

**PRELIMINARY**

Cook called the November 13, 2007, meeting to order at 5:00 p.m.

***Roll Call***

The following members were present:

Matt Cook, president  
Jeanette Carmany, vice president  
Susan Tabacheck, secretary  
Judy Edberg, treasurer  
Jane Barber, director  
Debbie Barton, director  
Ed Lord, director

The following members were present after the meeting reconvened and new Board members were sworn in:

Matt Cook, president  
Jeanette Carmany, vice president  
Jane Barber, secretary  
Peter Cukale, treasurer  
Judy Edberg, director  
Mary W. Lewis, director  
Amy Prince, director

The following members were absent:

Also meeting with the Board of Education were:

John L. Barry, superintendent of schools  
Anthony Van Gytenbeek, deputy superintendent  
Lisa Escárcega, chief accountability and research officer  
Rodney R. Weeks, chief financial officer  
Kari J. Allen, chief personnel officer  
William Stuart, chief academic officer  
Anthony Sturges, chief operating officer  
Tonia Norman, assistant to Board of Education

***Pledge of Allegiance***

Lord led the Board and audience in the pledge to the flag. Cook welcomed visitors to the meeting.

***Approval of Agenda***

The November 13, 2007, agenda was amended to omit information item, II-A-4, Vista 2010 Update. Revisions to the Vista 2010 Strategic Plan will be reviewed in lieu of the Vista 2010 Update.

***Approval of Minutes***

The minutes of the regular meeting of the Board of Education held October 23, 2007, were approved as written.

**Recognition of Board members**

Lord thanked and recognized the following district staff for all their help and support throughout the years: Josh Hensley, Jim Bittle, Amy Spatz, Linda Dallman, Rhonda Genaro, Linda Damon, Susan McKay and Kathy Zintner. He thanked and recognized the Department of Communications, site principals, cabinet, and the Superintendent. He sent a special get-well request to Jane Shirley, who is recovering from surgery.

It has been an honor serving on the APS Board.

Tabacheck commended the Aurora Central marching band and the Gateway ROTC Team for representing the district at the Veterans Day Parade in downtown Denver. She thanked everyone for allowing her to serve as a member of the Board and recognized Tony Van Gytenbeek for his help and support throughout the years. As a member of the Board, you are a team of seven, but a voice of one.

Barton shared that it has been an honor to sit on the Board for the past eight years. I served on three different Boards that supported the district. It has been a wonderful experience to work with district staff. Everyone working in the Aurora Public Schools has students as their top priority.

### **Swearing-in Ceremony**

Cook gave the oath and swore in new Board members; Peter Cukale, Mary W. Lewis and Amy J. Prince. He called a five-minute recess to give family and friends an opportunity to congratulate and take pictures with new Board members. Cukale, Lewis, and Prince took their seats immediately following the swearing-in ceremony.

### **Election of New Board Officers**

Edberg proposed the following nominations for Board officers: Matthew Cook, president; Jeanette Carmany, vice president; Jane Barber, secretary; Peter Cukale, treasurer; Judith Edberg, director; Mary Lewis, director; and Amy Prince, director.

Edberg moved and Carmany seconded to adopt nominations of Board officers as presented.

Roll Call: Barber, Carmany, Cook, Cukale, Edberg, Lewis, Prince #7936

Approved on a 7-0 vote

### ***Opportunity for Audience***

## **II. INFORMATION ITEMS**

### **SUPERINTENDENT OF SCHOOLS**

#### ***Reports from the Board of Education***

Barber shared highlights from the clean up and planting of trees at Tierra Park. Cook, Prince, community leaders, and many APS students were present to help with the clean up and planting of trees. Cook and Councilwoman Molly Market were instrumental in organizing the event and it was great fun. What a neat event and outstanding example of community spirit.

Carmany attended the Leaders Are Readers Program at Kenton. She enjoyed spending time reading to the kids and shared it was an enjoyable experience.

Carmany shared that the Central City Opera visited Side Creek Elementary and explained opera to the kids through song and dance.

Carmany recognized Peggy Hanson, music teacher at Side Creek, for providing entertainment at the Veterans Day celebration at Wings Over the Rockies. T

Cook and Barry attended the fourteenth Veterans Day ceremony at Aurora Central High School. Kudos to Cheryl Lash for organizing the yearly ceremony that recognizes and honors district veterans.

Cook echoed comments from Barber regarding the clean up and planting of trees at Tierra Park. This was a joint effort of the Jewell and Gateway communities. With the help of neighbors, APS students, Councilwoman Molly Market, Senator Suzanne Williams, and volunteers from Democrats Work, 22 trees were planted and graffiti was cleaned up with the addition of cement rock facing. It was a great example of the community coming together for a positive effort.

Lewis and Stuart did the first of many presentations from the Bond Oversight Committee highlighting accomplishments of the 2002 bond projects. The presentation was held at the Nunez Foundation. Lewis is excited about getting the word out about the 2002 bond projects.

Cook shared that the Board will provide a quarterly report to the APS district and Aurora community. The report will be posted on the Web and hard copies will be available on the sign up table on the south side of the Dr. Lord and Pat Lord boardroom.

### ***Items of Current Interest***

Barry shared that Rebecca Rangel, student at Murphy Creek and daughter of Mary Margaret Rangel, specialist in Communication Services, sang at the Veterans Day celebration recently in honor of the brave men and women in uniform who serve our country and keep our nation free and strong. He asked Rebecca to come forward and share the song with the Board and the audience.

American Education Week 2007 is November 11–17. The theme this year is, *Great Public Schools: A Basic Right and Our Responsibility.*

American Education Week (AEW) spotlights the importance of providing every child in America with a quality public education, and the need for everyone to do his or her part in making public schools great.

Pickens Technical College will be holding an open house on November 14 from 5 to 7 p.m. Staff will provide an overview of programs at Pickens and provide campus tours. Representatives from the Community College of Aurora will also be on hand.

Denver Nuggets star Carmelo Anthony will take the court at Gateway High School on Sunday, November 18, at 5:30 p.m. He will run drills with Gateway student Jasmine Warfield, who recently won a national essay contest sponsored by Athlete's Foot. Melo will also run drills with boys and girls varsity basketball players. The evening will include a raffle of autographed memorabilia.

Only 500 tickets are available. Tickets cost \$15 and may be purchased at Gateway High School. All proceeds will be split between the Gateway High School Athletic Booster Club and the Achilles Kids Foundation.

The Gateway Athenians and Venus, along with the "Rangeview Show" choirs represented APS in Nebraska's Old West Choir Festival. More than 15 choirs participated and APS brought home the most awards.

The Rangeview Show Choir earned a Silver Medal in the 5A division and the Gateway Athenians and Venus choirs earned Gold Medals in the 5A division. Gateway student Rachael Kelly also earned the festival's Most Outstanding Soloist award. Congratulations!

### **Section G: Personnel Policy Revisions**

A special session was held at 5:00 p.m. to review Section G, personnel policy revisions. Brian Donovan and Rosemarie Hebert presented an overview of Section G, policy revisions that were presented as information on October 23 as well as Section G, policy revisions that were not presented as information on October 23. Cook proposed that Section G policies with no revisions or concerns be adopted.

Tabacheck voiced concerns with language in policy GCCAA, staff sick leave. She requested that the inclusion of significant other be added to policy language. Donovan shared that research is in progress and policy GCCAA has been deferred.

Donovan reviewed policies presented for information on October 23. Carmany questioned if language in policy GCS, professional research and publishing, could be revised to omit the term "human subjects." Escárcega explained that the term "human subjects" is correct and acceptable in professional research in most colleges and universities.

Edberg reviewed concerns with policy GCCAH, staff paid leave, and questioned if five days was enough time for bereavement leave. Allen shared that we do allow some flexibility to employees for bereavement leave on a case-by-case basis. Additional time can be taken if needed and if the employee has accrued leave.

Barry proposed that the Board review policies that had not been presented as information on October 23.

Donovan shared that we added additional language to policy GCCAH, staff paid leave, to reflect when accrued leave is earned. We also added a section to explain pay out of accrued leave upon resignation or termination and to explain why teachers on special assignment (TOSA) do not accrue additional leave.

Barber asked for clarification regarding why TOSA do not accrue additional leave. Allen explained that many TOSA work on a 205 or 210-day contract, which is beyond the 187-day teacher contract. They are paid a flat stipend for extra days. They accrue leave based on their teacher contract. Teachers on special assignment include deans of students, teacher leaders, district coaches, and administrative support teachers.

Donovan reviewed the policy revision chart and discussed changes made to policies that were not presented on October 23.

Policies GCCAH, GCDB, GCFC, GCK, GCQB, GDBC, GDCCF, GDKA/GDKB, and GDQD will be returned for action at a later date. Cook moved to recess the special session at 5:46 p.m.

### **Revision of Vista 2010 Strategic Plan**

Barry shared that last November, the Board approved the Vista 2010 Strategic Plan. Our commitment to the community was that this would be a living, breathing document. The vision, mission, core values, and opening letter have not changed. In Picking up the PACE, people, achievement, community, and environment, each division chief will present revisions in their section of the strategic plan.

### **People**

Allen shared that there are three goals in the people section of the strategic plan. We are not proposing any changes to Goal 1: recruit, hire, induct, support and retain high-performing staff or the first objective underneath it. We have several revisions or clarification to language on actions underneath the objective as follows:

- In the past we measured the amount of partnerships with colleges, universities and leadership organizations as a goal to increase hiring. We are now proposing to measure the results of the partnerships as a goal to provide more hiring options.
- Develop the Human Resources Web site as a powerful and effective recruiting tool. Our Web site, which our new hire survey indicates is our number one recruitment tool, is continually maintained and we are proposing to delete it from the strategic plan.
- Conduct annual community-based job fairs beginning July 2007. We had our first classified job fair last year and it will be an ongoing event. We are proposing to delete this action from the strategic plan as it is ongoing maintenance.
- We are proposing to add the phrase, “while always seeking to hire the best qualified person for any position,” as positions become available to increase gender and ethnic diversity by 10 percent annually through recruitment in the work force
- We are proposing to add a new action and revise the recruiting and hiring process for principals to create efficiencies and implement quality measures.

We are not proposing any changes to Objective 2: attract and retain talented employees by providing market-competitive compensation and effective work rules. Changes to actions are as follows:

- We are proposing deletion of the first action: enhance positive, strong relationships with the teachers association, classified council and administrators association through regular, collaborative interaction, inherent through all other goals, objectives, actions and tasks. We can measure this action through our annual staff climate surveys.
- We are proposing to combine the next two actions regarding base compensation and bargained agreements on annual analysis of contracts and salaries of neighboring districts in order to maintain

competitive compensation/benefits and fair/effective work rules within available resources.

We are not proposing any changes to Objective 3: improve retention rates by being responsive to professional concerns and needs of employees. Changes to actions are as follows:

- Provide all beginning teachers ongoing support through an effective induction program. We are proposing that the action focus on the full induction program of which mentoring is one aspect.
- We are proposing a change in language to add, partner with school administrators and the Aurora Education Association to decrease teacher turnover annually by 10 percent.

We are not proposing any changes to Goal 2: ensure all employees are highly qualified and skilled for their positions; Objective 1: ensure all teachers and instructional support staff is highly qualified as defined by the federal No Child Left Behind Act; or the first action: employ no teacher or instructional support staff in APS who is not eligible to become highly qualified.

Underneath Objective 2: provide all staff with relevant, job-specific professional learning. Changes to actions are as follows:

- Create a process for shared learning and sharing of best practices by developing networks within and among schools by August 2007. The first task related to this action was to encourage and promote school-to-school site visits. The second task was to develop a brochure of best practices throughout the district. Both tasks are ongoing, but were difficult to measure in terms of overall effectiveness. The action will be deleted, but tasks will remain.
- We are proposing to change language for the annual learning plan to include all teachers who have agreed to be formally coached based on specific knowledge, skills, experience and job assignment.
- We are proposing to incorporate information from other actions related to professional development for all classified employees, including leadership opportunities, mentoring, and acculturation/programs.

We are not proposing any changes to Objective 3: hold employees accountable to a high standard of performance. Changes to actions are as follows:

- Provide performance targets aligned with job responsibilities by June 2007. A process for revising job descriptions is complete. This is ongoing maintenance and we are proposing that the action be deleted.
- Review and revise the current teacher evaluation process by June 2010. We are proposing including development of job descriptions for Appendix A employees and incorporating the action into the next action.

We are proposing to delete Goal 3: develop and nurture a professional culture of leadership, integrity and creativity throughout the district as well as all the objectives and actions underneath. The goal, objectives, and actions have been completed or will be incorporated into actions or objectives in Goals 1 and 2.

Lewis requested clarification on Goal 2, objective 2: each teacher develop an annual learning plan and agree to be formally coached. She asked how many teachers this would affect.

Stuart did not have the exact figures, sharing that only first-year teachers are required to develop an annual learning plan. It was never our intent to require that each teacher develop an annual learning plan.

Lewis asked Allen if the Web site was always the number one recruiting tool. Allen replied that when we implemented the new hire survey five years ago, respondents consistently indicated that the HR Web site was the number one recruiting tool.

### **Achievement**

Stuart shared that there were no proposed changes to the following goals: Goal 1: accelerate learning and raise expectations for every student or Objective 1: every student will be at grade level in reading, writing, math and science within five years (or within three years upon entering first grade) of continuous attendance in Aurora Public Schools. Changes to actions are as follows:

- We are proposing to combine the first two actions: align curriculum, instruction, assessment and professional development to state standards to successfully meet the challenge of high mobility of students.
- We are proposing that we change the time line for the implementation of K-12 report cards to August 2009 to effectively build up understanding and support for standards-based grade reporting.

Under Objective 2: increase percentage of students achieving one or more year's growth in reading, writing and math by at least five percent annually, we are proposing changes to the following actions:

- Use accurate, timely data to monitor student progress, identify potential problem areas, and implement student-targeted intervention strategies. We are proposing the elimination of time lines when possible.
- Work with general education/special education departments to adopt a Response to Intervention (RTI) model to better identify, support and monitor students at risk of underachieving by providing targeted academic interventions. We are moving the time line to reflect August 2008 as mandated by new guidelines from CDE.

Under Objective 3: increase graduation rates annually to meet or exceed the state average by 2010, we are proposing changes to the following actions:

- Expand student access to college, postsecondary options, and dual credit while attending high school and upon graduation by 10 percent annually. We are proposing this action be deleted. It is addressed under other actions related to increasing choice in the district, and in the development of a P2 curriculum.

Under Goal 2: increase student achievement and teacher development through precise, individualized professional learning aligned with achievement goals, we had numerous actions references to evaluating the effectiveness of professional development. It is contained in a number of different objectives and tasks and we are proposing that it be deleted.

Under Objective 2, one of the actions that regularly evaluate effectiveness of

professional development through analysis of qualitative and quantitative measures is the use of RMC rubrics.

We contracted with RMC, a consulting agency that does research and program evaluation, about a year ago to work with individual schools and to do some district-wide work in regard to instructional practices. Following reports received at the school level, we felt it would be appropriate to use some of the rubrics that were developed for classroom practices.

After further deliberations, we realized that using the rubrics to assess professional development would not be appropriate. It was too much of a stretch to use a building wide rubric at a classroom level. We are recommending that language be deleted in this action.

Under Goal 2, objective 4, ensure the entire school community has the respect, knowledge and skills to respond to the needs of students not proficient in English, we felt it was critical to accelerate this goal and provide professional development and build capacity of the instructional staff, administration and school community to meet the needs of English language learners. We are proposing to reset this goal to get 50 percent of our teachers LDE certified by 2010. We are looking at online opportunities for teachers because there are not enough classroom opportunities for them to earn the certification.

Carmany asked if teachers would complete online courses after work and if they would receive relicensure credit. Stuart replied that teachers would receive relicensure credit and credit toward a masters program if applicable. The district would pay for the course.

Barry explained that we have not selected an online certification course. We are in the process of conducting research and have looked at certification courses at Harvard, Washington University, and in neighboring districts. We are trying to select the best course to accelerate the program to meet the needs of our teachers.

Stuart commented that we are looking at placing as many teachers as possible in cohort training groups. We are hoping that an online course will provide more flexibility to teachers. As of now, 400 teachers in the district are LDE certified.

Goal 3: reduce the gap in academic performance of students while raising achievement overall, was revised to reflect learning fairs in lieu of data fairs.

Under Goal 4, objective 1: develop a school calendar that better supports instruction and provides opportunities for more continuous learning, actions have been completed and we are proposing that they be deleted.

Under Objective 2: determine feasibility of a professional training Center of Excellence for teachers. The first action is contained in another action. We are proposing to develop a recommendation to create a training Center of Excellence by May 2008 for professional development by July 2010.

Barber asked how we are doing on Goal 3, to reduce the overrepresentation of ethnic groups in referrals, suspensions and expulsions. Cooper shared that we have a committee that is working on closing the gap. Barry shared that we will have better baseline data after the third quarter of this school year and will provide more accurate data at that time.

Stuart shared that under Objective 3; we are proposing to change language in the third action to describe K-8 magnet schools as K-8 schools of choice for academically advanced, motivated, and gifted and talented students by fall 2008.

## **Community**

Escarcega shared that under community, there are three goals and eight objectives.

Under Goal 1, Objective 2: increase parent involvement in key district events and membership on district councils and committees; solicit ongoing feedback from parents:

- Action: increase satisfaction, involvement and support by hosting four town hall meetings. We have done more than just four town hall meetings. We are proposing to change the language to include forums for community, parents, teachers, and students.

Barber asked if we have increased parent participation as addressed in Goal 1. Escarcega replied that previous data indicated we had a 10 percent increase in overall parent participation. We have expanded workshops and provided more learning opportunities for parents.

- Action: Support increasing parent involvement with English language acquisition initiatives annually. We are proposing to delete this action because it is included in two other places in the strategic plan. As an example, when we report out on parent workshops and learning opportunities, we can provide the exact number of meetings that the ELA caucus has had and the number of participants.

Under Objective 3: Ask teachers to make home visitations to expand their ongoing written and phone communications with parents and ask district staff and community leaders to visit nonattending students to encourage them to return to school:

- Action: invite district staff to be mentors for at least one identified at-risk student; volunteer staff will work with 1000 students by January 2009. We are proposing to update language to include next language and replace community leaders with volunteers. We are also updating language to use the term at-risk students in lieu of at-risk students.
- Many students are being mentored and we will present the exact baseline to Board members at a future meeting. Barry shared that the case manager program allows us to affect over 800 students and provides individual attention by adults for at-risk students. We sent an invitation to every employee in the district to mentor a student. Our goal is to have 1,000 mentors in the district. Escarcega shared that we will be closing in on that figure by January 2008.

Lewis asked if community members who have passed the background check could serve as mentors. Barry replied we will take a look at this in an effort to expand our efforts.

Lewis asked for clarification pertaining to Object 3, teachers make home visits to expand their ongoing written and phone communication with parents. Brenna Isaccs, AEA presidents, replied that about 15 percent of teachers have made home visits. Escarcega emphasized that home visitations are strictly voluntary. We would like to see the goal increase by 10 percent of our current baseline of

15 percent.

Under Goal 2: Expand and strengthen community involvement and partnerships to foster ownership and shared responsibility for our schools.

Objective 1: Increase two-way communications and access to information about APS. We are proposing a language update to provide access to information at all times.

- Action: Conduct scientific opinion polls annually. We are proposing to consolidate this action under another action
- Action: Increase outreach through a televised program broadcast on a local Aurora station or through online web casts. We are proposing to add language to include online Web cast to reach a larger audience.

Under Objective 2: Increase opportunities for community involvement in key decisions and events to cultivate active support of educational efforts

- Action: Actively recruit participation from underrepresented ethnic groups within the community on the District Accountability Advisory Committee, Long-Range Facilities Advisory Committee, etc. We are proposing to delete this action. It is incorporated under an action in the environment section of the strategic plan.

Under Objective 3: Value partnerships in terms of mentors, tutors, readers, volunteers, donations and expertise:

- Action: increase participation in the Leaders Are Readers Program with elected officials by 10 percent annually. We are proposing a language update in order to measure the action.
- Action: Increase communication with active adults, ethnic and faith-based community groups by 10 percent annually. We are proposing a language update to include active adults, which was the preferred term.

Under Goal 3: Increase dialog and cooperation with key local, state and national groups and organizations.

Objective 1: Improve working relationships and communication with city of Aurora, developers and other governmental and intergovernmental agencies

- Action: the number of facility rentals by community groups each year by 10 percent. We are proposing to update the language to increase the number of facility groups by 10 percent.

Under Objective 2: Partner with key regional and national organizations and institutions to better support the district

- Action: Strengthen partnerships with technical, community and four-year colleges, including T.H. Pickens. We are proposing to delete this action. It is covered under another action in the achievement section of the plan.
- Action: We are proposing to update language to reflect a 10 percent increase of effective partnerships with youth-oriented community-based organizations for before and after school activities.

## Environment

Sturges shared that under Goal 1: Provide environments that optimize learning and teaching and are safe, secure and well-maintained.

Objective 1: Integrate technology into every classroom to provide students with access to computers when needed and ensure they are adept in using them; continue to implement progressive technology for business processes. We are proposing to update language to ensure we continue to implement technology for business processes.

- Action: Develop school-based technology plans that support improved teaching and learning as part of each school's improvement goals by September 2007. We are proposing to change the date from June to September. All schools have technology plans in place as part of their school improvement plan.
- Action: establish a framework for service-oriented architecture for finance, logistics, HR, and transportation. We are proposing to add a new action to reach the goal.

Under Objective 3: Complete current bond projects for modernization of schools, including building new schools, renovations, maintenance and technology upgrades

- Action: Finalize needs assessment to identify future facility needs and anticipated demand for technology by April 2008. The Long-Range Facilities Advisory Committee will give their Facility Needs Assessment Report to the Board of Education in April 2008.

Goal 2: Support a high-performance learning culture based on trust, compassion and mutual respect.

Objective 2: Direct each school to adopt a process for developing the assets of each student and eliminate bullying.

- Action: Adopt Positive Behavior Support (PBS) processes in every school that are implemented and clearly communicated to students, staff and parents by August 2010. We are proposing a date change from June 2007 to August 2010 to give the Department of School Services time to train all school staffs in the positive behavioral support model.

Goal 3: Anticipate and prepare for projected community growth and increases in student enrollment.

- Action: Develop a 10-year growth plan with the Board to prepare for increasing student enrollment by October 2007. Barry shared that information regarding student enrollments will be presented to the Board shortly.

Objective 2: Based on input from the Long-Range Facilities Advisory Committee and city of Aurora projections identify facility needs.

- Action: Develop a master plan to determine the need for new schools, modernization of current schools and sites, and technology upgrades and additions by March 2008.

- We are proposing a change of dates from June 2007 to March 2008.
- Action: Study needs assessments to determine the feasibility of a future bond election.
- We are proposing to delete this action. It is contained in other actions or tasks.

Barry reiterated that the Vista 2010 Strategic Plan is a living, breathing document. We have stayed true to the vision, mission, core values, and Picking up the Pace of people, achievement, community and environment. We have stayed focus on the elements while continuing to update the plan. Our major focus continues to be closing the gap and increasing student achievement.

The entire plan is on the APS Web site. We invite you to check out the actions that measure the specific objectives through a chart, graph, or some other type of measuring tool.

### **Sections C, F, and L policies**

Brian Donovan and Rosemarie Hebert presented an overview of Section C, F, and L policies.

Donovan shared that Section C includes eight policies and none of the policies are new. One is recommended for deletion and incorporation into another C policy. Policy CI, temporary Administrative Assignments, is recommended for merger with CB, School Superintendent. This policy is regarding the appointment of an acting superintendent, which appropriately falls under policy CB, School Superintendent

Two of the section C policies are recommended for no changes: CBA/CBC, Qualification/Powers and Responsibilities of Superintendent. Policy CC, Administrative Organization (the organizational structure was updated effective July 2007 with the addition of the deputy superintendent and other administrative updates). There were minor revisions to policies CB, CBI, CE, CFA, and CHA.

Donovan explained that eight policies fall under section F.

- Two are recommended for no changes:
  - FCB, Closing Schools
  - FF, Naming of a School or Facility
- One is recommended for revision:
  - FEG, Construction Contracts Bidding and Awards: revised the policy and moved the process to the regulation (FEG-R)

There are five new policies, which were recommended in 2004 under previous leadership.

- FB, Facilities Planning: Addresses the Board's role in facility planning
- FEA, Educational and Technical Specifications for Construction: Addresses the district's specifications for constructing new and existing schools
- FEB, Architect/Engineer/Technical Consultant: Addresses the district's selection criteria for design consultants
- FEE, Site Acquisition: Addresses the district's process for selecting and acquiring school sites

- FEGB, Contractor's Affidavits and Guarantees: Addresses the process of construction contractors' doing business with the school district, including the requirement of being bonded

Donovan shared that two policies fall under the L section:

- LBD, Charter Schools: 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: No changes to policy text; deleted a cross reference that no longer applies (adult/community education)

Carmany asked that language be included in policy LBD to state that reports be completed in a timely manner. Donovan explained that information is included in charter school contracts. Cook shared that we are working with charter schools to impress upon the importance of completing reports in a timely manner.

Lewis shared that several bonds have been completed without the inclusion of F policies. Donovan explained that policies have been in the works for several years and it will be good to have them on file.

Carmany thanked and complimented Donovan and Hebert for all their work on policy revisions.

## **DIVISION OF ACCOUNTABILITY AND RESEARCH**

### **Positive Behavior Support**

Escárcega invited Barbara Cooper, director of School Services, to the table to present an overview of the Positive Behavior Support Pilot Program. Cooper shared that PBS has been implemented at eight district sites. She introduced PBS facilitators Peg Healey, Kim Kasper, and Lindsay McMichael and invited them to the table to provide an update to the Board. Ed Snyder, principal at Mrachek Middle School and Linda Witulski, principal at Gateway, were also present to discuss the effects of the program at the middle and high school level.

Healey explained that the PBS project was established in the spring of 2007 by a Board action to fund both a PBS program and truancy prevention program. PBS is a proactive program that impacts school climate, student attendance and student achievement and recognizes kid for positive supports. Each school site develops the program to meet the needs of their individual populations.

The Tier 1-universal aspect of the program is to

- change environmental stimuli as it pertains to behavior
- change adult behavior so that all staff teach, reinforce and model expected behavior.

The pilot program has been implemented at the following schools: Jewell, Lansing, Vaughn, Murphy Creek, Frontier K-8, South, Mrachek, and Gateway.

Kasper discussed goals and behavior expectations in the pilot program. Expectations are clear and consistent behavioral expectations across all school settings. Pilot schools establish recognition/incentives for positive behaviors and students are given tickets for positive behavior.

McMichael explained that PBS is currently targeting 5,000 students, about 20 percent of the district population and feedback has been positive at all eight sites. A number of district sites are interested in joining the PBS program.

Healey shared that more than 1,000 Pride Passes have been awarded at Lansing since the start of the school year. Seventy-five students have been acknowledged with incentives, six students (three primary and three intermediate students) were recognized at an Honors Assembly for earning the most Pride Passes. Two of the primary students were from the Life Skills program.

McMichael shared that 1,820 Pride Paws tickets were handed out at Jewell over the first 10-week period. Seventy-five Pride Paws tickets were pulled for Cool Cat awards. Twenty-five Cool Cats were picked to participate in special activities at the Quarterly Awards Ceremony. At the ceremony, students were able to pick teachers to do activities.

Healey shared that more than 500 Eagle Tickets have been distributed at Vaughn. Thirty students have been "Eagles" and worn T-shirts. Five students and three staff members were recognized at the quarterly assembly. Healey shared the program has been well received and shared positive responses from staff members.

Aurora Frontier has been used as a model for the PBS Program. More than 235 students have been rewarded for positive behavior either as a Mystery Motivator recipient or at a SOAR assembly at Aurora Frontier. Staff members pass along "Freddie" the Falcon on a weekly basis to staff members exhibiting SOAR behaviors.

More than 2,500 students have been recognized by Murphy Creek K-8 staff for positive behavior both in the building and on school buses. Approximately 320 students have been rewarded for their positive behaviors either at a JETS assembly or as a Mystery Motivator recipient.

Approximately 2,300 positive behaviors have been recognized by staff at Mracheck Middle School. Approximately 246 students have been rewarded for positive behaviors either at a VALOR assembly or as a Mystery Motivator recipient. Snyder reviewed a banner of 50 students that have been recognized at Mracheck. We will be adding another banner each year. Students also asked if they could recognize positive behavior in teachers as a result of the PBS program.

McMichael shared that more than 1,500 LOBO tickets have been distributed over the first 10 weeks at South Middle School. Ten drawings have been held and 20 recipients have been selected. Approximately 200 rewards have been given for positive behavior during the first quarter.

In the first quarter principal survey, 50 percent of respondents felt PBS at South is working. Fifty percent of respondents indicated PBS in the positive comment section of the survey

Only the freshman class was selected to participate in the PBS pilot program at Gateway. Approximately 1,220 torch cards have been logged school wide. Approximately 114 students have been awarded prizes for positive behavior during the first quarter.

Witulski shared that the program has been a huge hit at Gateway. High school students have been responsive to the program and like being rewarded for positive behavior. When students exhibit positive behavior, we put a sticker on a chart and reward them with a torch card. McMichael shared positive comments from staff members at Gateway. She also shared that positive behavior has spilled out into the community and it is being recognized. Witulski shared that students are rewarded with VIP cards, which entitles them to leave campus for lunch.

Cukale commented that positive student behavior does reflect back into the community. He suggested giving community members torch cards to reward students for positive behavior.

Kasper commented that we have seen a decrease in referrals for students at PBS schools. It is making a difference.

McMichael shared next steps for the PBS pilot program including:

- complete CDE process
- expand PBS process in current sites, focusing on targeted interventions
- identify 08-09 pilot sites
- present overview to staff
- establish building teams

Lewis asked how many districts were participating in the PBS program. McMichael replied that about 178 districts are participating in the program and it is already in place in a number of districts.

Barry complimented presenters. We are rewarding students for doing the right thing and it is part of the culture of change. This establishes character and students will begin doing the right thing without expecting a reward. Van Gytenbeek shared that this will make a difference and we will see an incredible impact in our students. He thanked and recognized Healey, Kasper and McMichael for all their hard work.

Prince commented that she always knows when it is a “cool cat” day at Jewell. Pride is always evident on the student’s faces and it is nice to see teachers stepping out into the hallway to give positive rewards.

## **DIVISION OF FINANCE**

### **Comprehensive Annual Financial Report**

Weeks shared that 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 ending June 30, 2007.

Weeks invited Adrienne Bradshaw and Dennis Yockey, BKD, to the table to present the reports.

Bradshaw reviewed the Comprehensive Annual Financial Report, the single audit report, BKD’s management letter and the district’s response, and BKD’s SAS-61 letter.

Yockey explained that the Comprehensive Annual Financial Report contains findings of district, charter, and APS Foundation financial information. The report

is divided into sections and details district goals and objectives. APS received minimal comments and has been issued a “clean” opinion for the year.

Yockey reviewed the Single Audit Report, which are required federal reports. He reviewed deficiencies with some of the charter schools. The Lotus School of Excellence was determined to be deficient in some federal reporting. Overall APS was in compliance with federal reporting.

Yockey reviewed the SAS-61 letter and discussed additional reporting standards that are required. Past adjustments have been brought before the Board. Yockey also discussed the SAS 112 audit and reviewed control deficiencies that should be addressed.

Lewis asked how long BKD has conducted district audits. Bradshaw replied that this is the fourth year of a five-year contract.

Bradshaw reviewed the accreditation report. The report will be presented at the next Board meeting.

Barry commended and thanked Yockey for all of his work. Yockey commented that the district is financially sound thanks to a good group of talented people. Next year the audit will be more difficult with all the new accounting practices.

Barry shared that we will be overseeing and exercising more control over operations at charter schools to ensure they are in compliance with federal reports.

Bradshaw thanked and recognized Brenda Darveau and the printing staff, BKD, and the accounting department for all their help and efforts. Weeks shared that the report was fairly positive with exclusion of federal finding of charter schools. The Internal Audit staff will meet to discuss streamlining procedures at charter schools.

## **DIVISION OF HUMAN RESOURCES**

*No Items*

## **DIVISION OF INSTRUCTIONAL SERVICES**

*No Items*

## **DIVISION OF SUPPORT SERVICES**

### **Utility and Fire Lane Easements at Rangeview**

Sturges shared that the City of Aurora is requesting two easements as part of the Rangeview High School addition. The first is a 1.109 acre utility easement for water, sewer, and storm water transmission lines. The second easement is a 1.660 acre fire lane easement.

Sturges invited Jim Bittle to the table to answer questions. Bittle explained that an easement is the right to use our property to perform a specific function. Cook asked if action was required tonight. Sturges replied that action is not required tonight.

### **Division of Support Services Director Reports**

Sturges invited Christine Hoppe to the table to present the annual report to the Board on the Department of Risk Management.

Hoppe presented a list of services that the Department of Risk Management provides to support the Vista 2010 Strategic Plan. Services include claims, Incident Response Team (IRT), insurance, safety, security, community volunteers and wellness.

Hoppe explained the different types of insurance claims including auto, crime, liability/errors and omissions, property, vandalism, and workers' compensation. She shared that overall claims are pretty low. As an example, we processed about 32 auto claims and 75 property claims last year, which are pretty low numbers compared to businesses of this size.

Barry shared that we do a constant audit of equipment. Continual tracking of equipment helps us reduce property claims. He thanked Hoppe, Sturges, and Weeks for doing continual audits of equipment.

Hoppe reviewed vandalism claims, sharing that claims are decreasing. She reviewed a map highlighting where most of the claims are occurring. The map will be given to campus monitors throughout the district so they can remain vigilant in target areas.

The average claim for workers' compensation is \$5,000. The numbers are high, but have gone down consistently over the years.

Cukale asked what work group had the highest claims. Hoppe replied that most of the claims are coming from the district's instructional staff.

Hoppe reviewed the list of core staff serving on the APS Incident Response Team. The mission of the team is to reduce the risk of physical harm to persons present in APS sites, while operating within the available resources. The team is responsible for annual security reviews at all sites, tabletop and functional exercises to ensure the district is ready in case of emergencies, collection and distribution of emergency plans, emergency procedure handbooks, and development of pandemic and COOP plans.

Hoppe shared that the Risk Management Department is responsible for accident investigations, loss analysis and trending, district safety committee, playground inspections, and the crossing guard program.

Online training programs and classes are available for district staff including back injury and lifting, defensive driving, ladder safety, and slips, trips and falls. Teachers can receive professional development credit.

A Yak Trax training program has been instituted for transportation and custodial employees to decrease slips, trips and falls.

The Risk Management Department oversees the security department. Dispatchers are on duty 24 hours. Other areas that the department oversees includes alarm code management, internal investigations, record keeping, and training for all security personnel as well as overseeing the Oversight Readiness and Emergency Management for Schools Grant Program for \$207,597.

Supervising and training of district campus monitors have been added to the

department. We have updated job descriptions and developed a policy and procedure manual.

The department oversees security cameras at all the district schools and sites. We plan to add more cameras at secondary and support sites. One of our goals is to standardize the security camera system as well as improving and monitoring communications in emergency situations. We also oversee the district's volunteer program and tracked the number of volunteers at school sites.

### **III. CONSENT AGENDA - ACTION ITEMS**

#### **SUPERINTENDENT OF SCHOOLS**

*No items*

#### **DIVISION OF ACCOUNTABILITY AND RESEARCH**

*No items*

#### **DIVISION OF FINANCE**

*No items*

#### **DIVISION OF HUMAN RESOURCES**

##### **Classified Personnel**

Allen recognized Janyce Martin, principal's secretary at Aurora Hills Middle School, and Terri Richards, cook II/manager, at East Middle School for years of service.

##### **Licensed Personnel**

Allen recognized Ruth McEwen, teacher, for years of service.

#### **DIVISION OF INSTRUCTIONAL SERVICES**

*No Items*

#### **DIVISION OF SUPPORT SERVICES**

*No Items*

Edberg moved and Cukale seconded to approve the consent agenda as presented.

Roll Call: Barber, Carmany, Cook, Cukale, Edberg, Lewis, Prince #7937

Approved on 7-0 vote

### **IV. ACTION ITEMS**

#### **SUPERINTENDENT OF SCHOOLS**

##### **Section G: Personnel Policy Revisions**

Section G policies were presented for action during a special session at 5:00 p.m.

Carmany reviewed concerns with policy GDCCF, federally mandated family and medical leave. She felt that the policy was discriminatory to couples in the district. Each spouse should be entitled to 12 weeks of leave as part of the medical leave act. The only cost would be for substitute coverage and should not affect the district financially. Donovan confirmed that federal law does not prohibit each spouse from taking medical leave. Barber also felt the policy was discriminatory and does not promote an atmosphere of trust and teamwork.

Carmany moved and Barber seconded to amend policy GDCCF to allow each spouse 12 weeks of leave for a combined total of 24 weeks.

Roll Call: Barber, Barton, Carmany, Cook, Edberg, Lord, Tabacheck #7938

Approved on a vote of 7-0

Allen asked the Board if research could be conducted to determine substitute cost. Cook asked Allen to do a cost analysis over a 24-week period.

Donovan reviewed policies presented for information on October 23. Carmany questioned if language in policy GCS, professional research and publishing, could be revised to omit the term "human subjects." Escárcega explained that the term "human subjects" is correct and acceptable in professional research in most colleges and universities.

Lord moved and Tabacheck seconded to adopt policies presented as information on October 23, 2007.

Roll Call: Barber, Barton, Carmany, Cook, Edberg, Lord, Tabacheck #7939

Approved on 7-0 vote

Edberg reviewed concerns with policy GCCAH, staff paid leave, and questioned if five days was enough time for bereavement leave. Allen shared that we do allow some flexibility to employees for bereavement leave on a case-by-case basis. Additional time can be taken if needed and if the employee has accrued leave.

Cook proposed that the Board review and adopt policies not presented on October 23. Tabacheck voiced concerned about approving policies that have not been presented in public.

Lord moved and Barton seconded to adopt policies that were not presented on October 23.

Roll Call: Barber, Barton, Carmany, Cook, Edberg, Lord, Tabacheck #7940

Policies not presented on October 23 were not adopted on a vote of 6-1. Tabacheck voted against adopting policies that were not presented on October 23.

## **DIVISION OF ACCOUNTABILITY AND RESEARCH**

***No items***

**DIVISION OF FINANCE**

*No items*

**DIVISION OF HUMAN RESOURCES**

*No Items*

**DIVISION OF INSTRUCTIONAL SERVICES**

*No Items*

**DIVISION OF SUPPORT SERVICES**

*No Items*

**IV. CONCLUDING ITEMS**

***Opportunity for Audience***

Lee Ann Gott, 16695 E. Tennessee, Avenue, 303 337-5326, voiced concerns with revisions to the Vista 2010 Strategic Plan.

Under community, Goal 2, Action 2, Gott asked where the new revision was incorporated and suggested leaving it in the plan.

Under community, Object 2, Action 4, Gott asked where the action was incorporated and suggested leaving it in the plan.

Cook asked Barry to review suggestions and provide a response to Gott.

Brenna Isaacs, 3884 S. Halifax Street, 720 364-466, extended congratulations to new Board members on behalf of the AEA Board. She thanked new members for taking on this responsibility and shared that the teacher's union is looking forward to working with the new Board.

The AEA Board and the APS Board will have dinner before the Board workshop on January 22 regarding 21<sup>st</sup> Century Learning Skills.

***Correspondence***

***Next meeting date***

The next business meeting of the Board of Education will be held November 20, 2007, at 6:30 p.m. in the Dr. Lord and Mrs. Lord boardroom at the Educational Services Center, Peoria Center.

***Adjournment***

The regular meeting of the Board of Education adjourned at 10:04 p.m.

\_\_\_\_\_  
**President**

**ATTEST** \_\_\_\_\_

November 13, 2007

**Secretary**