

**Global Executive Constraint**

The Superintendent shall promote practices, activities, decisions or organizational circumstances which are lawful, prudent, consistent with commonly accepted business and professional ethics, and in accordance with Board governance policies.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 24-18-104 (government employee rules of conduct)  
C.R.S. 24-18-109 (local government employee rules of conduct)

POLICY REFS.: CBA/CBC, Qualifications/Powers and Responsibilities of Superintendent  
GBEB, Staff Conduct

Second Reading

**Emergency Superintendent Succession**

In order to protect the Board in the event of sudden loss of Superintendent services, the Superintendent shall designate no fewer than two (2) other executive staff members who are familiar with Board and Superintendent issues and processes and are capable of assuming Superintendent responsibilities on an interim basis. These designees shall be serving the district at an executive director level position or higher during the period of time when designated to serve for purposes of emergency superintendent succession.

Adopted: \_\_\_\_\_

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

Second Reading - Corrected 0624

**Development of Policy**

State law and Board governance policy authorizes the Board to delegate its policy-making responsibilities to the Superintendent to the extent consistent with state and federal law. Board Governance Policy BG specifies that policies adopted or revised by the Superintendent pursuant to Board delegation are considered “district policies.” Such policies are also designated as “Superintendent File” policies.

The Superintendent will develop and operate with written policies that are consistent with law and Board governance policy and ensure reasonable progress toward achieving the Board's Ends.

Accordingly, the Superintendent will develop and promulgate district policies that:

1. Are designed to achieve the Board's Ends;
2. Are consistent with constraints set forth in the Board's Executive Limitations policies;
3. Are consistent with federal and state law; and
4. Contain all legally required and recommended policies.

The Superintendent will communicate to the Board regarding:

1. Circumstances which indicate the need to draft new district policy or revise existing district policy;
2. Suggestions regarding new policy language or revisions to existing policy; and
3. District policies that are inconsistent with current law or Board governance policy.

The Superintendent will consult, when appropriate and at his or her discretion, with staff, students, parents, and other community members in the development of district policy.

The Superintendent will make available copies of all newly promulgated or revised district policies to the Board and all administrators with instructions to make available to staff, students, parents, guardians and community members.

Adopted: \_\_\_\_\_

POLICY REFS.: BG, Policy Process  
BG-E, Board Retention of Delegation of District Policy

### **Communication to the Board**

With respect to providing information to the Board, the Superintendent will give the Board as much information as necessary to allow Board members to be adequately informed and supported in its work.

Accordingly, the Superintendent will:

#### **General**

1. Cause the Board to be advised in a timely manner of relevant trends, facts and information, including:
  - a. The rationale behind Superintendent recommendations to the Board;
  - b. Student performance data and graduation rates;
  - c. Information regarding any serious safety matter or crisis situation;
  - d. Information regarding the cancellation of school or any important event;
  - e. Best practices in K-12 education;
  - f. Attorney-client privileged information regarding matters which may expose the district to significant legal liability including threatened or pending lawsuits;
  - g. Results of District-wide polls or surveys;
  - h. The Superintendent's contact information while engaging in out of town travel; and
  - i. Plans for short and long-term capital or facility needs in a manner that aligns with the bond cycle;
2. Present information in language that is easy to understand;
3. Advise the Board of the basis for any recommended changes in support of the establishment of or revision to Board governance policy;
4. Provide for the Board with staff and external points of view and opinions, as appropriate, to allow the Board to make informed Board decisions;
5. Send letters, surveys or share communication under the Board name or on behalf of the Board only when receiving Board approval;
6. Provide each director access to and an opportunity for information that supports official Board business. Responses to individual Board director requests for information will be distributed to all directors, as appropriate, and in compliance with the Open Meetings Law; and
7. Communicate with legislators or other governmental officials in support of the Board in its efforts to impact legislation in the best interests of the district.

## **Financial condition**

Advise the Board of significant transfers of moneys within funds, any single non-budgeted purchase or expenditure of greater than \$500,000 and any other change substantially affecting the district's financial condition (e.g. anticipated bond refunding opportunities or ratings changes), the district's ability to achieve its mission, or which is in violation of the Board's policies.

## **Media coverage**

Advise the Board of anticipated media coverage of material significance to the obligations or decisions of the Board.

## **Monitoring**

1. Submit monitoring data requested by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored, if applicable;
2. With the understanding that it is primarily the Board's responsibility to monitor its own compliance, advise the Board if, in the Superintendent's opinion, the Board, or its committees, are not in compliance with its own policies on Governance Process and Board-Superintendent Relationship; and
3. Report in a timely manner any actual or anticipated noncompliance with any Board Ends or Executive Limitations policy or policies.

## **Board communications**

1. Provide a mechanism for official Board, officer, or committee communications; and
2. Work with the Board as a whole on Board policy issues except when:
  - a. Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources, are not disruptive, and responses are conveyed to Board members consistent with the requirements of Open Meetings Law;
  - b. Working with officers or committees duly charged by the Board; or
  - c. Communicating with the Board president on emergency circumstances conveyed to other Board members as soon as possible.

## **Consent agenda**

Supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with the minimum amount of supporting data necessary to keep the Board informed and a rationale for the superintendent's decision.

## **State reporting**

Provide a summary to the Board of any significant data submitted to the State Board of Education regarding accreditation, accountability, or safety.

## Personnel decisions

As permitted by law, provide, as soon as possible after decisions are made, information to the Board regarding personnel actions taken or recommended decision and, as appropriate, information regarding how the decision impacts the district's ability to operate and to achieve the Board's Ends.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 22-11-101 et seq. (state accreditation)  
C.R.S. 24-6-201 et seq. (Colorado Sunshine Act - public official disclosure law)

Second Reading\_Corrected 0824

**Commitment to Accomplishment and Accountability**

The Superintendent will administer efforts to maintain an effective accountability program.

Accordingly, the Superintendent will:

1. Take steps to assure school-level accountability committees (SACs) are operational so that SACs serve the purposes and functions stated in law for the school accountability committee, including the following:
  - a. Prior to Board's adoption of the annual budget provide feedback to the district accountability committee regarding prioritization of expenditures of district moneys;
  - b. Advise the superintendent concerning the preparation of a school performance or improvement plan, if either is required, and to submit recommendations concerning the contents of the performance or improvement plan;
  - c. Advise the Board concerning the preparation of a school priority improvement or turnaround plan, if either is required, and to submit recommendations concerning the contents of the priority improvement or turnaround plan;
  - d. Meet at least quarterly to discuss whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the school's performance, improvement, priority improvement, or turnaround plan, whichever is applicable, or other progress pertinent to the school's accreditation contract with the Board;
  - e. Make efforts to increase the level of parent engagement in the school;
  - f. Discuss safety issues related to the school environment and provide input regarding a safe school plan for the school, as appropriate to the school, consistent with the district's safe school plan and policies.
2. Take steps to assure that district accountability committees make efforts to fulfill the responsibilities inherent in the Educational Accountability Act and the Educational Accreditation Act;
3. Take steps to assure that accountability committee meetings are open to the public and that meeting notices are posted accordingly;
4. Consistent with state law and regulation, report regarding the district's goals and objectives for the improvement of education in the district and the district's plan to improve educational achievement, maximize graduation rates, and increase each school's attainment of state-wide performance indicators and plan type assignments as recorded on school performance frameworks;
5. Assure that data is gathered and accurately reported as required by law to the Colorado Department of Education for the state-generated accountability report;

6. Adopt policies and procedures that reasonably ensure the adequate collection and ethical use of data to inform and support the district's educational program.

Adopted: \_\_\_\_\_

LEGAL REFS: C.R.S. 22-2-117 (waivers from State Board of Education)  
C.R.S. 22-11-402 (powers and duties of the school accountability committee)

POLICY REFS.: AE, District Advisory Committee  
KBB, Parent and Family Engagement Policy  
KBB-R, Title I Parent and Family Engagement Policy

Second Reading\_Corrected 0824

**Educational Program**

The Superintendent will adapt and develop the educational program of the district as necessary so that progress can be made toward meeting content standards, fulfilling the Board’s Ends policies and meeting the general academic educational needs of each student in the district.

Accordingly, the Superintendent will:

1. Implement the Colorado Academic Standards, ensuring that educational programs of the district actively address the needs of all students and conform with all timelines established by law;
2. Involve as appropriate educators, parents, guardians, students, business persons, and community members in the review and revision of content standards, curriculum, and programs of instruction as necessary to ensure maximum effectiveness;
3. Revise curriculum and programs of instruction to align them with the Colorado Academic Content Standards to provide students with educational experiences and opportunities to achieve the district’s standards and make adequate yearly progress as required by state and federal law;
4. Implement assessments that will adequately measure each student’s progress toward achievement of the content standards;
5. Take steps to address the different learning styles and needs of students of various backgrounds and abilities and eliminate barriers to achieving equitable outcomes;
6. Include all legally required courses and programs; and
7. Seek waivers of state law and regulation that impede the district's progress toward achieving its mission.

Adopted: \_\_\_\_\_

LEGAL REFS.: Colo. Const. Art. IX, Sec. 15 (school board directors have control of instruction in district)  
Colo. Const. Art. IX, Sect. 15 (Board has control of instruction within the district)  
C.R.S. 22-7-1013 (adoption of academic standards; alignment of curriculum)  
C.R.S. 22-20-101 et seq. (Exceptional Children’s Educational Act)  
C.R.S. 22-20-201 et seq. (education of gifted children)

C.R.S. 22-32-109 (Board duty to determine educational program and prescribe textbooks)

C.R.S. 22-32-110 (Board power to exclude immoral or pernicious materials and books)

POLICY REFS.: IJ, Textbook and Instructional Materials Selection and Adoption  
IJA, Selection of Controversial Learning Resources  
IJB, Instructional Use of Media Resources  
IJC, Instructional Resources  
I JL, Library Materials Selection and Adoption  
IJ-R, Adoption Process  
IJA-R, Selection of Controversial Learning Resources  
IJB-R, Instructional Use of Media Resources

Second Reading\_Corrected 0824

**Instructional Materials Selection and Adoption**

The Superintendent will recommend to the Board for approval the instructional materials and textbook programs to be used in the district.

Accordingly, the Superintendent will:

1. Take reasonable steps to obtain appropriate input from the following groups as instructional materials are reviewed: teachers who will use the materials, administrators and other staff members who are involved in developing the educational program, and students, parents, guardians, and community members;
2. Recommend textbooks and instructional materials in alignment with Board policies;
3. Consider the needs of all learners when recommending textbooks and instructional materials;
4. Include, insofar as possible, materials consistent with Board Governance Policy ADB, Educational Equity;
5. Provide for inspection of materials or textbooks upon request by a parent/guardian; and
6. Develop and implement appropriate policies governing access to and utilization of electronic means of communication.

Adopted: \_\_\_\_\_

LEGAL REFS.: Colo. Const. Art. IX, Sect. 15 (Board has control of instruction within the district)  
C.R.S. 22-32-109 (Board duty to determine educational program and prescribe textbooks)  
C.R.S. 22-32-110 (Board power to exclude immoral or pernicious materials and books )  
C.R.S. 22-54-105 (budgeting for instructional supplies and materials)

POLICY REF.: IJ, Textbook and Instructional Materials Selection and Adoption  
IJA, Selection of Controversial Learning Resources  
IJB, Instructional Use of Media Resources  
IJC, Instructional Resources  
I JL, Library Materials Selection and Adoption  
IJ-R, Adoption Process  
IJA-R, Selection of Controversial Learning Resources  
IJB-R, Instructional Use of Media Resources

**Treatment of Students, Parents/Guardians and Community Members**

With respect to staff interactions with students, parents, guardians and the community, the Superintendent will take reasonable steps to ensure conditions, procedures, actions, or decisions that are lawful, and in compliance with Board policy.

Accordingly, the Superintendent will:

1. Use methods of collecting, reviewing, transmitting, or storing information that protect confidential information;
2. Provide for effective handling of grievances and complaints;
3. Take steps to protect against illegal conditions and procedures;
4. Establish policies and procedures that comply with applicable federal and state laws;
5. Take reasonable steps to timely inform students, parents, guardians and community members of district policies, procedures, relevant decisions, and school choices within the district;
6. Meaningfully and timely respond to concerns raised by students, parents, guardians, and community members and timely report on any serious or repeated concerns and responses to the Board; and
7. Interact with District and Board committees and School Accountability Committees in a clear and organized manner.

Adopted: \_\_\_\_\_

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. 1232h (protection of pupil rights)  
C.R.S. 22-32-109 (1)(b) (Board duty to adopt policies necessary and proper for the efficient administration of the district)

**Student Conduct, Discipline and Attendance**

The Superintendent will manage the programs of the district with efforts to assure that school environments are positive, safe, conducive to the learning process, and free from unnecessary disruption through implementation of District policies and compliance with state and federal law.

Accordingly, the Superintendent will operate within the delegation of authority given by the Board with regard to student discipline and will administer the programs of the District to further accomplishment of the following consistent with board governance policy and state and federal law:

1. Adoption of a comprehensive written student conduct and discipline;
2. Consultation with representative groups of teachers, administrators, students, and the community, as appropriate, in developing the code;
3. Accessibility of the written student conduct and discipline code to students;
4. Enforcement of the student conduct and discipline code and related board governance and district policies uniformly, fairly, and consistently;
5. Identification of students at risk for suspension or expulsion and provide them with the necessary support services to help them avoid expulsion, except that such failure shall not be grounds to prevent school personnel from suspending or expelling any student and may not be used in any way as a defense in suspension or expulsion proceedings;
6. Upon expelling a student, distribution of information to the student's parent/guardian, and the student, as appropriate, concerning the educational alternatives available to the student during the period of expulsion, including the right of parents to request that the district provide services during the expulsion;
7. Establishment of procedures for the use of physical intervention for student interrogations, searches and arrests that conform to state and federal law;
8. Adoption of a written policy setting forth the district's attendance requirements in accordance with law;
9. Establishment of procedures which afford students, parents, and school personnel due process with regard to student conduct and discipline issues;
10. Establishment of procedures for written appeal to the Board from a decision of the Superintendent to expel or deny admission to a student;

11. Establishment of enrollment/re-enrollment procedures consistent with state law to protect victims of previously expelled students;
12. As reasonable and appropriate, communication of appropriate disciplinary information to teachers/counselors who have direct contact with the student;
13. Administrative action to take reasonable steps to discipline, suspend, or expel students when required by law or district policy;
14. Adoption of policy that allows for the removal of disruptive students from the classroom in accordance with law; and
15. Administration of measures to assure that the discipline a student with disabilities is implemented in a manner consistent with the student's IEP or Section 504 plan or if the disciplinary measure is not authorized by the student's IEP or Section 504 plan, is implemented in consultation with input from appropriate special education administrators of the district.

Adopted: \_\_\_\_\_

LEGAL REFS.: 20 U.S.C. §1401 et seq. (Individuals with Disabilities Education Improvement Act of 2004)  
 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
 C.R.S. 22-11-302 (1)(f) (district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code)  
 C.R.S. 22-20-101 et seq. (Exceptional Children's Educational Act)  
 C.R.S. 22-33-101 et seq. (school attendance law)  
 C.R.S. 22-32-109.1 (2)(a) (policy required as part of safe schools plan)  
 C.R.S. 22-32-109.1 (2)(a)(III) (discipline of habitually disruptive students is required part of safe schools plan)  
 C.R.S. 22-32-126 (5) (disciplinary information to staff)  
 C.R.S. 22-33-106 (1)(a-e) (grounds for suspension, expulsion and denial of admission)  
 C.R.S. 22-33-106 (1)(c.5) (habitually disruptive students)  
 C.R.S. 22-33-106.3 (use of student's written statements in expulsion hearings)  
 C.R.S. 22-33-202 (identification of at-risk students)  
 C.R.S. 22-33-203 (educational alternatives for expelled students)  
 C.R.S. 26-20-102 et seq. (protection of persons from restraint)

POLICY REFS.: JH, Student Attendance  
 JIC/JICDA, Student Conduct  
 JK, Student Discipline  
 JK-2, Procedural Requirements for Disciplinary Removals of Students with Disabilities  
 JKA, Corporal Punishment – Use of Physical Intervention and Restraint by Employees  
 JKA-R, Use of Physical Intervention and Restraint

JKC, Discipline of Habitually Disruptive Students  
JKC-R, Discipline of Habitually Disruptive Students Definitions  
JKD/JKE, Suspension of Students and Other Disciplinary Measures  
JKD/JKE-R, Suspension Expulsion of Students (Hearing Procedures)

OTHER REFS.: Student Code of Conduct/Student Rights and Responsibilities

Second Reading\_Corrected 0824

**School Safety**

The Board of Education recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment and that safe schools contribute to improved attendance, increased student achievement, and community support. Safe schools are a priority of the district and the district is committed to providing a safe environment in school, on school vehicles, and at school-sponsored activities.

Accordingly, the Superintendent is responsible to assure that a safe schools plan is developed in accordance with applicable law and Board policies.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes)  
C.R.S. 22-1-130 (6) (safe school plan must include parent notification of employee criminal charges)  
C.R.S. 22-3-101 through 22-3-104 (eye protective devices)  
C.R.S. 22-32-109.1 (safe schools plan)  
C.R.S. 22-32-109.1 (8) (inquiries to Colorado Department of Education regarding employees)  
C.R.S. 22-32-110 (1)(k) (power to adopt policies related to employee safety and official conduct)  
C.R.S. 22-32-124 (2), (3) (building inspections)  
C.R.S. 24-10-106.5 (duty of care)

POLICY REFS.: ADD, Safe Schools

**Staff Treatment**

With respect to treatment of staff, the Superintendent will promote practices so that working conditions, procedures, or actions supported or taken by the district's administration are lawful ethical, safe dignified, and in compliance with Board policy.

Accordingly, the Superintendent will:

1. Cause inquiries to be made which are required by law prior to hiring personnel and during employment;
2. Nominate candidates to the Board for instructional staff positions that meet all qualifications required by federal and state law;
3. Operate within written personnel policies and/or procedures that:
  - a. Comply with state and federal law;
  - b. Clarify personnel rules and procedures for staff;
  - c. Provide for effective handling of established grievance, complaint and/or due process procedures;
  - d. Protect against illegal working conditions;
  - e. Include job descriptions for all district positions;
  - f. Include notifications to employees regarding salary and benefit plans according to their positions;
  - g. Include a personnel performance evaluation system that complies with law; and
  - h. Comply with statutory requirements regarding reductions in force and other termination processes.
4. Not prevent staff from using established grievance, complaint, and/or due process procedures nor prevent staff from bringing a grievance or complaint to the Board when internal procedures have been exhausted and the employee alleges that Board policy has been violated;
5. Prohibit discrimination and retaliation against staff members consistent with state and federal law and the policies of the District;
6. Prohibit retaliation for non-disruptive internal expressions of dissent;
7. Honor the terms of any negotiated agreements with staff;
8. Provide staff with an opportunity to become familiar with their rights and responsibilities under district policy;
9. When appropriate and at the discretion of the Superintendent, respond to concerns raised by staff and timely report on such concerns and responses to the Board; and

10. Use methods of collecting, reviewing, transmitting, or storing information that protect confidential information.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 22-2-119 (duty to make inquiries prior to hiring)  
C.R.S. 22-9-103 (1.5) (definition of licensed personnel)  
C.R.S. 22-12-101 et seq. (Teacher and School Administrator Protection Act)  
C.R.S. 22-32-109 (1) (Board of education-specific duties)  
C.R.S. 22-32-109.1 (Board of education-specific duties)  
C.R.S. 22-32-109.7 (inquiries prior to hiring)  
C.R.S. 22-32-110 (Board power to be exercised in its judgment to discharge personnel)  
C.R.S. 22-32-126 (employment and authority of principals)  
C.R.S. 22-60.5-101 (Colorado Educator Licensing Act)  
C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)  
C.R.S. 22-60.5-201 (licensure reciprocity for out-of-state applicants)  
C.R.S. 22-61-101 (discrimination in employment of teachers prohibited)  
C.R.S. 22-61-103 (teacher's oath)  
C.R.S. 22-63-201 (all teachers must hold a teacher's license or letter of authorization)  
C.R.S. 22-63-202 (teacher employment contracts)  
C.R.S. 24-10-102 et seq. (governmental immunity)  
C.R.S. 24-34-402 (1) (discriminatory or unfair employment practices)  
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)

POLICY REFS.: G Personnel Board and Superintendent File Policies

OTHER REFS: DCSD Employee Guide

**Staff Compensation**

With respect to employment compensation and benefits for employees, the Superintendent shall promote a compensation and benefits plan that furthers the fiscal integrity of the district.

Accordingly, the Superintendent will:

1. Not change his or her own compensation and benefits;
2. Refrain from promising or implying permanent or guaranteed employment;
3. Create obligations only for a term in which revenues can be safely projected and or in which dedicated reserves are created in alignment with statute;
4. Further efforts to develop and implement predictable salary schedules and pay plans for all employee groups that acknowledges experience/longevity, knowledge, and performance (e.g. skills, professional growth, responsibilities, and collaboration), other areas as derived by employee input processes, and in compliance with all requirements of state and federal law;
5. Develop and implement competitive employee benefits which may include, but not limited to, options for medical coverage, sick leave benefits and/or short term disability insurance, a health savings account or a medical flexible spending account, and voluntary life insurance.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 22-32-110 (5) (Board may not commit salaries/benefits in excess of one year unless agreement includes reopener provision)  
C.R.S. 22-44-115.5 (2) (reductions in salary or alteration of work year due to fiscal emergency)  
C.R.S. 22-63-202 (teacher employment contracts and RIF)  
C.R.S. 22-63-401 through 403 (teacher employment, compensation, and dismissal)  
C.R.S. 22-69-101 et seq. (grant program for alternative teacher compensation plans)

OTHER REFS.: DCSD Employee Guide  
<https://sites.google.com/view/dcsd-staff-wellness/home> (DCSD employee wellness website)  
<https://www.dcsdk12.org/cms/one.aspx?pageId=5752008> (DCSD employee benefits information)

**Staff Evaluation**

With respect to evaluation of employees, the Superintendent shall further the development and implementation of an evaluation system that links employee performance with the district's mission statement and belief system, complies with state law, and measures employee performance consistent with achieving the Board's Ends policies.

Accordingly, the Superintendent will:

1. Administer an evaluation system for licensed personnel that is designed to:
  - a. Serve as a basis to improve instruction;
  - b. Enhance the implementation of curricular programs;
  - c. Serve as a measurement of professional growth and development;
  - d. Document the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable;
  
2. Administer an evaluation system for unlicensed personnel that is designed to:
  - a. Serve as a basis to improve performance;
  - b. Enhance the implementation of applicable department goals and responsibilities;
  - c. Serve as a measurement of professional growth and development;
  - d. Document the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 22-9-101et seq. (licensed personnel performance evaluation act)  
C.R.S. 22-63-301 and 302 (8) (grounds for teacher dismissal and burden of proof)  
1 CCR 301-87 (State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel)

POLICY REFS.: GCN-R-1, Integrity and Inter-Rater Reliability in Evaluation of Licensed Staff Process  
GCO, Evaluation of Licensed Personnel

OTHER REFS.: DCSD Employee Guide

**Budgeting**

Financial planning for any fiscal year will comply with district policy, including the Board's Ends policies, ensures a positive sustainable financial condition, and be derived from a three-year plan for the General Fund.

Accordingly, the Superintendent will present to the Board a recommended budget that:

1. Is in a summary format understandable by the general public;
2. Itemizes district expenditures by fund;
3. Includes information regarding school-level expenditures;
4. Adequately describes expenditures;
5. Shows the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year;
6. Takes into consideration spending limitations in the state constitution;
7. Is developed with the Superintendent considering the recommendations made by each school-level accountability committee relative to priorities for expenditures of district funds;
8. Contains enough information to enable credible projection of revenue and expenses;
9. Does not excessively rely on nonrecurring revenue;
10. Discloses budget planning assumptions and includes contingency plans in the event budget assumptions prove erroneous;
11. Provides for expenditures, interfund transfers, or reserves in alignment with available revenues and beginning fund balances;
12. Includes the use of beginning fund balance and associated resolutions on each budget amendment that follows;
13. Ensures the current cash reserves are not reduced without approval of the Board, at any time to less than the minimum amount required by the spending limitations set forth in the state constitution;
14. Achieves and maintains a year-end general fund balance in accordance with Section A of Board Governance Policy DB;
15. Provides adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships, and district legal fees;
16. Takes into consideration fiscal soundness in future years and considers the building of organizational capabilities sufficient to achieve the Board's Ends in future years;

17. Reflects anticipated changes in employee compensation including inflationary adjustments, and benefits; and
18. Complies with state and federal law.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 22-11-101 et seq. (state accreditation)  
C.R.S. 22-11-302 (1)(a) (district accountability committee budget recommendations)  
C.R.S. 22-11-402 (1)(a) (school level accountability committee budget recommendations)  
C.R.S. 22-44-101 through 117 (school district budget law, Board shall cause a proposed budget to be prepared and shall adopt a budget for each fiscal year)  
C.R.S. 22-44-105 (1.5)(a) (budget parameters regarding expenses not exceeding revenue and use of beginning fund balance)  
C.R.S. 22-44-106 (operating reserve)  
C.R.S. 22-44-301 et seq. (Public School Financial Transparency Act)  
C.R.S. 22-45-103 (1)(c) (authorized expenditures from capital reserve fund)  
C.R.S. 29-1-103 (3) (budget to reflect lease-purchase payment obligation)

POLICY REFS.: DB, Annual Budget  
DB-R, Annual Budget (Site Based Budgeting Model)  
DFB, Reserving Policy for Douglas County School District Medical Fund  
DFB-R, Reserving Policy for Douglas County School District Medical Fund  
Regulation

**Financial Administration**

With respect to the actual, ongoing condition of the district's financial health, the Superintendent will administer efforts to assure fiscal conditions that are consistent with achieving the Board's Ends policies, respecting the Board's ultimate authority to determine financial matters of the district, furthering the long-term financial health of the district, and maintaining accuracy of spending from the annual budget or budget policy adopted by the Board.

Accordingly, the Superintendent will:

1. Expend only those funds that have been received in the fiscal year to date, unless the Board authorizes additional expenditures through the use of reserves or other revenues are made available through legal means;
2. Expend fund amounts set forth in the budget unless the Board approves additional expenditures;
3. Follow state law with regard to inebting the organization, special elections for bonded indebtedness, expending contingency reserves, and transferring unencumbered moneys from one fund to another;
4. Settle payroll and debts in a timely manner;
5. File reports or filings required by any state or federal agency in a timely and accurate manner;
6. Arrange for the annual audit of all district funds and accounts following the close of the fiscal year in accordance with law, allowing for Board to initiate additional independent auditing, external monitoring or advice if requested;
7. Make all reasonable efforts to collect receivables in a timely manner;
8. Keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting;
9. Make quarterly financial reports and year-end reconciliation reports available to the Board as required by law;
10. Publish and post financial condition statements, notices, and information required by law;
11. Seek all federal and state funds to which the district is or may be entitled;
12. Seek, after completing a cost/benefit analysis and obtaining Board approval, all non-public funds which may benefit the district; and
13. Seek appropriate loans with approval of the Board.

Adopted: \_\_\_\_\_

LEGAL REFS.: Constitution of Colorado, Article X, Section 20  
C.R.S. 22-2-113.8 (annual report required regarding additional local property tax revenues received and the amount distributed directly to the district's schools)  
C.R.S. 22-44-105 (1.5)(b) (itemized reconciliation)  
C.R.S. 22-44-301 et seq. (Public School Financial Transparency Act)  
C.R.S. 22-45-102 (1)(b) (quarterly financial reports)

POLICY REFS.: DFA, Cash Management and Investment Policy  
DFA-R, Cash Management and Investment Regulation  
DFB, Reserving Policy for DCSD District Medical Fund  
DFB-R, Reserving Policy for DCSD Medical Fund Regulation  
DG, Banking Services Deposit of Funds Authorized Signatures and Check Writing  
DG-R, Banking Services (and Deposit of Funds) Regulation  
DID, Capital Asset Reporting and Inventories  
DIE, Annual Audit  
DH, Bonded Employees and Officers  
DK, Payment Procedures  
DKA, Payroll Procedures-Schedules  
DN, School Properties Disposal Procedure  
DN-R, Property Disposal Procedure Regulation

Second Reading

**Asset Protection**

The Superintendent administers efforts to assure that district assets are reasonably protected, adequately maintained, and appropriately used by the school community.

Accordingly, the Superintendent will:

1. Obtain insurance coverage against theft, casualty losses, and institutional liability and Directors and Officers liability to at least 80 of replacement value and against liability losses to Board members, staff, or the district itself in an amount that is reasonable for school districts of like size and in accordance with law;
2. Take reasonable steps to ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance;
3. Guard against the knowing or reckless exposure to the district, its Board, or staff to a substantial risk of legal liability;
4. Cause all purchases to be made consistent with the requirements of Board Governance Policy DJ, including making a request for Board approval of purchases or expenditures over \$500,000;
5. Use a competitive bidding procedure for all contracted services and for all purchases of supplies, materials, and equipment in the amount of \$50,000 or more;
6. Administer measures to assure the protection of intellectual property, information, and files from loss or significant damage;
7. Preserve and dispose of all records related to affairs or business of the district in accordance with state and federal law;
8. Receive, process, or disburse funds under controls which are sufficient under generally accepted accounting procedures;
9. Invest funds in securities when aligned with law;
10. Ensure that real property is acquired, encumbered, or disposed in accordance with Board Governance Policies DN, DN-R and DJ;
11. Guard against the knowing or reckless endangerment of the district's public image or credibility, which thereby jeopardizing the district's ability to accomplish its mission; and
12. Prevent the district from entering into a contract in which a Board member has an interest unless one of the statutory exceptions applies.

Adopted: \_\_\_\_\_

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) (Board must have policy on competitive bidding)

C.R.S. 22-32-109 (1)(h) (employees with access to funds in excess of \$50 must be bonded)  
C.R.S. 22-32-109 (m) (Board policy must ensure preservation of district records)  
C.R.S. 24-18-201 and 202 (local government officials/employees may not have interest in contract made in their official capacity)  
C.R.S. 24-75-601 et seq. (legal investments by public entities)

POLICY REFS.: DJ, District Purchasing  
DJ-R, Purchasing Procedures  
DJA, Purchasing Authority  
DJE, Bidding Procedures  
DJG-DJGA, Vendor Relations, Sales Calls and Demonstrations  
EI, Insurance Management  
FEG, Construction Contracts Bidding and Awards – General Contractors