

## AGENDA



## WIGGINS SCHOOL DISTRICT RE-50J BOARD OF EDUCATION

Wednesday, November 3, 2021

Regular Meeting  
6:00 p.m.  
Board Room

1. Call to order/Pledge of Allegiance
2. Roll call
3. Approval of agenda
4. Approval of minutes, regular meeting October 6, 2021, special meeting October 13, 2021
5. Congratulations, Celebrations, Information
6. Public participation
7. Reports
  - A. Board Reports/Requests
  - B. Student Council Report
  - C. Superintendent's Report
  - D. Secondary Principal's Report
  - E. Elementary Principal's Report
  - F. Assessment Report
8. Consent Agenda
  - A. Personnel
    - i. Stipends
    - ii. Resignation
    - iii. Volunteer
  - B. Financial Report
9. New Business
  - A. Certify Board Election
  - B. Board Election of Officers
  - C. Check Signers
  - D. CASB Annual Convention
  - E. Financial Audit
10. Old Business
  - A. Baseball field
  - B. Transportation
  - C. Bond Issue
  - D. Policy Revisions
11. Meeting debrief, signatures on documents
12. Adjournment



4 MINUTES

**AGENDA ITEM #: 4**

**AGENDA ITEM: Minutes**

**SUBMITTED BY: Cary Allen, BOE Clerk**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

Minutes, regular meeting October 6, 2021, special meeting October 13, 2021.

**RECOMMENDATION:**

Approve the minutes as presented.



Oct 6, 2021



MINUTES OF THE BOARD OF EDUCATION  
WIGGINS SCHOOL DISTRICT RE-50J

Regular Meeting

October 6, 2021, 6:00 p.m.

Present: Eric Gonzalez, Sara Kopetzky and Kris Musgrave.

Administration: Trent Kerr, Mike Book and Kyle Bules.

Staff: Cary Allen, Rockie Ernst, Peggie Neal, Hailey Spratte, and Lisa Trautwein.

Visitors: Jacy Dreier, Aubryn Ferguson, Raelynn Koenig, Val Loose, Keith Neal, and Madi Thomas.

1. Call to Order

The meeting was called to order by President Kris Musgrave at 6:00 p.m. with three members present.

2. Roll Call

Mike Miller was absent.

3. Approval of Agenda

Sara Kopetzky moved, Eric Gonzalez seconded to approve the agenda.

Eric Gonzalez	aye	Mike Miller	absent
Sara Kopetzky	aye	Kris Musgrave	aye

4. Approval of Minutes

Sara Kopetzky moved, Eric Gonzalez seconded to approve the minutes of the regular meeting held September 1, special meeting September 15, and special meeting September 29 as presented.

Eric Gonzalez	aye	Mike Miller	absent
Sara Kopetzky	aye	Kris Musgrave	aye

5. Congratulations, Celebrations, Information

October 11 is a teacher in service day, October 11, 18, 25 no school, October 12, 14 Secondary Parent Teacher Conferences and November 1 no school. Mr. Book reported the secondary choir concert was excellent and the High School Boys Cross Country team were League Champions.

6. Public Participation

None.

7. Reports

Board Reports/Requests

None.

Superintendent's Report

**Enrollment:** We are currently under the two-week window the state looks at to determine student enrollment. Our enrollment numbers help determine our yearly funding so it is important that all students are coming to school or login in from home in order to be counted. This number will also determine what athletic classification our teams will compete in. If CHSAA cut off numbers stay the same I anticipate a jump to 3A in 3 years.

**Teachers/Staff:** Teachers and paras took part in our second SIOP training designed to target instructional practices that increase vocabulary in all students, in particular ELL students. After the SIOP training staff took part in curriculum discussions. Discussions led to a complete review of math curriculum with the possibility of a new math adoption district wide.

**S- CAP:** The district is getting prepared to begin observing partnering schools in October. S-CAP reviews will be held virtually and in-person. Our review will be held virtually in December. Surveys have gone out to the staff, students, and parents.

**Activities/Homecoming:** Students in the elementary, middle, and high school at lunch together in the quad on Spirit Day. After they ate the kids played on the playground with their "Buddy". There were nearly 400 people who attended the community BBQ in the elementary cafeteria.

**COVID:** 18 students were quarantined in September with 3 students testing positive. No staff members have tested positive at this time. The district does have rapid tests that we are able to use to get students back into school quicker than in the past. These tests will hopefully keep our quarantine numbers lower than in the past.

**Assessment Results:** Teachers will be in to discuss and breakdown scores in our November meeting, below is a breakdown showing that we scored higher than the state in every category excluding 5<sup>th</sup> grade ELA due to lack of participation. Due to our improved scores the middle school has gotten off of Priority Improvement and has been placed on Improvement. Our EASI grant is still being honored for the TLP we are involved in with GSN and three other districts.

Student Council Report

Raelynn Koenig gave an update on student council activities. They will be attending the Student Leadership Fall Summit in Limon. The fall fundraiser is still being planned but will include working with the Red Cross.

Preschool Report

Lisa Trautwein, Preschool Director reviewed the annual report "The Incredible Years: Morgan County". The Incredible Years implements the Dinosaur School curriculum which promotes social-emotional skills for children.

8. Consent Agenda

**Personnel:** *Volunteers:* Jamie Adamson, Michael Banks, Jamie Bodine, Laura Garner, Lesly Gray, Virginia Martens, Stephanie Mayer, Nicole Merriam, Mindy Mudd-Mutter, Gianna Perrott, Patti Sieber, Kellee Springer, Beth Strickland, Rebecca Victor, Tara Williams, Regan Wilson and Rowana Ernst. *Change in Contract:* Juvenal Cervantes from full-time to part-time. *New Employees:* Tess Ostlund, Elementary Paraprofessional; Monica Talmich, Secondary Paraprofessional, Before and After School Coordinator; Robert Forsha, Activity Driver.

**Financial:** September-General Fund \$655,599.32; Preschool Fund 35,628.31; Lunch Fund 39,264.93, Bond Project \$107,013.00; Activity \$31,886.97.

Eric Gonzalez moved, Sara Kopetzky seconded to approve the consent agenda.

Eric Gonzalez	aye	Mike Miller	absent
Sara Kopetzky	aye	Kris Musgrave	aye

9. New Business

FFA National Trip

Members of the Wiggins FFA will be attending the 94th National FFA Convention held in Indianapolis, Indiana leaving on Tuesday, October 26 and returning on Sunday, October 31. Jacy Dreier, Aubryn Ferguson and Madison Thomas have been selected to attend. Rowana Ernst will be attending as a female sponsor. Rockie Ernst, as the district employee, will be the sole driver of the group rental vehicle.

Sara Kopetzky moved, Eric Gonzalez seconded to approve the FFA National Trip as presented.

Eric Gonzalez	aye	Mike Miller	absent
Sara Kopetzky	aye	Kris Musgrave	aye

Boxholder

It is the recommendation to send out the monthly boxholder again which will have the board meeting summary on one side and the monthly activities on the other.

Sara Kopetzky moved, Eric Gonzalez seconded to approve mailing the boxholder to Wiggins, Orchard and Weldona residents.

Eric Gonzalez	aye	Mike Miller	absent
Sara Kopetzky	aye	Kris Musgrave	aye

Policy Revisions

The following policies have revisions recommended by CASB or the district administration: JICDA Code of Conduct, JKD/JKE Suspension/Expulsion of Students, IKF Graduation Requirements, IC/ICA School Calendar, JLCDB Medical Marijuana, JLCD Administering Medications to Students, EEA Student Transportation, DJB Federal Procurement, GBEB Staff Conduct, and GBI Criminal History Record Information. Second reading and approval will be at the November regular meeting.

Unified Improvement Plan

Dr. Kerr reviewed the Unified Improvement Plan for 2021-2022 with the board. The Teacher Leadership Program has updated the plan and changed the ownership of the student's education from students to teachers.

10. Old Business

Baseball Field

Dr. Kerr gave an update on the progress. Phase 2 budget was approved for \$232,500. There are some additions/unexpected costs: top soil, road base, backstop freight, and foul polls. With

the changes, Phase 2 would be over budget by approximately \$55,000. The total project budget is still below the target of \$800,000.

Eric Gonzalez moved, Sara Kopetzky seconded to approve an additional \$55,000 for Phase 2.

Eric Gonzalez	aye	Mike Miller	absent
Sara Kopetzky	aye	Kris Musgrave	aye

Transportation

After checking into the process of becoming certified to drive routes, three potential applicants have decided that they are not willing to move forward. The district has an applicant going through training, once complete he will drive activities and routes if the district is able to implement. Dr. Ker reviewed the survey results with the board.

Board Election

Cary Allen, DEO attended the logic and accuracy testing for Morgan County.

Bond Issue

Dr. Kerr updated the board on the upcoming community meetings.

Board Vacancy

The board interviewed candidates on September 29 during a special meeting.

Sara Kopetzky moved, Eric Gonzalez seconded to table appointing a board member.

Eric Gonzalez	aye	Mike Miller	absent
Sara Kopetzky	aye	Kris Musgrave	aye

11. Meeting Debrief/Next Meeting

The next regular meeting will be November 3 at 6:00 p.m. The board will hold a special meeting on October 13 at 6:00 p.m. to discuss the board vacancy.

12. Adjournment

Meeting adjourned at 7:32 p.m.

Respectfully submitted: \_\_\_\_\_, President

\_\_\_\_\_, Secretary

Cary Allen, Secretary \_\_\_\_\_, Date





## Oct 13 Special Meeting Minutes

MINUTES OF THE BOARD OF EDUCATION  
WIGGINS SCHOOL DISTRICT RE-50J

Special Meeting

October 13 6:00 p.m.

Present: Eric Gonzalez, Sara Kopetzky, Mike Miller, Kris Musgrave

Administration: Trent Kerr

1. Call to Order

The meeting was called to order by President Kris Musgrave at 6:04 p.m. with four members present.

2. Roll Call

All members were present.

3. Approval of Agenda

Mike Miller moved, Sara Eric Gonzalez seconded to approve the agenda.

Eric Gonzalez	aye	Mike Miller	aye
Sara Kopetzky	aye	Kris Musgrave	aye

4. New Business

Appointee

Sara Kopetzky moved, Mike Miller seconded to approve Val Loose as appointed BOE member to fill the vacated BOE position.

Eric Gonzalez	no	Mike Miller	aye
Sara Kopetzky	aye	Kris Musgrave	aye

5. Adjournment

Meeting adjourned at 6:36 p.m.

Respectfully submitted: \_\_\_\_\_, President

\_\_\_\_\_, Secretary

Cary Allen, Secretary \_\_\_\_\_, Date

- 5 CONGRATULATIONS, CELEBRATIONS, INFORMATION

- November 12, 15, 24, 24, 26 and 29 - No School for students .
- November 15 -Teacher In-Service Day
- Congratulations to the School Cross Country teams for a successful season and to Austin Allen, Chase Bodine, Cade Green, Scott Kennedy, Isaac Reed and Shilynn Barnum for qualifying for State!
- Congratulations to our District FFA Speakers!

Creed Speaking:

Cameron Schmidt- GOLD

Sydney Martin- SILVER

Prepared Public Speaking:

Ashley Clement- SILVER

Aubryn Ferguson- SILVER

Extemporaneous Speaking:

Kaylee Stolberg - SILVER

Madison Thomas- BRONZE

## 7A BOARD REPORTS

**AGENDA ITEM #: 7A**

**AGENDA ITEM: Board Reports**

**SUBMITTED BY: Board Members**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

# 7B STUDENT COUNCIL REPORT

**AGENDA ITEM #: 7B**

**AGENDA ITEM: Student Council Report**

**SUBMITTED BY: Student Council Members**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

## 7C SUPERINTENDENT'S REPORT

**AGENDA ITEM #: 7C**

**AGENDA ITEM: Superintendent's Report**

**SUBMITTED BY: Trent Kerr**

**TYPE OF ACTION:** Report  Discussion  Action

### **SUMMARY OF ISSUE:**

**Admin/PD:** Teachers and staff took part in social emotional trainings and were able to update quarter grades during our October in-service. Teachers will break down NWEA data at our November in-service to help teachers group students, create lesson plans to meet achievement, and prep for the upcoming semester.

**S- CAP:** The district will have its annual S-CAP review on December 9<sup>th</sup>. This review is a one day virtual, focusing on the districts procedures, PD, and strategic priorities. Four staff members will travel to Kit Carson next week for a two-day review.

**COVID:** During the month of October 30 students went on quarantine with seven of them testing positive. Two staff members were placed on quarantine with both testing negative. Currently students on quarantine are able to test and get back to school after seven days with a negative test. Some districts are testing students after five days and others are not following any quarantine guidance but contacting parents of students who have been in contact with a positive individual. At this time, no student of Wiggins Schools has tested positive after coming into contact with positive classmates. If this trend continues through the remainder of the semester I would like to survey our parents about rolling back our quarantine guidelines.



## 7D SECONDARY PRINCIPAL'S REPORT

**AGENDA ITEM #: 7D**

**AGENDA ITEM: Secondary Principal's Report**

**SUBMITTED BY: Mike Book**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**



# Secondary Board Report

## November 3, 2021

### Celebrations:

Wiggins Student Council and Staff held an orientation day for the 7th, 9th and new students on August 16th. This is to allow those students to have a day to get used to a new environment and bond with their classmates and teachers before everyone arrives at once.

The first day of school was an awesome day!! The staff welcomed back the returning students and 30 new students with an assembly, classroom expectations, hamburgers and hotdogs and an afternoon of fun getting to know each other.

NWEA testing was conducted in order to get a baseline for the year. Students performed well and the process went very smoothly.

The Fall Choir Concert was held on October 5th at 7:00pm. Both MS and HS choirs performed some really nice songs and sounded great!!

Also on October 5th, Mrs. Covelli held a Financial Aid workshop for students and parents.

Volleyball, Cross Country and Football are off to a great start. All HS teams are in the playoff race currently. Cross Country will compete at State on Saturday, October 30th in Colorado Springs.

The staff has begun SIOP training as a strategy to be implemented throughout the classrooms focusing on ELL students, however, these strategies can be for all students. The staff is observing each other quarterly to view how they implement these strategies in each classroom. It has been a great learning experience for the staff to learn from each other and see how they differ in the classroom but towards a common goal.

It's been a great quarter and we look forward to the next one!!

# 7E ELEMENTARY PRINCIPAL'S REPORT

**AGENDA ITEM #: 7E**

**AGENDA ITEM: Elementary Principal's Report**

**SUBMITTED BY: Kyle Bules**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

Kyle Bules, Principal  
Wiggins Elementary School



415 Main Street  
Wiggins, CO 80654  
(970)483-7762

[bulesk@wiggins50.k12.co.us](mailto:bulesk@wiggins50.k12.co.us)

***Positively Impacting***

***Day***

***Every Student, Every***

Board Report - November 3, 2021

**Celebrations:**

- The elementary school took a field trip to the corn maze. The students had a great time.
- 41 PRIDE slip (positive) phone calls made to parents.
- SIOP (Sheltered Instruction Observation Protocols) observations have been positive per the BOCES representative.
- Mr. Talmich's class took the initiative to clean up the elementary playground.
- Students were excited to vote on the teacher pumpkin decorating contest.
- District wide "Friendsgiving" on our November PD day.
- After school program has started. We have tutoring, drama club, fit & flow, volleyball, and basketball.

**CMAS Testing Report:**

- Ms. Sailer and Ms. Weinstein

**Parent Teacher Conference Attendance Data:**

- 92% attendance

**COVID #'s/Attendance:**

- 3 total positive COVID cases thus far as of 10/26/21
- 92.59% attendance rate.

**Behavior:**

- 5 major behavior referrals

# 7F ASSESSMENT REPORT

**AGENDA ITEM #: 7F**

**AGENDA ITEM: Assessment Report**

**SUBMITTED BY: Teachers**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

## 8 CONSENT AGENDA

### AGENDA #8

#### AGENDA ITEM: Consent Agenda

**SUBMITTED BY:** Trent Kerr, Superintendent

**TYPE OF ACTION:** Report \_\_\_\_ Discussion \_\_\_\_ Action X

#### **SUMMARY OF ISSUE:**

A. Personnel

- Stipends
- Resignation
- Volunteer

B. Financial Report

#### **RECOMMENDATION:**

Approve consent agenda as presented.

## 8A PERSONNEL

### PERSONNEL

1. Stipends-
  - Jason Hart-College BIO Instructor
  - Casey Snyder-Colley History Instructor
  - Marc Jayme-FBLA
  
2. Resignation-
  - Jackie Freel-Elementary Paraprofessional
  
3. Volunteer-
  - Sarah Reed-Basketball

## 8B FINANCIAL

### Monthly Expenditures for October

• General Fund	\$ 580,498.64
• Preschool	\$ 38,079.70
• Capital Reserve	\$ 0.00
• Bond Redemption	\$ 0.00
• Bond Project	\$ 9,131.50
• <u>Lunch Fund</u>	<u>\$ 43,214.64</u>
• <b>Total</b>	<b>\$ 670,924.48</b>
• <b>Activity Account</b>	<b>\$ 44,203.82</b>





OCTOBER 2021 FINANCIALS

Fund	Check	Vendor	Description	Account	Payment
41	798	PRICELESS SOLUTIONS	BASEBALL FENCING	Other Construction Expense	8410
41	799	DORN READY MIX	CEMENT-BASEBALL FIELD	Other Construction Expense	721.5
21	5226	BARGREEN ELLINGSON	SALAD BAR TRAY RAIL	Hot Lunch Non Food	273.02
21	5227	Cash-Wa Distributing	ELEM SUPPLIES	Hot Lunch Non Food	249.1
21	5227	Cash-Wa Distributing	SEC MILK	Hot Lunch Milk Expense	373.37
21	5227	Cash-Wa Distributing	ELEM FOOD	Breakfast Food Expense	430.53
21	5227	Cash-Wa Distributing	SEC SUPPLIES	Hot Lunch Non Food	497.32
21	5227	Cash-Wa Distributing	SEC FOOD	Breakfast Food Expense	627.77
21	5227	Cash-Wa Distributing	ELEM MILK	Hot Lunch Milk Expense	781.55
21	5227	Cash-Wa Distributing	ELEM FOOD	Hot Lunch Food	5069.78
21	5227	Cash-Wa Distributing	SEC FOOD	Hot Lunch Food	6591.94
21	5228	Culligan	WATER COOLER	Hot Lunch Purch Service	75
21	5229	SHAMROCK CO FOODS DIVISION	ELEM FOOD	Breakfast Food Expense	374.65
21	5229	SHAMROCK CO FOODS DIVISION	ELEM SUPPLIES	Hot Lunch Non Food	476.02
21	5229	SHAMROCK CO FOODS DIVISION	ELEM MILK	Hot Lunch Milk Expense	604.82
21	5229	SHAMROCK CO FOODS DIVISION	ELEM FOOD	Hot Lunch Food	4666.36
21	5230	LORENA HERNANDEZ	STUDENT LUNCH REFUNDS	Lunch Sales	26.7
21	5231	American Fidelity Assurance	OCTOBER PAYROLL		41.66
21	5232	American Fidelity Assurance	OCTOBER PAYROLL		282.47
21	5233	AXA EQUITABLE	OCTOBER PAYROLL		50
21	5234	Colo.dept.of Revenue	OCTOBER PAYROLL		279.7
21	5235	DELTA DENTAL	OCTOBER PAYROLL		98.67
21	5236	General Fund #4006006	OCTOBER PAYROLL		1172
21	5237	High Plains National Bank	OCTOBER PAYROLL		734.38
21	5238	KANSAS CITY LIFE	OCTOBER PAYROLL		14.86
21	5239	P.e.r.a. Of Colorado	OCTOBER PAYROLL		3509.32
21	5240	TEXAS LIFE	OCTOBER PAYROLL		120.5
21	5241	VSP INSURANCE CO	OCTOBER PAYROLL		22.03
21	5242	KAYLA BROBBEY	LUNCH ACCT REFUND	Lunch Sales	99.7
21	00000AC	SHAMROCK CO FOODS DIVISION	SEC SUPPLIES	Hot Lunch Non Food	199.36
21	00000AC	SHAMROCK CO FOODS DIVISION	SEC MILK	Hot Lunch Milk Expense	270.16
21	00000AC	SHAMROCK CO FOODS DIVISION	SEC FOOD	Breakfast Food Expense	449.49
21	00000AC	SHAMROCK CO FOODS DIVISION	SEC FOOD	Hot Lunch Food	5964.39
10	28724	Wiggins Postmaster	OCT BOXHOLDER	Admin-Postage	507.26
19	28734	Cash-Wa Distributing	SNACKS	Preschool Snacks	575.73
19	28735	SHAMROCK CO FOODS DIVISION	SNACKS	Preschool Snacks	329.77
10	28736	4 RIVERS EQUIPMENT	PARTS	O/M Material/Supplies	334.84
10	28737	ARROWHEAD TRASH SERVICE INC	TRASH	O/M Water & Sanitation	498
10	28738	BACKGROUND INFORMATION SERVICES, INC.	BACKGROUND CHECKS	Admin-Purchased Services	98.8
10	28739	BLUE LIGHTNING	INTERNET	Technology Purchased Services	493.64
10	28740	Builder's Aggregate Co.	CONCRETE	O/M Material/Supplies	456
10	28741	KYLE BULES	PD	Title IIA BOCES Material/Supplies	29.08
10	28742	Centennial BOCES	CPI PD	Title IIA BOCES Material/Supplies	179.92
10	28742	Centennial BOCES	QUARTERLY FEE	BOCES Purchase Service	9460.25
10	28742	Centennial BOCES	QUARTERLY FEE	iConnect	16200
10	28743	CHS	BASEBALL FIELD	O/M Material/Supplies	500.48
10	28744	COLORADO MOBILE DRUG TESTING	DRUG RANDOMS	Trans. Purchased Service	255
10	28745	COPPERPOINT INSURANCE CO	WORKERS COMP	Work. Comp. insur. Prem.	3529.55
10	28746	Country Hardware	SUPPLIES	Technology Materials/Supplies	1.99
10	28746	Country Hardware	SUPPLIES	Athletic Materials/Supplies	14.78
10	28746	Country Hardware	SUPPLIES	Trans. Parts/Supplies	85.69
10	28746	Country Hardware	SUPPLIES	O/M Material/Supplies	1037.43
10	28747	Culligan	WATER	Admin-Materials/Supplies	31.2
10	28748	Flinn Scientific, Inc.	SUPPLIES	Sec.Science Material/supply	923.02
10	28749	Garretson's Sport Center	PRACTICE VOLLEYBALLS	Athletic Materials/Supplies	344.28
10	28749	Garretson's Sport Center	VOLLEYBALLS	21ST CCLC-M/S	674.17
10	28750	GENERATION SCHOOLS NETWORK	AFTER SCHOOL	21ST CCLC P/S	5152
10	28751	GERTGE TECHNOLOGY, LLC	PHONE	Technology Materials/Supplies	245
10	28751	GERTGE TECHNOLOGY, LLC	SEPT & OCT	O/M Telephone Expense	300.77
10	28752	Great Copier Service	COPIES/STAPLES	Admin-Purchased Services	252.84
10	28752	Great Copier Service	COPIES/STAPLES	Sec.Prin.Printing/duplicating	595.63
10	28752	Great Copier Service	COPIES/STAPLES	Elem Principal Print/duplicat	671.92
10	28753	LOCKET REFRIGERATION	ELEM/AC UNIT	O/M Purchased Services	283.8
10	28754	MCGRAW HILL	MATH-5TH GRADE SPANISH	Elem. Textbooks	66.8
10	28754	MCGRAW HILL	MATH-2ND GRADE	Elem. Textbooks	964.56
10	28755	Morgan County Quality Water	WATER	Trans. Bldg Utilities	28.84
10	28756	MORGAN COUNTY REA	ELECTRIC	Trans. Bldg Utilities	152.79
10	28756	MORGAN COUNTY REA	ELECTRIC	O/M Electricity Expense	13091.01

10	28757 NOREDINK CORP.	ANNUAL FEE	ESSER II	1500
10	28758 PRAIRIE MOUNTAIN MEDIA	ADS	Board Of Educ. Advertising	120
10	28759 STRICTLY TECHNOLOGY	E-SPORTS	21ST CCLC-M/S	2022.71
10	28760 SYMMETRY ENGERGY SOLUTIONS, LLC	AUG	O/M Natural Gas	1423.02
10	28761 Waxie Sanitary Supply	SUPPLIES	O/M Material/Supplies	2006.16
10	28762 WEX BANK	SEPT	Trans. Fuel Purchase	1661.88
10	28763 Wiggins Auto Supply	PARTS/SUPPLIES	Technology Materials/Supplies	8.3
10	28763 Wiggins Auto Supply	PARTS/SUPPLIES	Trans. Parts/Supplies	57.13
10	28763 Wiggins Auto Supply	PARTS/SUPPLIES	O/M Material/Supplies	215.43
10	28764 Xcel Energy	SEPT	Trans. Bldg Utilities	58.65
19	28765 ESTEFANIA GOMEZ-MENDOZA	MILEAGE	Preschool Travel/Regist	52.8
19	28766 Great Copier Service	COPIES/STAPLES	Preschool Purchased Services	233.8
19	28767 TAYLOR HOLM	MILEAGE REIM	Preschool Travel/Regist	34.88
19	28768 Lunch Fund Account #4006017	SEPT MILK	Preschool Snacks	54.75
19	28769 BRITTNEY SAUTER	MILEAGE REIM	Preschool Travel/Regist	41.28
19	28770 MICHELLE VASKIN	MILEAGE REIM	Preschool Travel/Regist	17.6
19	28771 TAMMY WHITE	MILEAGE REIM	Preschool Travel/Regist	41.6
10	28772 American Fidelity Assurance	OCTOBER PAYROLL		225
10	28773 American Fidelity Assurance	OCTOBER PAYROLL		74.72
10	28774 American Fidelity Assurance	OCTOBER PAYROLL		1726.62
10	28775 American Fidelity Assurance	OCTOBER PAYROLL		2714.14
10	28776 AXA EQUITABLE	OCTOBER PAYROLL		1399.4
10	28777 COLONIAL LIFE	OCTOBER PAYROLL		374.92
10	28778 Colo.dept.of Revenue	OCTOBER PAYROLL		10995.75
10	28779 DELTA DENTAL	OCTOBER PAYROLL		3607.17
10	28780 Fort Morgan Schools Credit Union	OCTOBER PAYROLL		1415
10	28781 General Fund #4006006	OCTOBER PAYROLL		53327
10	28782 GUGLIELMO & ASSOCIATES, PLLC	OCTOBER PAYROLL		562
10	28783 High Plains National Bank	OCTOBER PAYROLL		31001.38
10	28784 KANSAS CITY LIFE	OCTOBER PAYROLL		256.93
10	28785 MASA MEDICAL TRANSPORT SOLUTIONS	OCTOBER PAYROLL		159
10	28786 PENSERV PLAN SERVICES	OCTOBER PAYROLL		1119.05
10	28787 P.e.r.a. Of Colorado	OCTOBER PAYROLL		104285.45
10	28788 Pre-paid Legal Services, Inc.	OCTOBER PAYROLL		15.95
10	28789 TEXAS LIFE	OCTOBER PAYROLL		288.65
10	28790 UNITED WAY OF MORGAN COUNTY	OCTOBER PAYROLL		5
10	28791 Pera 401k Investment Plan	OCTOBER PAYROLL		2439.41
10	28792 VSP INSURANCE CO	OCTOBER PAYROLL		867.88
10	28793 Wiggins Education Association	OCTOBER PAYROLL		675.5
19	28794 AXA EQUITABLE	OCTOBER PAYROLL		172.16
19	28795 Colo.dept.of Revenue	OCTOBER PAYROLL		786.55
19	28796 DELTA DENTAL	OCTOBER PAYROLL		263.12
19	28797 General Fund #4006006	OCTOBER PAYROLL		4688
19	28798 High Plains National Bank	OCTOBER PAYROLL		2152.73
19	28799 KANSAS CITY LIFE	OCTOBER PAYROLL		28
19	28800 MASA MEDICAL TRANSPORT SOLUTIONS	OCTOBER PAYROLL		18
19	28801 P.e.r.a. Of Colorado	OCTOBER PAYROLL		8101.52
19	28802 Pera 401k Investment Plan	OCTOBER PAYROLL		295.24
19	28803 VSP INSURANCE CO	OCTOBER PAYROLL		68.62
19	28804 Wiggins Education Association	OCTOBER PAYROLL		125.23
10	28805 AMERICAN BIOIDENTITY INC	FINGERPRINTS	Admin-Purchased Services	163.5
10	28806 AMERICAN SCHOOL COUNSELOR ASSOCIATION	ANNUAL MEMBERSHIP-ERIN	ELEM COUNS REG/TRAVEL	129
10	28807 BIGSIGNS.COM, INC	BLEACHER BANNERS	Athletic Materials/Supplies	6635.6
10	28808 CARD SERVICES	SUPPLIES	Elem. Classroom M/S	12.77
10	28808 CARD SERVICES	SUPPLIES	Athletic Materials/Supplies	30.99
10	28808 CARD SERVICES	SUPPLIES	Middle Sch. PE Materials and Suppl	62.73
10	28808 CARD SERVICES	SUPPLIES	Elem. Classroom M/S	187.5
10	28808 CARD SERVICES	SUPPLIES	WEIGHT ROOM	199.31
10	28809 CCHS/CR	MEMBERSHIP RENEWAL	Sec.Couns Dues/fees	30
10	28810 ExpressToll	TOLLS	Trans. Purchased Service	40.8
10	28811 GENERATION SCHOOLS NETWORK	OCT FEE	Education Stability P/S	1800
10	28811 GENERATION SCHOOLS NETWORK	MAY & JUNE	Education Stability P/S	4200
10	28811 GENERATION SCHOOLS NETWORK	OCT FEES	21ST CCLC P/S	5152
10	28812 MCGRAW HILL	MATH GRADE 6	Elem. Textbooks	1732.42
10	28813 Morgan Community College	VOCATIONAL FALL21	CONCURRENT ENROLL P/S	2879.96
10	28813 Morgan Community College	ACADEMIC FALL21	CONCURRENT ENROLL P/S	3106.56
10	28813 Morgan Community College	VOCATIONAL FALL21	MCC VOCATIONAL CLASSES CTA	5405.98
10	28814 Morgan County School District Re-3	COPY PAPER	Warehouse Materials/supplies	1160
10	28815 Northeastern Junior College	FALL2021	CONCURRENT ENROLL P/S	557.13
10	28816 Office Depot	SUPPLIES	Sec.Material/Supplies	17.55

10	28817 Office Depot Card Plan	TABLE/LAMINATING FILM	ELEM COUNSELOR M/S	629.38
10	28818 PAINT SHOP 76	2014 FORD EXPEDITION	Trans. Purchased Service	7749.32
10	28819 Viera Wireless	HOT SPOTS	BOCES TITLE IV	284.85
10	28819 Viera Wireless	CELL PHONES/HOT SPOTS	O/M Telephone Expense	451.84
10	28820 Wiggins Electric Inc	SUPPLIES	O/M Material/Supplies	148.52
19	28821 AMERICAN BIOIDENTITY INC	FINGERPRINTS	Preschool Dues/Fees	163.5
10	28822 BSN SPORTS	STAFF SHIRTS	Elem.Materials/supplies	676.71
10	28822 BSN SPORTS	STAFF SHIRTS	Sec.Material/Supplies	676.72
(checks 28725-33 are not included as they were for payroll)				<u>389,994.68</u>

FUND SUMMARY		PRIOR MONTH	PRIOR YEAR
10	GENERAL FUND	328,191.68	403,602.27
19	PRESCHOOL	18,244.88	16,467.42
21	LUNCH FUND	34,426.62	30,494.19
31	BOND FUND	0	0
41	BOND PROJECT	9131.50	107013.00
43	CAPITAL RESERVE	0	0
		<u>389,994.68</u>	<u>557,576.88</u>
			430,488.12

PAYROLL	<u>280,929.80</u>	<u>279,928.68</u>	<u>238,661.28</u>
TOTAL EXPENDITURES	<u>670,924.48</u>	<u>837,505.56</u>	<u>669,149.40</u>

ACCOUNT BALANCES as of 10/28/2021

		COLOTRUST	
Beginning	\$4,078,103	Ending	\$4,098,247
		High Plains Checking	
Beginning	\$3,242,300	Ending	\$2,734,505
		COLOTRUST BLDG	
Beginning	\$1,595,124	Ending	\$1,586,733
		COLOTRUST Program Reserve	
Beginning	\$487,879	Ending	\$489,969
Total			\$8,909,454

EXPENSE BUDGET REMAINING as of 10/28/2021

7	PROGRAM RESERVE FUND	100.00%
10	GENERAL FUND	73.60%
19	PRESCHOOL	74.50%
21	LUNCH FUND	76.20%
31	BOND FUND	99.99%
41	BOND PROJECT	18.51%
43	CAPITAL RESERVE	95.61%

GENERAL FUND EXPENSE BUDGETS REMAINING BY DEPARTMENT as of 10/28/2021

ELEMENTARY	73.82%
SECONDARY	73.80%
GRANTS	59.97%
ADMIN/DISTRICT WIDE	74.90%
TECHNOLOGY	64.40%
O/M	70.65%
TRANS	93.02%

Should have 66.67% remaining to stay on budget



# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<b>101            ATHLETICS</b>					
<b>WHS            Wiggins High School</b>					
013480 Void	09/01/2021 10/13/2021	D'EVELYN HIGH SCHOOL	No	Michelle Baker XC Meet 2021	-200.00
013525 Printed	10/01/2021 10/01/2021	LYONS HIGH SCHOOL	No	Michelle Baker Regional Cross Country 2021	75.00
013526 Printed	10/01/2021 10/01/2021	YUMA HIGH SCHOOL	No	Michelle Baker XC Meet 2021	150.00
013527 Printed	10/01/2021 10/01/2021	TRINITY LANGLEY	No	Michelle Baker MS Volleyball Official - Sep 2021	360.00
013528 Printed	10/01/2021 10/01/2021	RHONDA EKLUND	Yes	Michelle Baker MS Volleyball Official - Sep 2021	120.00
013529 Printed	10/01/2021 10/01/2021	BRIAN EVANS	No	Michelle Baker MS Football Official - Sep 2021	80.00
013530 Printed	10/01/2021 10/01/2021	MEGAN GERK	No	Michelle Baker MS Volleyball Official - Sep 2021	240.00
013531 Printed	10/01/2021 10/01/2021	TUCKER BAKER	No	Michelle Baker MS Football Official - Sep 2021	80.00
013532 Printed	10/01/2021 10/01/2021	COLE KERR	No	Michelle Baker MS Football Official - Sep 2021	60.00
013533 Printed	10/01/2021 10/01/2021	PEPPER RUSHER	No	Michelle Baker MS Football Official - Sep 2021	90.00
013534 Printed	10/01/2021 10/01/2021	MOHAMED IBRAHIM	No	Michelle Baker MS Football Official - Sep 2021	90.00
013538 Printed	10/01/2021 10/01/2021	WESTVIEW MIDDLE SCHOOL	No	Michelle Baker MS XC 2021	150.00
013545 Printed	10/12/2021 10/12/2021	Racing Underground, LLC	No	Michelle Baker 2021 XC Meet Timing Invoice	1,082.50
013549 Printed	10/12/2021 10/12/2021	WILEY PANTHER MEMORIAL FUND	No	Michelle Baker Wiley Panther Memorial Fund	500.00
013551 Printed	10/13/2021 10/13/2021	D'EVELYN HIGH SCHOOL	No	Michelle Baker XC Meet 2021-reissue	200.00
013553 Printed	10/14/2021 10/14/2021	John Dudley	No	Michelle Baker XC Invite Official	100.00
013554 Printed	10/15/2021 10/15/2021	Susan Watson	No	Michelle Baker Mileage for vb official	38.40

# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<hr/>					
101	ATHLETICS				
<hr/>					
WHS	Wiggins High School				
013557 Printed	10/15/2021 10/15/2021	STERLING HIGH SCHOOL No		Michelle Baker HS Volleyball Tournament 2021	300.00
013563 Printed	10/27/2021 10/27/2021	MARIO GARCIA No		Michelle Baker State XC peridium	140.00
013565 Printed	10/27/2021 10/27/2021	RAPIDRIBBONS No		Michelle Baker Invoice #OE47425-IN	392.07
013566 Printed	10/27/2021 10/27/2021	HARRIS SCHOOL SOLUTIONS No		Michelle Baker Invoice #DATXT0000345	259.73
013567 Printed	10/27/2021 10/27/2021	Double R Embroidery Co No		Michelle Baker Invoice #214463	267.75
013584 Printed	10/27/2021 10/27/2021	DAKOTA MCGEE No		Michelle Baker MS Basketball Official + mileage	155.00
Total for WHS - Wiggins High School:					4,730.45
Total for 101 - ATHLETICS:					4,730.45

# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID	Activity Name	Site ID	Site Name	Check #	Issue Date	Vendor Name	Approved by	Status	Status Date	PO Number	1099?	Invoice Number	Description	Amount
2301	FFA													
WHS	Wiggins High School													
013550	10/13/2021	LONE STAR HIGH SCHOOL - FFA	Michelle Baker	Printed	10/13/2021	No	State Range Fee							4.00
013559	10/19/2021	CARD SERVICES	Michelle Baker	Printed	10/19/2021	No	CC charges							1,824.99
013560	10/22/2021	HUNTER HONEY FARM	Michelle Baker	Printed	10/22/2021	No	Tour Tickets							53.75
013561	10/22/2021	HOLIDAY INN EXPRESS	Michelle Baker	Printed	10/22/2021	No	National Convention Lodging							1,444.80
013562	10/22/2021	ROCKIE ERNST	Michelle Baker	Printed	10/22/2021	No	FFA Convention student reimbursements							750.00
013562	10/22/2021	ROCKIE ERNST	Michelle Baker	Printed	10/22/2021	No	Emergency Cash for FFA National Convention							250.00
013572	10/27/2021	SYDNEY FRANZEN-MARTIN	Michelle Baker	Printed	10/27/2021	No	2nd Creed Award							55.00
013573	10/27/2021	CAMERON SCHMIDT	Michelle Baker	Printed	10/27/2021	No	1st Creed Award							70.50
013574	10/27/2021	TAYLOR SULLEY	Michelle Baker	Printed	10/27/2021	No	3rd Creed Award							12.50
013575	10/27/2021	TESSA YZAGUIRRE	Michelle Baker	Printed	10/27/2021	No	2021 Greenhouse Wages							103.99
013576	10/27/2021	Makayla Henson	Michelle Baker	Printed	10/27/2021	No	2021 Greenhouse Wages							130.01
013577	10/27/2021	TAELYNN EPPLE	Michelle Baker	Printed	10/27/2021	No	2021 Greenhouse Wages							48.21
013578	10/27/2021	JOHNNY GILDOW	Michelle Baker	Printed	10/27/2021	No	2021 Greenhouse Wages							474.69
013579	10/27/2021	Braydon Ryan	Michelle Baker	Printed	10/27/2021	No	2021 Greenhouse Wages							69.78
013580	10/27/2021	ROCKIE ERNST	Michelle Baker	Printed	10/27/2021	No	2021 Greenhouse Wages							560.72
013582	10/27/2021	NATIONAL FFA ORGANIZATION	Michelle Baker	Printed	10/27/2021	No	National Convention Registration							350.00
013583	10/27/2021	KINDRA GREEN	Michelle Baker	Printed	10/27/2021	No	Creed Speaking refreshments							53.37

# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID	Activity Name					Amount
Site ID	Site Name					
Check #	Issue Date	Vendor Name	Approved by			
Status	Status Date	PO Number	1099?	Invoice Number	Description	
2301	FFA					

Total for WHS - Wiggins High School:	6,256.31
Total for 2301 - FFA:	6,256.31

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2601 TRACK CLUB

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WHS	Wiggins High School				
013563	10/27/2021	MARIO GARCIA		Michelle Baker	
Printed	10/27/2021	No		Emergency Cash for State Cross Country	150.00

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2801 HS STUDENT COUNCIL

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WHS	Wiggins High School				
013540	10/11/2021	CASEY SNYDER		Michelle Baker	
Printed	10/11/2021	No		StuCo XC Concessions	422.48



# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID	Activity Name	Site ID	Site Name	Check #	Issue Date	Vendor Name	Approved by	Amount
Status	Status Date	PO Number	1099?	Invoice Number	Description			
<hr/> <b>2901 HS VOLLEYBALL CLUB</b> <hr/>								
WHS	Wiggins High School							
013546	10/12/2021	Double R Embroidery Co			Michelle Baker			
Printed	10/12/2021	No			Invoice #214158 and #214209			166.20
013559	10/19/2021	CARD SERVICES			Michelle Baker			
Printed	10/19/2021	No			CC charges - 0294			79.40
013567	10/27/2021	Double R Embroidery Co			Michelle Baker			
Printed	10/27/2021	No			Invoice #214463			204.00
							Total for WHS - Wiggins High School:	449.60
							Total for 2901 - HS VOLLEYBALL CLUB:	449.60
<hr/> <b>2910 MS VOLLEYBALL CLUB</b> <hr/>								
WHS	Wiggins High School							
013547	10/12/2021	AUHNNA LEFEVER			Michelle Baker			
Printed	10/12/2021	No			MS Volleyball Tshirts			405.00
<hr/> <b>3102 BOYS BASKETBALL CLUB</b> <hr/>								
WHS	Wiggins High School							
013567	10/27/2021	Double R Embroidery Co			Michelle Baker			
Printed	10/27/2021	No			Invoice #214463			12.75
013570	10/27/2021	MORGAN COUNTY SIGNS			Michelle Baker			
Printed	10/27/2021	No			Invoice #1877			180.00
							Total for WHS - Wiggins High School:	192.75
							Total for 3102 - BOYS BASKETBALL CLUB:	192.75
<hr/> <b>3201 BASEBALL CLUB</b> <hr/>								
WHS	Wiggins High School							
013559	10/19/2021	CARD SERVICES			Michelle Baker			
Printed	10/19/2021	No			CC charges - 0294			139.99
013567	10/27/2021	Double R Embroidery Co			Michelle Baker			
Printed	10/27/2021	No			Invoice #214463			12.75
							Total for WHS - Wiggins High School:	152.74
							Total for 3201 - BASEBALL CLUB:	152.74

# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID	Activity Name				Approved by	
Site ID	Site Name				Description	Amount
Check #	Issue Date	Vendor Name	1099?	Invoice Number		
Status	Status Date	PO Number				
<hr/>						
3301	FOOTBALL CLUB					
<hr/>						
WHS	Wiggins High School					
013537	10/01/2021	MORGAN COUNTY SIGNS			Michelle Baker	
Printed	10/01/2021	No			Invoice #1807	1,200.00
013568	10/27/2021	MITCH RISNER			Michelle Baker	
Printed	10/27/2021	No			football reimbursement	775.24
					Total for WHS - Wiggins High School:	1,975.24
					Total for 3301 - FOOTBALL CLUB:	1,975.24
<hr/>						
3345	YOUTH SPORTS					
<hr/>						
WHS	Wiggins High School					
013559	10/19/2021	CARD SERVICES			Michelle Baker	
Printed	10/19/2021	No			CC charges - 0294	34.45

# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID	Activity Name	Vendor Name	Approved by	Amount
Site ID	Site Name			
Check #	Issue Date	PO Number	Invoice Number	Description
Status	Status Date	1099?		
3401	CONCESSIONS			
WHS	Wiggins High School			
013485	09/02/2021	PEPSI ACCTS RECEIVABLE	Michelle Baker	
Void	10/18/2021	No	3837254	-1.38
013496	09/14/2021	PEPSI ACCTS RECEIVABLE	Michelle Baker	
Void	10/18/2021	No	Account #3837254	-681.43
013536	10/01/2021	PEPSI ACCTS RECEIVABLE	Michelle Baker	
Void	10/18/2021	No	Invoice #26859753	-622.25
013536	10/01/2021	PEPSI ACCTS RECEIVABLE	Michelle Baker	
Void	10/18/2021	No	Invoice #26859753	622.25
013543	10/12/2021	PEPSI ACCTS RECEIVABLE	Michelle Baker	
Void	10/18/2021	No	#5679703 and #70734211	866.55
013543	10/12/2021	PEPSI ACCTS RECEIVABLE	Michelle Baker	
Void	10/18/2021	No	#5679703 and #70734211	-866.55
013544	10/12/2021	WIGGINS HIGH SCHOOL	Michelle Baker	
Printed	10/12/2021	No	Bought leftover burritos from StuCo	150.00
013555	10/15/2021	WIGGINS HIGH SCHOOL	Michelle Baker	
Printed	10/15/2021	No	Petty cash for Concessions	150.00
013558	10/18/2021	PEPSICO Americas Beverage	Michelle Baker	
Printed	10/18/2021	No	acct #3837254	1,521.80
013559	10/19/2021	CARD SERVICES	Michelle Baker	
Printed	10/19/2021	No	CC charges - 0294	987.85
013564	10/27/2021	GABE GALLEGOS	Michelle Baker	
Printed	10/27/2021	Yes	1st Semester Concession Stipend	420.00
013564	10/27/2021	GABE GALLEGOS	Michelle Baker	
Printed	10/27/2021	Yes	Concessions - food run	46.68
013571	10/27/2021	WIGGINS HIGH SCHOOL	Michelle Baker	
Printed	10/27/2021	No	Petty cash for Concessions	150.00
Total for WHS - Wiggins High School:				2,743.52
Total for 3401 - CONCESSIONS:				2,743.52

# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<b>5201            SUNSHINE</b>					
WHS            Wiggins High School					
013541 Printed	10/12/2021 10/12/2021	BLUE RIBBON BBQ No		Michelle Baker Secondary PTC	275.00
013542 Printed	10/12/2021 10/12/2021	FORT MORGAN CULLIGAN No		Michelle Baker 77651 - Teachers H2O	70.20
013552 Printed	10/14/2021 10/14/2021	LITTLE BAMBOO No		Michelle Baker PTC meals	279.75
013569 Printed	10/27/2021 10/27/2021	JANICE HUESKE No		Michelle Baker PTC dessert - reimbursement	81.00
013585 Printed	10/28/2021 10/28/2021	OFFICE DEPOT No		Michelle Baker School supplies	101.49
Total for WHS - Wiggins High School:					807.44
Total for 5201 - SUNSHINE:					807.44
<b>6201            OUTDOOR ED</b>					
WHS            Wiggins High School					
013535 Printed	10/01/2021 10/01/2021	PEGGIE NEAL No		Michelle Baker Outdoor ed supplies	389.61
013548 Printed	10/12/2021 10/12/2021	YMCA OF THE ROCKIES ESTES PARK No		Michelle Baker Folio #1060841	7,285.00
013548 Printed	10/12/2021 10/12/2021	YMCA OF THE ROCKIES ESTES PARK No		Michelle Baker 2022 Deposit for Outdoor Ed	1,500.00
Total for WHS - Wiggins High School:					9,174.61
Total for 6201 - OUTDOOR ED:					9,174.61
<b>900            ELEMENTARY ACTIVITIES</b>					
WHS            Wiggins High School					
013559 Printed	10/19/2021 10/19/2021	CARD SERVICES No		Michelle Baker CC charges - 0294	16.99
<b>902            ELEMENTARY SUNSHINE</b>					
WHS            Wiggins High School					
013559 Printed	10/19/2021 10/19/2021	CARD SERVICES No		Michelle Baker CC charges - 0286	95.91

# Check Detail

Sorted by Activity ID, Site ID.  
From 10/01/2021 to 10/31/2021.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<b>904 ELEMENTARY TPO</b>					
WHS Wiggins High School					
013539 Printed	10/01/2021 10/01/2021	SHANNON BEAUPREZ No		Michelle Baker PTC meals	62.86
013546 Printed	10/12/2021 10/12/2021	Double R Embroidery Co No		Michelle Baker Invoice #214158 and #214209	1,915.42
013556 Printed	10/15/2021 10/15/2021	WIGGINS SCHOOL DISTRICT No		Michelle Baker STEM donation	10,000.00
013559 Printed	10/19/2021 10/19/2021	CARD SERVICES No		Michelle Baker CC charges - 0286	3,987.29
Total for WHS - Wiggins High School:					15,965.57
Total for 904 - ELEMENTARY TPO:					15,965.57
<b>916 THIRD GRADE</b>					
WHS Wiggins High School					
013585 Printed	10/28/2021 10/28/2021	OFFICE DEPOT No		Michelle Baker School supplies	356.50
<b>918 FOURTH GRADE</b>					
WHS Wiggins High School					
013559 Printed	10/19/2021 10/19/2021	CARD SERVICES No		Michelle Baker CC charges - 0286	55.95
013585 Printed	10/28/2021 10/28/2021	OFFICE DEPOT No		Michelle Baker School supplies	218.31
Total for WHS - Wiggins High School:					274.26
Total for 918 - FOURTH GRADE:					274.26
<b>Grand Total :</b>					<b>44,203.82</b>



# 9A CERTIFY BOARD ELECTION

**AGENDA ITEM #: 9A**

**AGENDA ITEM: Certify Board Election**

**SUBMITTED BY: Cary Allen, Designated Election Official**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

Val Loose has withdrawn her name from the election therefore with only two candidates remaining and two vacancies, the district certifies that Derek Pope and Mike Miller are elected.

President, Kris Musgrave will administer the Oath of Office to the two newly elected board members.

**RECOMMENDATION:**

Certify the election results.





## 9B BOARD ELECTION OF OFFICERS

**AGENDA ITEM #: 9B**

**AGENDA ITEM: Board Election of Officers**

**SUBMITTED BY: Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

Board President, Kris Musgrave, will open nominations for president. Once the board selects its new president, the gavel passes to the new president, who conducts the remaining officer elections.

The following officers shall be elected president, vice president, secretary/treasurer.

President will appoint a CASB Representative and CBOCES Representative.

President will appoint Cary Allen as Board Clerk.

**RECOMMENDATION:**

Conduct elections.

## 9C CHECK SIGNERS

**AGENDA ITEM #: 9C**

**AGENDA ITEM: Approve Check Signers**

**SUBMITTED BY: Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

The District's checking accounts require two signatures.

**RECOMMENDATION:**

Approve the new president and secretary/treasurer as check signers for the District.

## 9D CASB ANNUAL CONVENTION

**AGENDA ITEM #: 9D**

**AGENDA ITEM: CASB Annual Convention**

**SUBMITTED BY: Dr. Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report \_\_\_\_ Discussion  Action \_\_\_\_

**SUMMARY OF ISSUE:**

The CASB Annual Convention will be December 2-4 at the Broadmoor Hotel. Board Members will need to let Dr. Kerr know if they are planning on attending.

**RECOMMENDATION:**



casb



## AGENDA AT A GLANCE

***Our Convention schedule has a new look! We kick off the convention Thursday morning and have six days for Board retreats on Saturday after the morning General Session. Breakout sessions are also available on Saturday afternoon for those that wish to continue in professional learning.***

### Thursday, December 2

- 7:30 a.m. - **Convention Check-In Open**
- 9:00 a.m. - 3:00 p.m. - **Key People Program**
- 9:00 - 9:40 a.m. - **Student Leadership Planning Team**
- 10:00 - 11:30 a.m. - **Opening General Session**
  - *Keynote Speaker: Joe Feldman, Author of Grading for Equity*
    - *Mr. Feldman will provide an overview of the history of traditional grading, and how the continued use of those practices negatively impact teaching and learning, raise stress for students, and perpetuate historical achievement disparities. He will introduce the framework of equitable grading, provide an example, and share how these approaches have been implemented in various districts and resulted in improved grading policies districtwide.*
  - *Book signing after the general session*
- 12:00 - 1:15 p.m. - **Lunch (2 Lunch opportunities)**
  1. **Join Joe Feldman, CASB Keynote speaker and author of Grading for Equity**, to dive deeper into the practices that make grading and assessment more accurate, bias-resistant, intrinsically motivating, and that decrease stress and support historically underserved. Lunch will be served.
  2. **Join other convention attendees** for a time of catching-up and networking during the Convention Luncheon.
- 12:00 - 4:15 p.m. - **Student Leadership Planning Team**
- 1:45 - 3:45 p.m. - **Breakout Sessions** (New Board Members & Superintendents; Board Presidents; Veteran Board Members)
- 3:45 - 4:15 p.m. - **Snack Break**
- 4:15 - 6:00 p.m. - **Business Meeting**

### Friday, December 3

- 7:00 a.m. - **Convention Check-In**
- 7:00 a.m. - 5:45 p.m. - **Exhibit Hall Opens** *(The Exhibit Hall is open all day except for time allocated to our General Session)*
- 7:00 - 8:45 a.m. - **Convention Breakfast**
- 7:00 - 9:30 a.m. - **Colorado Rural Schools Alliance Breakfast**
- 9:40 - 10:40 a.m. - **Breakout Sessions**

- 9:00 - 10:40 a.m. - **Student Leadership Session**
- 11:00 a.m. - 12:15 p.m. - **Opening General Session**
  - *Keynote Speaker: Ivory A. Toldson, Ph.D, Author of No BS (Bad Stats); Black People Need People Who Believe in Black to Believe Every Bad Thing They Hear About Black People.*
  - *Book signing after the general session*
  - *Keynote Speaker sponsored by Johnson Controls*
- 12:30 - 1:45 p.m. - **Awards & Networking Ticketed Lunches**
- 2:15 - 3:30 p.m. - **Breakout Sessions**
- 3:30 - 3:50 p.m. - **Snack Break**
- 4:00 - 5:30 p.m. - **Closing General Session**
  - *Keynote Speaker: Dr. Cile Chavez, Author of Spirit Movers: Attributes for Transforming Leadership*
  - *Book signing after the general session*
- 5:45 p.m. - **Exhibit Hall Closes**
- 6:00 - 7:30 p.m. - **Friday Welcome Reception (for attendees 21 years of age and older)**

### **Saturday, December 4**

- 7:00 a.m. - 1:30 p.m. - **Exhibit Hall open**
  - 7:00 - 8:30 a.m. - **Convention Breakfast**
  - 9:00 a.m. - 12:00 p.m. - **Attorney Council**
  - 8:40 - 9:40 a.m. - **Breakout Sessions & Student Leadership Sessions (open to all attendees)**
  - 10:00 a.m. - 11:45 a.m. - **General Session**
    - *Keynote Speaker: Manley Feinberg, Author of Reaching Your Next Summit*
    - *Book signing after the general session*
  - 11:45 a.m. - 12:15 p.m. - **Exhibit Hall Raffles (in the General Session Ballroom)**
  - 12:30 - 1:30 p.m. - **Lunch on your own; Student Luncheon (this time has also been scheduled to accommodate after our general session)**
  - 2:00 - 3:30 p.m. - **Breakout sessions & Student Leadership session**
  - Adjourn
- \*Times listed subject to minor adjustments*

*\*If you are choosing to have a board retreat either on Wednesday, Saturday afternoon, or any evening during the Convention please contact Silvestro at [MSILVESTRO@broadmoor.com](mailto:MSILVESTRO@broadmoor.com). Please see pricing below:*

*Room Rental is between \$250 - \$500 depending on the size of the meeting  
Food Estimates:*

- *Continental Breakfast + service fee = \$50.83*
- *Sodas/Bottled Water - \$5.50 each*
- *Coffee by the Gallon - \$102*
- *Box Lunch + service fee = \$53.35 and does not include beverage*
- *Buffet Lunch + service fee = \$82.57*
- *\*\*There is a surcharge of \$12 per person for groups less than 20*

*AV: LCD and Screen Estimate: \$1,100*

## 9E FINANCIAL AUDIT

**AGENDA ITEM #: 9E**

**AGENDA ITEM: Financial Audit**

**SUBMITTED BY: Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

The three year audit contract with Mayberry & Company, LLC is ending with the June 30, 2021 audit. It is the administration's recommendation to approve a three year contract for years 2022, 2023, 2024. The total cost per year is 2022-\$7400, 2023-\$7800 and 2024 \$8200. Single audits will be invoiced in addition to the regular audit.

**RECOMMENDATION:**

Approve Mayberry & Company, LLC for a three year contract.

# 10A BASEBALL FIELD

**AGENDA ITEM #: 10A**

**AGENDA ITEM: Baseball Field**

**SUBMITTED BY: Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

**Recommending Approval to Complete Baseball field with \$800,000 budget.**

The entire budget for the baseball field was approved for \$800,000 using bond premium money that can only be used on capital improvement projects.

**Total Budget:** Phase 1 \$165,000/Phase 2 \$287,170=\$690,170 = **\$452,170**

**Remaining:** Lights/Mound/Concrete work

**RECOMMENDATION:**

Approve the completion of the baseball field.

# 10B TRANSPORTATION

**AGENDA ITEM #: 10B**

**AGENDA ITEM: Transportation**

**SUBMITTED BY: Dr. Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

Dr. Kerr will give an update.

**RECOMMENDATION:**



**10C BOND ISSUE**

**AGENDA ITEM #: 10C**

**AGENDA ITEM: BOND ISSUE**

**SUBMITTED BY: Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

Dr. Kerr will give an update.

**RECOMMENDATION:**

# 10D POLICY REVISIONS

**AGENDA ITEM #: 10D**

**AGENDA ITEM: Policy Revisions**

**SUBMITTED BY: Trent Kerr, Superintendent**

**TYPE OF ACTION:** Report  Discussion  Action

**SUMMARY OF ISSUE:**

The following policies have revisions recommended by CASB or the district administration:

JICDA Code of Conduct

JKD/JKE Suspension/Expulsion of Students

IKF Graduation Requirements

IC/ICA School Calendar

JLCDB Medical Marijuana

JLCD Administering Medications to Students

EEA Student Transportation

DJB Federal Procurement

GBEB Staff Conduct

GBI Criminal History Record Information

**RECOMMENDATION:**

Approve the policy revisions as presented.

JICDA



JICDA Code of Conduct

*NOTE: Colorado school Boards are required by law to adopt a student code of conduct and the law contains some specific direction as to the content or language that must be included. This sample contains the content/language that CASB believes best meets the intent of the law. However, the Board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

*Beginning July 1, 2020, State law limits the grounds for which the district may impose an out-of-school suspension or expulsion for a student enrolled in preschool, kindergarten, first grade, or second grade. C.R.S. 22-33-106.1*

## **Code of Conduct**

### **Students in third grade and higher grade levels**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the File: JICDA 2 of 4 health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.

11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

#### **Students in preschool through second grade**

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
2. Violation of the Board's policy on student conduct involving drugs and alcohol.
3. Conduct that endangers the health or safety of others.



Adopted: September 6, 2000  
Revised: September 3, 2003  
Revised: June 4, 2008  
Revised: February 4, 2009  
Revised: November 23, 2009  
Revised: September 7, 2011  
Revised: October 3, 2012  
Revised: August 7, 2013  
Revised: November 3, 2021

LEGAL REFS.: C.R.S. 18-3-202 et seq. (*offenses against person*)  
C.R.S. 18-4-301 et seq. (*offenses against property*)  
C.R.S. 18-9-124 (2)(a) (*prohibition of hazing*)  
C.R.S. 22-12-105 (3) (*authority to suspend or expel for false accusations*)  
C.R.S. 22-32-109.1 (2)(a)(l) (*policy required as part of safe schools plan*)  
C.R.S. 22-32-109.1 (2)(a)(l)(A) (*duty to adopt policies on student conduct, safety and welfare*)  
C.R.S. 22-32-109.1 (9) (*immunity provisions in safe schools law*)  
C.R.S. 22-33-106 (1)(a-g) (*grounds for suspension, expulsion, denial of admission*)  
C.R.S. 22-33-106.1 (*suspension and expulsion for students in preschool through second grade*)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
ADC, Tobacco-Free Schools  
ADD, Safe Schools  
GBGB, Staff Personal Security and Safety  
JBB\*, Sexual Harassment  
JIC, Student Conduct  
JICA, Student Dress Code  
JICC, Student Conduct in School Vehicles  
JICDD\*, Violent and Aggressive Behavior  
JICDE\*, Bullying Prevention and Education  
JICF, Secret Societies/Gang Activity  
JICH, Drug and Alcohol Involvement by Students  
JICI, Weapons in School  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

**NOTE:** All Board policies with codes containing the letter "JIC" and "JK" are considered part of the legally-mandated code of conduct and discipline.

WIGGINS SCHOOL DISTRICT RE-50J, WIGGINS, COLORADO

JKD/JKE



JKD-JKE Suspension-Expulsion of Students (and other Disci...

(and Other Disciplinary Interventions)

*NOTE: Colorado school Boards are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the Board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

*Beginning July 1, 2020, State law limits the grounds for which the district may impose an out-of-school suspension or expulsion for a student enrolled in preschool, kindergarten, first grade, or second grade. C.R.S. 22-33-106.1.*

**Suspension/Expulsion of Students**

(and Other Disciplinary Interventions)

The Board of Education shall provide due process of law to students through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. (See JKD/JKE-R.) In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

For a student in preschool, kindergarten, first grade, or second grade, the Board and its designee(s) also shall determine that failure to remove the student from the school building through suspension and/or expulsion would create a safety threat that otherwise cannot be addressed, and shall document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

**Other disciplinary interventions**

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or



designee's sole discretion and include but are not limited to: **detention, in-school suspension, counseling, behavior plan or positive behavioral intervention support (PBIS) program, peer mediation, referral to a juvenile assessment center for counseling or other services, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system. See, C.R.S. 22-32-109.1 (2)(a)(II).]**

As another intervention and alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

#### **Delegation of authority**

4. **Students in third grade and higher grade levels:** The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), ~~but the total period of suspension shall not exceed 25 school days.~~

**Students in preschool through second grade:** The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in C.R.S. 22-33-106.1 (2), unless the principal or designee determines that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law (see JKD/JKE-E).

2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, **and 22- 33-106.1 (3)**, for an

additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board, **but the total period of suspension shall not exceed 25 school days.**

3. The Board of Education retains the authority to deny admission to or expel for any period not extending beyond one year any student whom the Board, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district.

### **Expulsion for unlawful sexual behavior or crime of violence**

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with this policy.

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the district to provide an alternative educational program for the student as specified in state law.

Adopted: September 6, 2000

Revised: February 10, 2009

Revised: November 23, 2009

Revised: October 3, 2012

Revised: August 7, 2013

**Revised: November 3, 2021**

LEGAL REFS.: C.R.S. 16-22-102(9) (*unlawful sexual behavior*)

C.R.S. 18-1.3-406 (*crime of violence*)

C.R.S. 22-32-109.1 (2)(a) (*adoption and enforcement of discipline code*)

C.R.S. 22-32-109.1 (2)(a)(1)(E) (*policy required as part of conduct and discipline code*)

C.R.S. 22-32-109.1 (3) (*agreements with state agencies*)

C.R.S. 22-32-144 (*restorative justice practices*)

C.R.S. 22-33-105 (*suspension, expulsion and denial of admission*)

C.R.S. 22-33-106 (*grounds for suspension, expulsion and denial of admission*)



**C.R.S. 22-33-106.1** (*suspension and expulsion for students in preschool through second grade*)  
C.R.S. 22-33-106.3 (*use of student's written statements in expulsion hearings*)  
C.R.S. 22-33-106.5 (*information concerning offenses committed by students*)  
C.R.S. 22-33-107 (*compulsory attendance law*)  
C.R.S. 22-33-107.5 (*notice of failure to attend*)  
C.R.S. 22-33-108 (*juvenile judicial proceedings*)

CROSS REFS.: ECAC, Vandalism  
GBGB, Staff Personal Security and Safety  
JEA, Compulsory Attendance Ages  
JF, Admission and Denial of Admission  
JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)  
JIC, Student Conduct, and subcodes  
JK\*-2, Discipline of Students with Disabilities  
JKF\*, Educational Alternatives for Expelled Students  
JKG\*, Expulsion Prevention  
JLDBG, Peer Mediation

*NOTE 1: In examining this policy and the accompanying regulations, please note the policy cross references. All policy statements in the discipline area should fit together.*

*NOTE 2: In developing a disciplinary intervention plan, state law requires the plan to state that school administration shall not order a victim's participation in a restorative justice practice or peer mediation if the victim of an offending student's misconduct alleges that the misconduct constitutes unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9); a crime in which the underlying factual basis involves domestic violence, as defined in C.R.S. 18-6-800.3 (1); stalking as defined in C.R.S. 18-3-602; or violation of a protection order, as defined in C.R.S. 18-6-803.5.*

WIGGINS SCHOOL DISTRICT RE-50J, WIGGINS, COLORADO

IKF



IKF - Graduation Requirements

*NOTE: Beginning in the 2014-15 school year, state law required each local board of education to establish high school graduation requirements that "meet or exceed any minimum standards or core competencies or skills identified in the state's guidelines for high school graduation requirements...." C.R.S. 22-32-109 (1)(kk)(II). Given the "phasing in" of this statutory requirement by the Colorado Department of Education, this sample contains the content/language that CASB believes best meets the intent of the law for students enrolling in the ninth grade in the 2014-15, 2015-16 and 2016-17 school years (i.e. the classes of 2018, 2019 and 2020). However, the board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

*The graduation requirements applicable to students enrolling in the ninth grade in the 2017-18 school year (i.e., the class of 2021) and each ninth grade class thereafter are reflected in CASB sample policy IKF-2, Graduation Requirements (Beginning with the Class of 2021).*

## **Graduation Requirements**

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

### **District academic standards**

To receive a high school diploma from the district, students must meet or exceed the district's academic standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the district's academic standards and to meet the expectations for graduation.

### **Units of credit needed**

A total of 27 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets four days per week for a minimum of 40 minutes daily for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

The following criteria shall entitle a student to a high school diploma:

- Achievement in the district's academic standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, state and district assessments, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of 27 credits in grades nine through twelve in the prescribed categories listed below.

### **Required credits/courses**

Seniors are responsible for purchasing their caps and gown for graduation!

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements:

- 4 years of English (Required English I, II, III, and English IV or College Comp)
- 4 years of Math (Accounting, and consumer math would count as a math credit) (higher education (4 year) requires Algebra I, Geometry and Algebra II) If Algebra I is taken during grade 8 that class will count toward high school credit.
- 3 years of Science ( a minimum of 4 years of Vo Ag counts as a science credit)
- 3 years Social Studies (Required –Geography 9 , U.S. History, American Government)
- 1 year of Financial Literacy (may be filled by consumer math, accounting, business economics or financial literacy)
- 1 year Technology/Business
- 1 year Physical Education/Health (Required for all Freshmen) (weight class, or ¼ credit for every sport played up to 1 credit)
- 1 year Foreign Language
- 1 semester Speech I (Ag may be substitute for Speech Class if student meets all the requirements given by Ag instructor.)
- 8.5 credits of electives
- **Total credits needed for graduation – 27 Beginning with class of 2020. *Credit requirements may be reduced based on enrollment in an approved CTE Program.***

### **Credit from other institutions and home-based programs**

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through “online” programs, must have prior approval from the principal.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student’s transcripts. The district may reject any transcripts that cannot be verified through such testing.

### **Class rankings and grade point averages**

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year program.

Grades for high school courses, MCC vocational and zero level college courses will be given on a traditional 4.0 grading scale. Honors levels courses (Physics, Biology II, Chemistry II, Calculus), AP courses, and academic college courses will be graded on a 5.0 weighted grading scale.

After a course has been passed, no future grade earned in the same course shall be used to determine class rank or grade point average.

Students who attain a 3.95 GPA or higher will be recognized as *summa cum laude*, those students who attain a 3.75 to 3.94 GPA will be recognized as *magna cum laude*, and those students who attain a 3.25 to 3.74 will be recognized as *cum laude*. These GPAs will be figured on the weighted scale described above.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs will not have grades computed in GPA or class average.

#### **Independent study**

Independent study, work experience and experienced-based programs approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

#### **Student course load**

The course load for freshmen, sophomores, juniors and seniors shall be a minimum of 7 credits per school year. Students who wish to take less credits in any given school year must obtain advance permission from the principal.

#### **Years of attendance**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

#### **Special Education Graduation Requirements**

Special education student's graduation requirements may be adjusted per IEP and/or principal, counselor and special education teacher's decision. A certificate of Completion may be recommended rather than a Diploma.

Adopted: September 5, 2001  
Revised: August 14, 2002  
Revised: September 3, 2003  
Revised: March 7, 2007  
Revised: August 13, 2008  
Revised: August 4, 2010  
Revised: August 11, 2010  
Revised: August 17, 2011  
Revised: June 13, 2012  
Revised: April 3, 2014  
Revised: February 4, 2015  
Revised: December 9, 2015  
Revised: June 8, 2017  
Revised: November 7, 2018  
Revised: July 31, 2019



## IKF - Graduation Requirements



Revised: December 9, 2020  
Revised: November 3, 2021

LEGAL REFS.: C.R.S. 22-1-104 (*teaching history, culture and civil government*)  
C.R.S. 22-32-109 (1)(kk) (*board to establish graduation requirements that "meet or exceed" state graduation guidelines*)  
C.R.S. 22-32-132 (*discretion to award diploma to honorably discharged veterans*)  
C.R.S. 22-33-104.5 (*home-based education law*)  
C.R.S. 22-35-101 *et seq.* (*Concurrent Enrollment Programs Act*)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
AEA, Standards Based Education  
IHBG, Home Schooling  
IHBK\*, Preparation for Postsecondary and Workforce Success  
IHCDA, Concurrent Enrollment  
IK, Academic Achievement  
IKA, Grading/Assessment Systems

WIGGINS SCHOOL DISTRICT RE-50J

IC/ICA



IC\_ICA School Calendar

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## School Year/School Calendar/Instruction Time

Prior to the end of the school year, the Board ~~shall~~ **must** determine the length of time during which district schools shall be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall be consistent with the Board's definition of "actively engaged in the educational process," shall meet or exceed the requirements of state law and shall include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- individual student work time while at school, including study hall and library research
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies

*NOTE: For the 2021-2022 school year, the Colorado Department of Education has collaborated with the Colorado Department of Public Health and Environment to develop remote learning guidance for handling COVID-19 health concerns. The guidance includes requirements for a 100% remote learning option and temporary remote learning options.*

*To access this flexibility, local boards must utilize a governance document (e.g., board policy or resolution) if the board wishes to use a form of remote learning for the 2021-22 academic year. Local boards do not need to adopt multiple governance documents and should be cognizant of the way in which they authorize changes for the 2021-2022 school year, as the changes outlined by the Colorado Department of Education are only applicable for the upcoming school year. If a local board decides to amend board policies for the 2021-2022 school year, the board will need to update board policy again prior to the start of the 2022-2023 school year to remove the language specific to the 2021-2022 school year. If the board elects to incorporate language in board policy, the following sample language may be used and inserted in the policy. If the board determines to authorize this flexibility in a board resolution, this language is not necessary in board policy.*



For the 2021-2022 school year, the definition of "actively engaged in the educational process" includes all of the above and remote learning as a result of COVID-19 health concerns for students provided under the supervision of a certificated or licensed teacher. "Supervision of a certificated or licensed teacher" means a certificated or licensed educator, including teachers, counselors, paraprofessionals, or other certificated or licensed staff as assigned.

Synchronous and asynchronous teacher-pupil instruction and contact time may occur during remote learning and may include the use of: *[existing district online school or program, services provided with Colorado Digital Learning Solutions, assigned and prepared work packets, video conferencing, pre-recorded classes, or other method(s) utilized by the district]*. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes occur in the following ways:

*NOTE: Local boards must provide an explanation of the ways in which teacher-pupil instruction and contact time will occur outside the classroom during remote learning days. The list below includes some examples of ways in which CDE and Colorado districts have identified how contact time may occur and attendance count. Each local board should carefully evaluate the below that will be utilized by the district and delete or add to the list based on the local district's needs.*

*Local boards have the option to differentiate this list based on the grade level of the students. (e.g., the educational process for preschool may be different from that for K-12 or there may be distinctions between elementary and secondary students).*

1. Presence during in-person instruction;
2. Assignments completed at home;
3. Logging into the online learning platform;
4. Signing an online form attesting to work completed at home;
5. Student demonstration of learning;
6. Responding to teacher emails or communication; or
7. *[Insert other methods the district will use]*.

Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is "actively engaged in the educational process."

"Actively engaged in the educational process" shall not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- recess time
- teacher preparation time
- passing periods between classes

*NOTE: For everything except lunch, the Board has discretion when determining what it means to be "actively engaged in the educational process." For example, the time between two classes or between a class and lunch period known as "passing time" may be included in the definition when the school calendar is developed. If the Board intends to include passing time, then it should include that bulleted point under the definition of "actively engaged in the educational process" in the first set of bullets above and delete it from those activities that are not included in the definition.*

Supervision by a licensed teacher shall not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

The district calendar for the next school year **shall must** be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent **shall must** consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the district's educational objectives.

Calendars **shall must** include the dates for all staff in-service programs scheduled for the upcoming school year. The administration will allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.

A copy of the calendar **shall must** be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice of no less than 30 days.

Adopted: February 7, 2001  
Revised: September 4, 2002  
Revised: April 4, 2007  
Revised: September 3, 2008  
Revised: March 2, 2011  
Revised: December 6, 2017  
**Revised: Oct 6, 2021**

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)  
C.R.S. 22-32-109 (1)(n) (*duty to determine school year and instruction hours*)  
C.R.S. 22-33-102 (1) (*definition of academic year*)  
C.R.S. 22-33-104 (1) (*compulsory attendance law*)  
C.R.S. 22-44-115.5 (*fiscal emergency*)  
1 CCR 301-39, Rules 2254-R-2.06 (*school year and instruction hours; definition of contact/instruction time*)

CROSS REF.: EBCE, School Closings and Cancellations  
JH, Student Absences and Excuses



*NOTE: State law establishes the school year as outlined below. ~~1080 hours of planned teacher-student instruction for secondary school students (high school, middle school or junior high), 990 hours of such instruction for elementary school students other than kindergartners, 900 hours of such instruction for a full-day kindergarten program and 450 hours of such instruction for a half-day kindergarten program.~~ The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff in-service programs and closings due to student health, safety or welfare concerns to 1056 hours for secondary students, 968 hours for elementary students other than kindergartners, 870 hours for full-day kindergarten students and 435 hours for half-day kindergarten students. In no case shall a school schedule fewer than 160 days without specific prior approval of the commissioner of education. [C.R.S. 22-32-109 (1)(n)]*

*Teacher-Pupil Instruction Minimum Hours/Days*

<i>Half-Day Kindergarten</i>	<i>450 hours</i>	<i>(can be reduced* to 435 hours)</i>	<i>160 days</i>
<i>Full-Day Kindergarten</i>	<i>900 hours</i>	<i>(can be reduced* to 870 hours)</i>	<i>160 days</i>
<i>Elementary (besides kindergarten)</i>	<i>990 hours</i>	<i>(can be reduced* to 968 hours)</i>	<i>160 days</i>
<i>Secondary</i>	<i>1,080 hours</i>	<i>(can be reduced* to 1,056 hours)</i>	<i>160 days</i>

*\*Can be reduced for parent/teacher conferences, staff in-service and closings necessary for student health, safety or welfare. Not more than 24 hours per school year may be used for parent/teacher conference and staff in-service programs.*

Wiggins School District RE-50J

JLCDB



JLCDB Medical Marijuana

*NOTE: State law requires school districts to adopt policies to allow primary caregivers to administer medical marijuana to qualified students and authorize designated school personnel to administer medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event. C.R.S. 22-1-119.3 (1) & (3)(d)(I).*

*Given that federal law regards marijuana as illegal, a district may prohibit a primary caregiver or volunteer school personnel from possessing, administering, or assisting to administer medical marijuana to a qualified student upon school grounds, on a school bus, or at a school-sponsored event only if the district loses or will lose federal funding as a result of implementing a policy allowing the previously referenced actions, the district can demonstrate a reasonable, documented expectation of lost federal funding based on federal guidance or grant requirements directly as a result of implementing such policy, and the district posts on its website in a conspicuous place a statement regarding this decision. C.R.S. 22-1-119.3 (3)(d)(IV).*

*A school may adopt policies regarding "who may act as a primary caregiver" and establishing "reasonable parameters" on the administration and use of medical marijuana on school grounds, on a school bus, and at a school-sponsored event. C.R.S. 22-1-119.3 (3)(d)(III).*

*This sample policy contains the policy content/language that CASB believes best meets the intent of the law. CASB strongly recommends that the district consult with its own legal counsel prior to the local Board's adoption of a policy on this issue.*

### **Administration of Medical Marijuana to Qualified Students**

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, the district restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours.

Administration of medical marijuana to qualified students must be in accordance with this policy. Administration of all other prescription and nonprescription medications to students must be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

### **Definitions**

For purposes of this policy, the following definitions apply:



1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school-sponsored event in Colorado.
2. "Medical marijuana" means a cannabis product with a delta-9 tetrahydrocannabinol (THC) concentration greater than 0.3 percent.

*NOTE: This sample policy limits the definition of "medical marijuana" to cannabis products with a THC concentration greater than 0.3 percent because cannabis products with a THC concentration of 0.3 percent or less are not considered marijuana under state law and are not considered a controlled substance under federal law. See, C.R.S. 35-61-101 (7) and the federal Agriculture Improvement Act of 2018. Given this policy's definition of medical marijuana, administration of cannabis products with a THC concentration of 0.3 percent or less to students is covered by CASB sample policy JLCD, Administering Medications to Students, and not this policy.*

3. "Permissible form of medical marijuana" means nonsmokeable products such as oils, tinctures, edible products, or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student's primary caregiver to the superintendent, who may authorize such a request after consultation with appropriate medical personnel chosen by the district.
4. "Primary caregiver" means the qualified student's parent, guardian, or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver. In no event may another student or a staff member be recognized as a primary caregiver, unless the staff member is the student's parent/guardian. Any primary caregiver seeking access to school or district property, a school bus, or school-sponsored event for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to schools and all other applicable policies.

*NOTE: A qualified student under the age of 18 is no longer limited to having one primary caregiver; each parent or guardian can be designated as a primary caregiver. C.R.S. 25-1.5-106 (8)(b).*

5. "Qualified student" means a student who holds a valid recommendation for medical marijuana from a licensed physician and is registered with the Colorado Department of Public Health and Environment for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

**Permissible administration of medical marijuana to a qualified student by a primary caregiver**

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met:

1. The qualified student's parent/guardian has provided the school with a copy of the student's valid recommendation for medical marijuana from a licensed physician and valid registration from the state of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgment assuming all responsibility for the provision, administration, maintenance, and use of medical marijuana under state law, and releases the district from liability for any injury that occurs pursuant to this policy;
3. The qualified student's parent/guardian or primary caregiver must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
4. The district determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;
5. Either the district determines, in its sole discretion, the location of a locked storage container to store the qualified student's medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency, or, after administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver may remove any remaining medical marijuana from the grounds of the school, district, school bus, or school-sponsored event; and
6. The district prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), instructions or treatment plan for administration from one of the student's recommending physicians, and any additional protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan must be

signed by the school administrator, the qualified student (if capable), and the qualified student's parent/guardian.

**Permissible administration of medical marijuana to a qualified student by school personnel**

School personnel may volunteer to store, administer, or assist in the administration of medical marijuana to a qualified student in a designated location if the following parameters are met:

1. The qualified student's parent/guardian has provided the school with a copy of the student's valid recommendation for medical marijuana from a licensed physician and valid registration from the state of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgment granting permission for the school personnel who volunteer to store, administer, or assist in the administration of medical marijuana under state law, and releases the district from liability for any injury that occurs pursuant to this policy;
3. The qualified student's parent/guardian or primary caregiver must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
4. The district determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;
5. The district determines, in its sole discretion, the location of a locked storage container to store the qualified student's medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency; and
6. The district prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), instructions or treatment plan for administration from one of the student's recommending physicians, and any additional protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan must be signed by the school administrator, the school personnel who volunteer to store, administer, or assist in the administration of the medical marijuana, the qualified student (if capable), and the qualified student's parent/guardian.

**Additional parameters**

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus, or at a school-sponsored event to administer medical marijuana.

This policy does not apply to school grounds, school buses, or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

Student possession, use, distribution, sale, or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the district's federal funds are jeopardized by this policy, the Board declares that this policy must be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event must not be permitted. The district must post notice of such policy suspension and prohibition in a conspicuous place on its website.

(Adoption date)

**LEGAL REFS.:** Colo. Const. Art. XVIII, Section 14 (*establishing qualifications for use of medical marijuana*)  
C.R.S. 22-1-119.3 (3)(a) (*Board must adopt and implement a policy including processes for the storage, possession, and administration of medical marijuana*)  
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus, or at a school-sponsored event*)  
C.R.S. 22-1-119.3 (3)(d)(I) (*school personnel may volunteer to possess, administer, or assist in the administration of medical marijuana*)

File: JLCDB\*

*C.R.S. 22-1-119.3 (3)(d)(III) (Board may adopt policies regarding who may act as a primary caregiver and to establish reasonable parameters on the administration and use of medical marijuana on school grounds, on a school bus, or at a school-sponsored event)*

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students  
JKD/JKE, Suspension/Expulsion of Students (and Other  
Disciplinary Interventions)  
JLCD, Administering Medications to Students  
JLCE, First Aid and Emergency Medical Care

**NOTE:** *If the policy's provision for automatic suspension is triggered, the school district must post a statement on its website "in a conspicuous place" regarding its decision not to continue to implement this state law. C.R.S. 22-1-119.3 (3)(d)(IV).*

Adopted: November 3, 2021

Wiggins School District RE-50J

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JLCD



JLCD-Administering Medicaitons to Students.doc

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, this policy reflects legal requirements school districts must follow. This sample policy contains the policy content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate policy language that meets local circumstances and needs.*

## **Administering Medications to Students**

School personnel shall may not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours. ~~and the student's parent/guardian is not available to administer the medication during the school day.~~

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical marijuana. ~~The administration of medical marijuana shall be in accordance with state law regarding the administration of medical marijuana to qualified students.~~

Student possession, use, distribution, sale, or being under the influence of medication inconsistent with this policy ~~will~~shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

*NOTE: The following paragraph contains language stating that the Board has adopted a policy regarding the administration of medical marijuana to qualified students. State law requires school districts to allow "primary caregivers" and school personnel who volunteer to administer medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event. C.R.S. 22-1-119.3 (3)(d)(I). State law permits Boards to adopt a policy regarding "who may act as a primary caregiver" and establishing "reasonable parameters" upon the administration and use of medical marijuana. C.R.S. 22-1-119.3 (3)(d)(III).*

The administration of medical marijuana ~~must~~shall be in accordance with the Board's policy on administration of medical marijuana to qualified students.

The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.



*NOTE: CASB sample policy JLCDB\*, Administration of Medical Marijuana to Qualified Students, defines "medical marijuana" as cannabis products with a THC concentration greater than 0.3 percent, in accordance with state and federal law. As a result, administration of cannabis products with a THC concentration of 0.3 percent or less to students is covered by this policy, not CASB sample policy JLCDB\*. As provided below, a local Board of Education may elect to limit the administration of a nonprescription cannabis product with a THC concentration of 0.3 percent or less to only those products that have been approved by the federal Food and Drug Administration.*

Medication may be administered to students ~~by the school nurse or other school designee~~ only when the following requirements are met:

1. Medication shall **must** be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall **must** have received written permission from the students' parent/guardian to administer the medication to the student and either to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
  - a. written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or
  - b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
3. The parent/guardian ~~shall be~~ **is** responsible for providing all medication to be administered to the student, ~~including~~ **unless it is an** over-the-counter medication such as Advil or Tylenol.
  - a. written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or
  - b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).]



*NOTE: State law requires local Boards of education to adopt a policy authorizing a student to possess and self-administer any medication prescribed by a licensed health care practitioner on school grounds, upon a school bus, or at any school-sponsored event. C.R.S. 22-1-119.3; 1 CCR 301-68, Rule 6.00. However, such policy must prohibit students from possessing or self-administering medical marijuana on school grounds or at any school-sponsored event. C.R.S. 22-1-119.3 (3)(c). Such a policy is then exempt from the requirements of the Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act (the "Act"). C.R.S. 22-1-119.3 (5).*

### **Self-administration of medication for asthma, allergies or anaphylaxis**

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition or who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition or other condition for which the medication is prescribed. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition or other condition for which the medication is prescribed may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

### **Use of stock epinephrine auto-injectors in emergency situations**

The district willshall have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine auto-injector to a student by a district employee mustshall be in accordance with applicable state law, including applicable State Board of Education rules.

The district's stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.]

The district willshall have a stock supply of opiate antagonists to assist a student who is at risk of experiencing an opiate-related drug overdose event. For purposes of this policy, an opiate antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

The stock supply of opiate antagonists may also be used to assist a district employee or any other person who is at risk of experiencing an opiate-related drug overdose event

Administration of an opiate antagonist by a district employee to a student or any other person must be in accordance with applicable state law.]

Adopted: August 15, 2001

Revised: December 8, 2010

Revised: September 7, 2016

Revised: December 5, 2018

Revised: October 6, 2021

AL REFS.: C.R.S. 12-38-132 (delegation of nursing tasks)

C.S. 12-38-132.3 (school nurses - over-the-counter medication)

C.R.S. 22-1-119 (no liability for adverse drug reactions/side effects)

C.R.S. 22-1-119.5 (Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act)

C.R.S. 22-1-119.3 (3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)

C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act)

C.R.S. 24-10-101 et seq. (Colorado Governmental Immunity Act)

1 CCR 301-68 (State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications)

6 CCR 1010-6, Rule 6.13 (requirements for health services in schools)

SS REFS.: JICH, Drug and Alcohol Involvement by Students

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLCDA\*, Students with Food Allergies

LCDB\*, Administration of Medical Marijuana to Qualified Students

JLCE, First Aid and Emergency Medical Care

NOTE: The Colorado Department of Education (CDE), in collaboration with various school districts and other organizations, has created numerous guidelines regarding medication administration in the school setting. These guidelines are available on CDE's website.

WIGGINS SCHOOL DISTRICT RE-50J, WIGGINS, COLORADO

EEA



EEA-Student Transportation



## Student Transportation

The school district's transportation program shall be designed to get students who live an unreasonable walking distance (beyond three-fourths of a mile) from school and back in an efficient, safe and economical manner, **outside of the Wiggins city limits**. Students are always to be received and discharged at the same bus stop on their assigned route.

General responsibility for the transportation system is vested in the Superintendent. All other people engaged in the transportation program are responsible to that administrator.

It shall be the duty of the Superintendent to provide the Board with regular reports and information regarding the efficiency and conduct of the transportation program.

The district shall operate its own fleet of buses and other types of vehicles as needed.

In the event the Board determines that the unreimbursed expenses associated with providing student transportation are impacting the budget for instructional programs, the Board may explore opportunities to offset those costs through imposition of a transportation fee in accordance with state law.

Alternatively, the district may submit to the voters the question of whether to impose a mill levy increase for the payment of excess transportation costs in accordance with state law. If the mill levy increase is approved, the revenues shall be deposited in the transportation fund.

The district shall waive any transportation fee for any student eligible for reduced price or free lunches as determined by federal regulations.

Adopted: December 6, 2000  
Revised: July 2, 2003  
Revised: December 13, 2005  
Revised: February 7, 2018  
**Revised: November 3, 2021**

LEGAL REFS.: C.R.S. 22-32-110 (1)(a) (*hold real property in name of district*)  
C.R.S. 22-32-113 (*transportation of pupils and special election provisions*)  
C.R.S. 22-32-114 (*transportation by parents of own children*)  
C.R.S. 22-51-101 *et seq.* (*Public School Transportation Fund*)  
20 U.S.C. 1116 (*choice options contained in No Child Left Behind Act of 2001*)

CROSS REFS.: DBGA, Budget Referenda  
EEA subcodes, (all relate to the district's transportation program)  
EFC, Free and Reduced Price Food Services  
JFBA, Intra-District Choice/Open Enrollment

Wiggins School District RE50-J, Wiggins, Colorado

DJB



DJB - Federal Procurement

*NOTE: Colorado school districts that receive federal funds are required by federal law to adopt procurement procedures and the law contains some specific direction as to the content or language. This sample policy and its accompanying regulation contain the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

*The district may continue to comply with the procurement standards in previous federal guidance for two additional fiscal years following the implementation of the federal Uniform Grant Guidance (UGG), which became effective December 26, 2014. If the district chooses to use previous procurement standards, the district must document this decision in its internal procurement policies and procedures. As of July 1, 2017, districts that receive federal funds must comply with the UGG for all purchases made with federal funds and must implement procurement procedures that meet the UGG's requirements.*

## Federal Procurement

This policy and its accompanying regulation shall apply to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

*NOTE: We recommend the following paragraph to clarify that district employees shall follow other applicable Board policies and state law, such as purchasing authority and competitive bidding, to the extent these policies impose additional requirements or procedures. For example, state law requires districts to conduct criminal background checks for any person providing direct services to students pursuant to a written contract. C.R.S. 22-32-122 (4).*

District employees shall follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements or procedures including conducting criminal background checks for any person providing direct services to students pursuant to a written contract that do not conflict ~~are not inconsistent~~ with this policy and its accompanying regulation.

### **Federal micro-purchases (less than \$10,000 ~~\$3,500~~)**

A "micro-purchase" is a purchase of supplies or services using simplified acquisition procedures, the aggregate of which does not exceed the micro purchase threshold. ~~a purchase that, in an aggregate amount, is less than \$3,500.~~



~~NOTE:—The micro-purchase dollar amount is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$3,500.~~

Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

**Federal simplified acquisition threshold ~~Small-purchases (\$10,000 \$3,500 to under \$2450,000)~~**

~~"Simplified acquisition threshold" means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. A "small purchase" is a purchase that, in an aggregate amount, is \$3,500 or more, but less than \$150,000.~~

~~NOTE:—Given that the federal government periodically adjusts the micro-purchase dollar amount as well as the amount that requires competitive bidding, the amount considered to be a "small purchase" is currently \$3,500 or more but less than \$150,000.~~

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. a valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or
2. the district elects to use a more formal competitive bid or request for proposal process.

**Competitive bidding threshold (\$250,000 or more) ~~Large-purchases (\$150,000 or more)~~**

~~A large purchase is a purchase that, in an aggregate amount, is \$150,000 or more.~~

~~NOTE:—The dollar amount at which competitive bidding is required is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$150,000.~~

The district shall conduct a cost or price analysis for **large** purchases that **exceed the simplified acquisition threshold**, at a minimum, **this must include** making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make

up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall then be incorporated into any solicitations of bids or proposals.

### **Unnecessary or duplicative items**

The district shall avoid the acquisition of unnecessary or duplicative items.

Consideration shall also be given to consolidating or breaking out purchases to obtain a more economical purchase.

### **Recordkeeping**

The district shall maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

Adopted: June 7, 2017

Revised: November 3, 2021

LEGAL REFS.: 2 C.F.R. Part 200 Subpart D (*post-award requirements under the federal Uniform Grant Guidance*)  
2 C.F.R. 200.318 (*general standards for procurement supported by federal funds*)  
2 C.F.R. 200.319 (*written procurement standards required*)  
2 C.F.R. 200.320 (*methods of procurement to be followed*)  
2 C.F.R. 200.323 (*cost or price analysis*)  
2 C.F.R. 200.333 (*record retention requirements*)  
2 C.F.R. 200.336 (*access to records*)  
**7 C.F.R. 226 (*USDA procurement thresholds*)**  
7 C.F.R. 3016.36 (*USDA's procurement standards*)  
7 C.F.R. 3016.37 (*USDA's procurement requirements for subgrants*)  
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)  
48 C.F.R. Subpart 2.1 (*micro-purchase and competitive bidding thresholds*)  
**C.R.S. 22-32-144 (4) (*background check provision required in service contracts*)**

CROSS REFS.: BCB, School Board Member Conflict of Interest  
DAC\*, Federal Fiscal Compliance  
DJ/DJA, Purchasing/Purchasing Authority  
DJE, Bidding Procedures  
DKC, Expense Authorization/Reimbursement (Mileage and Travel)  
EHB, Records Retention



GBEA, Staff Ethics/Conflict of Interest

*NOTE: The federal government periodically adjusts the threshold amounts for federal procurement. See Office of Management and Budget (OMB) Memo 18-18 (June 20, 2018). This table lists the amounts effective as of July 1, 2018:*

<b>Procurement Method</b>	<b>Amount</b>
Micro Purchase Threshold	\$10,000 or less
Simplified Acquisition Threshold (for small purchases)	\$10,000 - \$250,000
Competitive Bidding Threshold	\$250,000 or more

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GBEB



GBEB 082820

*NOTE: Colorado school districts are required by law to adopt a policy that requires screening of new and current employees for criminal activities. The screening provisions have been included in this sample policy. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

**Staff Conduct**  
(And Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff ~~must~~ demonstrate and uphold high professional, ethical, and moral standards. Staff members ~~must~~ conduct themselves in a manner that is consistent with the educational mission of the district and ~~must~~ maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

**Rules of conduct**

Each staff member ~~must~~ observe rules of conduct established in law which specify that a school employee ~~must~~ not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee'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 staff member's duties, or which the staff member 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 staff member 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 staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

All staff members ~~are~~ ~~be~~ expected to carry out their assigned responsibilities with conscientious concern.

It ~~is~~ ~~shall~~ not ~~be~~ considered a breach of conduct for a staff member 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.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which ~~are~~ shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

#### **Child abuse**

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information ~~must~~ shall remain confidential except that the superintendent ~~must~~ shall notify the Colorado Department of Education of the child abuse investigation.

#### **Possession of deadly weapons**

The Board's policy regarding public possession of deadly weapons on school property or in school buildings ~~applies~~ shall apply to district employees. However, the restrictions ~~do~~ shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

#### **Felony/misdemeanor convictions**

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district ~~must~~ shall make inquiries to the Department of Education for purposes of screening the employee.



In addition, the district **mustshall** require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints **mustshall** be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district **mustshall** require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-based criminal history record check provide relevant information. Non-licensed employees **mustshall** be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees **mustshall** not be charged fees for processing fingerprints under these circumstances.

#### **Unlawful behavior involving children**

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

*NOTE: The following paragraph is optional and requires employees to notify the district when they are arrested for specific crimes, in accordance with this policy's accompanying regulation. CASB believes requiring employee notification of arrests reflects "best practices," as it assists the district in becoming aware of potential criminal charges against a district employee that may necessitate employee disciplinary action and parent notification. See, C.R.S. 22-1-130.*

#### **Notification concerning arrests**

District employees **mustshall** notify the district when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

The district **mustshall** notify students' parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

#### **Personnel addressing health care treatment for behavior issues**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assessment, analysis or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

Adopted: January 10, 2001  
Revised: September 4, 2002  
Revised: September 3, 2003  
Revised: May 7, 2008  
Revised: October 3, 2012  
Revised: December 4, 2013  
Revised: December 6, 2017  
Revised: December 5, 2018  
Revised: February 12, 2020  
Revised: November 3, 2021

LEGAL REFS.: 28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)  
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)  
C.R.S. 18-12-214 (3)(b) (*school security officers may carry concealed handgun pursuant to valid permit*)  
C.R.S. 19-3-308 (5.7) (*child abuse reporting*)  
C.R.S. 22-1-130 (*parent notification of employee criminal charges*)  
C.R.S. 22-2-119.3 (6)(d) (*name-based criminal history record check – definition*)  
C.R.S. 22-32-109 (1)(ee) (*duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission*)  
C.R.S. 22-32-109 (1)(pp) (*annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs*)  
C.R.S. 22-32-109.1 (8) (*policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees*)  
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)  
C.R.S. 22-32-109.8 (*non-licensed personnel – submittal of fingerprints and name-based criminal history record check*)  
C.R.S. 22-32-109.8 (6)(a) (*requirement to terminate non-licensed employees for certain felony offenses*)  
C.R.S. 22-32-109.9 (*licensed personnel – submittal of fingerprints and name-based criminal history record check*)  
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. 24-18-110 (voluntary disclosure)

CROSS REFS.: JLC, Student Health Services and Records  
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)  
JLF, Reporting Child Abuse/Child Protection  
KDBA\*, Parent Notification of Employee Criminal Charges  
KFA, Public Conduct on District Property

*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 ~~is~~ 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).*

*NOTE 4: Federal law requires school districts to notify employees fingerprinted pursuant to this policy that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). Districts must also notify fingerprinted employees about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction or update of an FBI identification record. 28 C.F.R. 50.12(b). Districts must retain documentation that this notification was provided.*

File: GBEB

*NOTE 5: State law requires school districts to annually distribute to employees "informational materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education." C.R.S. 22-32-109 (1)(pp). Distribution to employees may be made via email "or as part of a mailing or regular communication to employees" Id.*

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GBI



GBI

*NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

### **Criminal History Record Information**

The Board is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

Accordingly, this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) CJI while being stored, accessed, or physically moved from a secure location within the district. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing criminal history record information.

### **Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

CJI refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

### **Proper access, use, and dissemination of CHRI**

CHRI must only be used for an authorized purpose consistent with the purpose for which it was accessed or requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been

approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

#### **Personnel security screening**

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have completed security awareness training and have been granted access to CJI data.

#### **Security awareness training**

Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all personnel with access to said confidential information.

#### **Physical security**

All CJI and CHRI information must be securely stored. The district will maintain a current list of authorized personnel. Authorized personnel will take necessary steps to prevent and protect the district from physical, logical, and electronic breaches.

#### **Media protection**

Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

The district must securely store electronic and physical media within physically secure locations. The district restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

#### **Media sanitization and disposal**

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by the district.

Physical media (print-outs and other physical media) must be disposed of by one of the following methods:

1. shredding using district-issued shredders; or

2. placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by district personnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the district's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

#### **Account management**

The district must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The district must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS point of contact or their designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain CJI. The CJIS point of contact may also conduct periodic reviews.

#### **Reporting information security events**

The district must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in

place. Wherever feasible, the district must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third party users must be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of district assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

#### **Policy violation/misuse notification**

Violation of this policy or misuse of CHRI by any personnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Adopted: November 3, 2021

**LEGAL REFS.:** P.L. 92-544 (*authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes*)  
28 C.F.R. 20.33 (b) (*limited dissemination of criminal history record information*)  
28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)  
C.R.S. 22-2-119.3 (6)(d) (*name-based criminal history record check – definition*)  
C.R.S. 22-32-109.8 (*non-licensed personnel – submittal of fingerprints and name-based criminal history record check*)  
C.R.S. 22-32-109.9 (*licensed personnel – submittal of fingerprints and name-based criminal history record check*)  
C.R.S. 24-72-302 (*definition of criminal justice information*)

**CROSS REFS.:** GBEB, Staff Conduct (and Responsibilities)  
GCE/GCF, Professional Staff Recruiting/Hiring  
GDE/GDF, Support Staff Recruiting/Hiring

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