

RE-1 VALLEY SCHOOL DISTRICT
Logan County, Colorado
BOARD OF EDUCATION WORK SESSION & BUSINESS MEETING
Hagen Administration Center: September 3, 2024
Business Meeting 6:00 pm

Join Zoom Meeting

<https://us06web.zoom.us/j/89082778661?pwd=kC5apOWsHyIddOidSbRJKL9B4hOYmt.1>

Meeting ID: 890 8277 8661

Passcode: 065968

AGENDA

1. OPENING ACTIVITIES

- 1.01 Pledge of Allegiance
- 1.02 Call to Order by President and Roll Call

2. APPROVAL OF THE AGENDA

page 1

3. PUBLIC PARTICIPATION

Each participant will be allowed 3 minutes to speak.

4. SCHOOL/PROGRAM/COMMUNITY PARTNER HIGHLIGHTS: Liz Mauler: Youth Link Coordinator

page 3

5. COMMUNICATION:

- 5.01 Staff Reports
- 5.02 Superintendent's Report
 - Enrollment Report
- 5.03 Board of Director Reports

printing 9/3

6. DISCUSSION ITEMS:

- 6.01 Caliche Senior Class Trip Proposal
- 6.02 Caliche Football Trip Request: La Veta, Colorado
- 6.03 Neenan Archistruction: Facilities Master Plan Update
- 6.04 Bus Driver Recruitment: Tuition Assistance
- 6.05 Bus Driver Pay Proposal
- 6.06 Frontline Time and Attendance Proposal
- 6.07 Policies for First Reading
 - JICJ: Student Use of Cell Phones and other Personal Technology Devices

pages 4-5
pages 6-7
page 8-47 BEST info 44-47
pages 48-58
pages 59-62
page 63-81
pages 82-85
pages 83-85

BREAK

7. ACTION ITEMS

- 7.01 Consent Agenda
 - Personnel Approvals
 - Meeting Minutes from August 19 and 21, 2024
- 7.02 Caliche Senior Class Trip Proposal
- 7.03 Caliche Football Trip Request: La Veta, Colorado
- 7.04 Bus Driver Recruitment: Tuition Assistance
- 7.05 Bus Driver Pay Proposal
- 7.06 Frontline Time and Attendance Proposal

pages 86-89
page 87
pages 88-93
page 94
page 95
page 96
page 97
page 98

8. CLOSING REMARKS

9. ADJOURNMENT

page 99

Upcoming Meetings:

Monday, September 16, 2024, in the Boardroom at Hagen

Monday, October 7, 2024, at Campbell Elementary School

All meeting announcements are posted to the RE-1 Valley website at least 24 hours in advance.

Please be sure to check the website often for meeting details.

PACKET

RE-1 VALLEY SCHOOL DISTRICT BOARD OF EDUCATION ROLL CALL

DATE: Tuesday, September 3, 2024

Call to order: _____

ROLL CALL:

District	Board Member	Position	Attendance			Reason for being Remote or Absent
			In-Person	Remote	Absent	
D-4	Travis Ayers	Director				
D-5	Heather Harris	Sec./Treas.				
D-3	Joel McCracken	Director				
D-2	Ronda Monheiser	Vice Pres.				
D-6	Michelle Sharp	Director				
D-1	Steve Shinn	President				
D-7	Vacant					

RE-1 VALLEY SCHOOL DISTRICT BOARD OF EDUCATION AGENDA ACTION ITEMS SUMMARY SHEET

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: 2:01 Approve Agenda

SUMMARY OF ISSUE: Additions/Deletions to the Agenda.

RECOMMENDATION FOR MOTION:

Move to approve the agenda as presented. (*or amended*)

1st _____ 2nd _____ Ayers _____ Harris _____ McCracken _____ Monheiser _____ Sharp _____ Shinn _____

YouthLink Coordinator

Logan County Collaborative Management Program

YouthLink Coordinator Duties and Responsibilities

Facilitate Community Collaboration

- Establish and maintain effective working relationships with YouthLink members and community representatives.
- Develop and implement, with direction and consensus from YouthLink board, short and long-term program strategies.
- Prepare meeting agendas and meeting minutes to share with partners/public

YouthLink Program Management

- Develop and implement YouthLink prevention programs
 - ◆ Manage referrals, funding requests, and case management
 - ◆ Provide “goal coaching” for youth and families when relevant
 - ◆ Help organize and coordinate workshops with Soul Grower Industries
 - ◆ Maintain accurate records for all program referrals and participants
- Research programs and innovative practices to assist YouthLink in program and service development and improvement
- Develop ongoing deliverable materials (brochures, registration and permission forms, etc.) as needed for YouthLink programs
- Update and maintain the YouthLink website and social media pages
- Work with LCDHS accounting staff to maintain a budget and financial reports
- Fulfill duties and requirements of the State of Colorado Collaborative Management Program, including membership in the State Steering Committee

ISST Meeting Facilitation & Case Management

- Organize, facilitate, and attend ISST meetings when relevant. Facilitation of ISST meetings will follow a Team Decision Making model.
- Function in an impartial manner, setting conference parameters to allow all family and community members opportunity to plan solutions and address pertinent issues.
- Listen, observe, and support the child/family by modeling appropriate behaviors and parenting skills.
- Track all referrals, meetings, service plans, and outcomes.
- Provide mentoring and case management to youth and families when relevant to help families access appropriate community resources and programs.

Data Collection & Reports

- Data management to facilitate quarterly tracking of YouthLink established outcomes
- Prepare all reports requested by the Colorado State Department of Human Services
- Prepare the Logan County House Bill 1451 MOU yearly for state approval
- Prepare the House Bill 1451 Annual Report reflecting evidence of outcomes achieved and submit to the State of Colorado

* The person in this position will strictly provide YouthLink services, based on that, the full salary and all benefits associated with the position will be 100% reimbursable.

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA DISCUSSION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion X Action _____

STATEMENT OF ISSUE: 6.01 Caliche Senior Class Trip Proposal

SUMMARY OF ISSUE:

Megan Beckam, Sarah Matthews, and Joe Vergilio will present a trip request for Caliche's senior class. The trip would be to Anaheim, California, during Spring Break 2024 (March 17-20). Students would do Fundraising and pay the remaining costs out of pocket. Adults will pay their travel costs.

RECOMMENDATION FOR MOTION:

Discussion Only -No motion is necessary at this time. A vote will be taken later in the meeting under Action Items.

Senior Trip Proposal

The Senior Class of 2025 would like to propose their Senior Trip be to California, during Spring Break this year. This would be a 3 night, 4 day trip, which would include activities such as Disneyland, California Adventure, Universal Studios and going to the beach. I have contacted Sterling Travel Agency and spoke with Sherry about accommodations, tickets, airfare, etc. to see what it would cost per student to attend this trip. When Sarah and I met with the Senior Class at the end of last year in regards to their request, it was made clear that the majority of the Seniors would pay their own way for this trip. However, there will be some fundraising that we will be doing throughout the year, such as concession stands, chili supper/silent auction, haunted house, Easter Eggs, and a couple more that aren't yet finalized. Parents/Chaperones will also be paying their own way as well. Below are the details that Sherry gave me:

Dates: March 17-20

of People: 13 Students, 5 Adults = 18 total

Chaperones: Megan Beckham, Sarah Matthews, Jerod (Duck) Armstrong, Crystal Bruns, Kathy Fryrear (Parent)

Park Passes:

*Disney requires a two-day pass, which would include Disneyland and California Adventure

2-Day Disney Park Pass = \$300

1-Day Universal Studios Pass = \$150

Hotel and Flight is obviously going to change, however, if this gets approved, then Sherry can lock in the deals/rates at the end of August, when they open up March tickets for flights, and she can lock in a deal with a hotel at that time too.

Flight Info:

Southwest Airlines - If we can get a contract through Southwest, we can hold and lock in our seats with a \$50/person, and then pay for tickets closer to the date or when we can get a deal on them. This would be through GroupAir since we will have more than 10 people going. We would fly into Orange County.

It could possibly look like \$300 roundtrip/person

Hotel Info:

Sherry looked at a hotel that was close to the resort, which was a Best Western in Anaheim, that would cost \$375/3 nights. This was just to get an idea of cost, but she could find us a cheaper hotel that is not as close to the parks.

Transportation:

We also talked about transportation as well, and she said it would be easiest and cheaper to do 3, 7 passenger vans. This would be \$70/4 days.

Food

Each person would be responsible for food, and could budget \$50-\$70/day

Total

Total Cost of Trip/Person (Guestimate until we know final flight and hotel prices) = \$1275

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA DISCUSSION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion X Action _____

STATEMENT OF ISSUE: 6.02 Caliche Football Trip Request: La Veta, Colorado

SUMMARY OF ISSUE:

Chris Roth will present a trip request for the Football Team to play in La Veta, Colorado. Departure October 18, 2024, and return October 19, 2024.

RECOMMENDATION FOR MOTION:

Discussion Only -No motion is necessary at this time. A vote will be taken later in the meeting under Action Items.

RE-1 VALLEY SCHOOL DISTRICT

Logan County, Colorado

PROPOSAL FOR STUDENT FIELD TRIP

In order for the Board of Education to consider approval for a field trip exceeding 400 miles or an overnight trip, the following information must be provided at least one week prior to a Board of Education meeting preceeding the date of the trip request.

School: Caliche High SchoolPurpose(s) for the Trip: H.S. FootballDestination: La VetaDate of Departure: 10-18-24 Date of Return: 10-19-24Number of Students (estimated): 18Number of Adult Chaperones: 3Names of Adult Chaperones: Adam Zink, Paul Zink,
Chris Roth

Please fill in the TOTAL cost for each category, then complete the estimated cost per student. If you include an "other" category, provide details in the "Comments" area (i.e., costs for adults to attend). If you are requesting funds from the District, complete the amount for that item and explain reason for request under "Comments."

Total Transportation Cost: \$ 1,776Total Registration Cost: \$ 0Total Estimated Meal Cost: \$ 420Total Lodging Cost: \$ 1035Total Other Cost (*explain below): \$ 0Cost of Trip Per Student: \$ 156.17Method(s) of Securing Funds: Fundraising

Amount Requested from District Funds: \$ _____

*Comments: Round Trip Mileage to La Veta is 592 miles x \$3/mile,
21 x \$20 meal estimate

Submitted by: Christopher RothDate: 8-16-24Approved by: [Signature]Date: 8/16/24Superintendent's Approval: [Signature]Date: 8.21.24

Adopted December 7, 2009

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA DISCUSSION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion X Action _____

STATEMENT OF ISSUE: 6.03 Neenan Archistruction: Facilities Master Plan Update

SUMMARY OF ISSUE:

David Kurtz and Leah Lamkin with Neenan Archistruction will provide more information about the Facilities Master Plan. Their focus will be on School Security and whether the District wants to move forward with the Best Grant Application at this time.

RECOMMENDATION FOR MOTION:

Discussion Only -No motion is necessary at this time.



RE-1 VALLEY

SCHOOL DISTRICT

MASTER PLAN

Master Plan Phase 1 Scope of Work

9/3/2024

Goal:

To review proposed scope of work for phase 1
and decide on seeking a BEST grant

Master Plan Phase 1 Scope of Work

9/3/2024

Agenda:

- A) Overall strategy of phase 1 work: Safety, Security, Health
- B) Phase 1 overall cost
- C) Phase 1 scope diagrams per school
- D) Questions/Discussion

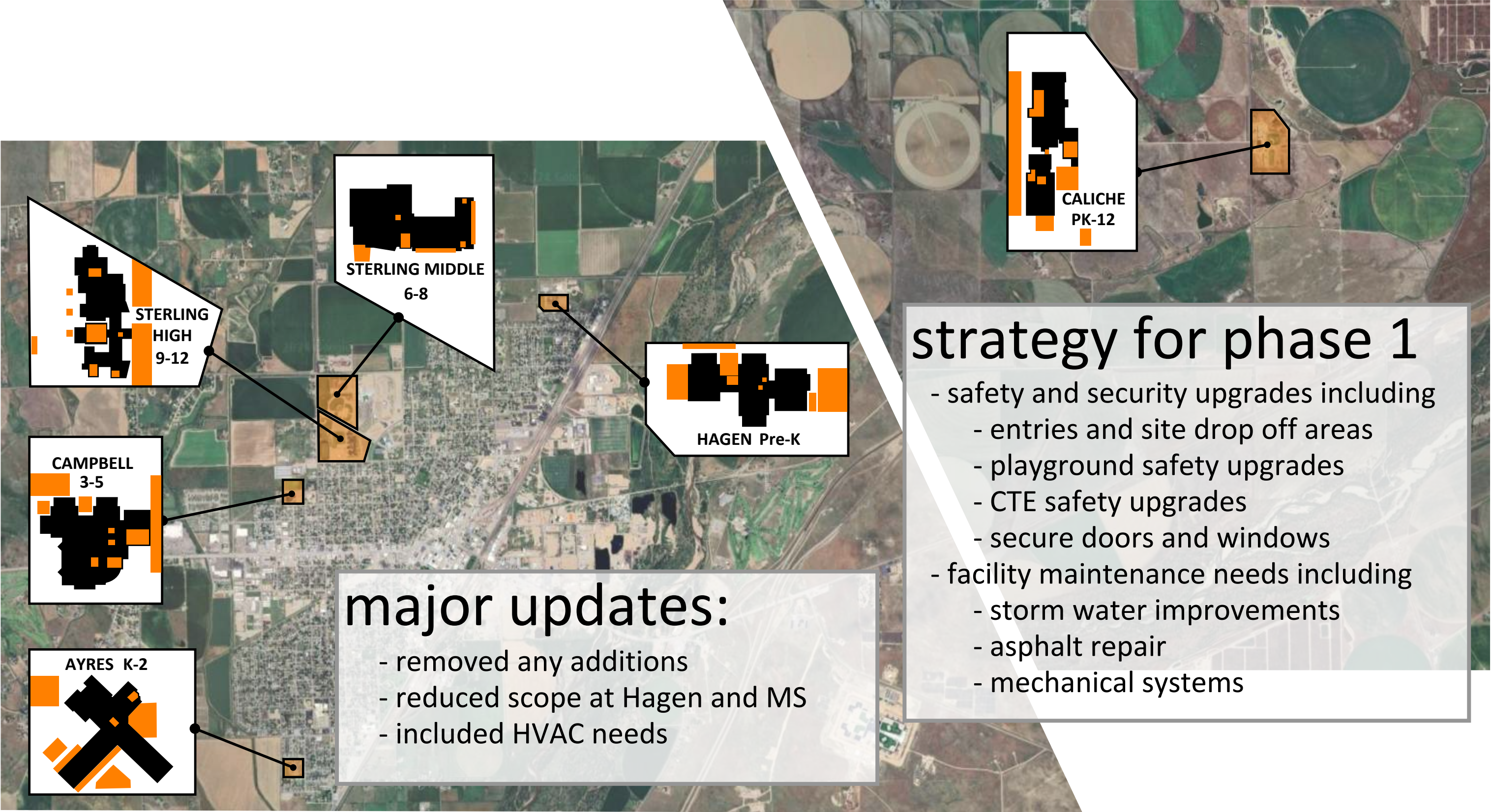


A | Overall strategy of phase 1 work

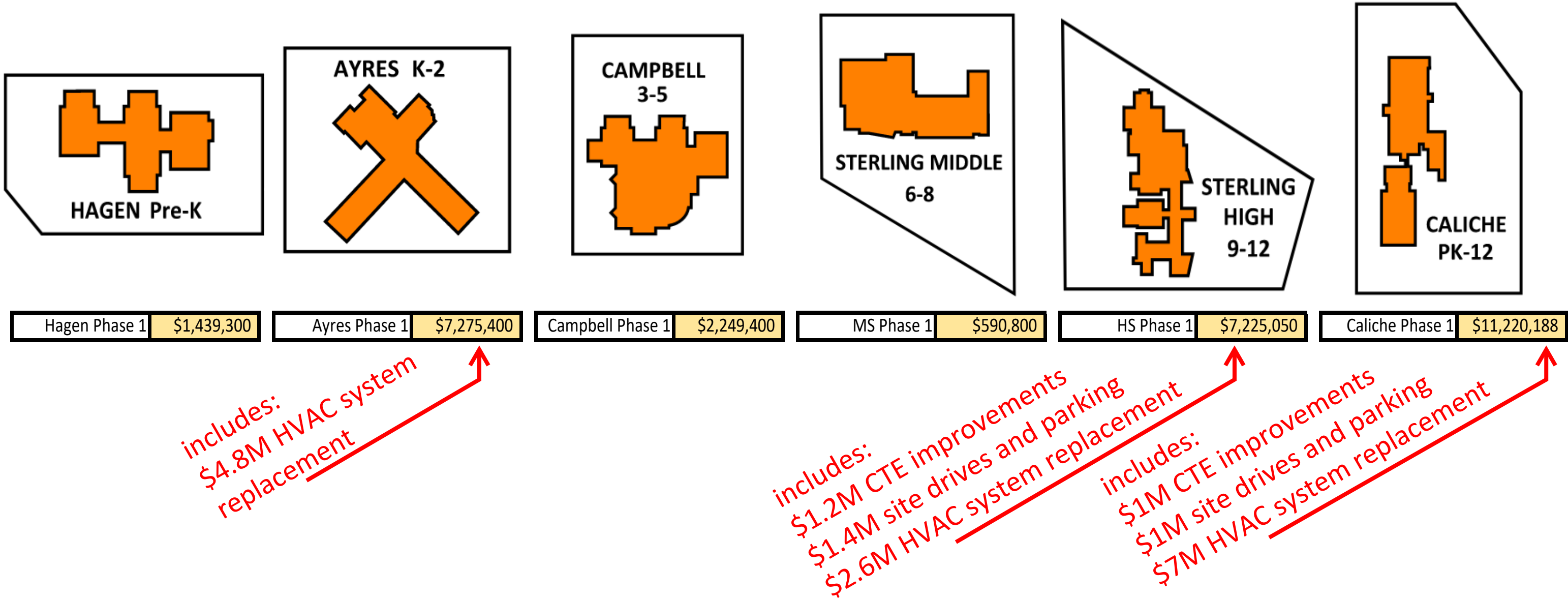
The proposed scope includes:

- Secure entry and drop-off upgrades,
- and also includes:
- other Safety & Health needs (playgrounds and HVAC)
 - major maintenance needs (asphalt, storm water management, and window repair)

date: 08.26.2024

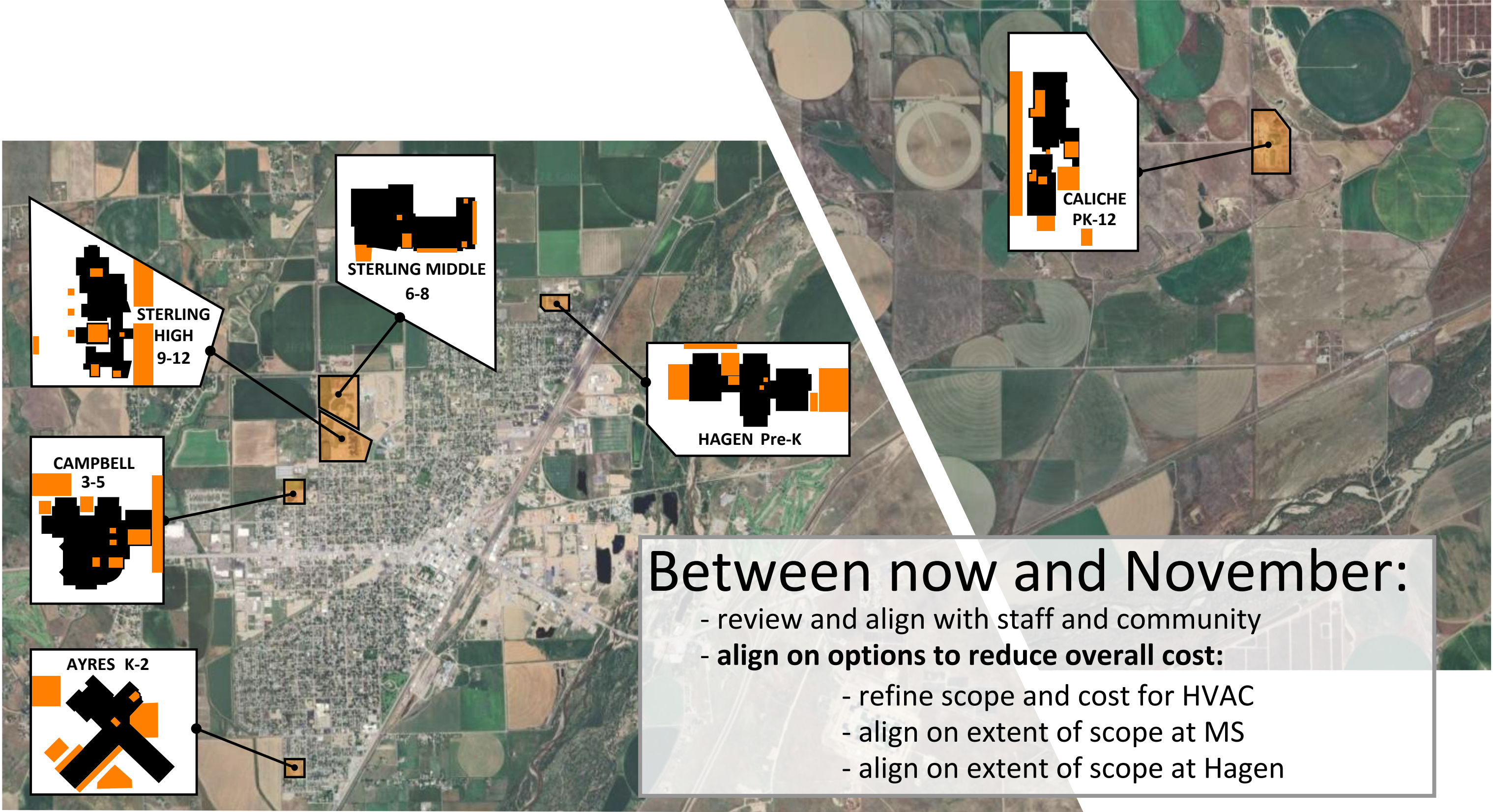


date: 08.26.2024



District Total Phase 1	
All Schools Phase 1 Scope	\$30,000,138
Owner costs 16%	\$4,800,022
Inflation	\$1,800,008
Total Project Budget	\$36,600,168

date: 08.26.2024



Between now and November:

- review and align with staff and community
- align on options to reduce overall cost:
 - refine scope and cost for HVAC
 - align on extent of scope at MS
 - align on extent of scope at Hagen



C | Phase 1 Scope Diagrams for each School

Hagen Preschool			
Issue	Proposed Solution	Cost Range (low)	Cost Range (high)
Main entry security: need secure vestibule to reduce free access of building	Pre school entry reconfiguration.	\$ 240,000	\$ 300,000
Main entry security: need secure vestibule to reduce free access of building	Administration entry reconfiguration.	\$ 30,000	\$ 37,500
Main entry security: need secure vestibule to reduce free access of building	Add security check in (Provided by district) Card readers, cameras, and phones.	\$ 50,000	\$ 62,500
Main entry security: need clear and separate district and preschool entries to reduce strangers in preschool, site orientation signage in general.	Site orientation signage, pin mounted entry signage at Preschool and Admin, 500 sf new entry sidewalk	\$ 30,000	\$ 37,500
Site circulation safety: lack of drop off space, lack of parent parking area, parking on streets. Needs reconfiguration	Add signage and striping at 2 current drop offs. Clear direction on parking / drop off / etc. Add raised crosswalks.	\$ 40,000	\$ 50,000
Drainage and unsafe ice buildup issue at north main entry	Reconfigure sidewalks, add slope for positive drainage. Option for pumped storm water system.	\$ 50,000	\$ 100,000
Exterior doors in disrepair and need replacing	Replace 13 exterior doors, frames, and hardware. This includes the entire building.	\$ 52,000	\$ 65,000
Playground is aging, out of compliance, and too far away from school. Requires 2 separate playgrounds for preschool	Replace playground equipment and surface. Add preschool playground. Note - not too far from school.	\$ 513,300	\$ 641,625
Door and hardware does not meet current safety standards or ADA.	Replace all interior doors and hardware. This includes the entire building.	\$ 210,000	\$ 262,500
Fire alarm requires upgrade	Ongoing district maintenance funds should be allocated for this issue.		
Exterior asphalt in disrepair and needs replaced - North east parking lot.	Mill and overlay 2" new asphalt at staff parking. Option to remove and replace asphalt and base course.	\$ 84,000	\$ 176,167
Remove modulars at South east corner.	Asbestos abatement required.	\$ 140,000	\$ 175,000

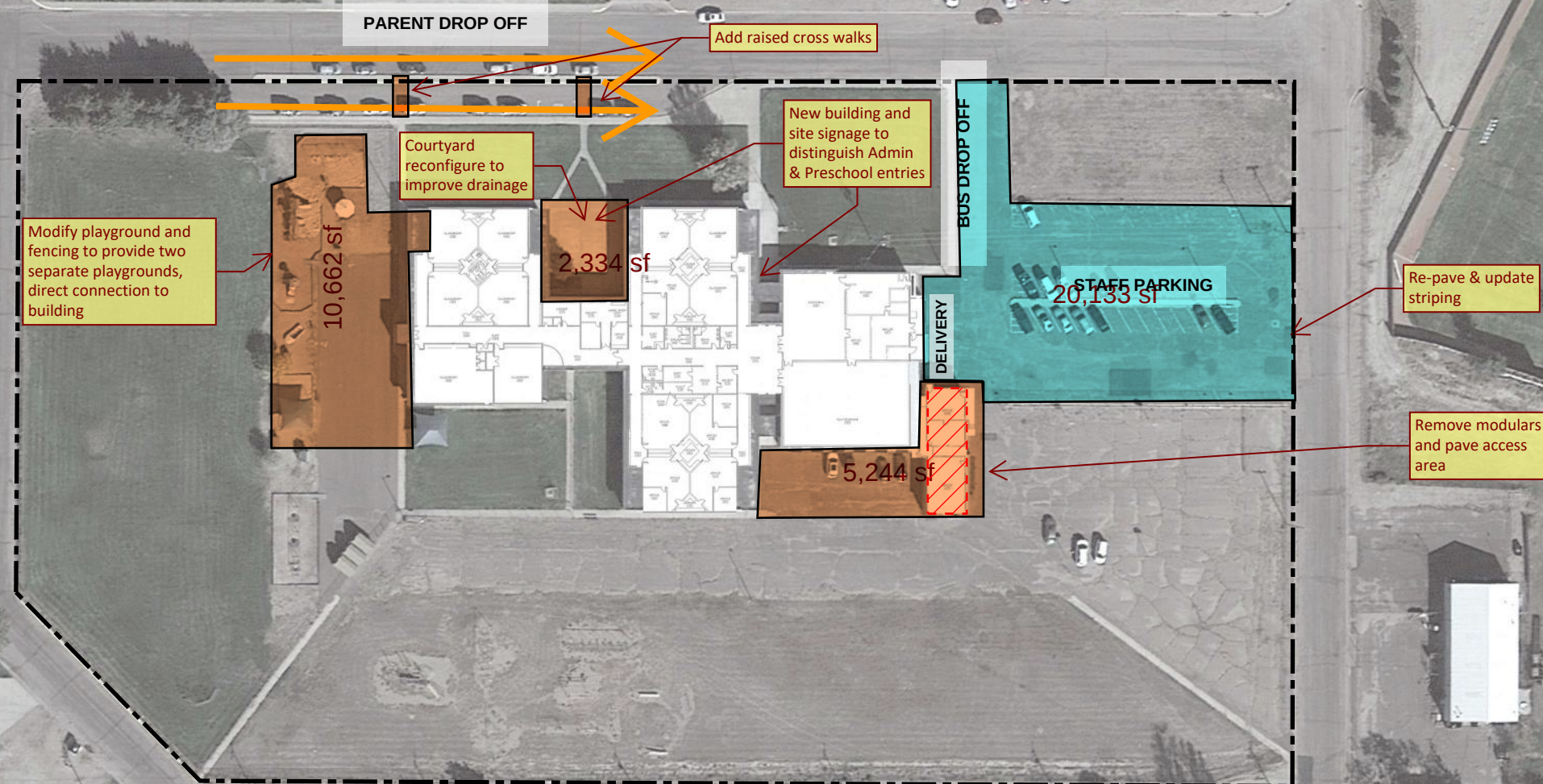
Phase 1 items cost \$ 1,439,300 \$ 1,907,792



HAGEN ADMIN BUILDING PHASE 1 SITE SCOPE OF WORK

NEENAN
ARCHITSTRUCTION®

8/26/2024



School site Circulation design requirements:

Number of Buses: 1

Number of Parent Drop-off Vehicles: 65-80
Spots in front of school to be marked as 15 min.
parking and need another ADA spot

Amount of Visitor Parking: 10

Amount of Staff Parking: 36

Amount of Student Parking: N/A

Amount of Additional Event Parking: N/A

REPLACE
ASPHALT

NEW SITE
IMPROVEMENT

REPLACE
FEATURE

REPLACE
IRRIGATION



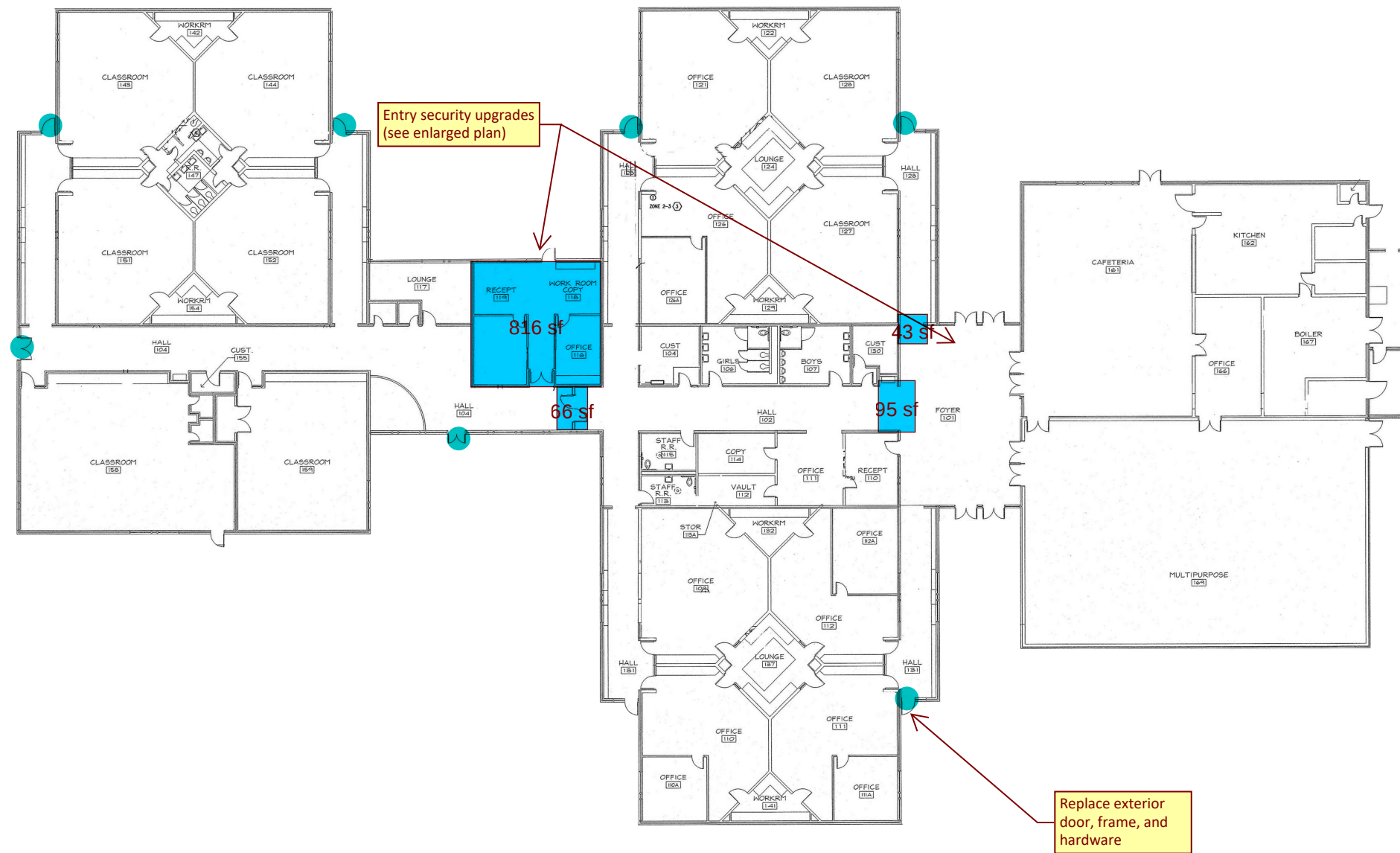


HAGEN ADMIN BUILDING

PHASE 1 FACILITY SCOPE OF WORK

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MAJOR RECONFIGURATION

MINOR RENNOVATION

HVAC UPGRADES

Door Replacement

Window Replacements

Window/Door Repair

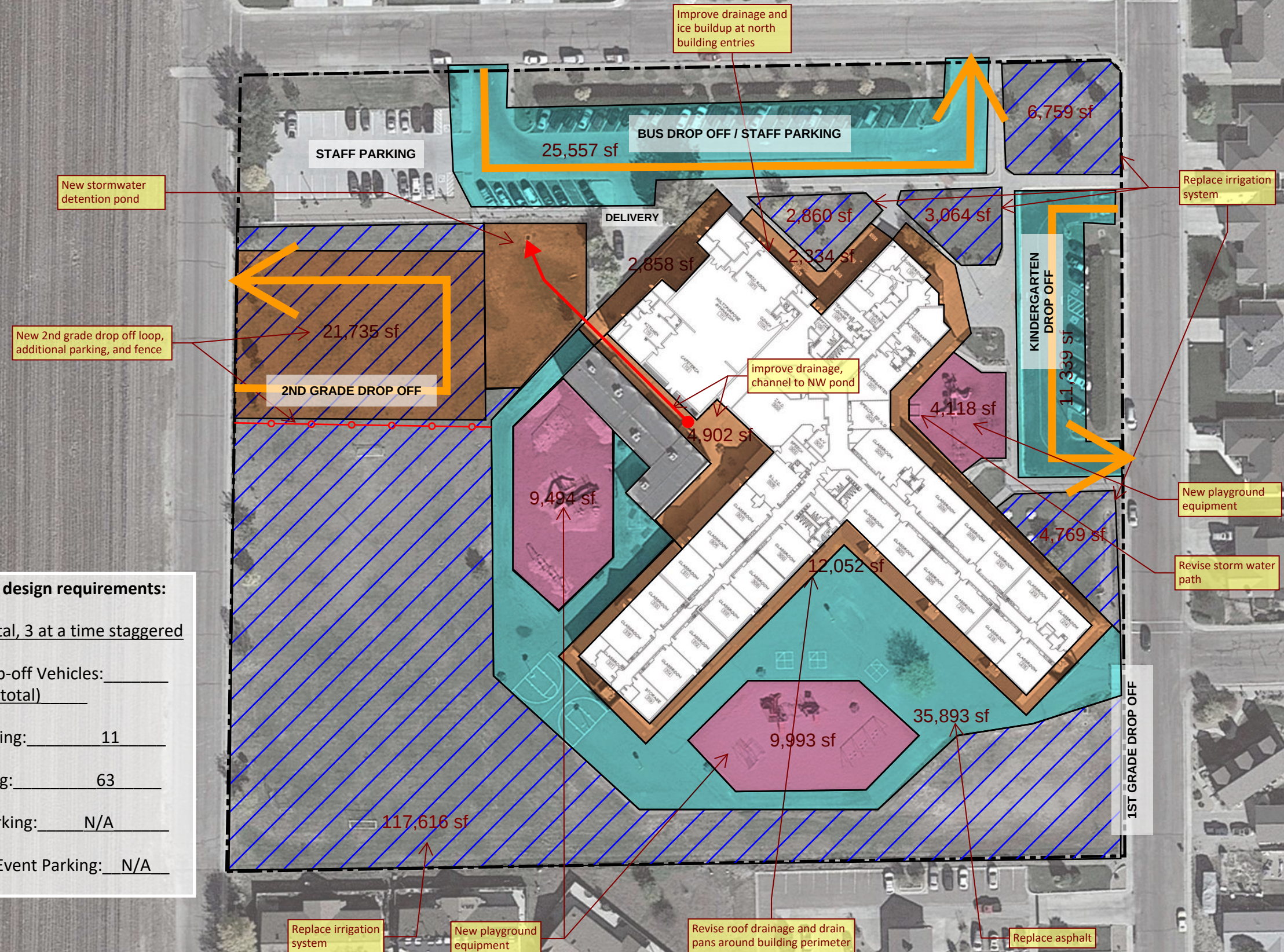
Ayres K-2			
Issue	Proposed Solution	Cost Range (low)	Cost Range (high)
Main Entry Security	Reconfigure entry vestibule and admin area.	\$ 107,400	\$ 134,250
Main Entry Security	Add security check in (Provided by district) Card readers, cameras, and phones.	\$ 50,000	\$ 62,500
Inadequate parent drop-off space causes unsafe pedestrian conditions. Needs reconfiguration.	Reconfigure 2nd grade drop off per drawing, new concrete curb, sidewalk, new asphalt, paint, signage, striping irrigation reconfigure and landscape repair. 22,000 SF of total area reconfiguration at \$10 / SF.	\$ 220,000	\$ 275,000
Poor drainage and ice between building and modular	Reconfigure paving, add slope for positive drainage. Option for pumped storm water system.	\$ 250,000	\$ 312,500
Poor drainage and ice buildup at north building entries	Reconfigure paving, add slope for positive drainage. Option for pumped storm water system.	\$ 125,000	\$ 156,250
Playgrounds are aging and out of compliance	Replace 3 playgrounds. Includes new surface.	\$ 936,400	\$ 1,170,500
Affective Needs Program is in modular buildings with limited security and supervision.	Relocate Affective Needs Program as needed for enrollment.		
Heating and Cooling: Poor learning environment: temperature control in classrooms. Hot in one room, cold in next.	District is replacing and or upgrading controls district wide. Need to see results of that before HVAC work is considered. Replace classroom area HVAC.	\$ 2,380,000	\$ 2,975,000
Poor drainage around building	Add area drains and underground piping.	\$ 100,000	\$ 125,000
Stormwater drains into East playground	Add area drains and underground piping.	\$ 50,000	\$ 62,500
Exterior asphalt in disrepair and needs replaced	Mill and 2" and overlay all asphalt areas. Add full depth as an option.	\$ 291,600	\$ 611,550
No AC in gym and music room	See above. Add AC to Gym and Music	\$ 595,000	\$ 743,750
2 separate HVAC systems difficult to balance / maintain	See above. Replace remaining building HVAC system.	\$ 1,870,000	\$ 2,337,500
Inadequate irrigation causes excessive maintenance	Irrigate approximately 100,000 SF	\$ 300,000	\$ 375,000
Phase 1 items cost		\$ 7,275,400	\$ 9,341,300



AYRES ELEMENTARY SCHOOL PHASE 1 SITE SCOPE OF WORK

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School site Circulation design requirements:

Number of Buses: 7 total, 3 at a time staggered

Number of Parent Drop-off Vehicles: 75 per area (3 areas total)

Amount of Visitor Parking: 11

Amount of Staff Parking: 63

Amount of Student Parking: N/A

Amount of Additional Event Parking: N/A

REPLACE
ASPHALT

NEW SITE
IMPROVEMENT

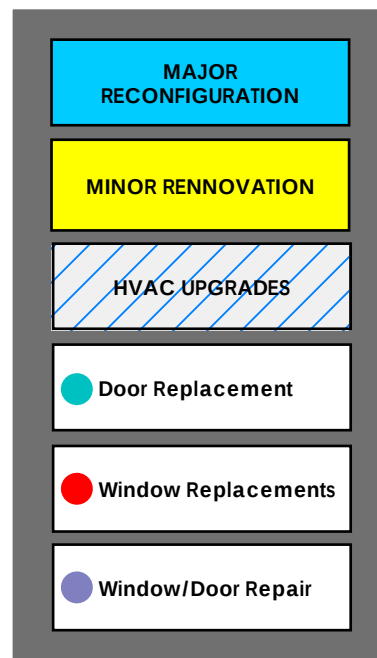
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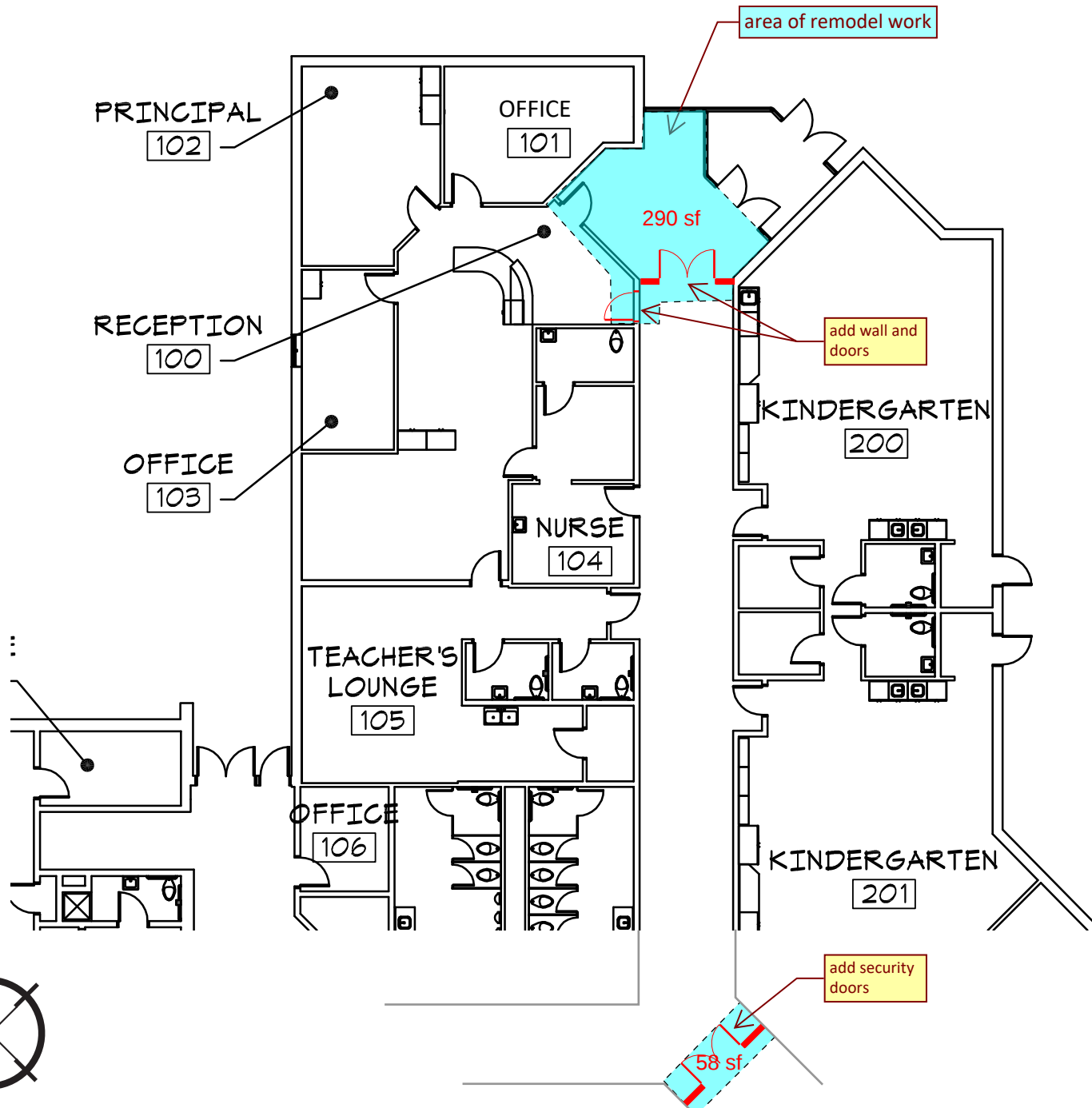
REPLACE
IRRIGATION



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8/26/2024



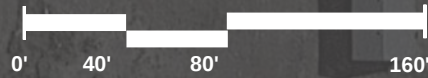


date: 04.22.2024

School Entry Security Scope | Ayers Elementary School

1/16" = 1'-0"

Campbell 3-5			
Issue	Proposed Solution	Cost Range (low)	Cost Range (high)
Main Entry Security: no secure entry vestibule, no access direct to administration	Reconfigure entry vestibule and admin area.	\$ 140,000	\$ 175,000
Main Entry Security: no secure entry vestibule, no access direct to administration	Add security check in (Provided by district) Card readers, cameras, and phones.	\$ 50,000	\$ 62,500
Building security	Add doors in strategic locations to close off sections of the building. 4 each 10' wide wall / double door in corridor.	\$ 86,400	\$ 108,000
Playgrounds are aging and out of compliance	Replace playground. Includes new surface.	\$ 334,000	\$ 417,500
Heating and Cooling: Inadequate temperature control in classrooms. Cant keep up in winter months in the north facing rooms.	District is replacing and or upgrading controls district wide. Need to see results of that before HVAC work is considered. This cost is to replace the HVAC system at the North facing classroom wings.	\$ 391,000	\$ 488,750
Parking lots aging and need asphalt repair/replace	Mill and 2" and overlay all asphalt areas. Add full depth as an option.	\$ 360,000	\$ 755,000
Playground asphalt in disrepair and needs replaced.	Mill and 2" and overlay all asphalt areas. Add full depth as an option.	\$ 134,000	\$ 281,028
Floor condition: asbestos tile de-lamination and tiles popping up. Floor tiles popping up in Gym.	New gym floor.	\$ 82,000	\$ 102,500
Floor condition: asbestos tile de-lamination and tiles popping up.	Asbestos abatement in gym.	\$ 82,000	\$ 102,500
Floor condition: asbestos tile de-lamination and tiles popping up.	This is at the construction joint in the hall. Add expansion joint and replace flooring.	\$ 5,000	\$ 6,250
Old modular buildings need removed	Remove 3 modulares.	\$ 60,000	\$ 75,000
Original windows old and need replaced	Classroom windows only priced for this item.	\$ 100,000	\$ 125,000
No AC in gym	Add Gym HVAC	\$ 425,000	\$ 531,250
Phase 1 items cost		\$ 2,249,400	\$ 3,230,278



CAMPBELL ELEMENTARY SCHOOL

PHASE 1 SITE SCOPE OF WORK

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8/26/2024

School site Circulation design requirements:

Number of Buses: 7 total, 3 at a time staggered

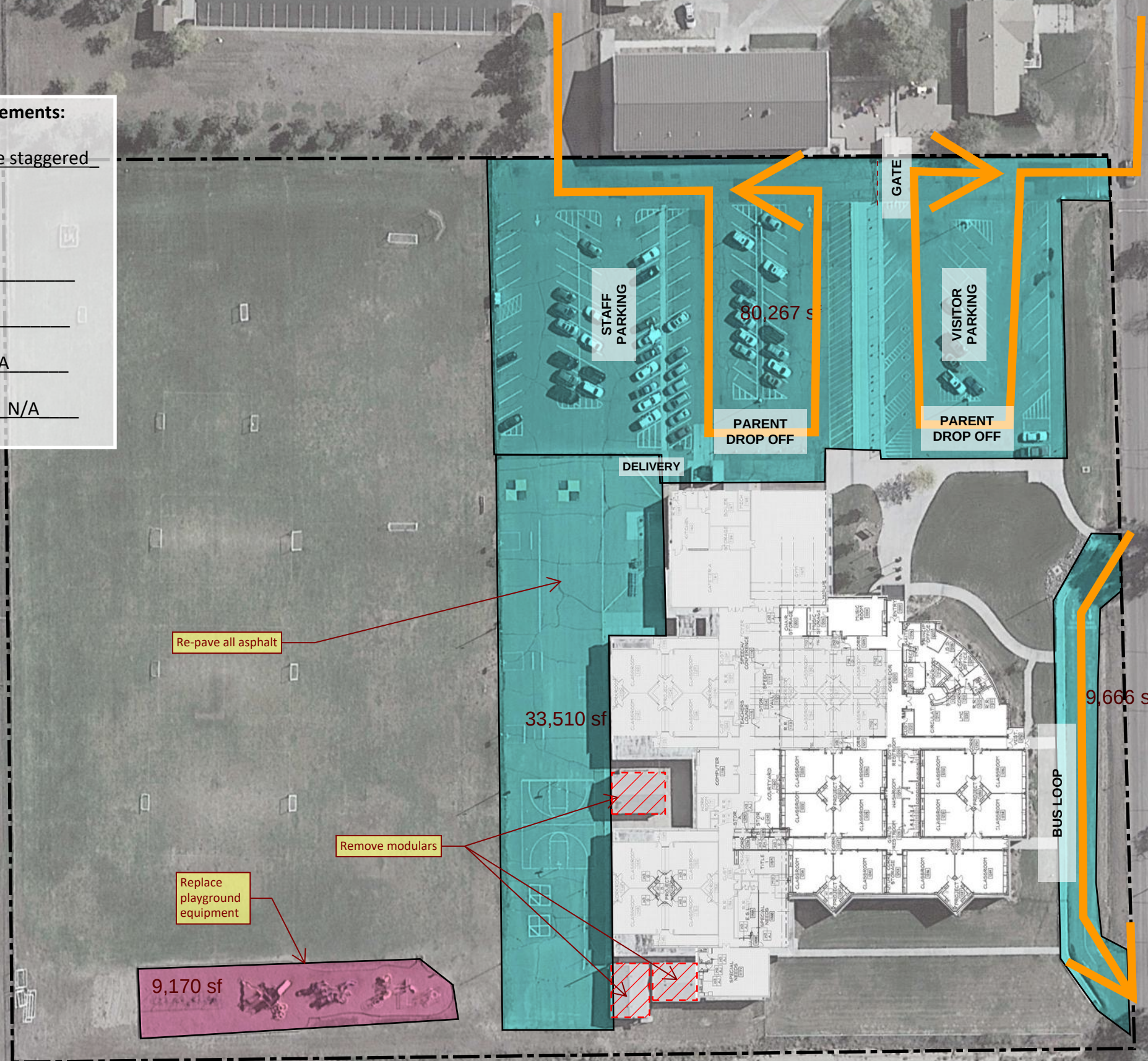
Number of Parent Drop-off Vehicles:
undetermined

Amount of Visitor Parking: 40

Amount of Staff Parking: 83

Amount of Student Parking: N/A

Amount of Additional Event Parking: N/A



Re-pave all asphalt

Replace
playground
equipment

Remove modulars

9,170 sf

33,510 sf

80,267 sf

PARENT
DROP OFF

PARENT
DROP OFF

BUS LOOP

9,666 sf

REPLACE
ASPHALT

NEW SITE
IMPROVEMENT

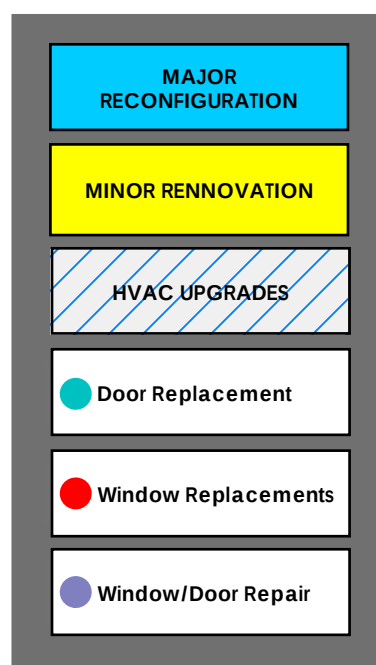
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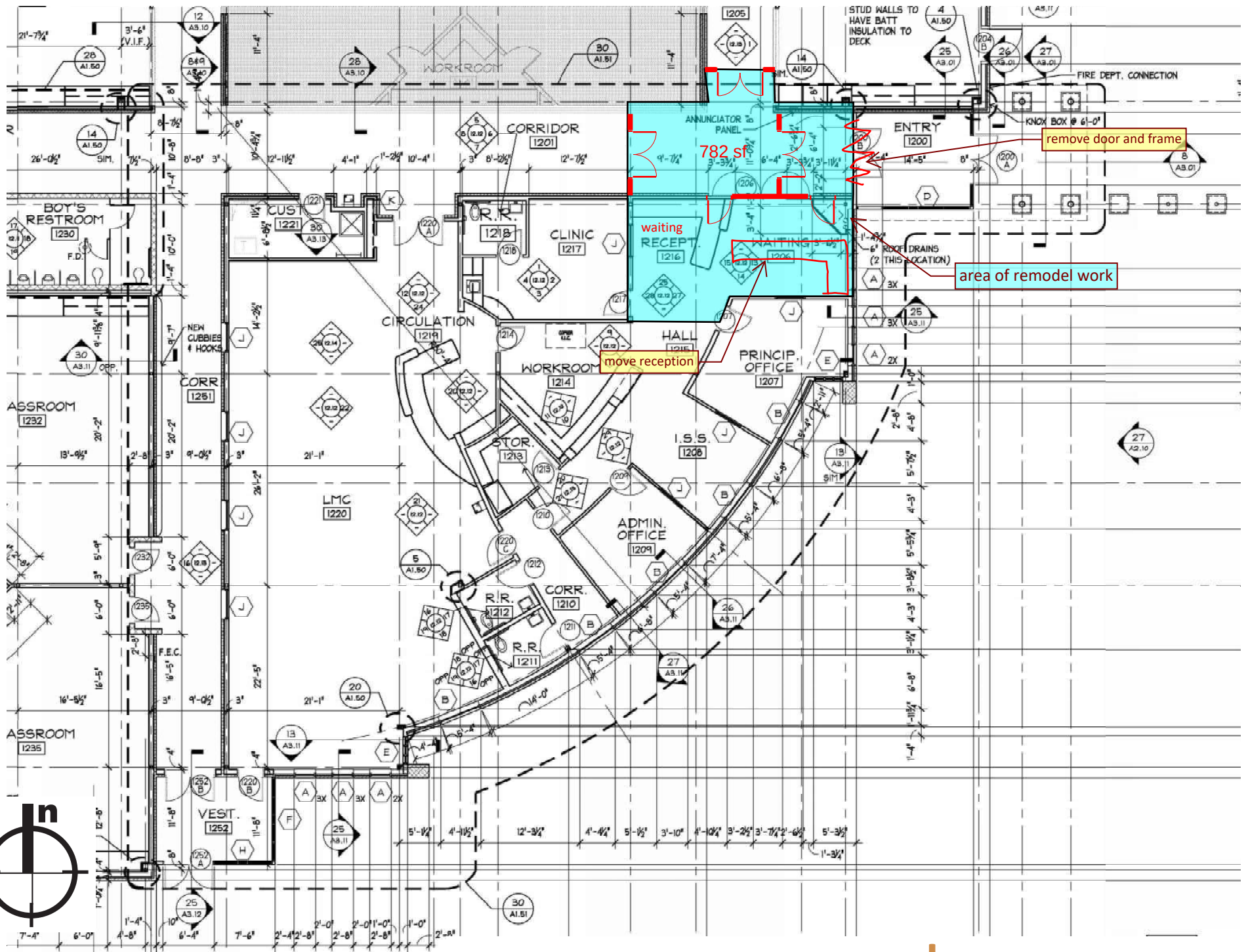
REPLACE
IRRIGATION



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8/26/2024





date: 04.22.2024

School Entry Security Scope | Campbell Elementary School

1/16" = 1'-0"

Sterling Middle School			
Issue	Proposed Solution	Cost Range (low)	Cost Range (high)
Main Entry security: no view of entry from admin area and need a secure vestibule	Reconfigure entry vestibule and admin area.	\$ 303,600	\$ 379,500
Main Entry security: no view of entry from admin area and need a secure vestibule	Add security check in (Provided by district) Card readers, cameras, and phones.	\$ 50,000	\$ 62,500
Security Concern: No way to secure interior of school for lockdown events or after-hours events	Add double door and wall by restroom group.	\$ 28,200	\$ 35,250
Emergency exit concern: Exterior doors do not open or close easily. Heaving sidewalk and aging door frames	Replace (16) exterior doors, frames, and hardware.	\$ 64,000	\$ 80,000
Playground: location in front causes security risk	Add perimeter fence	\$ 30,000	\$ 37,500
Security Fence: Needs soccer field perimeter fence for safety and maintenance		\$ 85,000	\$ 106,250
Old Windows: windows rust and leaks on east side due to site drainage. Wind and snow get into building	(30) Classroom windows. Repair, remove rust, repair sealant, Paint.	\$ 30,000	\$ 37,500
Phase 1 items cost		\$ 590,800	\$ 738,500

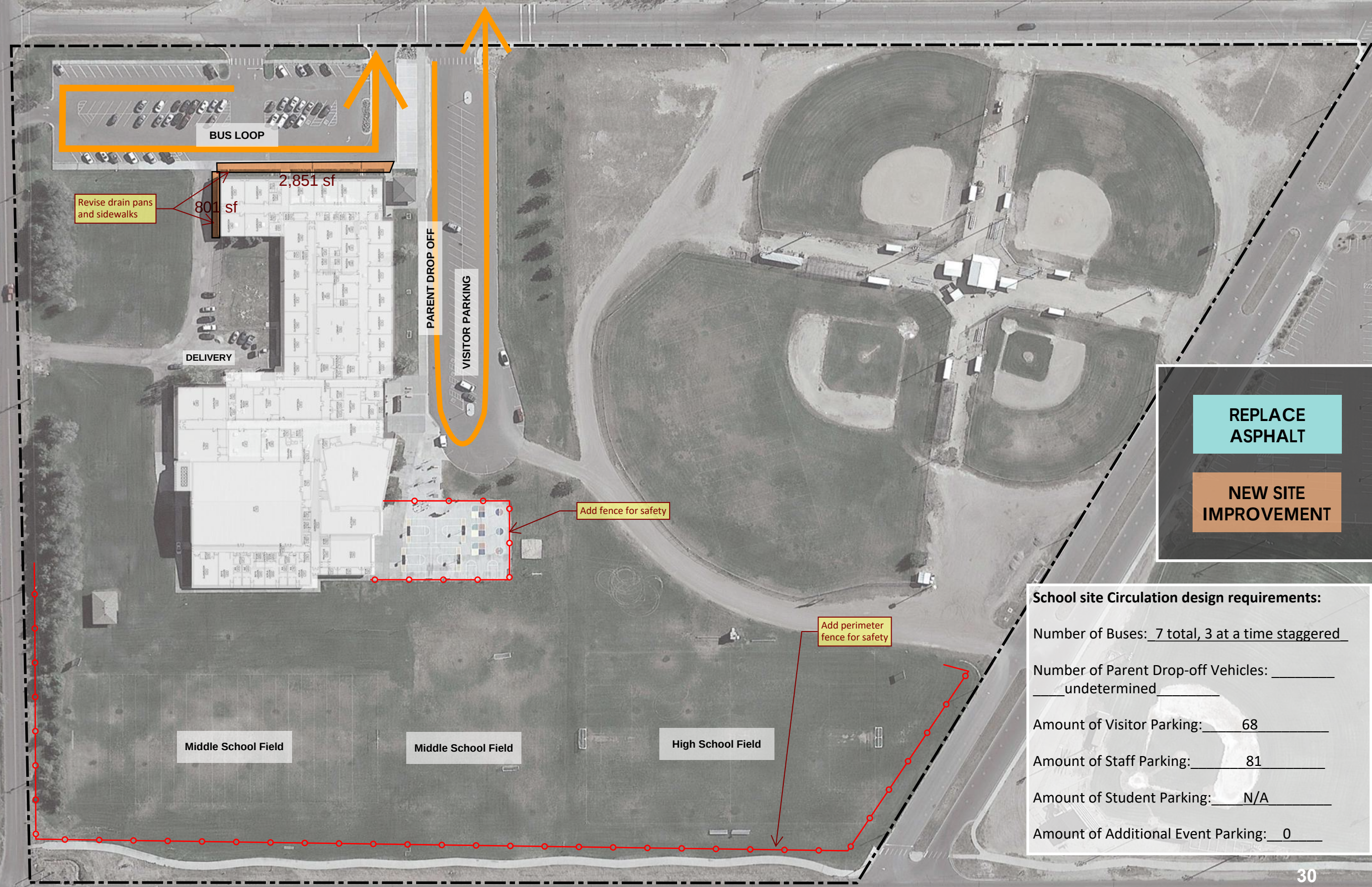
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STERLING MIDDLE SCHOOL PHASE 1 SITE SCOPE OF WORK

NEENAN
ARCHITSTRUCTION®

8/26/2024



REPLACE
ASPHALT

NEW SITE
IMPROVEMENT

School site Circulation design requirements:

Number of Buses: 7 total, 3 at a time staggered

Number of Parent Drop-off Vehicles: undetermined

Amount of Visitor Parking: 68

Amount of Staff Parking: 81

Amount of Student Parking: N/A

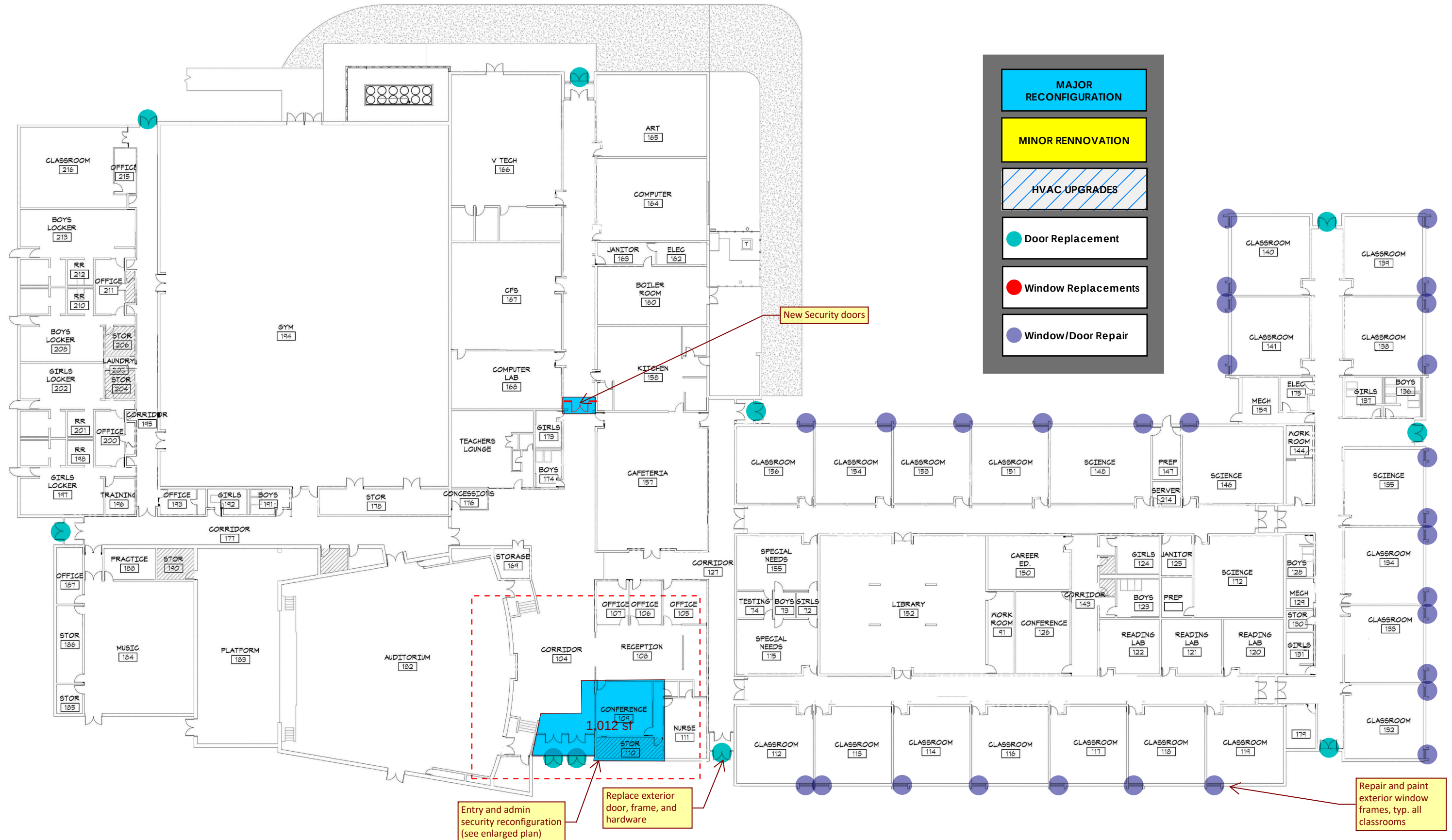
Amount of Additional Event Parking: 0

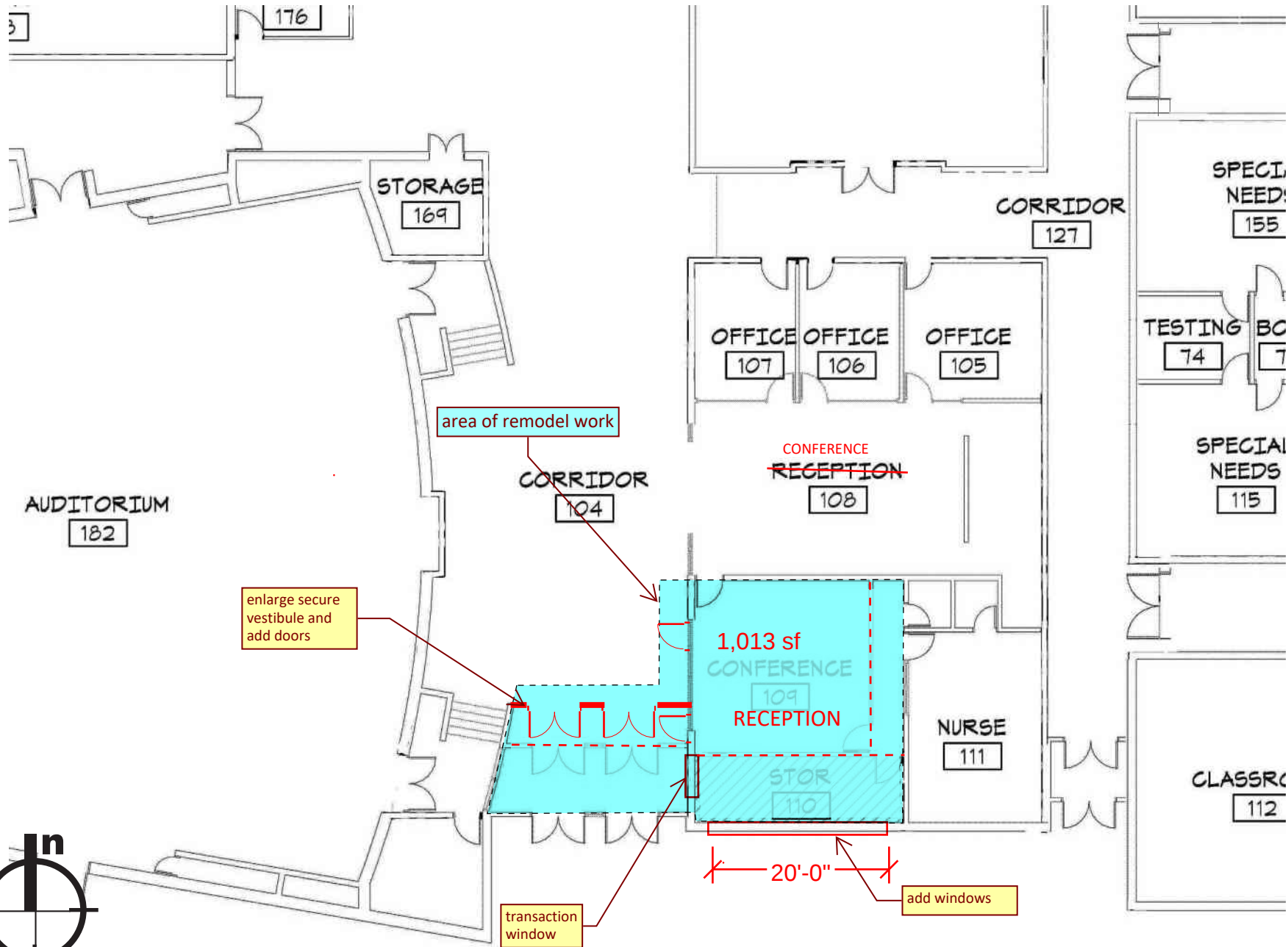


STERLING MIDDLE SCHOOL PHASE 1 FACILITY SCOPE OF WORK

NEENAN
ARCHITECTURE®

8/26/2024





date: 08.26.2024

School Entry Security Scope | Sterling Middle School

1/16" = 1'-0"

Sterling High School			
Issue	Proposed Solution	Cost Range (low)	Cost Range (high)
Main entry security: need check in improvements. limited view from admin	Reconfigure entry vestibule and admin area.	\$ 90,000	\$ 112,500
Main Entry security: no view of entry from admin area and need a secure vestibule	Add security check in (Provided by district) Card readers, cameras, and phones.	\$ 50,000	\$ 62,500
School Security: Number of exterior doors to supervise creates security risk. West lobby of tiger den doesn't latch	Alarm exterior doors.	\$ 60,000	\$ 75,000
Site Safety: Drop off and vehicle circulation, dangerous for pedestrians	Re-route drop off. Revise traffic pattern to avoid pedestrian crossing. Add raised crosswalk. Add signage.	\$ 156,000	\$ 195,000
Site Safety: Inadequate site lighting, low visibility	Add site lights. Need to understand locations.	\$ 200,000	\$ 250,000
Ag shop lacking code required safety features (eye wash/shower, hand sink, dust collection system)	Update Ag Shop items.	\$ 1,000,000	\$ 1,250,000
Visitor bleachers: at field are in disrepair, are unsafe, and needs replacing	Replace with aluminum bleachers.	\$ 300,000	\$ 375,000
Heating and Cooling: West wing issues. Winter issues.	District is replacing and or upgrading controls district wide. Need to see results of that before HVAC work is considered. This budget is to replace the HVAC system in the Classroom areas of the "West Wing" only.	\$ 2,575,500	\$ 3,219,375
Educational equipment: Vo/Tech needs equipment upgrades for safety and relevancy for CTE	Actual educational equipment - FFE items.	\$ 250,000	\$ 312,500
Exterior asphalt: in disrepair and needs replaced	Mill and 2" overlay at all asphalt. Add option for full depth.	\$ 1,007,550	\$ 1,778,444
West wing building: Miscellaneous HVAC, controls, plumbing, and electrical issues.	Include in annual maintenance budget.		
Kitchen equipment and hoods need upgrade	Central kitchen would go here.	\$ 400,000	\$ 500,000
Restroom Condition: 1970s fixtures need replaced, green restroom tile difficult to clean and maintain	Replace finishes and fixtures.	\$ 255,000	\$ 318,750
Plumbing: plumbing backs up frequently	Mike is doing ongoing maintenance. Sewer line needs replaced. Some under floor, some outside. In tunnels under building.		\$ -
Locker room condition: boys Locker room needs update, fixtures, plumbing, remove gang shower	Need finishes in original building. Girls lockers are OK.	\$ 451,000	\$ 563,750
Flooring in west wing second floor in disrepair	Complete replacement of flooring at approximately 12,500 SF	\$ 375,000	\$ 468,750
Stairwell stairs, treads, railings need upgrade	Complete replacement of flooring at approximately 1,100 SF	\$ 55,000	\$ 68,750

Phase 1 items cost \$ 7,225,050 \$ 9,550,319



STERLING HIGH SCHOOL PHASE 1 SITE SCOPE OF WORK

NEENAN
ARCHITECTURE®

8/26/2024

School site Circulation design requirements:

Number of Buses: 7 total, 3 at a time staggered

Number of Parent Drop-off Vehicles: undetermined

Amount of Visitor Parking: 8

Amount of Staff Parking: 106

Amount of Student Parking: 243

Amount of Additional Event Parking: 158

Replace visitor
bleachers

1,758 sf

Add raised crosswalks

1,074 sf

1,074 sf

1,074 sf

615 sf

DELIVERY

Student Drop-Off

25,197 sf
Staff Parking

Bus Drop-Off

Student Parking

2,633 sf

13,349 sf

141,510 sf

Replace and
add parking lot
site lighting

Reconfigurations to drop off
and parking area:
- Provide raised pedestrian
crosswalk
- Reconfigure traffic flow to
remove 2 way street in front of
school. (multiple possibilities)
- Modify entries to One Way
in/out
- Reconfigure parking striping

REPLACE
ASPHALT

NEW SITE
IMPROVEMENT

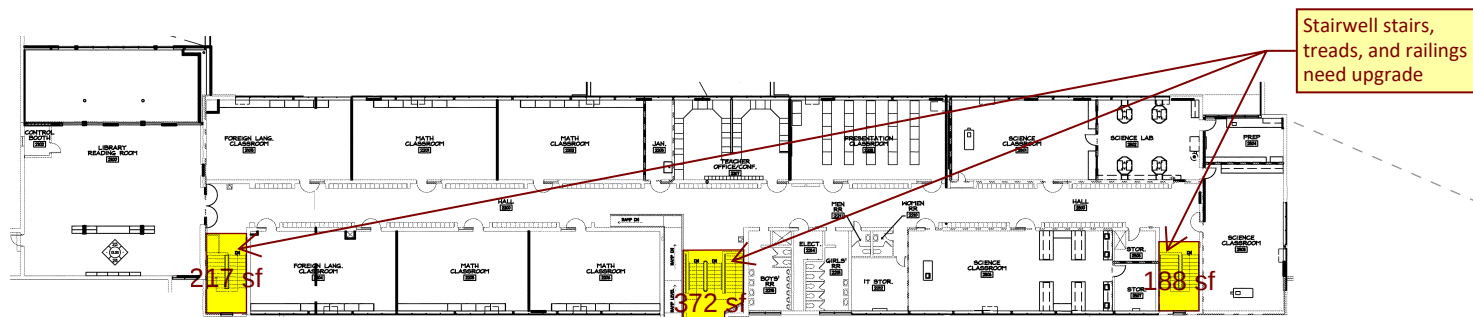
REPLACE
FEATURE



STERLING HIGH SCHOOL PHASE 1 FACILITY SCOPE OF WORK

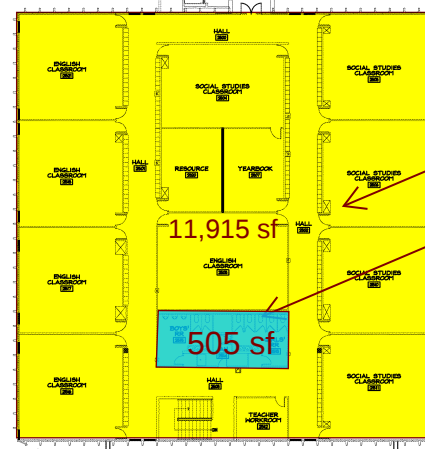
NEENAN
ARCHITSTRUCTION®

8/26/2024



SECOND FLOOR

- MAJOR RECONFIGURATION
- MINOR RENNOVATION
- HVAC UPGRADES
- Door Replacement
- Window Replacements
- Window/Door Repair



New flooring throughout

New restroom finishes and fixtures

CTE safety infrastructure and equipment

Entry security reconfiguration (see enlarged plan)

Kitchen equipment and hoods upgrade

New finishes and fixtures

AC in Gym

Locker room new finishes and fixtures

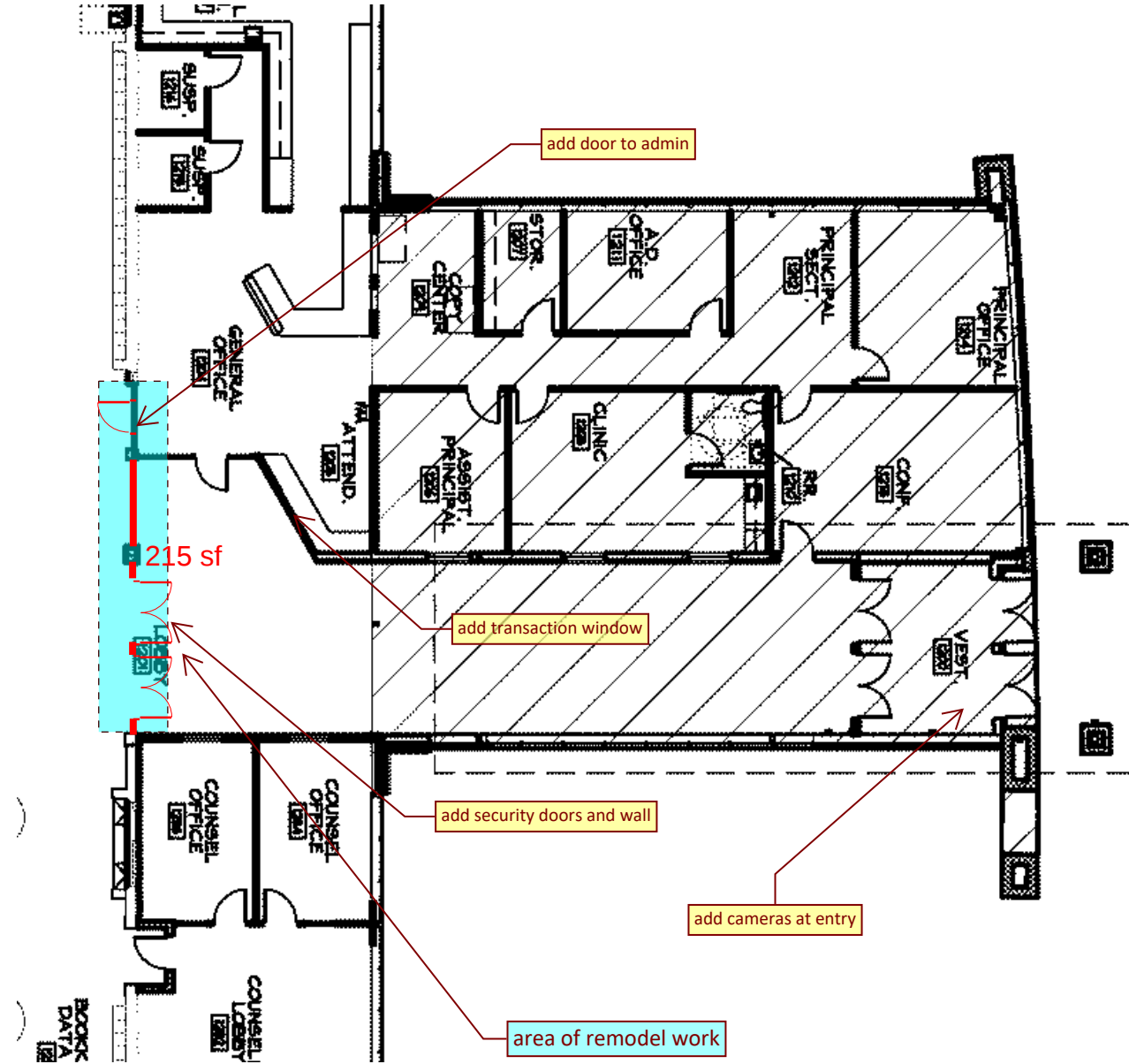
Exterior door and hardware replacement

Replace HVAC west wing

New finishes and fixtures

CTE safety infrastructure and equipment

FIRST FLOOR



date: 04.22.2024

1/16" = 1'-0"

Caliche PK-12			
Issue	Proposed Solution	Cost Range (low)	Cost Range (high)
Main Entries Security: no secure entry vestibule, no access direct to administration, visitors have open access to school	Reconfigure Elementary entry vestibule and admin area.	\$ 715,200	\$ 894,000
Main Entry security: no view of entry from admin area and need a secure vestibule	Add security check in (Provided by district) Card readers, cameras, and phones.	\$ 50,000	\$ 62,500
Main Entries Security: no secure entry vestibule, no access direct to administration, visitors have open access to school	Reconfigure MS/HS entry vestibule and admin area.	\$ 1,167,300	\$ 1,459,125
Exterior security: multiple exterior doors and glass walkway between schools is a security risk.	Determine solution for security concern at this location.	\$ 50,000	\$ 62,500
Drop off safety: Busses, parents and students in one area. Pedestrian safety risk	This can be addressed with signage and striping	\$ 20,000	\$ 25,000
Safety and Site Lighting: lack of site lighting is dangerous at night - at drop off, parking, and around building.	Add parking lot lighting.	\$ 250,000	\$ 312,500
Ag shop lacking code required safety features (eye wash/shower, hand sink, dust collection system)	Update Ag Shop items.	\$ 1,000,000	\$ 1,250,000
Football stands are old and unsafe, lighting and concessions need replaced	Lighting has been completed. Budget is for replacement of home side bleachers only.	\$ 300,000	\$ 375,000
Classroom size restricts flexibility when more than 20 students per grade.	Included in entry remodel scope.		
(1) additional HS classroom needed for foreign language and other electives	Included in entry remodel scope.		
Heating and Cooling: boilers go down every 2-3 weeks. cold in rooms. Poor Classroom environment: difficult to control temperature	District is replacing and or upgrading controls district wide. Need to see results of that before HVAC work is considered. This budget is for entire building HVAC replacement minus the gym.	\$ 6,970,000	\$ 8,712,500
Accessibility issues inside building ADA Compliance	Stage and music room.		
Exterior asphalt in disrepair and needs replaced	Mill and 2" overlay all asphalt. Option for full depth.	\$ 697,688	\$ 1,463,207
Stormwater runoff erosion behind school	Would be solved with re-paving item above		\$ -

Phase 1 items cost \$ 11,220,188 \$ 14,616,332

CALICHE PK - 12

PHASE 1 SITE SCOPE OF WORK

NEENAN
ARCHITSTRUCTION®

8/26/2024

0' 60' 120' 240'



School site Circulation design requirements:

Number of Buses: 3

Number of Parent Drop-off Vehicles: 100

Amount of Visitor Parking: 15

Amount of Staff Parking: 45

Amount of Student Parking: 120

Amount of Additional Event Parking: 100

Asphalt paving to address site erosion issues on NE corner of school

DELIVERY

37,127 sf

DELIVERY

DELIVERY

26,142 sf

4,910 sf

5,503 sf

Replace football stands

1,650 sf

Replace playground paving

Asphalt paving for deliveries and emergency vehicle access

BUS DROP OFF

STUDENT, STAFF, AND VISITOR PARKING

HIGH SCHOOL ENTRY

111,422 sf

ELEMENTARY ENTRY

PARENT DROP OFF

New site lighting

Re-pave drop off and parking

new signage and striping for drop off configuration

REPLACE ASPHALT

NEW SITE IMPROVEMENT

REPLACE FEATURE

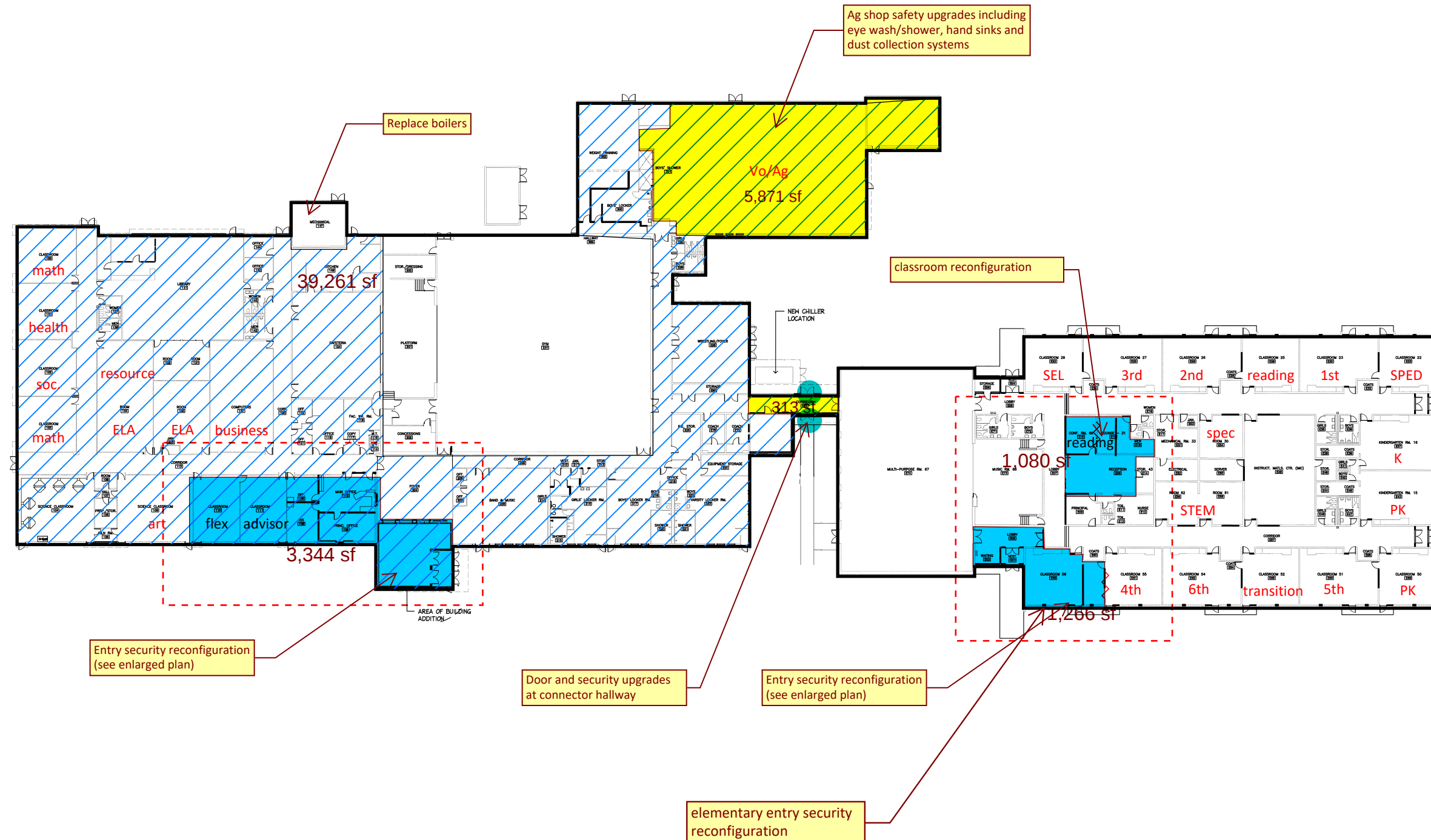


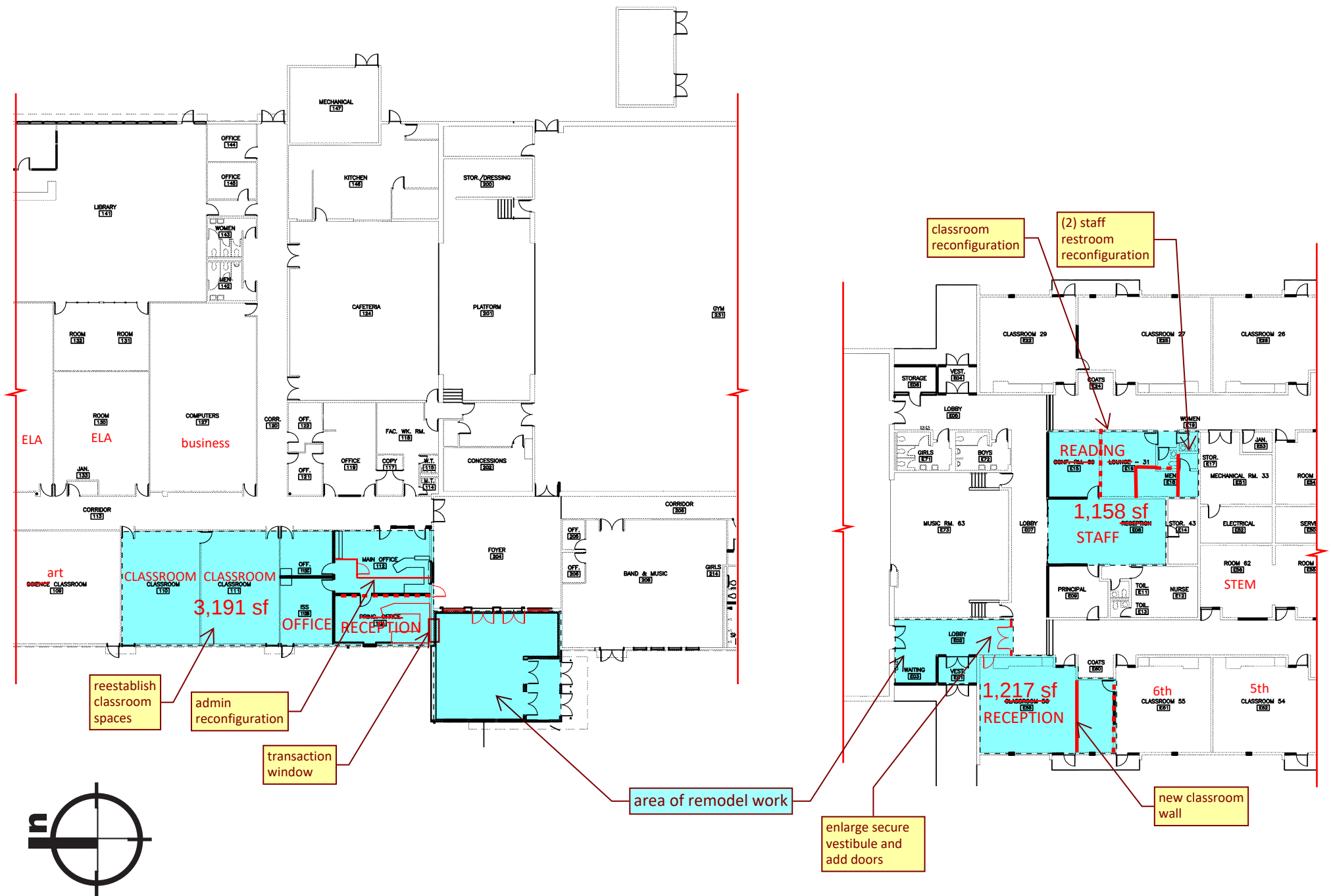
CALICHE PK - 12

PHASE 1 FACILITY SCOPE OF WORK

NEENAN
ARCHITECTURE®

8/26/2024





date: 08.26.2024

1/32" = 1'

School Entry Security Scope | Caliche Schools



D | Questions/Discussion

date: 08.26.2024

RE-1 Valley School District Financial Opportunities

example calculator:

BEST Grant

School district match requirement:

48%

* Applications due first week of February each year. Awards announced mid May.

* priority is given to safety, security, and health issues

* Very competitive. In '24-25 cycle, there were \$620,000,000 in requests and only \$120,000,000 available for award.

* Trending to favor smaller grants. In '24-25 cycle, there was only one grant over \$12M awarded, most grants were under \$6M

example:

\$ 36,600,200.00

Total Project Request

=

\$ 17,568,096.00

Required match by school district

\$19,032,104.00

BEST Grant amount

Other Grants

GoCO grants:

Energy grants:

Other grants:

* Shared Outdoor or community spaces, requires a Community entity to lead the application

* Need to research current grant opportunities

* various smaller opportunities for specific scopes of work: Mechanical, IT, CTE

District Capital Reserve

\$ 450,000.00

Current District Capital Reserve Amount June, 2024

\$ 153,000.00

Annual Allocation to Capital Reserve

Local Bond

Bonding Capacity:

Current Debt:

Remaining Capacity:

\$ 47,013,149.00

\$ 7,194,959.60

\$ 39,818,189.40

* The Total Bonding Capacity is based on the Total Assessed Value from annual reported dated May 22, 2024

Bank Loan

Annual Interest rate:

Loan Term (years)

5%

20

example:

\$ 36,600,200.00

Total Project Request

\$ 17,568,096.00

School District Bond

\$ 19,032,104.00

Loan Request

\$125,603.46

Monthly Payment

\$1,507,241.55

Annual Payment

\$30,144,831.03

Total Repayment

* Example only. Loan terms and rates need to be negotiated by the district with an actual bank.

\$ 36,600,200.00

Total Project Budget

-

\$ 15,000,000.00

BEST Grant Request Target

\$ 13,846,153.85

Min. required by school district

\$ 28,846,153.85

BEST Total Application Target

=

\$ 21,600,200.00

Remaining Funding Required

-

\$ 500,000.00

Other Grant Request Target

=

\$ 21,100,200.00

Remaining Funding Required

-

\$ 200,000.00

Capital Reserve Contribution

=

\$ 20,900,200.00

Remaining Funding Required

-

\$ -

Bond Amount

=

\$ 20,900,200.00

Remaining Funding Required

-

\$ 20,900,200.00

Loan Request

\$1,655,184.83

Annual Payment

\$33,103,696.66

Total Repayment

=

\$ -

Remaining Funding Required

■ ■ ■

the neenan company

42



RE-1 VALLEY

SCHOOL DISTRICT

MASTER PLAN

09/03/2023

Dr. Martin Foster
RE-1 Valley School District
301 Hagen Street
Sterling, CO 80751

Dr. Foster,

We are pleased to offer BEST Grant support services for your school district.

Fee:

Pre-Grant, Master Plan Update Services: See previous Agreement.

BEST Grant Application Support Services: \$19,400

Statement of Work: The Neenan Company will provide all services associated with the current scope of services to update the Master Plan and all services to support a BEST Grant Application in May 2025. Please refer to Exhibit A included.

Number of hours:

BEST Grant Support

- 80 hrs. design staff
- 60 hrs. preconstruction staff
- 3 in-person trips

Anticipated Reimbursables: All reimbursables are included within the lump sum fee. There will be no additional charges for reimbursables. These include travel and printing.

Schedule:

- Pre-Grant Services to begin September.
- BEST Grant Support services to begin November 4 for a February submission. Support services will be complete at the May 2024 CCAB Grant Selection Meeting.

Sincerely,



David Kurtz
Sr. Architect

Exhibit A – Scope of Services

NEENAN will provide professional design and preconstruction services related to supporting Client's efforts in to support a BEST Grant application for all applicable school district facilities in the RE-1 Valley School District area,

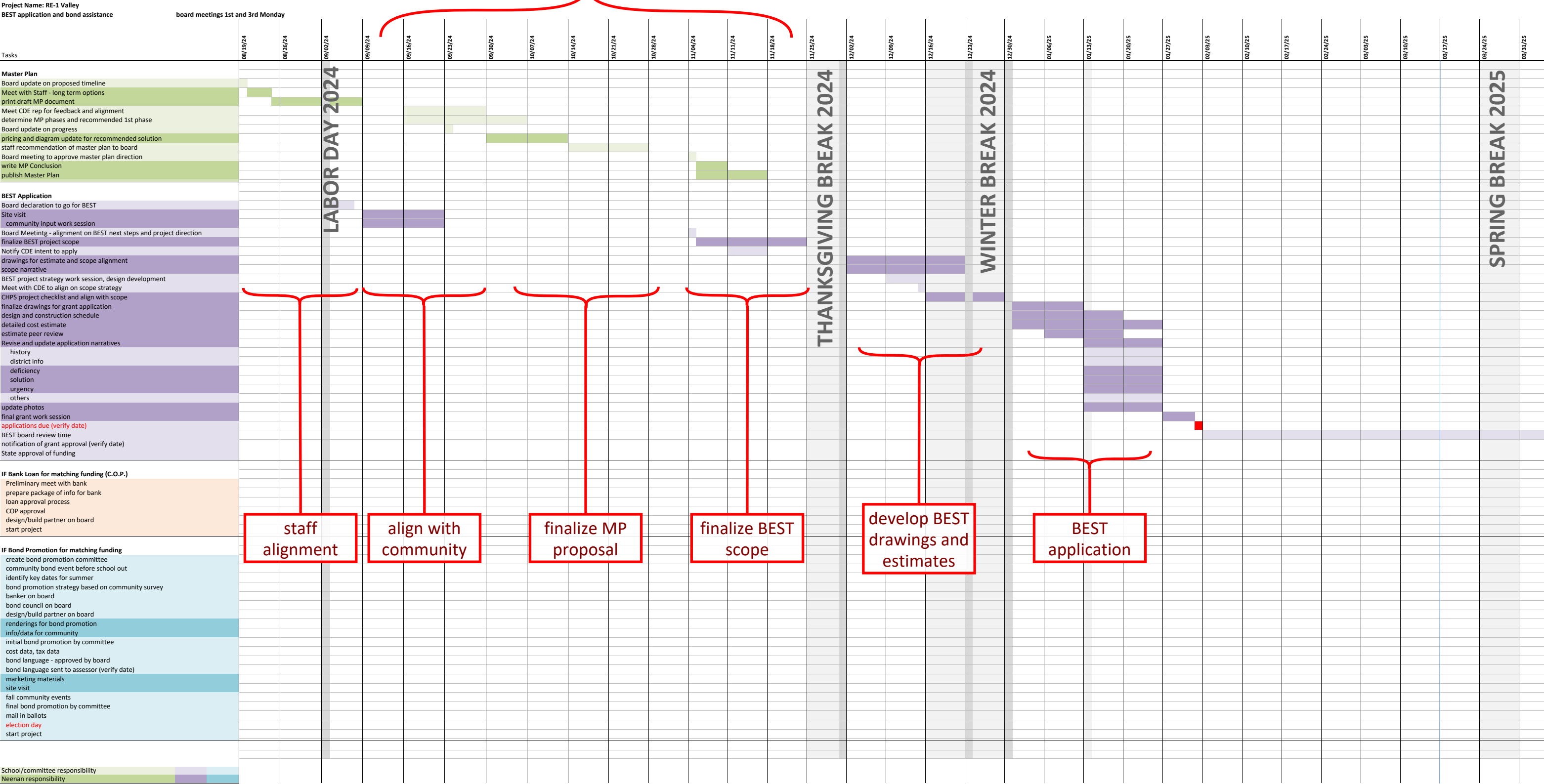
Services related to a Community Engagement Session (Pre-Grant Services)

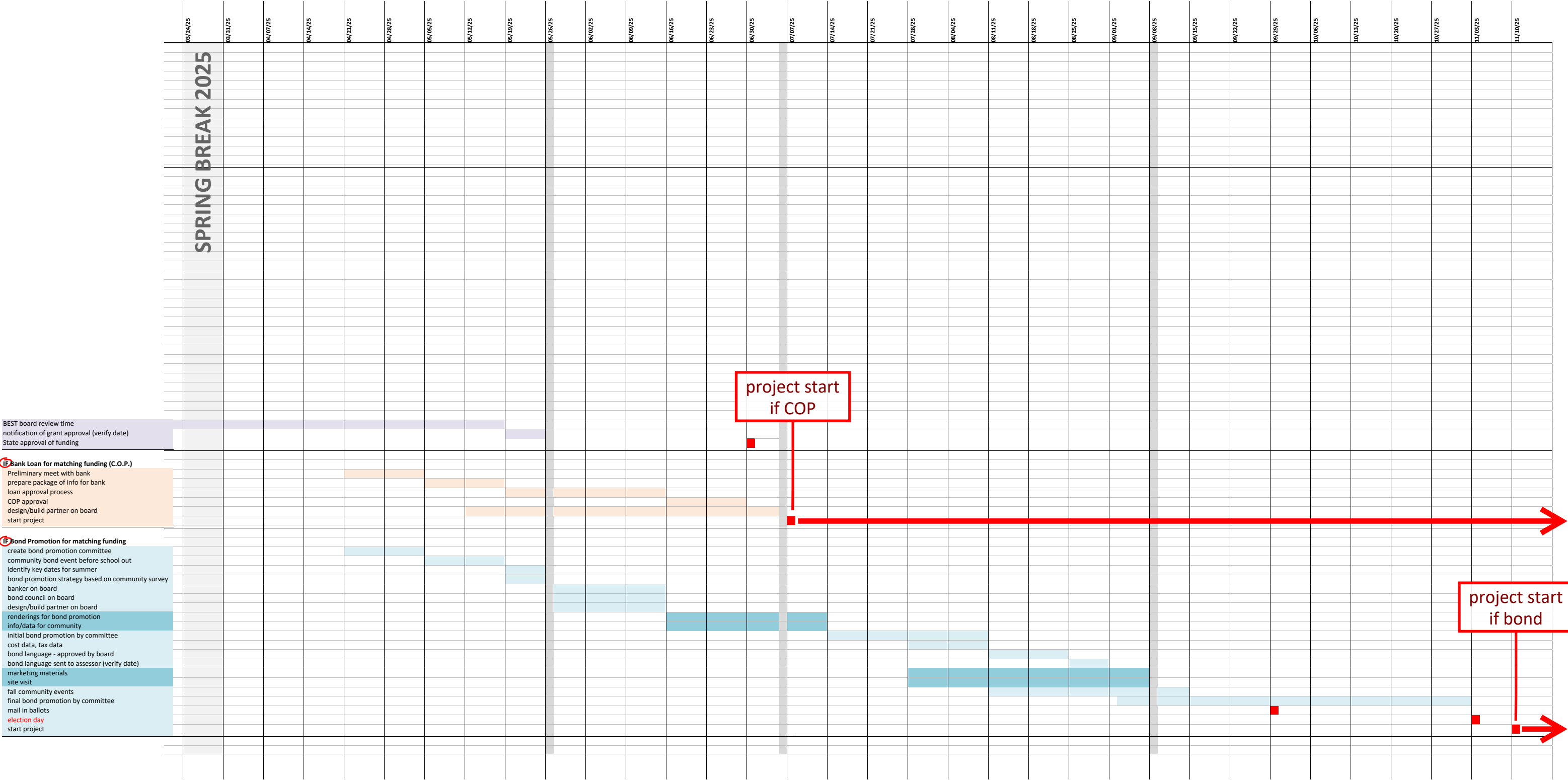
1. Prepare for and facilitate collaborate design process (CDP) meeting with staff, students, community members and key stakeholders.
 - a. Overview of the day includes, but limited too:
 - i. Declare Goals of the Day
 - ii. Review of project Context – listening and sharing review of the Master Plan
 - iii. Establish Conditions of Satisfaction (COS)
 - iv. Design Work Sessions & Check Ins
 1. A series of small group detailed work sessions and whole group check ins to develop designs or solutions toward the goal of the day.
 - v. Conclusion and declaration of next steps.
2. Update schematic pricing to verify alignment with BEST application.
3. Share outcome of CDP with school leadership via virtual meeting.
4. Provide digital copy of CDP outcome and incorporate into the district master plan document.
5. Answer questions along the process to facilitate a school board approval of the scope to proceed.
6. Includes one full day site visit for (3) Neenan staff members.

Services related to BEST Grant Application

1. Provide coaching/ support of District's meetings with CDE Capital Construction Representatives.
2. Provide proposed design solution drawings.
 - a. Site plans.
 - b. Floor plans.
3. Develop and provide required LEED or CHPS checklist.
4. Draft narrative for "conformity to CDE Construction Guidelines."
5. Develop and provide detailed project cost budget in CDE required format to include the following:
 - a. Design/ engineering fees.
 - b. Building construction costs.
 - c. Permits/ planning fees.
 - d. Utility costs.
 - e. Survey & soils report costs.
 - f. Material & third parting testing fees.
 - g. Demolition/ environmental abatement costs.
 - h. Furniture, Fixtures & Equipment costs.
 - i. Building systems infrastructure costs.
 - j. Construction contingency/ cost escalation.
 - c. Develop and provide detailed project scope narrative.
6. Develop and provide detailed design & construction schedule.
7. Attend meeting with District staff and CDE Capital Construction Department representative to review proposed project.
8. Provide review and coaching on District drafted narratives for application.
9. Facilitate work session to compile and coordinate application information for early Feb. 2025 submittal.
10. Assist with revisions and resubmittal of BEST Grant documents per CDE staff feedback, through CDE digital portal, March 2025
11. Support/ coach District staff in completing online BEST application and attend CCAB review meeting, May 2025.
12. Exclusion: State Facility Assessment FCI Score Adjustment application through CDE.

decisions for BEST application influence the final master plan document





**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA DISCUSSION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion X Action _____

STATEMENT OF ISSUE: 6.04 Bus Driver Recruitment: Tuition Assistance

SUMMARY OF ISSUE:

In an effort to recruit Bus Drivers, Dr. Foster will present finalized Bus Driver tuition assistance information to the Board for approval later in the meeting.

RECOMMENDATION FOR MOTION:

Discussion Only -No motion is necessary at this time. A vote will be taken later in the meeting under Action Items.

TUITION PAYMENT AND REIMBURSEMENT AGREEMENT FOR CDL TRAINING AND LICENSURE

This Tuition and Payment Reimbursement Agreement (“Agreement”) is made and entered into on _____, 20__, to be effective as of _____, 20__, (“Effective Date”) by and between RE-1 Valley School District (“District”), acting through its Board of Education (“Board”), and _____ (“Employee”).

Recitals

WHEREAS, the District has a desire to financially assist employees who commit to employment with the District and desire to improve their professional education and development; and

WHEREAS, the District has a continuing need for drivers who hold a commercial driver license (“CDL”) with the requisite endorsement(s) to operate a school bus; and

WHEREAS, Employee has a desire to participate in an approved driver training program and meet the requirements necessary to obtain a CDL with the requisite endorsement(s) to operate a school bus.

WHEREAS, the parties acknowledge that the CDL training and license are not part of the District’s normal, on-the-job training.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants set forth herein, the District and Employee agree as follows:

1. Tuition Assistance

1.1. Payment of Expenses. The District agrees to pay, subject to the conditions in this Agreement, the tuition charged for Employee’s enrollment in a Federal Motor Carrier Safety Administration-approved driver training program and receipt of an appropriate license, certification, or endorsement, not to exceed \$6,000 (the “Tuition”).

1.2. Direct Payments to Program. The District will make such Tuition payment(s) directly to the provider of the program, contingent upon Employee’s continued employment with District as provided herein.

1.3. Excess Costs. Employee agrees to pay the balance of the Tuition and all other costs and fees in excess of \$6,000 associated with Employee’s completion of the program and receipt of the appropriate license, certification, or endorsement.

2. Employee Obligation. Employee agrees to participate in and pursue the professional program to the best of their ability and to use reasonable efforts to complete the training

program, earning all appropriate and applicable licenses, certificates, or endorsements. Employee agrees to take all additional action necessary to obtain all appropriate and applicable licenses, certifications, and endorsements, including but not limited to obtaining a current Department of Transportation medical card and paying applicable fees not included with Tuition. Employee will enroll in, diligently perform all coursework required for, and complete the program.

3. **Commitment to Remain with the District.** Employee recognizes that the District is incurring a considerable expense in providing Employee this opportunity to obtain a license, certification, or endorsement in order to improve Employee's professional education and development and that such a license and certification is beneficial to the Employee's position within the District. In consideration of the District's payment of the Tuition amount stated in paragraph 1.1, Employee agrees that Employee shall remain with the District for at least two (2) years after the day Employee obtains a CDL with the requisite endorsements to operate a school bus.

4. **Reimbursement of Tuition**

- 4.1. **Reimbursement Conditions.** Employee agrees to reimburse the District for all of the Tuition payments made by the District in the event any of the following events occur:

- a. If Employee's employment is terminated, for any reason, whether by the District, by the Employee unilaterally, or by retirement prior to the expiration of the two (2) year commitment set forth in Section 3 above; or
- b. If, at any time while being enrolled or after having been enrolled in the license, certification, or endorsement program, Employee fails to successfully complete the program with the diligence necessary to receive the license, certification, or endorsement. Employee's duty to repay the Tuition to the District exists regardless of whether Employee actually obtains a CDL.

- 4.2 **Proportional Reduction.** The total amount the Employee is obligated to reimburse to the District shall be reduced proportionately based on the number of months that have passed since the completion of the training.

- 4.3 **Deduction Authorization.** In the event that the District is entitled to reimbursement from Employee pursuant to this Agreement, Employee agrees that the District, at its sole option, may make deductions from the outstanding compensation or wages due to Employee from District to recover the amount owed to District.

5. **No Guarantee of Continued Employment.** Nothing in this Agreement constitutes a commitment or guarantee on the part of the District to continue to provide employment to Employee for any specific period of time or duration. This Agreement supplements, but does not supersede, the Assignment and related policies (collectively, "Employment Documents") between the District and Employee and all rights, duties, remedies, and obligations of the parties under the Employment Documents remain in effect.

6. Notices. Any notice required or permitted to be given under this Agreement shall be in writing, and may be given by personal delivery, email, or by mail. Notice shall be deemed given upon actual receipt in the case of personal delivery or email, or within two (2) business days of mailing. Notices shall be sent to the addresses listed on the signature page of this Agreement.

7. Enforcement of Agreement

7.1. Attorney Fees. If the District is not reimbursed in full by Employee at any time when due, the District may pursue legal action to recover the unpaid amount, together with reasonable attorneys' fees, costs, and expenses incurred in recovering the same.

7.2. Governing Law, Jurisdiction, and Venue. This Agreement is made in and shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for any action to enforce or interpret this Agreement shall be proper in a court of competent jurisdiction in Logan County, Colorado.

8. General Provisions

8.1. No Waiver. The waiver or failure of either party to exercise, in any respect, any right provided in this Agreement shall not be deemed a waiver of any other right or remedy to which the party may be entitled.

8.2. Indemnity and Hold Harmless. Employee hereby indemnifies and holds harmless the District from and against any and all suits, claims, actions, damages, and other losses which Employee suffers or incurs as a result of any governmental taxing authority assessing the payment or reimbursement of the tuition payments as a benefit to Employee.

8.3. Amendments. The terms and conditions set forth in this Agreement constitute the entire agreement between the District and Employee with respect to the subject matter of this Agreement. This Agreement can only be amended upon a signed written agreement by both parties.

8.4. Severability. If any provision of this Agreement is ruled to be invalid, unenforceable, or illegal, then this Agreement, including all of the remaining provisions, will remain in full force and effect as if such invalid, unenforceable, or illegal provision had never been included.

8.5. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns. The District may assign any right or interest arising under this Agreement to any third party. This Agreement is not assignable by Employee.

8.6. Copies. Employee may request an additional copy of this Agreement once each calendar year. Employer may, but is not required to, provide Employee with an additional copy of this Agreement more than once during a calendar year.

9. Receipt of Notice of Restrictive Covenant

9.1 Receipt of Notice. By execution of this Agreement, Employee confirms that Employee has received and signed a Notice of Restrictive Covenant at least fourteen (14) days prior to Employee's execution of this Agreement, and that such notice was in a language used to commonly communicate with Employee about Employee's performance.

[THIS SPACE INTENTIONALLY LEFT BLANK – SIGNATURES FOLLOW]

Signed: The ____ day of _____, 20____.

RE-1 VALLEY SCHOOL DISTRICT

By: _____
Superintendent of Schools

Address: _____

Email: _____

Signed: The ____ day of _____, 20____.

EMPLOYEE

By: _____

Address: _____

Email: _____

4892-7734-5494, v. 1

**NOTICE OF RESTRICTIVE COVENANT
IN TUITION PAYMENT AND REIMBURSEMENT AGREEMENT
FOR CDL TRAINING AND LICENSURE**

This Notice of Restrictive Covenant in Tuition Payment and Reimbursement Agreement for CDL Training and Licensure (“Notice”) is given by RE-1 Valley School District (“Employer”) to _____ (“Employee”).

Employer is hereby providing Employee notice that the Tuition Payment and Reimbursement Agreement for CDL Training and Licensure (“Agreement”) contains a restrictive covenant that could restrict Employee’s options for subsequent employment following Employee’s separation from Employer. The Agreement contains an obligation on Employee’s part to reimburse Employer for certain costs and expenses if Employee loses employment status within two (2) years of Employer paying for the specialized training. Such obligations, including those as set forth in Section 2 of the Agreement, could be considered to be a restrictive covenant.

A copy of the Agreement is attached hereto as Exhibit “A” and is being provided contemporaneously with this Notice.

The Parties agree that the language of this Notice is in a language used to commonly communicate with Employee about Employee’s performance.

The Parties agree and acknowledge that this Notice and a copy of the Agreement are being provided to the Employee at least fourteen (14) days prior to the effective date of the Agreement or the effective date of any additional compensation or change in the terms or conditions of employment that provide consideration for the covenant.

Date:

_____, 202____.

Employee Signature:

EXHIBIT A

[attach a copy of the Reimbursement Agreement here]

**NOTICE OF RESTRICTIVE COVENANT
IN TUITION PAYMENT AND REIMBURSEMENT AGREEMENT
FOR CDL TRAINING AND LICENSURE**

This Notice of Restrictive Covenant in Tuition Payment and Reimbursement Agreement for CDL Training and Licensure (“Notice”) is given by RE-1 Valley School District (the “District”) to _____ (“Potential Employee”).

The District is hereby providing Potential Employee with notice that the Tuition Payment and Reimbursement Agreement for CDL Training and Licensure (“Agreement”), which is used by the District in relation to providing support to its employees with regards to CDL training and licensing expenses, contains a restrictive covenant that could restrict Potential Employee’s options for subsequent employment following their separation from the District should Potential Employee be hired and enter into the Agreement with the District in the future. The Agreement contains an obligation on the Potential Employee’s part to reimburse the District for certain costs and expenses if the Potential Employee loses employment status within two (2) years of the District paying for the specialized training. Such obligations, including those as set forth in Section 2 of the Agreement, could be considered to be a restrictive covenant.

A copy of the Agreement is attached hereto as Exhibit “A” and is being provided contemporaneously with this Notice.

The Parties agree that the language of this Notice is in a language used to commonly communicate with Potential Employee about Potential Employee’s performance.

The Parties agree and acknowledge that this Notice and a copy of the Agreement are being provided to Potential Employee before Potential Employee has accepted any offer of employment from the District. By providing this Notice, the District is not making or guaranteeing any current or future offer of employment but is putting Potential Employee on notice of the terms and conditions contained within the Agreement.

Date:

_____, 202____.

Employee Signature:

EXHIBIT A

[attach a copy of the Reimbursement Agreement here]

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA DISCUSSION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion X Action _____

STATEMENT OF ISSUE: 6.05 Bus Driver Pay Proposal

SUMMARY OF ISSUE:

To be competitive with neighboring Districts and attract Bus Drivers, Luke Janes, Chief Financial Officer, has updated the classified pay schedule to move them from Column D to Column G and substitute drivers from Late Step to Late Step.

RECOMMENDATION FOR MOTION:

Discussion Only -No motion is necessary at this time. A vote will be taken later in the meeting under Action Items.

Bus Driver Pay Comparison

District	Pay Per Hour	Activity Driver Pay
Thompson School District	\$25.05-\$40.79/hr route driver, \$25.70-\$41.85/hr lead driver	NA
Fort Morgan	25.00/hr base pay, updated 24-25 salary schedule unavailable.	NA
Weld County District 6	\$24.22-\$38.84/hr for 12 & 9-month drivers; \$22.98-\$36.84/hr drivers in training	NA
Weld County RE-5J	\$20.24-\$30.90/hr with CDL, \$18.29-\$27.92/hr without CDL	NA
RE-1 Valley	\$17.41-\$25.37/hr; plus longevity stipend	Employee's hourly rate

District	Daily Rate Pay	Activity Driver Pay
Brush	\$85-\$130 daily rate based on a 5-hour schedule; stipends for mileage.	\$17.00 per hour, per diem for meals when out of district
Deer Trail	\$72.21-\$91.57 daily rate	Activity Driver \$16.49-\$20.91 per hour

District	Pay Per Route	Activity Driver Pay
Haxtun School District	\$50 w/CDL, \$25 Non-CDL	\$35/hr with CDL, \$15/hr non-driving time
Peetz	\$35.40 short bus, \$45.90 regular bus, \$61.65 long bus	\$18.00/hr
Fleming	\$37 per route	NA

District	Salaried	Activity Driver Pay
Akron	\$13,545-\$17,120 based on experience years; 9-month employees; paid over 12 months	\$17.00/hr
Merino	\$12,300; 9-month employees; paid over 12 months	\$18 for Activity trips
Prairie School District	\$9,180-\$10,580, 9-month employees; Paid over 12 months	NA

*Data pulled from district websites 8/9/24

ate 8/ 4/2024



Level	A	B	C	D	E	F	G	H	I		Increments:	
1	\$16.39	\$16.56	\$16.79	\$17.71	\$19.09	\$20.47	\$21.85	\$23.23	\$24.61		A-B=	\$0.17
2	\$16.64	\$16.81	\$17.04	\$17.96	\$19.34	\$20.72	\$22.10	\$23.48	\$24.86		B-C=	\$0.23
3	\$16.89	\$17.07	\$17.30	\$18.22	\$19.60	\$20.98	\$22.36	\$23.74	\$25.12		C-D=	\$0.92
4	\$17.15	\$17.32	\$17.55	\$18.47	\$19.85	\$21.23	\$22.61	\$23.99	\$25.37		D-I=	\$1.38
5	\$17.40	\$17.57	\$17.80	\$18.72	\$20.10	\$21.48	\$22.86	\$24.24	\$25.62			
6	\$17.65	\$17.83	\$18.06	\$18.98	\$20.36	\$21.74	\$23.12	\$24.50	\$25.88		Level 1-6=	0.25
7	\$17.97	\$18.15	\$18.38	\$19.30	\$20.68	\$22.06	\$23.44	\$24.82	\$26.20		Level 7-11=	0.32
8	\$18.30	\$18.47	\$18.70	\$19.62	\$21.00	\$22.38	\$23.76	\$25.14	\$26.52		Level 12-16=	0.39
9	\$18.62	\$18.79	\$19.02	\$19.94	\$21.32	\$22.70	\$24.08	\$25.46	\$26.84		Level 17-21=	0.46
10	\$18.94	\$19.11	\$19.34	\$20.26	\$21.64	\$23.02	\$24.40	\$25.78	\$27.16		Level 22-26=	0.53
11	\$19.26	\$19.44	\$19.67	\$20.59	\$21.97	\$23.35	\$24.73	\$26.11	\$27.49		Level 27-31=	0.60
12	\$19.65	\$19.83	\$20.06	\$20.98	\$22.36	\$23.74	\$25.12	\$26.50	\$27.88		Level 32-35=	0.67
13	\$20.04	\$20.22	\$20.45	\$21.37	\$22.75	\$24.13	\$25.51	\$26.89	\$28.27			
14	\$20.44	\$20.61	\$20.84	\$21.76	\$23.14	\$24.52	\$25.90	\$27.28	\$28.66			
15	\$20.83	\$21.00	\$21.23	\$22.15	\$23.53	\$24.91	\$26.29	\$27.67	\$29.05			
16	\$21.22	\$21.39	\$21.62	\$22.54	\$23.92	\$25.30	\$26.68	\$28.06	\$29.44			
17	\$21.68	\$21.85	\$22.08	\$23.00	\$24.38	\$25.76	\$27.14	\$28.52	\$29.90			
18	\$22.14	\$22.31	\$22.54	\$23.46	\$24.84	\$26.22	\$27.60	\$28.98	\$30.36			
19	\$22.60	\$22.77	\$23.00	\$23.92	\$25.30	\$26.68	\$28.06	\$29.44	\$30.82			
20	\$23.06	\$23.23	\$23.46	\$24.38	\$25.76	\$27.14	\$28.52	\$29.90	\$31.28			
21	\$23.52	\$23.69	\$23.92	\$24.84	\$26.22	\$27.60	\$28.98	\$30.36	\$31.74			
22	\$24.05	\$24.22	\$24.45	\$25.37	\$26.75	\$28.13	\$29.51	\$30.89	\$32.27			
23	\$24.58	\$24.75	\$24.98	\$25.90	\$27.28	\$28.66	\$30.04	\$31.42	\$32.80			
24	\$25.10	\$25.28	\$25.51	\$26.43	\$27.81	\$29.19	\$30.57	\$31.95	\$33.33			
25	\$25.63	\$25.81	\$26.04	\$26.96	\$28.34	\$29.72	\$31.10	\$32.48	\$33.86			
26	\$26.16	\$26.34	\$26.57	\$27.49	\$28.87	\$30.25	\$31.63	\$33.01	\$34.39			
27	\$26.76	\$26.93	\$27.16	\$28.08	\$29.46	\$30.84	\$32.22	\$33.60	\$34.98			
28	\$27.36	\$27.53	\$27.76	\$28.68	\$30.06	\$31.44	\$32.82	\$34.20	\$35.58			
29	\$27.96	\$28.13	\$28.36	\$29.28	\$30.66	\$32.04	\$33.42	\$34.80	\$36.18			
30	\$28.55	\$28.73	\$28.96	\$29.88	\$31.26	\$32.64	\$34.02	\$35.40	\$36.78			
31	\$29.15	\$29.33	\$29.56	\$30.48	\$31.86	\$33.24	\$34.62	\$36.00	\$37.38			
32	\$29.82	\$29.99	\$30.22	\$31.14	\$32.52	\$33.90	\$35.28	\$36.66	\$38.04			
33	\$30.49	\$30.66	\$30.89	\$31.81	\$33.19	\$34.57	\$35.95	\$37.33	\$38.71			
34			\$31.56	\$32.48	\$33.86	\$35.24	\$36.62	\$38.00	\$39.38			
35			\$32.22	\$33.14	\$34.52	\$35.90	\$37.28	\$38.66	\$40.04			

Category	Begin	Sub Pay	LTS*	Position (examples)							
A	1			Sweeper, Summer Maintenance/Grounds							
A	4			Bus Monitor							
A	6			IT Assistant/Summer							
B	1	A-1		Food Service, Paraeducator, Maintenance Assistant							
B	8		+ .20	Vehicle Maint Asst.							
C	1			Custodian, Library Administrative Assistant, Teacher Assistant, Student Transport (Behavior)							
C	3			Hd. Cust.; Kitchen Mgr; Significant Support Needs Para, Sp.Lang. or Motor Para., COTA-non-licensed, Sign Lang. Interpreter, Translator/Interpreter							
D	1	A-1		Acct Intern, P-T Admin Asst/Admin Ctr., Grnds, Mechanic, SLPA, Health Assistant.(non-cert/lic.)							
E	1			Head. Grnds,Head Mech, Admin Asst, IT Support, Acct. Assist, Health Assist.(cert/lic.)							
F	1			Parent Liaison, Transition Svs Coach							
G	1-22	G-1		Transportation Drivers							
G	1	A-1	+ .20	Executive Asst to Supr/BOE; Admin Asst:Asst Supr, Student Services Admin Asst., Maint/Transp. Admin Asst., Admin Asst:Preschool Director							
H	1			Hearing Screening Assoc/Coor							
I	1			Payroll Accountant, Accountant, Accounts Payable, HR Specialist, Maintenance/Transportation Supervisor, Food Service Supervisor, Family Coor., Swap Coor., SPED Special Duty							
Homebound Tutor \$33.00/hour											
Special Education Paraeducator and Special Duty position placement determined by Special Education Director											
Educational increases given for completion of certificate/degree program in related area and with prior approval by Superintendent; documentation required by September 10											
Bus Fueling and other extra duties for Transportation - paid at employee's hourly rate											
Food Service cooks filling in for a manager will be paid at food service cook's hourly rate.											
*Long-Term Substitute: Paid after 12 consecutive days in same assignment; sub teachers in LTS para position paid at "B" sub teacher rate											
Drivers commuting ten or more miles per day to/from their buses in a privately owned vehicle will be reimbursed at the current rate per mile established by the Board of Education. Mileage must be verified and approved by Transportation Supervisor.				BUS DRIVER LONGEVITY PAY		PARAEDUCATOR LONGEVITY PAY					
				*Paid in the month of July		*Paid in the month of July					
				YEARS		AMOUNT		YEARS		AMOUNT	
				Two (2)		\$85		2 & 3		\$58	
				Three (3)		\$170		4		\$115	
				Four (4)		\$255		5 to 9		\$173	
				Five (5)		\$342		10 to 14		\$230	
				Six (6)		\$426		15+		\$288	
				Seven (7)		\$510					
				Eight (8)		\$602					
				Nine (9)		\$685					
				Ten (10)		\$773					
				Fifteen (15)		\$857					
				Base, increments, and columns are rounded to the nearest dollar.							

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA DISCUSSION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion X Action _____

STATEMENT OF ISSUE: 6.06 Frontline Time and Attendance Proposal

SUMMARY OF ISSUE:

Luke Janes, Chief Financial Officer, will present a proposal from Frontline for the addition of Time/Attendance and Frontline Central to current services.

Frontline Education already provides RE-1 Valley School District services for Absence Management, Recruiting, and Hiring. The additional components of Frontline’s Time/Attendance and Frontline Central will provide RE-1 Valley with a connected hub, allowing the District to share actionable data between all Frontline HCM solutions, manage employee information online, and streamline manual processes — all from one location.

RECOMMENDATION FOR MOTION:

Discussion Only -No motion is necessary at this time. A vote will be taken later in the meeting under Action Items.

Frontline's Time/Attendance and Frontline Central for RE-1 Valley School District

Frontline Education is already providing services for RE-1 Valley School District for Absence Management and Recruiting and Hiring. The additional components of Frontline's Time/Attendance and Frontline Central will provide RE-1 Valley with a connected hub allowing you to share actionable data between all your Frontline HCM solutions, enabling you to manage employee information online and streamline manual processes — all from one location.

Frontline's Time/Attendance will enable RE-1 Valley School District to:

- Consolidate all employee leave to be entered into one system (Absence Tune Up).
- Use an electronic time keeping system to keep tracking of the unique payroll rules for different employee groups, job classifications, locations, multiple jobs, etc.
- Manage pay rules for extra duties, overtime, dock, and gap time calculations.
- Save time and ensure payroll accuracy by eliminating manual reconciliation or duplicate data entry—absence requests automatically populate in timesheets.
- Gain visibility into where and when your employees are working.
- Stay compliant with FLSA, FMLA, the Affordable Care Act.
- Gain real time insight into your workforce with standard and custom reports.

Frontline Central will enable RE-1 Valley School District to:

- Transfer new hire data from Frontline Recruiting & Hiring to Frontline Central to initiate the electronic onboarding process and monitor progress.
- Automate the distribution, completion, and tracking of annual employee contract renewals.
- Manage and track employee credentials.
- Easily distribute and track receipts of all important policy notices and forms in the district.
- Provide employees secure access to their own profile to request forms, review their own records, and complete or update their own information whenever they need to
- Build customized forms and workflows or choose from a library of pre-designed options.

INVESTMENT SUMMARY

(Proposal pricing expires on 09/13/2024)

End User	Description	Start Date	End Date	Amount
Valley School District No. Re-1	Absence & Time Solution	10/31/2024	6/30/2025	\$6,756.93
Valley School District No. Re-1	Human Capital Management - Recruiting & Hiring Bundle	10/31/2024	6/30/2025	\$9,170.67
Valley School District No. Re-1	Absence & Time Solution	10/31/2024	6/30/2026	\$2,975.35
Valley School District No. Re-1	Frontline Implementation			\$11,051.30
	INITIAL TERM TOTAL			\$29,954.25

End User	Description	Start Date	End Date	Amount
Valley School District No. Re-1	Absence & Time Solution	7/01/2025	6/30/2026	\$10,149.30
Valley School District No. Re-1	Human Capital Management - Recruiting & Hiring Bundle	7/01/2025	6/30/2026	\$13,774.88
RECURRING TOTAL				\$23,924.18



Valley School District No. Re-1

08/19/2024

Prepared for:

Martin Foster

Valley School District No. Re-1

301 Hagen St, Sterling, Colorado, 80751

Martin Foster Superintendent
Valley School District No. Re-1
Sterling, Colorado

Dear Martin Foster:

Thank you for requesting a proposal and pricing for Absence & Time Solution, Frontline Central Solution, Recruiting & Hiring Solution.

Frontline Education is the leading provider of school administration software, empowering strategic K-12 leaders with the right tools, data and insights to proactively manage human capital, business operations and special education.

Frontline has a proven 20-year track record of supporting districts with secure, reliable software built exclusively for K12 districts. More than 12,000 educational organizations, including over 80,000 schools and millions of educators, administrators and support personnel from all over the United States partner with Frontline.

This proposal contains descriptions of the applications within Absence & Time Solution, Frontline Central Solution, Recruiting & Hiring Solution and investment estimates including: annual subscription fees, one-time implementation fees, and administrator training with related terms and conditions.

We look forward to partnering with you to implement Absence & Time Solution, Frontline Central Solution, Recruiting & Hiring Solution in support of your district's strategic initiatives.

Sincerely,

Stephanie Faerman

sfaerman@frontlineed.com

REVIEW OF RECRUITING & HIRING

With teacher shortages across the country, it's more important than ever for districts to quickly attract and hire the best candidates. Frontline Recruiting & Hiring enables districts to proactively recruit from the largest pool of K12 job-seeking candidates, attract more applicants, refine applicant pools with research-based assessments, and efficiently select and hire the best candidates, with tools to monitor and benchmark progress along the way.

REVIEW OF ABSENCE AND TIME

Frontline Absence & Time provides a unified solution for managing both absence and time, allowing districts to manage employee absences and quickly find qualified substitutes to support uninterrupted student learning, accurately track employee time to monitor labor costs and ensure compliance, gain real-time visibility into who is working in their schools, and benchmark employee absence data against national, state and regional KPIs.

Time & Attendance enables districts to effectively and accurately manage and report on employee time to improve accountability, save time, keep labor costs under control, gain real-time visibility into who is working in their schools and ensure compliance with labor laws.

REVIEW OF FRONTLINE CENTRAL

Frontline Central is an electronic employee records management system that enables districts to securely and efficiently manage employee information online and streamline time-consuming manual processes, such as new hire onboarding, employee contract renewals and distribution of policy notices. Districts can save time and improve efficiency with customized workflows, automated reminders and secure digital storage.

Frontline Central securely automates onboarding and day-to-day operational forms and allows you to efficiently manage annual contract renewals online. It provides permissions-based visibility to employee records so you can ensure forms are completed and approved on time, by the right people.

Why Choose Frontline Education?

3 STATS TO CHOOSE FROM:

10,000+
CLIENTS SERVED

OR

8,000+
SCHOOL DISTRICTS
SERVED

OR

60% OF
U.S. PUBLIC SCHOOL
DISTRICTS SERVED



OUR COMMITMENT



Purpose-Built
for K12



Award-Winning
Client Services



Industry-Leading
Security



Commitment to
Integrated Systems



Original K12
Research & Insights



Free Resources for
Education Leaders

AWARDS

EDTECH BREAKTHROUGH AWARDS

Education Administration Solution Provider of the Year 2019

ED TECH DIGEST

Cool Tool Award
5Lab 2021

SUPES' CHOICE

HR/Finance Finalist
HRMS 2021

NEWSWEEK

Best Business Tools - HR: Time Tracking Software 2019



Frontline Education

Implementation Services

Contents

Introduction	3
Project Governance	3
Project Planning.....	3
Governance Objectives	4
Project Governance Methodology	4
Risk & Issue Management.....	4
Project Team – Roles & Responsibilities	4
Frontline - Executive Sponsor.....	4
Frontline - Project Manager	4
Frontline - Implementation Consultants	5
Frontline – Strategic Consultants.....	5
Client - Executive Sponsor.....	5
Client - Project Manager	5
Client - Implementation Process Owners.....	6
Client - Functional and Subject Matter Experts.....	6
Client - System Administrator(s)	6
Client - IT Department.....	7
Scope of Work	7
Overall System Configuration	7
Project Timelines	9
Project Scope Changes - Change Orders	9
Steps to the Change Order Process: Project Scope Change Request Form	9
Assumptions.....	10
Completion Criteria	10

Introduction

Frontline Education offers a complete customer experience, with professional resources to collaborate with your project team during the implementation. Frontline uses a three-part method to provide a lasting solution that helps Clients achieve their strategic objectives.



Implementation: Frontline will collaborate with the Client leadership and project personnel to grasp the strategic objectives of the project. Client will apply Frontline proven methods for carrying out the solution whenever feasible.

Learning & Capability Building: Frontline provides a mixed learning approach for clients. By combining independent learning and interactive working sessions, Frontline has an effective way of making sure the successful enablement of Clients.

Change Enablement: With all changes, it is necessary to manage that change effectively within your organization. Frontline offers a Change Management plan for their Clients to successfully communicate, manage, and monitor the adoption of the Frontline system.

Project Governance

Project Planning

Frontline understands that effective project planning lays the foundation for a successful implementation and is vital to reducing risk. We develop detailed project plans for every implementation that establish objectives and outcomes with a clear schedule of deliverables for both Frontline and client stakeholders for each stage of the project.

Upon initiation of the project, Frontline will work with the Client project leaders and other key stakeholders to identify and document all key project components and project team members. As detailed below, various stakeholder and work groups will be established and will work collaboratively to refine and finalize project plans for each program component including all timelines and milestones.

Governance Objectives

A strong governance structure overlays roles and responsibilities to the project management plan, providing complete transparency regarding who will do what and when. Frontline has embedded procedures within our implementation methodology, so that defined controls alert the key stakeholders if problems arise or if scheduled targets are missed. Having this risk management capability, at the highest levels of the project, provides assurance that there is a system of checks and balances, and that the teams are meeting expectations.

Project Governance Methodology

Our team will provide ongoing monitor and control activities and deliverables for the duration of the project to keep the project on track. These activities provide a view into the health and progress of the project so that management can take effective, efficient, and timely actions when the project's performance deviates from the plan or when a proactive measure to manage risks is required.

Risk & Issue Management

The Risk and Issue Management Plan processes help to identify risks to the project, how those risks may be responded to and how mitigation plans can be outlined and controlled. Examples of risk include loss of a critical resource, technology changes, dependence on a third party, project sponsorship or management changes.

Project Team – Roles & Responsibilities

A strong Project Team will be integral to the successful management of this project. The team structure will align appropriate levels of Frontline managers and consultants to your management team and staff in a manner proven effective in other large-scale implementation projects.

Frontline's recommended team structure - outlined below - identifies the type of personnel that are commonly involved with the project. It should be anticipated that other personnel will be involved based on the client organizational structure and on an ad-hoc basis to provide specific insights, knowledge or support as the project moves through its different phases.

Frontline - Executive Sponsor

The Client will be assigned an Executive Sponsor – from the Frontline executive leadership team – to liaise with your senior leadership, act as project champion, and drive overall success of the program.

The Executive Sponsor will provide focus and oversight to the project while building the executive relationship between Client and Frontline and will participate in Executive Steering Committee meetings to review project progress, and significant risks and issues as needed.

Frontline - Project Manager

An implementation project management resource will be assigned to coordinate all planning, communication, scheduling, risks, project reporting and ensure project success.

- o Acting as the day-to-day point of contact for the Client project team to ensure on-time delivery of the Frontline project deliverables

- o Managing the implementation project plan and project dashboard for ongoing project status reporting, and conducting recurring Project Status Meetings
- o Partnering with Client project team to track risks, issues, action items, and key project decisions
- o Managing and tracking project scope change requests
- o Partnering with the Client project team to develop on the training schedule and change management plan

Frontline - Implementation Consultants

Implementation consultants will provide subject matter expertise and will serve as the primary point of contact for all functional and system configuration work, lead consulting and training activities, as well as become the primary means of support during the initial go-live period.

Implementation Consultants responsibilities include:

- o Partnering with Client in conducting Discovery and Requirements Gathering sessions
- o Conducting configuration, consulting, training, and work sessions as defined by the project plan
- o Review data templates with the client and explain expected data.
- o Partner with the client and provide consistent and timely validation of the data provided to ensure it meets the minimum requirements for import.
- o Provide data errors in an organized format, indicating which data points are non-compliant and require additional review/correction.
- o Online training and consultation will be provided to show the client how to maintain data on an ongoing basis after the initial import.
- o Partnering with the Client project team to perform unit testing and UAT as defined by the project plan
- o Providing support following go-live and transition to Frontline Support through the Support Handoff meeting

Frontline – Strategic Consultants

Strategic Consultants engage in multi-solution implementations. The Strategic Consultant will work with the Client to determine strategic goals for the Frontline solution, review current processes for redundancy and waste, and make strategic process driven recommendations to achieve overall district objectives.

Client - Executive Sponsor

The Executive Sponsor provides focus and oversight to the project while building the executive relationship between Client and Frontline, ideally Superintendent, Assistant Superintendent of HR, CFO, etc.

The Executive Sponsor will work with all relevant parties to expedite and resolve issues that require the highest executive level involvement, such as contract amendments and scope adjustments. The Executive Sponsor will serve as project champions to promote the visibility and credibility of the Program.

- o Provides leadership and promotes project goals within organization ensuring necessary resources are available
- o Participates in Executive Sponsor meetings with Frontline Executive Sponsor/Steering Committee to review project progress, and significant risks and issues as needed
- o Serves as a point of escalation beyond the Client Project Manager, if needed.
- o Promotes Organizational Change Management in support of project success

Client - Project Manager

The Client Project Manager will oversee the implementation and execution of all project-related activities, while ensuring the successful completion of each phase and related activities to reach the project milestones successfully.

Additional responsibilities include:



- o Acts as the primary project contact responsible for client-side communications, scheduling, deliverable tracking and advancing the project according to plan
- o Works collaboratively with Frontline Project Manager to ensure that the project remains on track and risks are identified and mitigated early
- o Ensures timely completion of Client project tasks and action items as identified by Project Plan
- o Partners with Frontline Project Manager and project teams to track risks, issues, action items, and key project decisions., and works collaboratively with the Frontline Program Director to mitigate risks and resolve issues
- o Partners with Frontline Project Manager on Project Change Management Plan, cascading project communications to the Executive Sponsor, Client project team and project stakeholders
- o Partners with Frontline Project Manager on training schedule, identifying attendees, availability, and attendance for training sessions

Client - Implementation Process Owners

Working closely with the Frontline Implementation Consultants, the business process experts will be responsible for the following:

- o Define organizational policies and answering policy-based questions and or clarifications
- o Understands business requirements and can provide guidance about the future direction of the business area
- o Responsible for identifying business impacts and deciding on configuration options in a timely manner
- o Provides and coordinates functional support after the project go-live

Client - Functional and Subject Matter Experts

Working closely with the Frontline Implementation Consultants the subject matter experts will be responsible for the following:

- o Provide specialist business process knowledge
- o Responsible for configuration decisions and execution of test scenarios
- o Ensure configuration and supports business impacts review
- o Responsible for data validation

Client - System Administrator(s)

Working closely with the Frontline Implementation Consultants the system administrators will be responsible for the following:

- o Responsible for day-to-day operations, upkeep of system, and user management.
- o Create/edit/delete new records, packets, and forms
- o Sending/tracking/completing forms
- o It is necessary to include functional area system owners (e.g., recruiting, hiring and onboarding, compensation, time and attendance, etc.) who can define current policies, processes, and business needs
- o Timely completion of project tasks and action items in support of the project plan and schedule
- o Partners with IT Department and Frontline Consultant to verify data imports and data exchange
 - o Provide named resource(s) responsible for data extraction.
 - o Data must be provided using Frontline's standard templates.
 - o The client will extract the data in the format requested, or work with their current vendor to extract the data.
 - o If the client cannot generate the data based on the specification, there is no guarantee that Frontline Education staff will be able to import it.
 - o It is the responsibility of the client to have reviewed the content of the data before sending to Frontline.
 - o The district will work with Frontline Education to map any data that does not match a dropdown/look-up value in Frontline.



- o Any data transformation will be the responsibility of the client. This includes merging data sets, reformatting data, breaking apart or combining fields or removal of duplicate records.
- o Once the data has been imported, the client will review the data as it exists in the system for accuracy. If any discrepancies are found between what was sent and what was imported, Frontline will research and provide resolution or feedback. Once the data imported is deemed accurate, the client will provide sign-off.

Client - IT Department

Working closely with the Frontline Team the Client technical team will system administrators will be responsible for the following:

- o Maintain user access, security, and workflow
- o Ensure Frontline Education domains/IP addresses have been incorporated into any firewalls and/or spam filters
- o Responsible for updating whitelist from Frontline
- o Provide technical support in instances where local network/technology configurations impact usage of our solutions
- o Engage with 3rd party vendor and manage the relationship for data transfers
- o Work with the 3rd party vendor directly to provide Frontline with clearly defined specifications for data files
- o Act as "subject matter expert" for all data content questions from Frontline representatives.
- o Coordinate testing of files with the 3rd party vendor.
- o Provide any SFTP credential information back to the vendor or facilitate the transfer of the data directly to the vendor.
- o Subject Matter Expert for the implementation – including requirements, testing and go-live Support (as needed)

Scope of Work

Overall System Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities.

The system is collaboratively designed and built out over the course of multiple configuration calls and follow up actions. Natural spaces are planned in the project cadence for review and acceptance of configuration for individual data elements and pieces of functionality. Reference materials with step-by-step walk throughs are provided to help validate system is functioning to accomplish desired goals. Final User Acceptance Testing materials are provided to help both the Frontline and Client project teams walk through and ensure integrity of system configuration as planned.

Frontline Solution	Configuration Scope	Client to Provide
Frontline Central	<u>User Provisioning</u>: Frontline will provision users provided in initial import template. Frontline will train the client on how to import future staff. <u>General Configuration Fields</u>: Frontline will configure users provided in initial import template. Frontline will train the client on how to import additional general configuration fields. <u>Forms from Frontline Form Library</u>: Client has access to download an unlimited number of forms <u>Custom forms</u>: Frontline will provide up to (5) custom forms. Frontline will provide training to the client on how to create forms. <u>Workflows</u>: Frontline will train the client on creating workflows.	☐ User information for all employees in data template, to include Name, Employee ID, Work email (required), Address, EEO, Phone, Emergency Contact information ☐ Custom forms



	<u>Reports:</u> Three (3) standard reports are available: Employee Data, Employee Assignments, Employee Credentials. <u>Permissions:</u> Frontline will train client on establishing user permissions. <u>Data Transfers:</u> Data Transfer abilities exist within Frontline Education solutions that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Client can create a report and Frontline will assist with enabling (1) data transfer. Examples include: - o Employee Data - o Employee Assignments - o Employee Credentials	☐ Additional data points to be discussed during Implementation
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Frontline Solution	Configuration Scope	Client to Provide
Frontline Time & Attendance	<u>Job Type:</u> Frontline will assist client on importing up to (500) job types. <u>Position:</u> Frontline will assist client on importing up to (500) positions. <u>Staff Group:</u> Frontline will assist client on configuring up to (5) employee staff groups. <u>Accrual Profile:</u> Frontline will assist client on configuring up to (4) unique leave accrual profiles. <u>Pay Period:</u> Frontline will assist in the creating of up to (4) pay periods. <u>Account Allocation:</u> Frontline will assist on the import of Accounts if required for payroll interfacing. <u>Permissions:</u> Frontline will configure all administrative users with best practice default permissions. <u>Data Imports:</u> (1) Initial data import to include data listed below. After each data import, data must be maintained/updated/added manually in Frontline until the system is live (dual maintenance). - o (1) import of Job Types - o (1) import Account Codes - o (1) import of Positions - o (1) import of User Settings to enroll new users and provide them with their position assignments Data excluded: - o Historic data conversion, including inactive employees, past position assignments and past timesheets. <u>Reporting:</u> All tables in Frontline are exportable (Excel or CSV). (15) standard reports included. Client may create additional ad hoc reporting with "Report Writer" utility. <u>Data Transfer:</u> Frontline will provide (1) external HRIS/Payroll extract report and (1) internal Data Transfer. Data Transfer abilities exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable Data Transfer types include: - o Standard integration with Frontline Education Solutions' Absence and Substitute Management and Frontline Central. - o (1) established HRIS/Payroll extract report for the purpose of interfacing data. An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources. - o For a complete list of our vendor partners, please refer to: https://www.frontlineeducation.com/Partners/Find_a_Partner	☐ User demographic data ☐ Employee FTEs ☐ Business & Pay rules and policies ☐ Timesheet approval workflow ☐ Master calendars ☐ Current timesheet examples

Project Timelines

Based on Frontline experience with Implementing the solution, below is a high-level estimated project timeline and order of implementation. After the Kickoff call, the Frontline project team will work with the Client to finalize an agreed upon timeline and order of importance based on Client goals.

Client should be thinking about various scenarios that may impact the timeline and be prepared to share with the Frontline project team during Kickoff. Examples are:

- o School vacation weeks – Client project staff unavailable to work on the project
- o Planned leave of absences for Client project staff
- o Availability of Client project staff during contract renewal season, back-to-school staffing season, etc....
- o The availability of resources to work on each solution - is it possible to run them at the same time since there are different project leads for each implementation, or are there project leads who would handle more than one of the implementations

Frontline will kickoff the overall project within seven (7) business days of contract signature.

Phase	Projected Start Date	Projected End Date
Kickoff	Contract + 7	Contract +7
Strategic Goal Setting / Requirements Gathering	Kickoff +14	+3
Frontline Central Kickoff – Go Live	After completion of Goal Setting	8-10 weeks Discovery to Go-live
HRMS Kickoff – Go Live	After FC Go-live	6 months Discovery to Go-Live
Absence Management Kickoff – Go Live	After HRMS Go-live	6-8 weeks Discovery to Go-live
Time & Attendance Kickoff – Go Live	After Absence Go-live	10-14 weeks Discovery to Go-live
Recruiting & Hiring Kickoff – Go Live	After Time & Attendance Go-live	8-10 weeks Discovery to Go-live
Professional Growth Kickoff – Go Live	After T&A Go-live	6-8 weeks Discovery to Go-live
HCA Kickoff – Go Live	After solutions Go-live	1 week from Kickoff to Go-live
3 rd Party Data Transfers	Handled within each solution	Complete within 120 days of Kickoff

Project Scope Changes - Change Orders

Frontline shall perform the services specified in this SOW. Any other services or changes identified by the parties will require a duly executed Change Order. If the parties mutually agree to change this SOW, then, Frontline will create a Change Order documenting the change in Statement of Work, additional (or exchanged) services to be delivered and resources required, any changes to the project plan and/or deliverable dates (if applicable), and additional estimated fees (if applicable).

Both parties must properly execute the Change Order before any resources will be assigned or any additional/changed services will be performed.

Change Orders may be executed based on substantial and material changes including, but not limited to, any of the following areas:

- o Request to delay the Planned Go Live, 30 days or more from the original date
- o Changes to the requirements once configuration has begun
- o Additional requirements identified after signoff on Discovery
- o Changes to decisions made by the Client that require rework or otherwise affect deliverables
- o Changes to client team leading to the need for a pause in implementation, additional training, rework and/or changes to requirements

Steps to the Change Order Process: Project Scope Change Request Form

- o Identify the change of scope



- o Document the change
- o Analysis of the change
- o Submission to Frontline and Client Executive Sponsors
- o Executive Sponsor review
- o Executive Sponsor approval / denial

Assumptions

- o Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- o Frontline Education have planned timelines based on presumed effort and availability of client resources. Time and effort will vary depending on actual availability and effort required to collect data and complete data entry and validation.
- o Frontline Education and Client will use a collaborative approach to ensure implementation success.
- o Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- o Some dual entry will be required during the transition from Legacy system to Frontline system. The amount will depend on decisions made regarding the transition.
- o Data will only be loaded once, and delta files will not be used to update existing data
- o Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Completion Criteria

- o Frontline will make deliverables available to the Client for review and acceptance in accordance with the Implementation Plan timeline.
- o Client will provide an adequate number of resources to review Deliverables to confirm conformity in all material respects based on mutually agreed upon requirements and specifications
- o Client will provide written notice of acceptance or rejection within ten (10) business days of delivery.
- o Deliverables which are not rejected by the Client within the above time frame shall be deemed accepted.
- o During final sign-off, Client will approve of the work completed and Frontline will make the Production Environment live.

Virtual Tune-Up

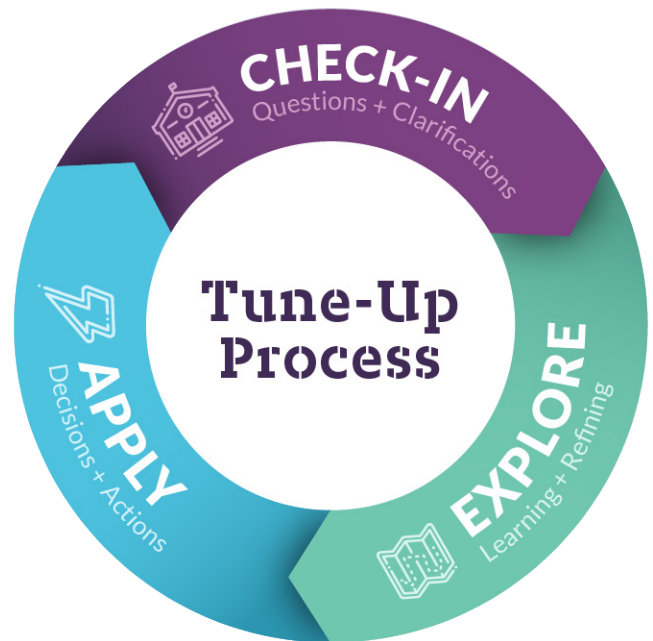
Standard Service Delivery

Virtual Tune-Up Services

Frontline Education provides a comprehensive service methodology and expert resources to partner with your team throughout the service.

Scope / Deliverables

- Initial coordination to develop engagement plan (shared outcomes, process)
- Several virtual session to iteratively:
 - Explore and clarify relevant system connections
 - Refine understanding and configuration
 - Action plan to capture decision points and updates
- Application between live sessions to apply the learning and inform revisions
- The Frontline Subject Matter Expert provides targeted coaching and support throughout the service, culminating in an Engagement Report with next steps



Schedule

On average, a typical Virtual Tune-Up happens over the course of one to two weeks, with 2-3-hour sessions occurring throughout the week(s). You and your organization will receive up to 12 hours of live instructional and consultative time. Your Frontline Education Subject Matter Expert will work with you and your team to plan a timeframe that fits your needs.

Client Responsibilities

- Your district will work with the Frontline Subject Matter Expert to determine a time frame and schedule for the service
- Your district will engage in application and decision-making throughout the tune-up to ensure maximum outcome from the service

Assumptions

- Small working group to maintain momentum and achieve goals (team of 5 or fewer)
- Ideally completed during one-two weeks' time (exact schedule to be mutually determined with your organization and your Frontline Subject Matter Expert)
- Frontline Education and your organization will use a collaborative approach to ensure service delivery success

Service Policies

- Services are scheduled on a first-come, first-serve basis. Frontline Education will work closely with the Customer to ensure a mutually-agreed-upon delivery time frame; however, Frontline Education cannot commit to a delivery date before receiving a signed proposal.
- Services requested after the delivery close out will require additional charges and a new services proposal.
- Service costs are priced with the assumption that the delivery of the service will be completed within 365 days after signing. Frontline reserves the right to charge the Customers the service fees due to Customer-caused delays occurring after the 365-day delivery period.

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA DISCUSSION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion X Action _____

STATEMENT OF ISSUE: 6.07 Policies for First Reading

- JICJ: Student Use of Cell Phones and other Personal Technology Devices

SUMMARY OF ISSUE:

The aforementioned policies are presented for First Reading. The purpose of these updates is to clarify use of Personal Electronic Devices during school hours.

RECOMMENDATION FOR MOTION:

Discussion Only -No motion is necessary at this time.

Student Use of Cell Phones and Other Personal Technology Devices

The Board of Education **recognizes the importance of promoting responsible digital citizenship and empowering students to make thoughtful and reflective decisions and develop a positive presence online. The Board also** believes **that** personal technology devices may be useful tools for students in the educational environment and can play a vital ~~communication~~ role **in monitoring health and** during emergency situations. However, possession and use of personal technology devices in school situations must be regulated to assure that the use or presence of such devices does not disrupt or interfere with the educational process or school operations, or impair the safety, welfare and privacy of students and staff.

For purposes of this policy, "personal technology device" **(PTD)** includes any privately owned portable technology device, including but not limited to cell phones, laptops, **headphones, earbuds, smartwatches**, and any other wireless technology device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor of such device. **Building administration shall develop procedures for staff concerning confiscating PTDs in accordance with this policy.**

Prohibited Uses

For purposes of this policy, the term "school day" means the hours between the starting and ending time of the school day as defined by the school. Students shall not use PTDs as follows:

1. **Students in grades PreK – 8 are prohibited from using PTDs on school or district premises, or when being transported in vehicles dispatched by the district or one of its schools during the school day. Students are encouraged to leave their PTDs at home. If a student brings a PTD to school, then it must be turned off and stored in a student's backpack or locker during the school day.**
2. **Secondary students are prohibited from using PTDs during classroom or instructional time as well as when being transported in vehicles dispatched by the district or one of its schools. Classroom or instructional time includes the entire period of a scheduled class and other times when secondary students are directed to report to and participate in any instructional activity. Upon entry into a classroom or other instructional area or district vehicle, each student must turn off their PTD and store it away in the student's backpack, locker, or school-designated location. PTDs may be used during passing periods, lunch periods, and school-sponsored programs, events, or activities happening outside of classroom or instructional time, except that headphones, earbuds, or any other PTD that interferes with or diminishes a student's ability to hear communications from school staff or emergency alarms are prohibited at all times. ~~may use personal technology devices if they are a designated tool for learning, as determined by the teachers.~~**

It is the student's responsibility to ensure that ~~the device~~ **PTDs are** is turned off **and stored in designated areas during times of prohibited use. PTDs that (1) produce any audible sound - including a ring tone, notification, or vibrating alert - whether through a speaker, headphones, earbuds, or other means, or (2) that are displayed or are in plain view at such times shall be deemed to be used in violation of this policy. ~~or placed in silent mode during unauthorized times.~~**

Students shall not use PTDs on school or district premises, when being transported in vehicles dispatched by the district or one of its schools, during a school- 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. to create video or audio recordings of students and/or staff, without permission of the student and/or staff member;
2. to take photographs of students and/or staff, without permission of the student and/or staff member;
3. in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of other persons, as determined by the building principal;
4. during safety or other emergency drills;
5. for academic dishonesty or cheating;
6. to send, receive or possess voice, text, or email messages reasonably interpreted as indecent or sexually suggestive ;
7. to threaten, harass, intimidate, or bully another person or group of persons;
8. to engage in, promote, or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law while at school, on school transportation, or at a school-sponsored activity or event; or
9. to act in a manner that causes or results in disruption of the educational environment or school-sponsored activity or event or impairs or interferes with school or district operations.

~~Personal technology devices with cameras may be prohibited in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare or privacy of other persons, as determined by the building principal.~~

~~Prohibited uses~~

~~Students shall not use personal technology devices:~~

- ~~1. to create video or audio recordings of students and/or staff, without permission of the student and/or staff member;~~
- ~~2. to take photographs of students and/or staff, without permission of the student and/or staff member;~~
- ~~3. for academic dishonesty or cheating;~~
- ~~4. to send, receive or possess text or email messages reasonably interpreted as indecent or sexually suggestive while at school, on school transportation or at a school-sponsored activity or event;~~
- ~~5. to threaten, harass, intimidate or bully;~~
- ~~6. to leave class to activate or operate such devices;~~
- ~~7. to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law while at school, on school transportation or at a school-sponsored activity or event; or~~
- ~~8. in a manner that causes or results in disruption of the educational environment or school-sponsored activity or event, or impairs or interferes with school or district operations.~~

Exceptions

Students may possess and use PTDs during classroom or instructional time or during times when PTDs are otherwise prohibited, under the following circumstances:

1. When specifically authorized under a current individual education plan (IEP), a Section 504 accommodation plan, or a health care plan in force and effect regarding the student.
2. For instructional purposes, in accordance with specific school procedures and under the direction of the school principal.

Violations

Violation of this policy and/or use that violates any other Board policy shall result in **the following** disciplinary measures:

- **First offense:** the student will be given a verbal warning and directed to turn off and/or store the PTD in an appropriate location. Staff will enter a behavior referral into Infinite Campus to document the verbal warning.
- **Second offense:** the PTD will be confiscated and stored in the main office, and a behavior referral will be entered into Infinite Campus. The PTD will be returned to the student at the end of the day.
- **Third offense:** the PTD will be confiscated and stored in the main office, and a behavior referral will be entered into Infinite Campus. The student's parent/legal guardian will be contacted to arrange to pick up the PTD. Staff, the student, and the student's parent/legal guardian will develop a plan to have the student check-in the PTD with the main office before school and pick up the PTD at the end of the day. This plan will be reviewed each semester and continued for any reason deemed necessary by the administration in their sole discretion.
- **Subsequent offenses:** the PTD will be confiscated and stored in the main office, and a behavior referral will be entered into Infinite Campus. The student's parent/legal guardian will be contacted to arrange to pick up the PTD and the student will be subject to discipline in accordance with Board policy.

~~and may result in temporary confiscation of the personal technology device. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate.~~ **If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.**

Loss or Damage

The district shall not be responsible for loss, theft or destruction of ~~personal technology devices~~ **PTDs** brought onto school or district property or while the student is attending school-sponsored activities or events.

Adopted: August 19, 2002

Revised: June 22, 2009

Revised: June 20, 2016

Revised: January 17, 2017

Reviewed: August 14, 2017

Revised: TBD

LEGAL REF.: C.R.S. [18-7-109](#) (posting, possession or exchange of a private image by a juvenile)

CROSS REFS.: [JIC](#) and subcodes, Student Conduct

[JIH](#), Student Interviews, Interrogations, Searches and Arrests

[JK](#) and subcodes, Student Discipline

[JS*](#), Student Use of the Internet, Electronic Communications and Personal Technology Devices

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ACTION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

SUBMITTED/REQUESTED BY: President Steve Shinn

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: 7.01 - Consent Agenda:

SUMMARY OF ISSUE:

Staff Changes and Minutes for approval

RECOMMENDATION FOR MOTION:

Move to approve the consent agenda, including staff changes as read,

Changes to Certified Staff include:

Resignation: Joyce Vasquez, Ayres, SEL Teacher, effective 8/29/2024

Changes to Classified Staff include:

Rehire: Julie O'Kelly, Hagen Early Ed Center, Part Time Teacher Assistant, effective 08/27/2024; **Rehires effective 8/12/2024:** Amber Girdler, Caliche, Head HS Volleyball, Ashley Marostica, Caliche, Jr High Head Volleyball Coach; Adam Zink, Caliche, Head Football Coach; **New Hires:** Tessa Lechman, Ayres, Health Assistant, effective 8/27/2024; Patrick Svoboda, CJSHS, Jr High Assistant Football Coach, effective 8/15/2024; **Extra Duty effective 8/12/2024:** Kylee Blecha, Caliche, Jr High Assistant Volleyball Coach; Laura Breidenbach, Caliche, High School Assistant Volleyball Coach; Chris Roth, Caliche, High School Assistant Football Coach; Paul Zink, Caliche, High School Assistant Football Coach; **Extra Duty effective 8/15/2024:** Jamie Johnstone, Caliche, Head Track Coach; Jammie Pimple, Caliche, Jr High Assistant Track Coach; and Sharon Schumacher, Caliche, Assistant Track Coach.

and the minutes from August 19, 2024, and August 21, 2024, as presented (or amended)

1 st _____	2 nd _____	Ayers _____	Harris _____	McCracken _____	Monheiser _____	Sharp _____	Shinn _____
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Action Items / Consent Grouping				
9/3/2024				
Personnel				
a.	Classified / Resignation / Retirement / Work Agreement:			Effective Date
	Joyce Vasquez	Resignation	Ayres	SEL Teacher
				8/29/2024
b.	Certified / Contracts / Reassignment / Transfer / Resignations / Disciplinary Actions:			
c.	Classified / New Hire / Rehire / Work Agreement:			
	Kylee Blecha	Extra Duty	Caliche	Jr High Asst Volleyball Coach
				8/12/2024
	Laura Breidenbach	Extra Duty	Caliche	High School Asst Volleyball Coach
				8/12/2024
	Amber Girdler	Rehire	Caliche	Head HS Volleyball
				8/12/2024
	Jamie Johnstone	Extra Duty	Caliche	Head Track Coach
				8/15/2024
d.	Tessa Lechman	New Hire	Ayres	Health Assistant
				8/27/2024
	Ashley Marostica	Rehire	Caliche	Jr High Head Volleyball Coach
				8/12/2024
	Julie O'Kelly	Rehire	HEEC	Part Time Teacher Assistant
				8/27/2024
	Jammie Pimple	Extra Duty	Caliche	Jr High Asst Track Coach
				8/15/2024
	Chris Roth	Extra Duty	Caliche	High School Asst Football Coach
				8/12/2024
	Sharon Schumacher	Extra Duty	Caliche	Asst Track Coach
				8/15/2024
	Patrick Svoboda	New Hire	CJSHS	Jr High Assistant Football Coach
				8/15/2024
	Adam Zink	Rehire	Caliche	Head Football Coach
				8/12/2024
	Paul Zink	Extra Duty	Caliche	High School Asst Football Coach
				8/12/2024

RECORD OF PROCEEDINGS OF THE BOARD OF EDUCATION
RE-1 Valley School District ~ Logan County, Colorado
BUSINESS MEETING

Location: Hagen Administration Center, Sterling, CO
August 19, 2024 at 6:00 pm

President Shinn called the Meeting to order at 6:02 p.m.

Those in attendance recited the Pledge of Allegiance.

Present: Travis Ayers, Dr. Martin Foster, Kelly Jo Harlow, Heather Harris, Luke Janes, Dennis Klein, Brenda Kloberdanz, Joel McCracken, Ronda Monheiser, Michelle Sharp, and Steven Shinn.

All members were present, showing a quorum.

Guests in person: Debra Brady, Callie Jones, Janelle Nicolaus, and Troy Nicolaus

Guests Remote: Dklein (host), Laura, mb, Michelle, reyesc, and Shannon Holloway

2. APPROVAL OF THE AGENDA

Director Monheiser moved to approve the agenda as presented.

Director McCracken seconded the motion.

Roll Call Vote:

Ayers: aye Harris: aye McCracken: aye Monheiser: aye Sharp: aye Shinn: aye

Motion Carried

3. PUBLIC PARTICIPATION: Troy and Janell Nicolaus introduced the Parent Playground Project they are working on with Tiger Cub PTO. Playgrounds at Hagen, Ayres, and Campbell need a lot of work. In some cases, the equipment is 40 years old, and base materials are deteriorating. The motivating factor for the project is student safety. The team discussed the opportunity with principals who support the plan. They also obtained official bids, that put estimated cost at around 2.5 million dollars. The team is applying for grants, seeking donations from individuals and businesses, and asking the Board to consider allocating money from the budget over the next few years. For more information, email playgroundproject@re1valleyschools.org.

4. SCHOOL/PROGRAM/COMMUNITY PARTNER HIGHLIGHTS: None

5. COMMUNICATION

5.01 Staff Reports:

Dennis Klein, Technology Director, continues working with Spectrum but has no update. They are still working on their hub and will share more information with him tomorrow. The new switches installed this summer and the capability to provide permissions selectively will help with bandwidth management. After the Welcome Back Meeting Mr. Klein held LifeSpot training for new employees.

Luke Janes, CFO, will provide Unaudited Financials for FY 2024 when he pulls the reports for the Audit, which will take place in October. Finances still appear to be in the black for 2024. He will provide the First Quarter Financial Report at one of the October Board meetings and invited the Board to let him know if there are other reports they would like to see.

RECORD OF PROCEEDINGS OF THE BOARD OF EDUCATION
RE-1 Valley School District ~ Logan County, Colorado
BUSINESS MEETING

Location: Hagen Administration Center, Sterling, CO
August 19, 2024 at 6:00 pm

Assistant Superintendent **Brenda Kloberdanz** said the Welcome Back Meeting was amazing and incredibly positive. She would have liked to bottle the energy to use throughout the year. The Board of Education will release preliminary performance frameworks on August 29, 2024. Principals and staff use the data from these reports to guide instruction. As soon as CDE lifts the embargo, she will share them with the Board.

5.02 Superintendent's Report:

Recent Vandalism

Vandals struck the Hagen building on Wednesday night; they broke windows in the technology office and a preschool classroom. They also busted the windows in several cars at the NJC Auto-Tech building. On Thursday evening, the same individuals broke into the building through a window in reception and damaged equipment in the food services office and at the reception desk. Cameras captured the vandals, who are RE-1 Valley Students. They will face serious consequences for their actions.

Enrollment Numbers

Dr. Foster provided preliminary enrollment numbers to the Board, including the number of students in each elementary classroom. Compared to those from May 2024 and last year's October Count, numbers are up. The budget was based on a conservative student count, and even if we lose some students, the number will be well within those parameters. Enrollment numbers tend to fluctuate at the beginning of the year so Dr. Foster will provide an updated and more accurate report at the September 3, 2024 meeting.

Upcoming CASB Events

Instead of Delegate Assemblies, CASB is hosting Boardsmanship Academies this year; dates and locations vary. The Fall Conference and Delegate Assembly will be held October 18-19, 2024, in Pueblo, and the Annual Conference is December 5-7, 2024, in Colorado Springs. Dr. Foster asked the Board to check their calendars and let his assistant know if they plan to attend any events.

Transportation

Transportation issues continue; although we were back to nine drivers, one of them had a medical emergency, resulting in the possibility of needing to adjust route timing. We are still looking for drivers and will present a Training and Reimbursement Agreement and a possible pay increase to the Board later in the meeting.

Facilities Master Plan

Neenan is finishing up the facilities Master Plan and needs direction from the Board on the next steps. Choices include moving forward with school security planning, including applying for a BEST grant and finding ways to provide matching funds, or concentrating on hiring a new Superintendent and continuing the process with new leadership. If the new Superintendent will be the focus, Neenan will present the completed Master Plan and be ready to help with the BEST application process later.

RECORD OF PROCEEDINGS OF THE BOARD OF EDUCATION
RE-1 Valley School District ~ Logan County, Colorado

BUSINESS MEETING

Location: Hagen Administration Center, Sterling, CO
August 19, 2024 at 6:00 pm

Cell Phone Policy

The use of cell phones during instruction time is becoming a more significant problem. Dr. Foster had The legal team update Policy JICJ, which will come to the Board for the First Reading at the September 3, 2024, meeting. The policy applies to all Personal Technology Devices (PTDs) and will provide uniform expectations across the District. Dr. Foster will share it with the Principals this week and ask them to get input from staff and the community. He also asked the Board to share their thoughts as soon as possible.

Agenda Format

The current format of the Board Agenda differs from those Dr. Foster has used in the past. With that in mind, he asked the Board if they would like to update it. The reasoning behind that change would be to give the Board extra time with a given subject matter. As it stands, we present something and then vote on it at the same meeting. He suggests giving the Board more time between discussion and action. He asked Board members to let him or President Shinn know if they want to update the process.

Miscellaneous

The Welcome Back Meeting was a lot of fun. The music presentation was outstanding; Karl Mecklenburg was a great speaker and he got a standing ovation. The entire event was very good.

5. BOARD OF DIRECTOR REPORTS

Director Sharp: It sounds like everyone is off to a good start. Thank you for keeping us informed about recent events. I'm glad Preschool hasn't started yet.

Director McCracken: Welcome back, everybody, teachers, students. A special thank you to parents; tonight's enrollment report is very encouraging, and it's nice to see the community putting their trust in RE-1 and stepping up to help with transportation.

Director Monheiser: I heard lots of positive comments about the launch of the school year; kids are excited, and the enrollment numbers look great.

Directors Harris and Ayers will hold their comments for closing remarks.

Director Shinn: The Superintendent search has begun. Randy Zila would like to meet with the Board on Wednesday, August 21, to present a timeline and get input from the Board. The meeting will start at 6:00 and allow Board members to ask questions. I heard great things about the Welcome Back event. Who you trust to educate your kids is a weighty decision, and I want to ensure the community that we are doing our best at every level.

6. DISCUSSION ITEMS

6.01 Bus Driver Recruitment Plan

The lack of qualified Bus drivers has caused a crisis in our community. Families need help getting kids to school, and to be competitive, we need to offer opportunities for applicants to get licensed and increase our pay scale. The packet contains documentation supporting bus driver recruitment through tuition assistance and an increase in Bus Driver pay. In providing tuition assistance, the District would

RECORD OF PROCEEDINGS OF THE BOARD OF EDUCATION
RE-1 Valley School District ~ Logan County, Colorado
BUSINESS MEETING

Location: Hagen Administration Center, Sterling, CO
August 19, 2024 at 6:00 pm

pay up to \$6,000 for licensing, and recipients would commit to driving a bus for two years, understanding that if they don't make it for two years, they will be expected to repay the District for their training. Dr. Foster also provided a pay comparison for drivers in neighboring Districts. Based on those numbers, Luke Janes, CFO, suggests moving bus drivers from Lane D to Lane G on the classified Salary Schedule. The Board will be asked to approve the plan at the next meeting.

6.02 Policies for Second Reading

Policies GBI-Criminal History Record Information, GCBC-Professional Staff Supplementary Pay Plans, GDE -GDF-Classified Staff Recruiting Hiring, GDE-GDF-R-Classified Staff Recruiting Hiring, JLDAC-E - Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA), and JLDAC-Screening Testing of Students, were presented for second reading. Updates to GCBC were based on agreements with staff. Other updates, presented for First Reading on June 3, were legal updates suggested by CASB

At 7:28 p.m., the Board took a Break

At 7:38 p.m., the Board reconvened.

7. ACTION ITEMS:

7.01 Consent Agenda:

Director Harris moved to approve the consent agenda, including staff changes as read, and the minutes from Monday August 5, 2024 as presented.

Director Ayers seconded the motion.

Approved by unanimous consent

Action Items / Consent Grouping				
8/19/2024				
Personnel				
a. Classified / Resignation / Retirement / Work Agreement:				Effective Date
Mercedé Duran	Resignation	Ayres	Paraeducator	8/7/24
b. Certified / Contracts / Reassignment / Transfer / Resignations / Disciplinary Actions:				
Joseph Schwartze	Resignation	SMS	7th Grade Language Arts	9/11/2024
c. Classified / New Hire / Rehire / Work Agreement:				
Elizabeth Adlesperger	Rehire	SMS	Jr High Cross Country Coach	8/12/2024
Shawn Conter	Extra Duty	SMS	Boy Football Coach	8/12/2024
Austin Garcia	Extra Duty	SMS	Assistant Boys Football Coach	8/12/2024
Adria Paxton	New Hire	District Office	Payroll Accountant	8/26/2024
Troy Penner	Extra Duty	SMS	Boys Basketball Coach	10/7/2024
Cheryl Rael	Extra Duty	SMS	Jr High Cross Country Coach	8/12/2024
Cheryl Rael	Extra Duty	SMS	Boys Basketball Coach	10/7/2024
Joanna Ramirez	New Hire	Ayres	Paraeducator	8/14/2024
Shawn Schnorr	Extra Duty	SMS	Boys Basketball Coach	10/7/2024
Carter Zuege	New Hire	SMS	Assistant Boys Football Coach	8/12/2024
d. Certified / New Hire / Rehire / Work Agreement:				
Kent Armstrong	Rehire	SMS	7th Grade Language Arts	9/10/2024
Gena Karg	Rehire	District Wide	SWAAC Coordinator	8/26/2024
Ashley Locke	Transfer	SMS	Para to LTS Science	8/8/2024
Debra Roberts	Rehire	Caliche	Substitute Teacher	8/8/2024

RECORD OF PROCEEDINGS OF THE BOARD OF EDUCATION
RE-1 Valley School District ~ Logan County, Colorado

BUSINESS MEETING

Location: Hagen Administration Center, Sterling, CO
August 19, 2024 at 6:00 pm

7.02 Policies for Second Reading

Director Ayers moved to approve policies GBI-Criminal History Record Information, GCBC-Professional Staff Supplementary Pay Plans, GDE -GDF-Classified Staff Recruiting Hiring, GDE-GDF-R-Classified Staff Recruiting Hiring, JLDAC-E -Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA), and JLDAC-Screening Testing of Students as presented for second reading.

Director McCracken seconded the motion.

Roll Call Vote:

Ayers: aye Harris: aye McCracken: aye Monheiser: aye Sharp: aye Shinn: aye

Motion Carried

8. CLOSING REMARKS:

Director Sharp: Nothing at this time.

Director McCracken: I want to thank Janelle and Troy Nicolaus for bringing the effort to provide new playground equipment to the Board's attention. Our elementary school playgrounds are in pretty bad shape, and I appreciate them for stepping up.

Director Monheiser: I look forward to Fall Sports kicking off; it is always exciting.

Director Harris: I'm excited about the new school year and ready to cheer on our students and athletes.

Director Ayers: It is time for Fall Sports. Football is underway, and it sounds like everyone is starting strong.

Director Shinn: Thank you, everyone, for all that you do. Preliminary enrollment numbers look very positive. I want to assure parents that, regarding the transportation crisis, we are doing everything we can responsibly do as quickly as possible; please bear with us. Parents and other community members held a meeting to discuss things that revolved around the educational process. The first meeting was during one of our meetings, but they will present the information again on August 26, 2024. They will meet again at 6:00 pm at The Sterling Livestock Commission. The topics are pertinent to what we do for students, and I'd like to encourage Board Members to attend.

The Board will hold a Special Meeting on Wednesday, August 21, 2024, at Hagen Administration Center; their next business meeting is scheduled for Tuesday, September 3, 2024 also at Hagen.

9. ADJOURNMENT

Director Ayers moved to adjourn

The meeting adjourned at 7:50 p.m.

Steven Shinn
President

Heather Harris
Secretary/Treasure

RECORD OF PROCEEDINGS OF THE BOARD OF EDUCATION
RE-1 Valley School District ~ Logan County, Colorado

BUSINESS MEETING

Location: Hagen Administration Center, Sterling, CO
August 19, 2024 at 6:00 pm

President Shinn called the Meeting to order at 6:05 p.m.
Those in attendance recited the Pledge of Allegiance.

Present: Travis Ayers, Kelly Jo Harlow, Heather Harris, Dennis Klein, Brenda Kloberdanz, Joel McCracken, Ronda Monheiser, Michelle Sharp, and Steven Shinn.

All members were present, showing a quorum.

Guests in person: Randy Zila

Guests Remote: Dklein (host), Michelle Erb, and Chandra Parker

2. APPROVAL OF THE AGENDA

Director Monheiser moved to approve the agenda as presented.

Director Ayers seconded the motion.

Roll Call Vote:

Ayers: aye Harris: aye McCracken: aye Monheiser: aye Sharp: aye Shinn: aye

Motion Carried

3. DISCUSSION ITEM:

3.01 Superintendent Search with Randy Zila

Randy Zila, with McPherson Jacobsen LLC, met with the Board in person to plan the search for the new Superintendent. Mr. Zila has worked with RE-1 Valley School District and conducted searches all over the state. The goal is to get a strong pool of candidates; by starting now, RE-1 Valley will be ahead of other districts. Mr. Zila provided a timeline for the search, preliminary advertising information, and a strong starting point. The Board provided input and direction for the next steps. The first step is to provide a platform for all stakeholders to provide feedback through a survey that will be published as soon as possible.

9. ADJOURNMENT

Director Ayers moved to adjourn

The meeting adjourned at 7:52 p.m.

Steven Shinn
President

Heather Harris
Secretary/Treasure

**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ACTION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

SUBMITTED/REQUESTED BY: President Steve Shinn

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: 7.02 Caliche Senior Trip Proposal

SUMMARY OF ISSUE:

Refer to Discussion Item 6.01 for what is being considered.

RECOMMENDATION FOR MOTION:

Move to approve the Senior Trip Proposal from Megan Beckham for 13 Students and 5 Adults to California during Spring Break 2024 with the understanding that adult travelers will pay their own way and the expectation that an official Trip Request with finalized dates, cost, and number of attendees be presented for Board approval at least two weeks prior to departure.

1 st _____	2 nd _____	Ayers _____	Harris _____	McCracken _____	Monheiser _____	Sharp _____	Shinn _____
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**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ACTION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

SUBMITTED/REQUESTED BY: President Steve Shinn

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: 7.03 Caliche Football Trip Request: La Veta, Colorado

SUMMARY OF ISSUE:
Refer to Discussion Item 6.02 for what is being considered.

RECOMMENDATION FOR MOTION:
Move to approve the Trip Request of Chris Roth for the football team, including 18 students and 3 chaperones, to La Veta, Colorado, departing October 18, 2024, and returning October 19, 2024.

1 st _____	2 nd _____	Ayers _____	Harris _____	McCracken _____	Monheiser _____	Sharp _____	Shinn _____
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**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ACTION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

SUBMITTED/REQUESTED BY: President Steve Shinn

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: 7.04 Bus Driver Recruitment: Tuition Assistance

SUMMARY OF ISSUE:
Refer to Discussion Item 6.04 for what is being considered.

RECOMMENDATION FOR MOTION:
Move to approve tuition assistance for potential bus drivers and the associated documentation.

1 st _____	2 nd _____	Ayers _____	Harris _____	McCracken _____	Monheiser _____	Sharp _____	Shinn _____
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**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ACTION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

SUBMITTED/REQUESTED BY: President Steve Shinn

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: 7.05 Bus Driver Pay Proposal

SUMMARY OF ISSUE:

Refer to Discussion Item 6.05 for what is being considered.

RECOMMENDATION FOR MOTION:

Move to approve the revisions to the 2024-2025 Classified Salary Schedule, moving Bus drivers from Lane D to Lane G, and substitute drivers from Lane E to Lane F as presented.

1 st _____	2 nd _____	Ayers _____	Harris _____	McCracken _____	Monheiser _____	Sharp _____	Shinn _____
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**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ACTION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

SUBMITTED/REQUESTED BY: President Steve Shinn

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: 7.06 Frontline Time and Attendance Proposal

SUMMARY OF ISSUE:
Refer to Discussion Item 6.06 for what is being considered.

RECOMMENDATION FOR MOTION:
Move to approve the proposal for the addition of Frontline’s Time/Attendance and Frontline Central components to services already provided by Frontline with an Initial Term Total of \$29,954.25 and a recurring total of \$23,924.18 annually.

1 st _____	2 nd _____	Ayers _____	Harris _____	McCracken _____	Monheiser _____	Sharp _____	Shinn _____
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**RE-1 VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ACTION ITEMS: SUMMARY SHEET**

DATE: Tuesday, September 3, 2024

TYPE OF ITEM: Information _____ Discussion _____ Action X

STATEMENT OF ISSUE: Adjourn Time: _____

RECOMMENDATION FOR MOTION:

Move to adjourn the meeting.

1 st _____	2 nd _____	Ayers _____	Harris _____	McCracken _____	Monheiser _____	Sharp _____	Shinn _____
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