



Aurora
Public
Schools

Board of Education

Agenda

meeting of

November 20, 2007

Aurora Public Schools

1085 Peoria Street
Aurora, Colorado 80011

AURORA PUBLIC SCHOOLS
1085 Peoria St.
Aurora, CO 80011

A G E N D A
BOARD OF EDUCATION
November 20, 2007
6:30 p.m.

I – PRELIMINARY

A. CALL TO ORDER

1. Roll Call

B. PLEDGE OF ALLEGIANCE

C. WELCOME TO VISITORS

The regular meeting of the Aurora Public Schools Board of Education will convene in the Dr. Ed and Mrs. Patricia Lord Boardroom of the Educational Services Center, Peoria Building. Individuals wishing to address the Board of Education on a specific agenda item are requested to sign up at the table on the south side of the boardroom prior to discussion of the Information and Action Items. Individuals wishing to address the Board of Education on a non-agenda item are requested to sign up and will be provided an opportunity, limited to two minutes, at the beginning of the meeting and, limited to three minutes, at the end of the meeting during Opportunity for Audience.

Please contact the Aurora Public Schools at 303-344-8060, ext. 28988 if, because of a disability, you require special assistance (such as sign language or oral interpreting services) in order to participate in a meeting of the Board of Education. Persons with such needs are requested to make contact at least one week prior to the Board of Education meeting, if possible, in order to allow staff to coordinate arrangements.

D. APPROVAL OF AGENDA

The November 20, 2007, agenda is presented for approval.

E. APPROVAL OF MINUTES

The minutes of the regular meeting of the Board of Education held November 13, 2007, will be presented for approval at the Board of Education meeting on December 4.

F. OPPORTUNITY FOR AUDIENCE

II - INFORMATION ITEMS

A. SUPERINTENDENT OF SCHOOLS

- 1. **Reports from the Board of Education** **Staff Responsible – Board**
- 2. **Items of Current Interest** **Staff Responsible – Barry**

B. DIVISION OF ACCOUNTABILITY AND RESEARCH

- 1. **Truancy Update** **Staff Responsible – Escárcega**

School Services will provide an update to the Board on the new truancy program that was implemented this year.

C. DIVISION OF FINANCE

No Items

D. DIVISION OF HUMAN RESOURCES

No Items

E. DIVISION OF INSTRUCTIONAL SERVICES

No Items

F. DIVISION OF SUPPORT SERVICES

No Items

III - CONSENT AGENDA - ACTION ITEMS

A. SUPERINTENDENT OF SCHOOLS

No Items

B. DIVISION OF ACCOUNTABILITY AND RESEARCH

No Items

C. DIVISION OF FINANCE

1. Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2007 Staff Responsible – Weeks

Colorado Revised Statutes require an annual financial audit of all district funds. BKD LLP has performed the required audit of the district’s 13 funds and four component units for the fiscal year ended June 30, 2007. Component units of the district include one foundation, the APS Education Foundation, and three charter schools:

- Aurora Academy
- New America School, Aurora, and
- Lotus School for Excellence

The component unit statements are included in the district’s basic financial statements. For all district funds and component units, revenues totaled \$301,424,384 and expenditures totaled \$299,645,005 for the fiscal year 2006-07. This information was distributed to the Board under separate cover on November 13, 2007. The auditors have issued an unqualified opinion for the district’s financial statements for the fiscal year ended June 30, 2007. The auditors have issued separate opinions for the single audit of the district’s grant funds for the State of Colorado State-Funded Student Assistance Programs, and for each of the component units. The Accreditation Report for compliance in budgeting, accounting and reporting has also been prepared and reviewed as required by C.R.S. 22-11-104 (2).

RECOMMENDATION: The Board accept the FY 2006-07 Comprehensive Annual Financial Report, the single audit of the district’s grant funds, the audit of the State of Colorado State-Funded Student Assistance Programs, the audits for each of the component units, and the Accreditation Report as presented.

D. DIVISION OF HUMAN RESOURCES

1. Classified Personnel Staff Responsible – Allen

a. Resignation

- | | | | |
|----|---------|----------|--|
| 1) | Tae Lee | 11-16-07 | Educational Assistant, Technology,
Aurora Central |
|----|---------|----------|--|

- 2) Maria Ojeda 11-20-07 Campus Monitor, Rangeview
- 3) Ernestina Ovalle 11-16-07 Custodian, Sixth Avenue
- 4) Mirna Valle 11-20-07 Paraeducator, Media Assistant, Elkhart

- b. Termination
 - Milagros Lane 09-27-07 Assistant, Nutrition Services, Hinkley

- c. Appointment
 - 1) Isabel Abundis 11-12-07 Custodian, Yale
 - 2) Anthony Hickman 11-12-07 Paraeducator, Emotionally Disabled, South
 - 3) Angela Townsend 11-08-07 Paraeducator, Classroom, Tollgate

- d. Return from Leave of Absence
 - Darlene Stanley 11-12-07 Custodian, Rangeview

- e. Transfer
 - Gladys Jones 11-05-07 Paraeducator, Preschool to
Paraeducator, Classroom, Vaughn

2. Licensed Personnel

Staff Responsible – Allen

- a. Appointment
 - John C. Gramstorff 12-21-07 Director, Classified/Licensed
Employees, ESC, Peoria Building

- b. Return from Leave of Absence
 - 1) Lindsey Collins 11-05-07 Teacher, Crawford
 - 2) Kim Curry 11-05-07 Teacher, Sixth Avenue

RECOMMENDATION: The Board approve the personnel actions.

E. DIVISION OF INSTRUCTIONAL SERVICES

No Items

F. DIVISION OF SUPPORT SERVICES

No Items

IV - ACTION ITEMS

A. SUPERINTENDENT OF SCHOOLS

1. **Section A Policies, Foundation and Basic Commitment** **Staff Responsible – Donovan**

(Attachment IV-A-1)

The Board was presented with section A policy revisions as information on October 2, 2007.

RECOMMENDATION: The Board approve the policy revisions in section A as presented.

2. **Section C Policies, General School Administration, Section F Policies, Facilities Planning and Development, and Section L Policies, Education Agency Relations** **Staff Responsible – Donovan**

(Attachment IV-A-2)

The Board was presented with revisions to policies in sections C, F and L on November 13, 2007.

RECOMMENDATION: The Board approve the revisions to policy sections C, F and L as presented.

3. **Section G: Personnel Policy Revisions** **Staff Responsible – Donovan**

(Attachment IV-A-4)

The Board was presented with revisions to nine policies from section G, Personnel, as an information item on November 13, 2007.

Recommendation: The Board of Education approve the revisions to section G as presented.

B. DIVISION OF ACCOUNTABILITY AND RESEARCH

No Items

C. DIVISION OF FINANCE

1. **Expenditures Summary and Financial Report as of October 31, 2007** **Staff Responsible – Weeks**

(Attachment IV-C-1 and attachment under separate cover)

Expenditures Summary and Financial Report as of October 31, 2007.

RECOMMENDATION: The Board approve the Expenditures Summary and Financial Report dated October 31, 2007, as presented.

D. DIVISION OF HUMAN RESOURCES

No Items

E. DIVISION OF INSTRUCTIONAL SERVICES

No Items

F. DIVISION OF SUPPORT SERVICES

1. School Club Charter

Staff Responsible – Sturges

The purpose of the club is to promote unity of the different diverse culture groups at Hinkley High School. The club will also serve to promote the well being of Latino students and involve them in the community by tutoring students in their classes and educating people about the Hispanic/Latino culture

RECOMMENDATION: The Board approve the club charter application for the Hinkley High School Hispanic Organization Promoting Education (H.O.P.E.).

V - CONCLUDING ITEMS

A. OPPORTUNITY FOR AUDIENCE

B. CORRESPONDENCE

C. NEXT MEETING DATE

The next business meeting of the Board of Education will be held December 4, 2007, at 6:30 p.m. in the Dr. Ed and Mrs. Patricia Lord Boardroom of the Educational Services Center, Peoria Building.

D. ADJOURNMENT

ATTACHMENT IV-A-1

“A” Section Policies: Foundations and Basic Commitments

Policy Revision Chart
Presented to the Board of Education as Information on Oct. 2, 2007
Presented to the Board of Education as Action on Nov. 20, 2007

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
AA	School District Legal Status	Defines Joint District No. 28J of the Counties of Adams and Arapahoe by district boundaries	No changes
AC.1	Nondiscrimination/Equal Opportunity	Commits that APS will provide equal opportunities for employment and education programs to all people, regardless of race, age, color, creed, national origin, disability or sex	Added “sexual orientation”; recoded as AC (dropped the .1)
AC.2	Hiring Policy	APS commits to adherence to all applicable federal, state and local laws regarding equal employment opportunity and prohibiting employment discrimination	Deleted; recoded as GBA, Hiring Policy
ACA	Nondiscrimination on the Basis of Sex	The superintendent appoints the district legal counsel to coordinate its efforts and carry out its responsibilities with respect to Title IX	No changes
ACBA	Protection from Intimidation	Affirms the right of all students and staff, regardless of race, color, religion, national origin, gender or disability, to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment	Deleted; covered by AC.1 (now AC)
ACE	Nondiscrimination on the Basis of Disability	APS will not discriminate against any student or staff member in regard to a disability	Deleted section on the grievance procedure (appears in the G section policies); removed duplicate text and clarified second paragraph
AD	Aurora Public Schools Vision, Mission and Core Values	District’s vision, mission and core values statement	BOE approved Nov. 2006
ADC	Tobacco Free Schools	Smoking, chewing or other use of any tobacco product by teachers, staff, students and members of the public is banned from all APS property	Deleted outdated building names; deleted section on shared decision making

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
ADD	Safe Schools	APS shall provide for a safe school environment and promote effective safety practices	Approved by the Board May 2007 as part of the Safe Schools policies
ADF	School Wellness	New policy that outlines the district's wellness philosophy	New policy approved by the Board May 2007
ADH	District Philosophy Statement on Student Discipline	APS believes students must master academic content, but also acquire behavioral skills; defines governing principles of discipline	Approved by the Board May 2007 as part of the Safe Schools policies
ADHA	District Statement on Shared Responsibility in Student Discipline	Students, parents, and staff have rights and responsibilities toward a fair and effective discipline program	Approved by the Board May 2007 as part of the Safe Schools policies
AE	Accountability/Commitment to Accomplishment	Bylaws and committee membership requirements for the Accountability Advisory Committee	Changed term to coincide with fiscal year; changed "reasonable excuse" to "prior notification"; cleaned up grammar and punctuation
AEB	Recognition for Accomplishment	The superintendent will be responsible for developing and implementing a program for recognition of individuals who contribute to APS	Deleted; guidelines appear on the district's Web site

Attachment IV-A-2

“C” Section Policies: General School Administration

Policy Revision Chart
 CD distributed to the Board on Nov. 8, 2007
 Presented to the Board of Education as Information on Nov. 13, 2007
 Presented to the Board of Education as Action on Nov. 20, 2007

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
CB	School Superintendent	Outlines the duties and responsibilities of the superintendent and that he/she is employed by contract on terms and conditions which are mutually agreeable with the BOE	Added “deputy superintendent” and gave the Board president the authority to designate another administrator if neither the superintendent nor the deputy superintendent are available; added text from C1
CBA/CBC	Qualification/Powers and Responsibilities of Superintendent	Superintendent’s job description	No changes
CBI	Evaluation of Superintendent	BOE annually evaluates the superintendent	Changed the date by which the evaluation of the Superintendent must be done from April 1 to June 1
CC	Administrative Organization	Legal authority of the BOE shall be transmitted through the superintendent; district organizational chart	No changes
CE	Administrative Councils, Cabinets and Committees	Superintendent establishes permanent or temporary councils, cabinets and committees as necessary for the proper administration of BOE policies and for the improvement of the total educational program	Added “deputy superintendent”
CFA	School Principals/Building Administrators	Outlines that the superintendent recommends principal finalists to the BOE for hire; superintendent recommends assistant principals	Changed assistant superintendent, effective schools to chief academic officer and chief personnel officer; removed redundant language

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
CHA	Development of Regulations	The superintendent will be responsible for developing regulations and procedures; regulations will not be approved by the BOE unless specified in state or federal law or if the superintendent deems it desirable	Removed redundant paragraph on regulations
CI	Temporary Administrative Assignments	Superintendent will establish a procedure to provide for an acting superintendent	Deleted; incorporated into policy CB

“F” Section Policies: Facilities Planning and Development

Policy Revision Chart
CD distributed to the Board on Nov. 8, 2007
Presented to the Board of Education as Information on Nov. 13, 2007
To be Presented to the Board of Education as Action on Nov. 20, 2007

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
FB	Facilities Planning	New policy to address the Board’s role in facility planning	New policy
FCB	Closing Schools	Addresses the permanent closing of a school and how communication will take place regarding the closing or potential closing	No changes
FEA	Educational and Technical Specifications for Construction	New policy to address the district’s specifications for constructing new and existing schools	New policy
FEB	Architect/Engineer/Technical Consultant	New policy to address the district’s selection criteria for design consultants	New policy
FEE	Site Acquisition	New policy to address the district’s process for selecting and acquiring school sites	New policy
FEG	Construction Contracts Bidding and Awards	Outlines the process for obtaining bids and awarding contracts for capital reserve and other fund projects	Revised and moved the process to the regulation
FEGB	Contractor’s Affidavits and Guarantees	New policy to address the process of construction contractors’ doing business with the school district, including the requirement of being bonded	New policy
FF	Naming of a School or Facility	States the guidelines the superintendent will use to consider names for new schools/facilities; final name selection is approved or altered only by action of the BOE	No changes

“L” Section Policies: Education Agency Relations

Policy Revision Chart
CD distributed to the Board on Nov. 8, 2007
Presented to the Board of Education as Information on Nov. 13, 2007
To be Presented to the Board of Education as Action on Nov. 20, 2007

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
LBD	Charter Schools	Outlines the procedures for establishing charter schools in APS	Amended to more closely follow Colorado Statute by expanding the list of items charters are intended to accomplish; adds to online charters
LBE	Educational Service Agreements and Tuition Contracts	The BOE president is authorized to approve all special education and vocational education student tuition contracts and agreements of educational service between the district and other school districts or agencies	Deleted cross reference (no longer applies)

Attachment IV-A-4

“G” Section Policies: Personnel

Presented to the Board of Education as Information on Nov. 13, 2007

Presented to the Board of Education as Action on Nov. 20, 2007

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
GBAA	Discrimination and Harassment	BOE's policy is to investigate and deal appropriately with offending employees when complaints of sexual discrimination and harassment complaints are made; the procedures and complaint form are part of the regulation and exhibit	Revised policy now covers discrimination and harassment based not only upon gender, but also harassment based on race, religion, age, disability and sexual orientation; changed title to “Discrimination and Harassment”
GCCAH	Staff Paid Leave	Outlines accrued paid leave for employees with various contracts	Added language on when accrued leave is earned; added a section on payout of accrued leave upon termination/resignation; added TSAs shall not accrue additional leave
GCDB	Administrative Staff Vacations	Full-time administrators/professional/technical employees shall earn 22 working days of vacation for each full year of service; procedures in regulation	Changed “full year” to “12 month”; added “licensed and classified”; added the number of hours earned monthly
GCFC	Professional Staff Certification and Credential Requirements	Lists qualifications for licensed teachers and administrators	Updated content to include an application for such license or authorization in process at the Colorado Department of Education, and added proper endorsement
GCK	Professional Staff Assignments and Transfers	Denotes when BOE approval is required to transfer licensed personnel new positions, including administrators; also outlines how professional development and evaluation information should be handled for transferring personnel	Changed “certificated” to “licensed;” added principal, chief personnel officer and consistent with the Master Agreement between the district and the AEA; clarified language in the “note”
GD	Support/Classified Staff	Provides the assignment definition of the various classified employee (i.e. full-time, regular, interim, limited part-time)	Changed certificate to license; changed “interim” to “probationary”; defined what constitutes a classified administrator

Current Code	Current Policy Title	Current Policy Description	Changes in Proposed Policy
GDBC	Support Staff Supplementary Pay/Overtime	Overtime must have prior approval of supervisor and will amount to 1 1/2 times employee's normal hourly rate; discusses compensatory time	Clarified that compensation for overtime worked (generally those hours over 40 in a workweek) shall be paid pursuant to law
GDCCF	Federally Mandated Family and Medical Leave	Outlines the requirements for an employee requesting leave of absence because of FMLA; employees are eligible to request up to 12 months	Clarified length of leave for the birth or adoption of a child (removed employee's parent – is already in the policy elsewhere); added a cross reference
GDKA/GDKB	Length of Support Staff Work Day/School Year	Defines work day, week, year for support staff; defines the hours/days the central administration is open for business	Removed section on work day and work week for central office employees

Attachment IV-C-1

AURORA PUBLIC SCHOOLS
Division of Finance
15701 E. First Ave., Suite 106
Aurora, CO 80011

To: Mr. Rod Weeks, chief financial officer, Division of Finance
From: Mrs. Adrienne Bradshaw, director, Finance
Date: November 20, 2007
Subject: Expenditures summary for the four months ended October 31, 2007

	<u>Year to Date Expenditures</u>
General Fund	\$ 77,881,756
Aurora Academy Charter School	893,651
New America Charter School	757,213
Lotus School for Excellence	357,657
Global Village Charter School	594,981
Vanguard Classical Charter School	230,281
Athletic Fund	134,741
Building Fund	7,192,155
Capital Reserve Fund	3,033,798
Colorado Preschool Program Fund	786,810
Copier Services Internal Service Fund	271,388
Grants Fund	6,405,667
Nutrition Services Fund	3,563,659
Print Services Internal Service Fund	255,347
Pupil Activity Funds	671,095
Risk-Related Activity Fund	988,878
Special Programs Fund	<u>2,194,959</u>
TOTAL EXPENDITURES	<u>\$ 106,214,036</u>