additional data collection be completed before the evaluation report is written. Minor adjustments and variations will be allowed in order to ensure the evaluation process is thorough and that sufficient data is collected from which reliable findings and conclusions may be drawn.

All evaluations will be completed before May 15 of each school year.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the performance of the administrator and which clearly sets forth recommendations for improvements including recommendations for additional education and training during the administrator's recertification process.
2. Specific information about the strengths and weaknesses in the performance of the administrator.
3. Documentation identifying when a direct observation was made.
4. Identification of all data sources.

The evaluation report will be discussed with the evaluatee. Both the evaluator and the evaluatee will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein.

The administrator may attach any written comments to the evaluation report before it is reviewed by the supervisor of the evaluator. Each report will be reviewed and signed by a supervisor of the evaluator.

The evaluator will maintain a cumulative file of all pertinent data relating to each administrator's evaluation, including the evaluation report. This file will be available for the administrator's review and will include any written comments signed and submitted by the administrator.

Unsatisfactory Performance

1. An administrator whose evaluation indicates performance is unsatisfactory will be given a notice of deficiencies.
2. A remediation plan to correct deficiencies will be developed by the evaluator and the administrator.
3. The administrator will be given a reasonable period of time to correct the deficiencies and a statement of resources and assistance available to improve performance.

4. Further evaluations of an administrator on a remediation plan will occur on a different cycle than the annual evaluation, if necessary.
5. If the administrator's next evaluation shows the administrator is performing satisfactorily, no further action will be taken.
6. If the administrator's next evaluation indicates the administrator still is not performing satisfactorily, the evaluator either will make additional recommendations for improvement or take any necessary steps to recommend dismissal or transfer.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The evaluatee may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Some flexibility is necessary for proper administration of the evaluation system. Minor deviations or variances in the procedures will be allowed as long as the variances do not result in significant hardship for or malicious treatment of the evaluatee.

Approved: 02/26/01

Evaluation of Professional Staff (Administrators)

The Board, in keeping with state law, shall institute and maintain a comprehensive program for the evaluation of all administrative personnel. The purpose of administrator evaluations shall be to assist administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, and measure professional growth and development and level of performance of administrators. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

The Board shall consult with district administrators, parents and the advisory school district personnel performance evaluation council when developing the process for evaluation of administrators.

The basic requirements of the evaluation system as it pertains to administrators shall be:

1. The Board shall require regular evaluation of all administrators by properly certified supervisors who have administrative certification and education and training in evaluation skills which will enable them to make fair, professional and credible evaluations of the personnel whom they are responsible for evaluating.
2. Evaluations shall be conducted in a fair and friendly manner and shall be based on predetermined written criteria which pertain to the administrator's position.
3. Standards for satisfactory performance of administrators and criteria which can be used to determine whether performance meets such standards shall be developed. The district personnel performance evaluation council shall be an active participant in the development of standards of performance.

4. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation. All data on which an evaluation judgment is based will be documented to the extent possible and available for the administrator's review.
5. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn.
6. An evaluation document shall be prepared in writing. The evaluation document shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements, if any, are needed in performance.
The administrator concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it. If the superintendent is the evaluator, the signature shall be that of the president of the Board of Education.
7. The system shall contain a process which shall be followed when an administrator's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, a remediation plan and an opportunity to correct the deficiencies.

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of certificated personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

The superintendent shall make regular reports to the Board concerning the outcome of administrator evaluations.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.

Adopted: 03/25/91

Revised: 02/26/01

LEGAL REFS.: C.R.S. 22-9-101 et seq. (Certificated Personnel Performance Evaluation Act)
C.R.S. 22-32-126
C.R.S. 22-63-301
C.R.S. 22-63-302 (8)

CROSS REFS.: AFH, Evaluation of Evaluators
BCFB*, District Personnel Performance Evaluation Council
GCPD, Suspension and Dismissal of Professional Staff Members

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

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

DRAFT

SECURITY/ACCESS TO BUILDINGS

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the ~~well-being~~ **well-being** and safety of students and staff as well as to that of the site themselves. For safety and security purposes, access to school buildings, whether by students, staff members, **coaches or individuals on extra duty pay agreements, school board members, or visitors, or community members/organizations** shall be dependent upon the individual's role in the district and shall follow the guidelines set out in ECA/ECAB-E-1. ~~be limited as deemed appropriate for each school building.~~

Keys to district buildings and properties will be issued by district administration and the individual's direct supervisor shall set access for the use of the keys based upon job descriptions and individual needs. Individuals requesting a key should complete the Key Request Form (see ECA/ECAB-E-2).

Anyone receiving access to buildings will be required to sign the Building Access Contract (see ECA/ECAB-E-3) when receiving keys to school buildings. Procedures related to the use of district keys set out in the Building Access Contract and Personnel Handbook should be followed at all times. Keys should never be loaned to anyone. Misuse of keys or unauthorized access of school buildings may result in revocation of the keys, termination of employment, limitations on an individual's access to buildings, or fines depending on circumstances.

Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

Alarm systems and other devices designed to protect buildings against illegal entry and vandalism shall be installed where appropriate.

Current practice codified 1982

Adopted: date of manual adoption

Revised: 02/24/86, 3/28/11, 06/26/17

LEGAL REFS.: C.R.S. 18-9-112 (definition of loitering)
C.R.S. 18-9-117 (unlawful conduct on public property)
C.R.S. 22-32-109.1(5) (*board must adopt safety and security policy*)

CROSS REFS.: KI, Visitors to School

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

DRAFT

SECURITY/ACCESS TO BUILDINGS

Key Control

Students

Students shall have access to the school buildings during school hours and during school-sponsored events. Students should follow appropriate procedures for drop-off and pick-up when accessing the buildings. Students should not be left unattended in classrooms or buildings at any time. Keys should never be issued to students or loaned to students.

Staff Members

Staff members shall have access to any area of the school where they complete their work at all hours. Staff members may be issued an exterior door key and a key to any area of the school they need to access to complete duties as assigned.

Coaches and Extra Duty Pay Personnel

From time to time the district employs non-staff members as coaches and for extra-day pay positions. While these individuals are not employed full-time, they may require access to all buildings where they work at all hours. Coaches may receive keys to gyms and have access to those gyms at all hours for the duration of their contracts. Coaches can also be given keys to pertinent storage areas to fulfil duties related to uniform and equipment maintenance.

Individuals on Extra Duty Pay Agreements who demonstrate a need to access buildings, shall be issued a key. These individuals will have access to the building at all hours for the duration of their contracts.

School Board Members

School board members may require access to district buildings for committee work, the ability to inspect school systems, and school board meetings. School board members may request a key to any area of the school where they are working or may need access to. Members will be required to demonstrate a need to have a key.

Visitors and Community Members/Organizations

Visitors may access buildings through the front door of the buildings and should follow District Policy KI when visiting the school.

Any community member/organization, including sports organizations such as Sargent Youth Sports and Sargent Youth Wrestling, interested in using school buildings should contact district administration in accordance with District Policy KF to complete a Facility Usage Agreement (see policy KF-E-1). The district reserves the right to restrict access based on the availability of the facilities and the type of access requested. Community members/organizations should adhere to the Facility Usage Agreement when accessing and using buildings. Community members/organizations should not access buildings outside of the hours listed in their agreements. Keys will be issued to individuals with current Facility Usage Agreement based upon the terms of the agreement. District Policies KF (and its exhibits) and KFA should be followed at all times when community members/organizations access school buildings.

CROSS REFS.: KI, Visitors to School
 KF - Community Use of School Facilities
 KF-R - Community Use of School Facilities
 KF-E1 - Contract for Use of School Facilities
 KF-E-2 - Facility Rental Fees
 KF-E3 - Guidelines for Kitchen Use
 KFA - Public Conduct on District Property

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