

MISSION STATEMENT:

**EVERY STUDENT.
EVERY DAY.**

TOGETHER WE ARE...

Growing our team of effective and committed educators

Creating a culture of high expectations

Respecting our diversity

Inspiring community trust and support

Building pathways to successful futures

BOARD VISION STATEMENT

In five to seven years the district will be recognized as a beacon of educational excellence. Our students are 21st century scholars who are proud owners of their learning and successfully interact and compete in a global society. As the core of our community, we set the standard for inspiring, equipping, and empowering the diverse learners in the Montezuma-Cortez School District.

ESSENTIAL BOARD ROLES

- Guiding the district through the Superintendent
- Engaging constituents
- Ensuring alignment of resources and structure
- Measuring effectiveness
- Modeling excellence

BOARD LONG-TERM FOCUS AREA

Increasing student achievement

BOARD FOCUS AREA

- Engaging constituents
- Enhancing safety, morale and wellness
- Enhancing personnel development and seeking, selecting, developing, celebrating
- Maximizing finances
- Building board effectiveness

BOARD'S CORE, DRIVING VALUES

Respect for All,
Honesty,
Accessibility,
Deliberation,
Celebration,
Teamwork, and
Engaging Communication

**MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1
CORTEZ, COLORADO -- BOARD OF EDUCATION**

**Monday, May 16th, 2022
District Office – 400 N. Elm Street**

Board Meeting 6:00 PM

[Join us on:](#)



AGENDA

1. Call to order
2. Pledge to Flag
3. Set the Agenda
4. Student Presentation:
5. Approval of Minutes for Executive session on 4/19/22, Board Meeting on 4/19/22, and Work Session on 5/3/22.
6. Celebration Reports
7. Superintendent's Report
8. Staff Reports
9. Board Requests/Reports
10. Citizens Address the Board * 1 Hour limit (3 minutes each / Must turn in a filled out ticket)
11. Discussion Items:
 - a. N/A
12. Action Item:
 - a. Consent Calendar (see list) (May Renewals)
 - b. CASB Online District Policy Maintenance / CORE Policy Manual Project
 - c. Policy IC/ICA for 2022/2023 School Year
 - d. Donations – LOR Manaugh Playground \$25,000
 - e. Policy Revisions – **First Reading**
 - a. GBE – Staff Participation in Political Activities
 - b. AC-R-2 Title IX Policy and Procedure for Sexual Harassment
 - f. Policy Revisions – **Second Reading**
 - a. IIB-R Class Size
13. Adjournment

Next Work Session Tuesday, June 7th, at 6:00 PM

Next Regular Board Meeting Tuesday, June 21st, 6:00 PM

A few welcoming notes:

- The board's meeting time is dedicated to the mission and top-priority focus areas.
- Your insights are needed and welcomed and the board encourages you to meet with the most appropriate person.
- "Citizens Address the Board" is an opportunity to present brief comments or pose questions to the board for consideration or follow-up. You may address the board by filling out a "Citizen Comment Ticket" and handing it into the Board's Secretary. ***Each person is limited to three minutes per our School District Policy.** No one may yield their minutes to another per state statute.
- The "Consent Calendar" is based around decision points backed by prior information/discussion or highly routine.
- If you are interested in helping the Montezuma-Cortez achievement effort, please talk with any member of the Leadership Team or call the District Office at (970) 565-7522. Opportunities abound. Your participation is highly desired.

MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1
Tuesday, April 19, 2022
400 N. Elm Street, Cortez, CO 81321

MINUTES
Board Meeting 6:00 PM

Board Attendance:

Sheri Noyes, President, District F
 Sherri Wright, Vice-President, District C
 Jeanette Hart, Treasurer, Director District B
 Stacey Hall, Secretary, Director, District D
 Ed Rice, Director, District E
 Cody Wells, Director, District A
 Layne Frazier, Director District G
 Avery Wright, M-CHS Student Rep.
 Amita Crowley, M-CMS Student Rep.

Absent:**Administration Attendance:**

Tom Burris, Interim Superintendent
 Jim Parr, Exe. Director of Academics
 Kyle Archibeque, Exe. Director of Finance
 Cynthia Eldredge, Exe. Director of Human Resources
 Debra Ramsey, Exe. Assistant
 Katie Nelson, Principal
 Robbin Lewis, Interim Principal
 Robert Laymon, Principal
 Angela Sauk, Principal
 Drew Pearson, Principal
 Eric Chandler, Principal

1. Call to order

- a. The meeting was called to order by President Sheri Noyes at 6:00 PM.

2. Pledge to Flag

- a. The Pledge of Allegiance to the flag of the United States of America was led by President Sheri Noyes.

3. Executive Session: Pursuant to C.R.S. 24-6-402(4)(c) the board will consider application materials and letters of reference pertaining to the candidates for Superintendent.

Director Hall made a motion to go into executive session pursuant to C.R.S. 24-6-402(4)(c); the board will consider application materials and letters of reference pertaining to the candidates for Superintendent. Hall invited the board and Mrs. Eldredge. The motion was seconded by Vice President Wright.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

They adjourned to this executive session at 6:04 PM.

The executive session ended at 6:35 PM and the board meeting restarted at 6:37 PM. President Noyes announced that no decisions had been made in the Executive Session.

4. Set the Agenda

Vice President Wright moved to set the agenda. The motion was seconded by Director Hart. Mrs. Ramsey clarified for the board that the agenda item listed as item 13 (i) (g) should read GBE instead of BGE.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells and Wright Nay: None. Motion carried.

5. Student Presentation: M-CHS Student Government

Avery Wright, Student Government President introduced Emma Olson and the other juniors that worked to build the presentation since the seniors were working on Honors Presentations. The juniors explained to the board their group would be showing a slideshow of all the clubs and activities at M-CHS. They had added two fake clubs to see if the board could figure out which ones were which. They highlighted all the events happening at M-CHS. Director Frazier guessed both incorrect clubs. The board thanked the student for the nice presentation.

6. Approval of Minutes for March 15th Executive Session, March 15th Board Meeting, April 5th Executive Session, April 5th Special Meeting, and April 15th Special Meeting.

Director Rice made a motion to approve the minutes from March 15th Executive Session, March 15th Board Meeting, April 5th Executive Session, April 5th Special Meeting, and April 15th Special Meeting. The motion was seconded by Vice President Wright.

Wright asked for 2 small typos to be fixed in the 3/15/22 meeting notes on item 8 and item 9.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells and Wright Nay: None. Motion carried.

7. Celebration Reports

Vice President Wright said the Honor's Diploma Presentations were great.

Director Hall said Girls Golf was doing well and Girls Soccer was undefeated!

Director Rice gave a shout out to Nicolaus Sandner for his work on Mary Poppins. Mr. Rice had been on a nice tour of Pleasant View School and was grateful.

President Noyes said Prom was a huge hit and Avery Wright thanked Ms. Murphy for her hard work on the Prom and said the students had a great time.

8. Superintendent's Report

Mr. Burris submitted his report to the board. A handout of the staff responses to the 5 card meetings was given to the board. He introduced Robbin Lewis to the Board as the new Interim Principal at Manaugh. He highlighted from his report that he had met with all the school's staff twice, except Beech was Thursday. The newly formed Superintendent's Advisory Committee has met, and the notes go out tomorrow to the staff on that. They will meet 2 more times this year. Burris attended the Rural Alliance Zoom, Professional Practices Committee, and Superintendent's meeting with PCC. He thanked the Executive Team for all their hard work. Burris highlighted reaching out on a new "grow your own" program to build teachers out of the current support staff. Mr. Burris mentioned he was working on these items: graduation prep, SCA meetings, send out covenants, finish up 5 card meetings, and visit with Councilmen Whiteskunk and Wall about connectivity in Towaoc.

Staff Reports – Eldredge:

Mrs. Eldredge submitted her report to the board. She reports being busy with the Superintendent's Search. Human Resources has seen a positive outlook towards salary schedule changes. Use of the Tell-a-health option was up 28%. USI has been prepping the benefits guide for open enrollment then will put together offers for the district to consider.

Mrs. Eldredge highlighted School Nurse Karen Maxwell and read a comment from Health Services Director Jaclyn Hall with praise for Maxwell's level of care and kindness to students and was grateful for her being added to the staff. A COVID update was given with the last reported case being a month ago. The County was no longer providing an out for reporting, but Health Services is tracking necessary information. Parents must now notify the school of a positive case.

Human resources have been focusing on staff openings, recruitment with Talent Ed, and the new "Grow Your Own" opportunities. Eldredge reported Katie Schritche would be our Summer School Administrator this year. In support of the work Mrs. Schritche has done with internships at the high school, Mrs. Eldredge attended an interview skills workshop with other community members. Eldredge said contracts will be out in May once approved by the board.

She invited Ray Lopez to give an update on the projects. Lopez reported a 60ft section of track will be replaced under the warranty. There is no "wear" layer, which improves the warranty – It should be considered. Lopez met with Drew Pearson to find a spot to store supplies for the roof project. Those items will go on the tennis courts at M-CMS. Lopez had a HVAC walk through with the engineers at M-CMS, both companies are working together well. Mesa Flooring starts on May 6th and roof as soon as school gets out. The new furniture is coming and will be put together by the vendor. Lewis-Arriola roof claim may start too if materials are available.

Archibeque:

Mr. Archibeque submitted his report to the board. He highlighted that budget scenarios will be given at the work session in May, but it looks like we can expect \$780 extra this year per pupil from the state. The state projects we will be down by 30 students next year. The district's current budget is 75% spent, and the district is keeping the self-insurance on its radar.

Pleasant View and Manaugh Building Assessments were compiled from 2 different companies. The team looking at this needs to meet, then Mr. Archibeque will report the findings to the Board.

Finance is still finalizing the proposed salary schedule for next year mostly focusing on secretarial, counselor, and technology. Archibeque has requested more time to prep this from Mr. Burris. He feels much better about the district taking this on now that he sees the final numbers coming in. He feels good that the district can sustain these salary schedules.

Capital projects: Archibeque reported that the M-CHS practice field has been deemed unsafe. A back up plan has been put into place until August. There are 2 options to fix the problems: new sod (approx. \$300,000 + future water bills) or artificial turf approx. \$600,000 no watering. There could be grant opportunities and one suggestion was to work with the city on water costs by sharing space with Youth Football. Other upcoming requests will be highlighted under the action items.

Parr:

Mr. Parr submitted his report to the board. He said the school principals would be presenting their UIP's (Unified Improvement Plans). The deadline for UIP's has been moved up by the state so next year we will do this in October. He highlighted that the new K-5 ELA curriculum materials would be here before the end of the year. Work is being done and staff meetings to set up a K-12 assessment platform tool. This will assist the district in looking at students across the district. Also, Parr reviewing our current elementary report cards to see if they are effective. Parr reported testing was underway, with Thursday being the last day. He noted that the principals were doing a great job and some schools were already done, and that the PSAT/SAT were finished. He highlighted that principal mentoring was continuing.

CMAS data from 2020-2021 will be different since not all areas were tested due to the pandemic. The data will not represent the district as a whole, or our online students at the time. We will have a new baseline this year which will help us restart.

9. School UIP Presentations:

Mr. Parr provided the School Board Directors with a 2019 Performance Framework for the district from School view on the state's website followed by an executive summary of the district's Unified Improvement Plan for 2021-2022 and one for each school. Each principal spoke on their school's goals, how they were working to meet these goals, and reported on different programs they are using in their buildings. Mesa Elementary additionally, showed a power point on their SIPPS (Systematic Instruction in Phonological Awareness, Phonics, & Sight words) program and M-CMS gave a data handout to the board. Parr presented on behalf of Manaugh, then thanked the principals for their presentations. The board applauded the presentations.

10. Board Requests/Reports

Director Hall reported her trip to Denver for CHSAA Legislative Counsel was tomorrow. She highlighted pending issues with Co-Op Schools sharing enrollment and dwelling enrollment in sports programs.

Rice and Wright had both attended the Rural Roundtable this week (virtually). And there was discussion about upcoming issues and legislation.

Burris reported that he and Mr. Archibeque had met with the City of Cortez to finalize the Memorandum of Understanding contract and that wellness programs had been discussed including possible rec center reduce rates for staff.

11. **Citizens Address the Board** * 1 Hour limit (3 minutes each / Must turn in a filled-out ticket)

MB McAfee, community member: She said the district had lots to celebrate. She was glad to see the new salaries for staff and hoped that continued down the road. Pending policy GBE about staff participation in political activities concerned her. She said it stifles teachers. She found a better version she will share with Mr. Burris.

Katherine Foster: Mary Poppins presentation at the high school was spectacular. She was thankful for the district's ongoing support for the Southwest Colorado Concert Series. She had questions about the proposed new policy. She said it may be too broad to interrupt. How did it apply to bumper stickers, social media, etc. This may stifle teachers and cause unnecessary interruptions.

Mike Lavey, Mayor: He wished to express his sincere appreciation for the teacher's hard work this year and praise for their resilience. Thank you all.

Adrianna Thomas, parent: She was concerned about the Manaugh principal being let go. She had been warned about the challenges at Manaugh but that seemed to have changed. She observed that test scores there had improved. She said the principal had been great to work with. It looks poorly on the district when we part with good people when retention is a big problem. She said her son saved a birthday party invite for the principal.

Sarah Collins, parent: She was concerned about the accountability of the Interim people being hired by the district. Who will be held accountable when they are gone? She talked about an instance with her student. She said the district was not following the settlement agreement. She had liked the working relationship that was in place with the Principal and Teacher prior to the changes. She said the district needs permanent people in place and communication needs fixed.

Janet Hough, Parent: Hough questioned what happened to cause the district to be considering pending policy GBE. Hough was disappointed in the Board; this was a punishment. She felt that this policy makes teachers into robots and did not including the board in its wording. Hough said board members that signed recall petition was unethical. Hough discussed issues from a CORA request.

Lynette Ward, parent: Ward had been researching Dolores Schools and 70 of our upper grade students had moved there. This is happening with both teachers and students. The powerful partnerships the district has are hurting us. She visited Dolores and children there were happy, and visitors are welcomed. The students were decorating the walls with their artwork. Loosing students is costing the district a million a year. Ward wants her daughter to succeed. Politics and sexuality have no place in a school at all.

President Noyes called for a brief break at 8:51 PM.

The meeting was restarted at 9:03 AM.

12. **Discussion Items:** N/A

13. Action Item:**a. CASB Policy Review (tabled)**

Mr. Burris suggested we leave this tabled. He was still working with CASB on it. President Noyes said this will remain tabled.

b. Consent Calendar (see list)

Mr. Burris recommended the board accept the current consent calendar. Director Wells made a motion to approve the consent calendar and Vice President Wright seconded the motion.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

c. Resolution for Appointment of Superintendent for 2022-2023

Mr. Burris recommended that the Board consider the resolution for Appointment for Superintendent for 2022-2023. Director Wells moved to have the Superintendent's position stay open. Vice President Wright seconded the motion. Mrs. Wright said that Mr. Prop was personable but had only been in small districts. Director Rice felt the same way, and said Props was not the right person for the district. Director Hart agreed. President Noyes reported that the community committee's pros and cons aligned with the board. Noyes also wanted to leave the position open. Director Wells said we would be better served to continue the process. Wells said Mr. Prop was a good guy, but not a good fit.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None.

Motion carried; no resolution was filled out.

d. Board & Superintendent Covenants

Mr. Burris presented the Board & Superintendent Covenants in their packets. HE pointed out that if approved he wished to share the information with the staff. Vice President Wright made a motion to approve the Board and Superintendent Covenants, and Director Wells seconded the motion. Noyes reported that she sees all the changes that were discussed. Director Wells pointed to a few typos that still need corrected.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

e. Move May 17th Meeting to May 16th

President Noyes said that it was suggested the Board move their May meeting from the 17th to the 16th because of the M-CHS Awards Night and other events going on throughout the district. Vice President Wright made a motion to move the meeting date from May 17th to be May 16th, 2022. Director Hart seconded the motion. President Noyes said it was going to be a very busy week.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

f. School Board Meeting Calendar 2022/2023

Mr. Burris recommended for the Board to approve the proposed School Board Calendar for the 2022/2023 school year. Director Wells made a motion to approve the calendar as presented. Director Rice seconded the motion. Mrs. Ramsey explained that the calendar was built with meetings to land on the third Tuesday on the month with the acceptance of March which had to be moved to the 4th Tuesday because of spring break. A conversation about graduation week activities was had and once it was decided there were no overlaps the President Noyes called for the question.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

g. Capital Reserve Requests**a. M-CMS Concession Wall \$13,000**

Read by Kyle Archibeque and recommended by Mr. Burris for a wall to be built in the concession area at M-CMS. Director Wells made a motion to approve the Capital Reserve request of \$13,000 to build a wall in the concession area of M-CMS. Vice President Wright seconded the motion. Archibeque reported having issues at M-CMS in the area called concession area that leaving no area for away teams and refs. The districts crew will build it but there is some cost involved because a current sprinkler must be moved and some electrically upgrades for crockpots, etc. Mr. Pearson reported that this is due to the Middle School adding a position of trainer this year that is using the area where refs used to come in. This will make the space function much better and will provide storage and security.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

b. Panther Stadium Track Completion \$130,235

Read by Kyle Archibeque and Mr. Burris recommended the Board approve the track completion at Panther Stadium. Director Wells moved to approve the Capitol Reserve request for \$130,235 for the completion of the Track at Panther Stadium. Vice President Wright seconded the motion. Mr. Archibeque reported that the vendor is waiting to add us to the books and that he can call them tomorrow with hopes of the work getting booked this summer. Mr. Lopez said the work could be done along with the warranty work. This purchase will extend the warranty 5 more years for 8 total years.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

h. Donations**a. M-CHS 35 mm Cameras \$150.00**

Mr. Archibeque reported that 2 - 35 mm cameras were donated to the M-CHS. Burris recommended the Board accept the donation of cameras. Director Rice made a motion that the Board approve the donation of 2 – 35 mm cameras to M-CHS, and Director Hart seconded the motion.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

b. Manaugh: LOR Foundation donation for playground \$25,000

Kyle Archibeque reported that the GOCO grant had been extended to May 31st, but to get started we need a project manager. He said the LOR Foundation was donating money to help get the project moving. Archibeque said if the district starts project and cannot complete it the district may need to return the funds. Nikki Crowley from LOR Foundation said their expectation of this project was that it was 3 phases, with the first phase being identifying the needs. She said they would not expect their donation back if phase 1 was completed. Mr. Parr offered to contact the Colorado Health Foundation that helped at Lewis- Arriola & M-CMS. Crowley offered to attend the work session if more discussion was necessary. Vice President Wright moved to table this issue until May 16th. Director Hart seconded the motion.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

c. Kemper: LOR Foundation donation for water fountains \$1,800

Kyle Archibeque reported that LOR Foundation had donated \$1,800 to Kemper to install 2 (already purchased) water bottle refill/drinking stations. This money is intended to pay for a plumber to do the install since pipes must be reworked since these machines mount lower for ADA access. Burris recommends the Board accept this donation. Director Wells made a motion to accept the donation from the LOR Foundation of \$1,800 for water foundation install at Kemper. Director Hall seconded the motion.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

i. Supplemental Budget**a. ESSER III (Multiple technology/supply items - see list) \$1,285,000**

Read by Kyle Archibeque. List of items to be purchased was submitted to the board in their packet. The plan was to have the items here before the end of the year. He thanked Dean Palmquist for his work prepping the large list of items. Mr. Burris recommended that the Board approve the purchase. Director Wells made a motion to approve the supplemental budget expense of \$1,285,000 of ESSER III funds for technology and supply purchases as listed. Vice President Wright seconded the motion. A discussion about different tech items followed.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

b. SWOS: CO Health Foundation Mini Grant \$9,937.00

Read by Kyle Archibeque. This money goes straight through to SWOS. Mr. Burris recommends the Board approves of this grant. Director Hall made a motion that the Board approve the supplemental budget item for \$9,937.00 from the CO Health Foundation Mini Grant for SWOS. Vice President Wright seconded the motion.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

c. Colorado School of Public Health \$700

Read by Kyle Archibeque. He added that M-CHS would receive \$300 and SWOS \$400. There was no stipulation as to how it had to be spent. MR. Burris recommended that the Board approve these funds. Director Wells made a motion to approve the supplemental budget of \$700.00 from the Colorado School of Public Health, with Director Hall seconding his motion.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells, and Wright Nay: None. Motion carried.

j. Policy Revisions – First Reading

- a. **CBA/CBC Qualifications/Powers and responsibilities of Superintendent**
- b. **CBB Recruitment of Superintendent**
- c. **KHC Distribution/Posting of Promotional Literature**
- d. **KHC-R Distribution/Posting of Promotional Literature**
- e. **JICEA School-Related Student Publication**
- f. **JICEC Student Distribution of noncurricular Materials**
- g. **GBE Staff Participation in Political Activities**
- h. **IIB-R Class Size**

Director Wells made a motion to approve first readings of policies from items A-G. Burris said no motion was needed for the first reading. A brief discussion about class sizes took place. No vote was taken.

14. Adjournment:

The meeting adjourned at 9:58 PM.

Secretary, Board of Education

President, Board of Education

**MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1
Tuesday, May 3rd, 2022
400 N. Elm Street, Cortez, CO 81321**

MINUTES

Work Session Meeting 6:00 PM

Board Attendance:

Sheri Noyes, President, District F
Sherri Wright, Vice-President, District C
Jeanette Hart, Treasurer, Director District B
Stacey Hall, Secretary, Director, District D
Ed Rice, Director, District E
Cody Wells, Director, District A
Layne Frazier, Director District G

Amita Crowley, M-CMS Student Rep.

Administration Attendance:

Kyle Archibeque, Exe. Director of Finance
Jim Parr, Exe. Director of Academics Serv.

Debra Ramsey, Exe. Assistant
Drew Pearson, Principal
Robert Laymon, Principal
Eric Chandler, Principal
Katie Nelson, Principal

Angela Sauk, Principal

Absent:

Avery Wright, M-CHS Student Rep.

Tom Burris, Interim Superintendent

Cynthia Eldredge, Exe. Director of HR

Robbin Lewis, Interim Principal

1. Call to Order

- a. The meeting was called to order by President Sheri Noyes at 6:00 PM

2. Pledge to Flag

- a. The Pledge of Allegiance to the flag of the United States of America was led by President Sheri Noyes.

3. Set the Agenda

Director Hall moved to set the agenda. The motion was seconded by Vice President Wright.

Aye: Frazier, Hall, Hart, Noyes, Rice, Wells and Wright Nay: None. Motion carried.

At this point, President Noyes pointed out the Mr. Burris was attending the meeting due to his hand surgery and she wished him a speedy recovery.

4. Discussions Items

a. Manaugh & Pleasant View Facility Review

Kyle Archibeque presented the Manaugh and Pleasant View Facility review to the board with a PowerPoint presentation and he gave copies to Debra Ramsey for the board packet. After highlighting the information from the firms that reviewed the buildings Mr. Archibeque gave a list of options with both pros and cons towards what could be done to move forward with these building issues. He reminded the board that it had already been announced publically in February that no changes would be made for the 22/23 school year. Vice president Wright suggested a setting up community talks and focus groups. There was discussion about setting up long

term plan and what approach to take. President Noyes asked the directors to think about it and she reminded them about the importance of educating the community on the issue.

b. HVAC M-CMS & Beech

Kyle Archibeque reported that due to no responses to the first bid he reposted the request for bids and that deadline is still pending, so he would not be able to report on that issue at this time. He did inform the board at least one bid has come in this time around.

c. Proposed 22/23 Budget

Kyle Archibeque presented the Preliminary Budget Proposal for School Year 2022-2023 by PowerPoint and he gave hard copies to Mrs. Ramsey for the board packet. He had provided the presentation the night before (5/2/22) to the District Accountability Committee. He highlighted that the report is based on 33 less students which comes from the numbers collected by the state during October count. After the Budget Stabilization the 2022-2023 Preliminary Budget would be \$1,574,572.57 with the per pupil amount being \$779.82. Archibeque reported that the full budget would be available for the board to preview on May 16th and then it would be an action item for consideration at the June board meeting.

The board took a break at 7:28 PM and came back into session at 7:37 PM.

d. Salary Schedules

Kyle Archibeque presented the Salary Schedule Proposal for School Year 2022-2023 by PowerPoint and he gave hard copies to Mrs. Ramsey for the board packet. He went through a short list of changes that occurred since the board saw the first draft. Noyes thanked Mr. Archibeque for his work to update this report.

e. Staff Holiday Party 2022

Vice President Wright asked the board if they were interested in hosting an all-district holiday party again this year. The board thought it would be well attended. Director Rice said he would contact the ELKS Lodge to see if we could book a bigger venue than last year. It was discussed that they would see what dates that venue was available before they picked a date.

At this point in the meeting Director Hart spoke again to thank Mr. Archibeque for all his efforts in preparing the information he had presented.

5. Adjournment

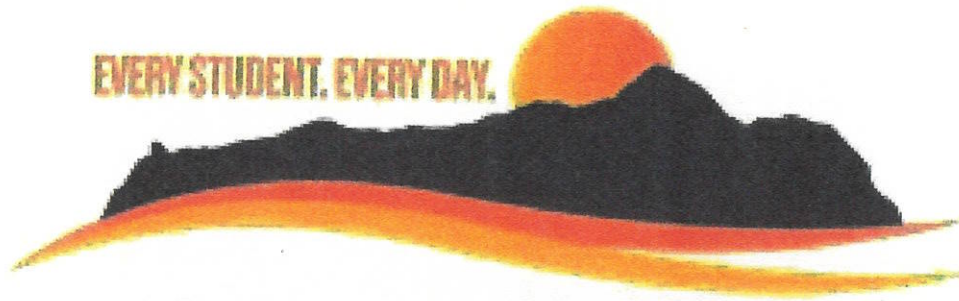
The meeting was adjourned at 7:56 PM.

Next Regular Board Meeting: Monday, May 16th, 2022

Secretary, Board of Education

President, Board of Education

EVERY STUDENT. EVERY DAY.



MONTEZUMA CORTEZ

SCHOOL DISTRICT RE-1

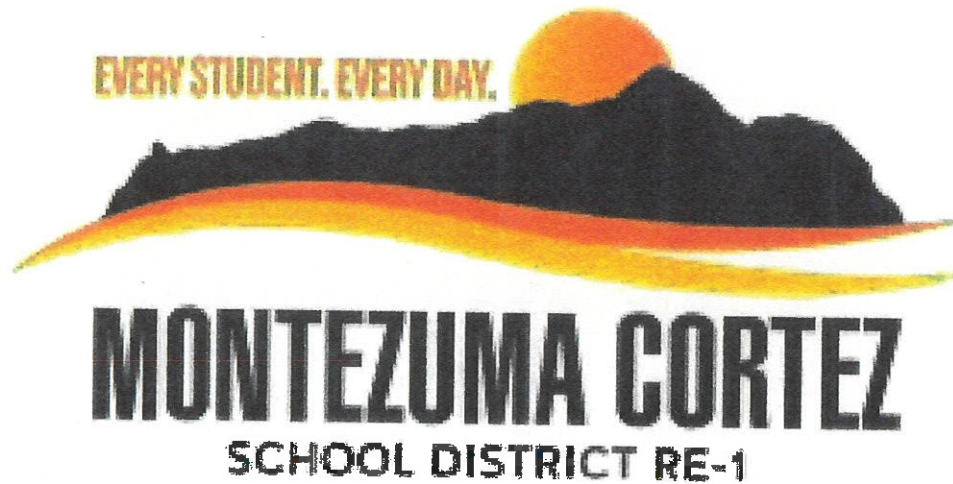
BOARD REPORT:

SUPERINTENDENT

Superintendent's Report

May 16, 2022, Board Meeting

- 1) Good Evening Board
I appreciate your willingness to move the board meeting to allow us to attend tomorrow night's awards ceremony. This is just another event that reminds us all of our mission. It's about kids.
- 2) Jeanette Hart participated in the Title IX training that was held Friday, April, 29, 2022. In the training were all administrators, principals, assistant principals, counselors and BOCS staff. The newest guidelines are very regimented and follow specific timelines. Thank you to Cynthia for the hard work to set this up.
- 3) Superintendent's Advisory Council --- We had our second meeting of the SAC Wednesday, May 11. Deb was there and captured the questions and answers. We did not have a glitch with my computer this time. The document was forwarded to all staff and the board.
- 4) I am still investigating options to create the Grow Your Own teacher's program for the district.
- 5) Thank you to board members for the time you give within the district. You are a great board.
- 6) The last two weeks have been busy with personnel issues and working to keep teachers safe. I have been in IEP meetings and meetings with staff. Thanks, Mr. Rice, for attending the bus drivers meeting.
- 7) We are all looking forward to graduation and seeing our hometown kids walk across the stage. This will be a proud moment for all of us.
- 8) I did meet with Nicci Crowley about opportunities across the district that might be funded by the LOR foundation. We will be having follow-up conversations.
- 9) I have been reaching out to firms and consultants who could do a Strategic Planning committee. I would like to have this to you at our work session.
- 10) Thanks to all who volunteered to substitute in our time of no subs available. We are looking at an automated substitute scheduler, AESOP Frontline. This resource is being used in several districts and will assist us with timely notification and accurate tracking of employees and substitutes.



BOARD REPORT

EXECUTIVE DIRECTOR OF FINANCE



**EVERY STUDENT.
EVERY DAY.**

P.O. Box R
400 North Elm Street
Cortez, Colorado 81321
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Date: May 16th, 2022
To: Board of Education Members
From: Kyle J. Archibeque, Director of Finance

1. Preliminary Budget 2022-23

The Proposed General Fund Budget for school year 2022-2023 has been provided to you with the monthly board packet. If there are questions or concerns please let me know and we can revise before the final budget is formally adopted in June.

2. Salary Schedules

I have attached the Proposed Salary Schedules for 2022-23. These will also be formally approved in June with the budget.

3. Waiving parts of Policy IC/ICA*

As part of the 4 day calendar approval, we need to make sure that we have official minutes reflecting the board's decision to wave "passing periods between classes" for the next 3 years, in order to meet the instructional hours required by CDE. This was part of the decision to move to a 4 day calendar, CDE just needs officials records that the board made this decision.

ACTION ITEM*

As always, if you have any questions or concerns, please let me know.

Sincerely,

Kyle J. Archibeque, Director of Finance

MONTEZUMA-CORTEZ RE-1
 Adopted Budget 2022-2023 (for June, 21, 2022)
 Fund 100: General Fund Balance Summary

	Audited 2019-20	Audited 2020-21	Adopted Budget 2021-22	Final Budget 2021-2022	Proposed Budget 2022-23	Variance
Beginning Fund Balance	\$ 8,041,837.97	\$ 8,041,837.97	\$ 10,064,554.89	\$ 12,186,143.21	\$ 12,914,797.07	\$ 2,121,588.32
Revenue						
Revenue From Local Sources	\$ 13,689,031.00	\$ 12,850,128.02	\$ 12,599,206.30	\$ 10,751,961.17	\$ 11,530,877.11	\$ (1,847,245.13)
Revenue From Local Sources (Reserved)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue From Intermediate Sources	\$ 257,731.00	\$ 242,747.89	\$ 243,000.00	\$ 243,000.00	\$ 243,000.00	\$ -
Revenue From State Sources	\$ 11,441,539.00	\$ 9,830,962.29	\$ 11,677,525.54	\$ 13,553,955.69	\$ 14,506,389.55	\$ 1,876,430.15
Revenue From Federal Sources	\$ 750,545.00	\$ 931,098.04	\$ 550,000.00	\$ 550,000.00	\$ 800,000.00	\$ -
Revenue From Other Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 26,138,846.00	\$ 23,854,936.24	\$ 25,069,731.84	\$ 25,098,916.86	\$ 27,080,266.66	\$ 29,185.02
Transfers and Allocations						
Total Transfers to Other Funds	\$ 1,892,370.00	\$ 2,261,856.62	\$ 1,654,566.00	\$ 2,453,115.00	\$ 2,341,105.00	\$ 798,549.00
Total Allocations to Charters and CPP	\$ 3,105,522.00	\$ 3,228,349.13	\$ 3,608,885.15	\$ 3,646,181.09	\$ 3,789,173.49	\$ 37,295.94
Total Transfers and Allocations	\$ 4,997,892.00	\$ 5,490,205.75	\$ 5,263,451.15	\$ 6,099,296.09	\$ 6,130,278.49	\$ 835,844.94
Total Revenue less Transfers & Allocations	\$ 21,140,954.00	\$ 18,364,730.49	\$ 19,806,280.69	\$ 18,999,620.77	\$ 20,949,988.17	\$ (806,659.92)
Net Revenue Including Beginning Fund Balance	\$ 29,182,791.97	\$ 26,406,568.46	\$ 29,870,835.58	\$ 31,185,763.98	\$ 33,864,785.24	\$ 1,314,928.40
Total Expenditures	\$ 18,728,041.23	\$ 13,491,771.39	\$ 19,620,586.49	\$ 19,328,031.49	\$ 21,453,765.00	\$ (292,555.00)
Ending Fund Balance	\$ 10,454,750.74	\$ 12,914,797.07	\$ 10,250,249.08	\$ 11,857,732.49	\$ 12,411,020.24	\$ 1,607,483.40
Fund Balance Detail						
Reserve for TABOR	\$ 850,000.00	\$ 850,000.00	\$ 850,000.00	\$ 850,000.00	\$ 850,000.00	\$ -
Reserve for Kinder Morgan	\$ 1,251,109.00	\$ 1,251,109.00	\$ 1,251,109.00	\$ 1,251,109.00	\$ 1,251,109.00	\$ -
3-Month Emergency Reserve	\$ 8,353,641.74	\$ 8,149,140.08	\$ 8,149,140.08	\$ 9,756,623.49	\$ 10,309,911.24	\$ 1,553,287.75
Target Range for Healthy Fund Balance	\$ 4,500,000.00	\$ 4,500,000.00	\$ 4,500,000.00	\$ 4,500,000.00	\$ 4,500,000.00	\$ -
Re-1 Available Fund Balance	\$ 8,353,641.74	\$ 8,149,140.08	\$ 8,149,140.08	\$ 9,756,623.49	\$ 10,309,911.24	\$ 1,553,287.75
Variance (carryover)	\$ 3,853,641.74	\$ 3,649,140.08	\$ 3,649,140.08	\$ 5,256,623.49	\$ 5,809,911.24	\$ 1,553,287.75

MONTEZUMA-CORTEZ RE-1
Adopted Budget 2022-2023 (for June, 21, 2022)
Fund 100: General Fund Revenue Detail

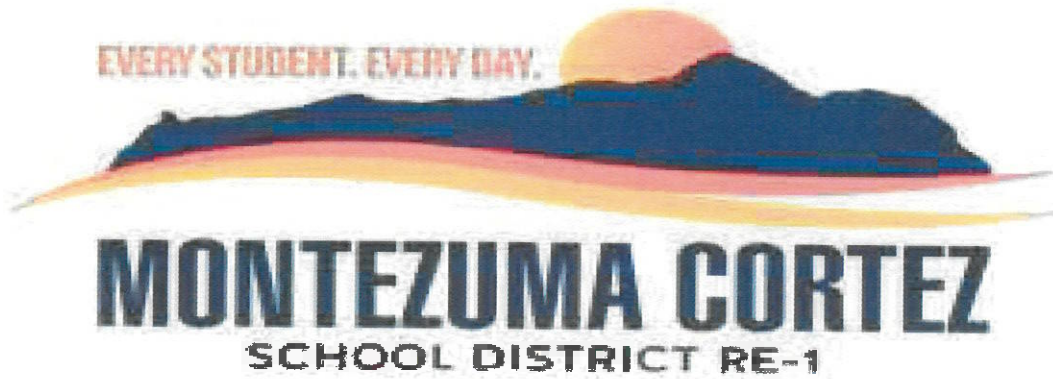
	Audited 2019-20	Audited 2020-21	Proposed Budget 2021-22	Final Budget 2021 2022	Proposed Budget 2022-23	Variance
Revenue From Local Sources						
1110 Current Property Taxes	\$ 10,962,757.00	\$ 11,262,127.03	\$ 11,385,166.13	\$ 9,405,118.43	\$ 10,009,952.68	\$ 604,834.25
1120 Specific Ownership Taxes	\$ 1,229,134.00	\$ 1,284,251.00	\$ 966,540.17	\$ 1,149,342.74	\$ 1,183,924.43	\$ 34,581.69
1140 Delinquent Taxes and Penalties and Interest on Taxes	\$ 1,113,896.00	\$ 30,915.22			\$ 50,000.00	\$ 50,000.00
1190 Other Taxes from Local Sources					\$ 50,000.00	\$ 50,000.00
1300 Tuition from Other Colorado Districts / BOCES		\$ 4,750.00				
1410 Transportation Fees from Individuals						
1500 Earnings on Investments	\$ 140,631.00	\$ 17,618.59	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ -
1800 Community Service (Day Treatment)						
1900 Other Revenue from Local Sources		\$ 25,935.68	\$ 3,500.00	\$ 3,500.00	\$ 10,000.00	\$ 6,500.00
1910 Facility Use	\$ 18,622.00	\$ 17,371.07	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ -
1930 Sale of Fixed Assets		\$ 20,932.89			\$ 1,000.00	\$ 1,000.00
1950 Services Provided other Districts						
1952 Services Provided other Colorado Districts: local	\$ 38,732.00	\$ 39,073.00				
1952 Services Provided CPP: local						
1954 Services Provided Charter Schools: local	\$ 145,388.00	\$ 147,153.54	\$ 128,000.00	\$ 128,000.00	\$ 160,000.00	\$ 32,000.00
1970 All Other Local Revenue Codes	\$ 39,871.00					
1972 Indirect Costs from Grants Dept						
Total Revenue From Local Sources	\$ 13,689,031.00	\$ 12,850,128.02	\$ 12,599,206.30	\$ 10,751,961.17	\$ 11,530,877.11	\$ 778,915.94
Revenue From Intermediate (County) Sources						
2010 County Mineral Leases current year	\$ 161,568.00	\$ 155,724.41	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00	\$ -
2020 Public School Lands (Secure Rural Schools)	\$ 95,930.00	\$ 87,023.48	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00	\$ -
2030 Colorado Div of Wildlife	\$ 233.00	\$ -				
Total Revenue From Intermediate Sources	\$ 257,731.00	\$ 242,747.89	\$ 243,000.00	\$ 243,000.00	\$ 243,000.00	\$ -
Revenue From State Sources						
3000 State Revenue from CDE Transportation 3160	\$ 258,250.00	\$ 261,291.43	\$ 248,000.00	\$ 248,000.00	\$ 250,000.00	\$ 2,000.00
3000 State Revenue from AP Exam Grant		\$ 901.00				
3010 State Revenue from CTA Funding	\$ 131,522.00	\$ 114,324.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ -
3010 State Revenue for On-Behalf Payments for PERA	\$ 306,465.00		\$ 320,000.00	\$ -		
3110 State Equalization	\$ 10,654,194.00	\$ 8,877,707.04	\$ 10,697,598.54	\$ 12,655,949.00	\$ 13,532,240.29	\$ 876,291.29
3115 At Risk Supplemental Aid, Charters	\$ 15,461.00	\$ 16,915.98	\$ 12,500.00	\$ 12,500.00	\$ 15,000.00	\$ 2,500.00
3119 COVID Mitigation Funding		\$ 89,358.74				
3230 Rural Schools Funding		\$ 389,427.58	\$ 234,427.00	\$ 472,506.69	\$ 524,149.26	\$ 51,642.57
3235 At Risk Supplemental Aid, District and Charters	\$ 24,279.00	\$ 21,888.52			\$ 20,000.00	\$ 20,000.00
3951 Service Provided within the BOCES: State Level (SWAP)	\$ 51,368.00	\$ 59,148.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ -
Total Revenue From State Sources	\$ 11,441,539.00	\$ 9,830,962.29	\$ 11,677,525.54	\$ 13,553,955.69	\$ 14,506,389.55	\$ 952,433.86
Revenue From Federal Sources						

MONTEZUMA-CORTEZ RE-1
Adopted Budget 2022-2023 (for June, 21, 2022)
Fund 100: General Fund Revenue Detail

	Audited 2019-20	Audited 2020-21	Proposed Budget 2021-22	Final Budget 2021 2022	Proposed Budget 2022-23	Variance
4951 Services Provided within BOCES: Federal Level						
4000 CARES CRF At Risk Funds 5012	\$ 750,545.00	\$ 116,274.04	\$ -	\$ -	\$ 800,000.00	\$ 250,000.00
4020 Impact Aid 4041	\$ 750,545.00	\$ 814,824.00	\$ 550,000.00	\$ 550,000.00	\$ 800,000.00	\$ 250,000.00
Revenue From Other Sources	\$ 750,545.00	\$ 931,098.04	\$ 550,000.00	\$ 550,000.00		
5400 Capital Lease Revenue						
Total Revenue From Other Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Fund Revenue For All Sources	\$ 26,138,846.00	\$ 23,854,936.24	\$ 25,069,731.84	\$ 25,098,916.86	\$ 27,080,266.66	\$ 1,981,349.80
Transfers (To) other Sources						
5213 Transfer to Technology Fund	\$ 547,500.00	\$ 400,000.00	\$ 200,000.00	\$ 280,000.00	\$ 200,000.00	\$ (80,000.00)
5214 Transfer to CMS Activity Fund	\$ 110,359.00	\$ 120,341.00	\$ 131,341.00	\$ 141,000.00	\$ 149,905.00	\$ 8,905.00
5214 Transfer to MCHS Activity Fund	\$ 349,511.00	\$ 341,515.62	\$ 423,225.00	\$ 380,500.00	\$ 591,200.00	\$ 210,700.00
5243 Transfer to Capital Projects Fund	\$ 700,000.00	\$ 1,050,000.00	\$ 500,000.00	\$ 1,235,000.00	\$ 1,000,000.00	\$ (235,000.00)
5218 Transfer to Insurance Reserve	\$ 100,000.00	\$ 200,000.00	\$ 250,000.00	\$ 261,950.00	\$ 250,000.00	\$ (11,950.00)
5221 Transfer to Lunch Fund	\$ 85,000.00	\$ 150,000.00	\$ 150,000.00	\$ 154,665.00	\$ 150,000.00	\$ (4,665.00)
Total Transfers To (From) Other Funds	\$ 1,892,370.00	\$ 2,261,856.62	\$ 1,654,566.00	\$ 2,453,115.00	\$ 2,341,105.00	\$ (112,010.00)
Allocations (To) Other Sources						
5711 Battle Rock Charter School	\$ 600,538.00	\$ 651,912.88	\$ 713,235.29	\$ 724,195.00	\$ 783,002.64	\$ 58,807.64
5711 Kiva Montessori Charter School	\$ 797,975.00	\$ 1,081,320.70	\$ 1,183,030.99	\$ 1,191,131.00	\$ 1,295,682.94	\$ 104,551.94
5711 South West Open School Charter School	\$ 991,299.00	\$ 1,030,576.80	\$ 1,127,509.68	\$ 1,145,745.90	\$ 1,239,754.18	\$ 94,008.28
5819 Allocation to CPP Fund (fund 19)	\$ 715,710.00	\$ 464,538.75	\$ 585,109.19	\$ 585,109.19	\$ 470,733.73	\$ (114,375.46)
Total Allocations	\$ 3,105,522.00	\$ 3,228,349.13	\$ 3,608,885.15	\$ 3,646,181.09	\$ 3,789,173.49	\$ 142,992.40
Total Adjusted Revenue	\$ 21,140,954.00	\$ 18,364,730.49	\$ 19,806,280.69	\$ 18,999,620.77	\$ 20,949,988.17	\$ 1,950,367.40

MONTEZUMA-CORTEZ RE-1
Adopted Budget 2022-2023 (for June, 21, 2022)
Fund 100: General Fund Expenditures Detail

	Audited 2019-20	Audited 2020- 21	Proposed Budget 2021-22	Final Budget 2021-2022	Proposed Budget 2022-23	Variance
Expenditures						
0010 Manaugh Elementary	\$ 1,545,810.16	\$ 1,075,369.68	\$ 1,761,183.74	\$ 1,761,183.74	\$ 2,002,490.00	\$ 241,306.26
0010 Mesa Elementary	\$ 1,848,354.00	\$ 1,084,269.00	\$ 2,002,631.53	\$ 2,002,631.53	\$ 2,240,755.00	\$ 238,123.47
0010 Kemper Elementary	\$ 2,031,418.00	\$ 1,248,665.00	\$ 2,010,470.17	\$ 2,010,470.17	\$ 2,327,452.00	\$ 316,981.83
0010 Lewis Arriola Elementary	\$ 635,361.60	\$ 428,473.74	\$ 691,626.62	\$ 691,626.62	\$ 813,242.00	\$ 121,615.38
0010 Pleasant View Elementary	\$ 163,569.00	\$ 102,936.33	\$ 169,780.12	\$ 169,780.12	\$ 199,702.00	\$ 29,921.88
0020 Cortez Middle School	\$ 3,624,582.00	\$ 2,349,927.00	\$ 3,463,547.39	\$ 3,463,547.39	\$ 3,575,605.00	\$ 112,057.61
0030 Montezuma-Cortez High School	\$ 3,698,841.14	\$ 2,845,314.00	\$ 3,741,164.15	\$ 3,741,164.15	\$ 4,043,367.00	\$ 302,202.85
0010 Colorado Read Act Grant	\$ 144,786.00	\$ -	\$ -	\$ -	\$ -	\$ -
0070 Gifted and Talented Education	\$ 49,804.35	\$ 16,927.00	\$ 36,666.00	\$ 36,666.00	\$ 39,000.00	\$ 2,334.00
0090 Other General Education	\$ 157,179.38	\$ 72,687.39	\$ 238,567.00	\$ 238,567.00	\$ 200,000.00	\$ (38,567.00)
1700 Special Education	\$ 27,121.28	\$ 74,238.66	\$ 186,300.00	\$ 186,300.00	\$ 203,000.00	\$ 16,700.00
1790 The Hub	\$ (1,130.00)	\$ 458.58	\$ 7,805.00	\$ 5,000.00	\$ 5,000.00	\$ -
2134 Health Services	\$ 54,911.00	\$ 43,022.00	\$ 91,654.00	\$ 91,654.00	\$ 109,396.00	\$ 17,742.00
2200 Student Academic Services	\$ 300,931.00	\$ 423,381.00	\$ 491,992.92	\$ 491,992.92	\$ 493,460.00	\$ 1,467.08
2500 Business Services	\$ 363,093.00	\$ 340,280.00	\$ 346,739.75	\$ 346,739.75	\$ 431,160.00	\$ 84,420.25
2300 Governance and Executive Administration	\$ 721,618.00	\$ 668,772.00	\$ 749,541.00	\$ 767,791.00	\$ 971,336.00	\$ 203,545.00
2600 Operations and Maintenance	\$ 717,203.00	\$ 669,510.00	\$ 771,102.00	\$ 783,102.00	\$ 1,094,800.00	\$ 311,698.00
2600 Utilities	\$ 588,638.00	\$ 602,293.00	\$ 737,673.00	\$ 737,673.00	\$ 785,000.00	\$ 47,327.00
2700 Student Transportation	\$ 1,007,303.00	\$ 671,826.86	\$ 863,568.00	\$ 863,568.00	\$ 966,000.00	\$ 102,432.00
2800 Human Resources	\$ 266,800.00	\$ 240,423.00	\$ 301,090.00	\$ 301,090.00	\$ 300,000.00	\$ (1,090.00)
2800 Technology	\$ 341,066.00	\$ 316,427.00	\$ 392,582.13	\$ 392,582.13	\$ 415,000.00	\$ 22,417.87
2900 Other Support	\$ 3,200.00	\$ 20,602.00	\$ 49,700.00	\$ 49,700.00	\$ 38,000.00	\$ (11,700.00)
3898 On-Behalf Payment for PERA Salaries	\$ 306,465.32	\$ -	\$ 320,000.00	\$ -	\$ -	\$ -
1954 Charter Flow Through	\$ 131,116.00	\$ 195,968.15	\$ 195,201.96	\$ 195,201.96	\$ 200,000.00	\$ 4,798.04
Total Expenditures	\$ 18,728,041.23	\$ 13,491,771.39	\$ 19,620,586.49	\$ 19,328,031.49	\$ 21,453,765.00	



SALARY SCHEDULES 2022-2023



**Montezuma-Cortez School District RE-1
Teachers' Salary Schedule 163 Days**

	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60/PhD
Step 0	\$ 36,000.00	\$ 37,000.00	\$ 38,000.00	\$ 39,000.00	\$ 40,000.00	\$ 41,500.00	\$ 43,000.00	\$ 44,500.00	\$ 46,000.00
Step 1	\$ 36,600.00	\$ 37,600.00	\$ 38,600.00	\$ 39,600.00	\$ 40,600.00	\$ 42,100.00	\$ 43,600.00	\$ 45,100.00	\$ 46,600.00
Step 2	\$ 37,200.00	\$ 38,200.00	\$ 39,200.00	\$ 40,200.00	\$ 41,200.00	\$ 42,700.00	\$ 44,200.00	\$ 45,700.00	\$ 47,200.00
Step 3	\$ 37,800.00	\$ 38,800.00	\$ 39,800.00	\$ 40,800.00	\$ 41,800.00	\$ 43,300.00	\$ 44,800.00	\$ 46,300.00	\$ 47,800.00
Step 4	\$ 38,400.00	\$ 39,400.00	\$ 40,400.00	\$ 41,400.00	\$ 42,400.00	\$ 43,900.00	\$ 45,400.00	\$ 46,900.00	\$ 48,400.00
Step 5	\$ 39,000.00	\$ 40,000.00	\$ 41,000.00	\$ 42,000.00	\$ 43,000.00	\$ 44,500.00	\$ 46,000.00	\$ 47,500.00	\$ 49,000.00
Step 6	\$ 39,600.00	\$ 40,600.00	\$ 41,600.00	\$ 42,600.00	\$ 43,600.00	\$ 45,100.00	\$ 46,600.00	\$ 48,100.00	\$ 49,600.00
Step 7	\$ 40,200.00	\$ 41,200.00	\$ 42,200.00	\$ 43,200.00	\$ 44,200.00	\$ 45,700.00	\$ 47,200.00	\$ 48,700.00	\$ 50,200.00
Step 8	\$ 40,800.00	\$ 41,800.00	\$ 42,800.00	\$ 43,800.00	\$ 44,800.00	\$ 46,300.00	\$ 47,800.00	\$ 49,300.00	\$ 50,800.00
Step 9	\$ 41,400.00	\$ 42,400.00	\$ 43,400.00	\$ 44,400.00	\$ 45,400.00	\$ 46,900.00	\$ 48,400.00	\$ 49,900.00	\$ 51,400.00
Step 10	\$ 42,000.00	\$ 43,000.00	\$ 44,000.00	\$ 45,000.00	\$ 46,000.00	\$ 47,500.00	\$ 49,000.00	\$ 50,500.00	\$ 52,000.00
Step 11	\$ 43,600.00	\$ 44,600.00	\$ 45,600.00	\$ 46,600.00	\$ 47,600.00	\$ 49,100.00	\$ 50,600.00	\$ 52,100.00	\$ 53,600.00
Step 12	\$ 44,200.00	\$ 45,200.00	\$ 46,200.00	\$ 47,200.00	\$ 48,200.00	\$ 49,700.00	\$ 51,200.00	\$ 52,700.00	\$ 54,200.00
Step 13	\$ 44,800.00	\$ 45,800.00	\$ 46,800.00	\$ 47,800.00	\$ 48,800.00	\$ 50,300.00	\$ 51,800.00	\$ 53,300.00	\$ 54,800.00
Step 14	\$ 46,400.00	\$ 47,400.00	\$ 48,400.00	\$ 49,400.00	\$ 50,400.00	\$ 51,900.00	\$ 53,400.00	\$ 54,900.00	\$ 56,400.00
Step 15	\$ 48,000.00	\$ 49,000.00	\$ 50,000.00	\$ 51,000.00	\$ 52,000.00	\$ 53,500.00	\$ 55,000.00	\$ 56,500.00	\$ 58,000.00
Step 16	\$ 49,600.00	\$ 50,600.00	\$ 51,600.00	\$ 52,600.00	\$ 53,600.00	\$ 55,100.00	\$ 56,600.00	\$ 58,100.00	\$ 59,600.00
Step 17	\$ 51,200.00	\$ 52,200.00	\$ 53,200.00	\$ 54,200.00	\$ 55,200.00	\$ 56,700.00	\$ 58,200.00	\$ 59,700.00	\$ 61,200.00
Step 18	\$ 52,800.00	\$ 53,800.00	\$ 54,800.00	\$ 55,800.00	\$ 56,800.00	\$ 58,300.00	\$ 59,800.00	\$ 61,300.00	\$ 62,800.00
Step 19	\$ 54,400.00	\$ 55,400.00	\$ 56,400.00	\$ 57,400.00	\$ 58,400.00	\$ 60,000.00	\$ 61,500.00	\$ 63,000.00	\$ 64,500.00
Step 20	\$ 56,000.00	\$ 57,000.00	\$ 58,000.00	\$ 59,000.00	\$ 60,000.00	\$ 61,600.00	\$ 63,100.00	\$ 64,600.00	\$ 66,100.00
Step 21	\$ 57,600.00	\$ 58,600.00	\$ 59,600.00	\$ 60,600.00	\$ 61,600.00	\$ 63,200.00	\$ 64,700.00	\$ 66,200.00	\$ 67,700.00
Step 22	\$ 59,200.00	\$ 60,200.00	\$ 61,200.00	\$ 62,200.00	\$ 63,200.00	\$ 64,800.00	\$ 66,300.00	\$ 67,800.00	\$ 69,300.00
Step 23	\$ 60,800.00	\$ 61,800.00	\$ 62,800.00	\$ 63,800.00	\$ 64,800.00	\$ 66,400.00	\$ 67,900.00	\$ 69,400.00	\$ 70,900.00
Step 24	\$ 62,400.00	\$ 63,400.00	\$ 64,400.00	\$ 65,400.00	\$ 66,400.00	\$ 68,000.00	\$ 69,500.00	\$ 71,000.00	\$ 72,500.00
Step 25	\$ 64,000.00	\$ 65,000.00	\$ 66,000.00	\$ 67,000.00	\$ 68,000.00	\$ 69,600.00	\$ 71,100.00	\$ 72,600.00	\$ 74,100.00
Step 26	\$ 65,600.00	\$ 66,600.00	\$ 67,600.00	\$ 68,600.00	\$ 69,600.00	\$ 71,200.00	\$ 72,700.00	\$ 74,200.00	\$ 75,700.00
Step 27	\$ 67,200.00	\$ 68,200.00	\$ 69,200.00	\$ 70,200.00	\$ 71,200.00	\$ 72,800.00	\$ 74,300.00	\$ 75,800.00	\$ 77,300.00
Step 28	\$ 68,800.00	\$ 69,800.00	\$ 70,800.00	\$ 71,800.00	\$ 72,800.00	\$ 74,400.00	\$ 75,900.00	\$ 77,400.00	\$ 78,900.00
Step 29	\$ 70,400.00	\$ 71,400.00	\$ 72,400.00	\$ 73,400.00	\$ 74,400.00	\$ 76,000.00	\$ 77,500.00	\$ 79,000.00	\$ 80,500.00
Step 30	\$ 72,000.00	\$ 73,000.00	\$ 74,000.00	\$ 75,000.00	\$ 76,000.00	\$ 77,600.00	\$ 79,100.00	\$ 80,600.00	\$ 82,100.00

M-CSD RE-1 will allow for up to eleven (11) years experience on the salary schedule for the position you have been hired to fill.
If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: _____ School Year 2022-23
Effective for: _____



**Montezuma-Cortez School District RE-1
Teachers - Additional Information**

PLUS HOURS ON SALARY SCHEDULE Hours are to be graduate hours if they pertain to the BA + 15 Sem. Hours; BA + 30 Sem. Hours or BA+45 unless written approval is granted by the Superintendent of Schools prior to enrollment in a particular undergraduate course. These hours need not necessarily be graduate hours if they pertain to the MA+15 Sem. Hours, MA+30 Sem. Hours, MA+45 Sem. Hours, MA+60 Sem. Hours. All plus hours for BA and MA must be earned after the date the BA or MA degree and a provisional or professional license has been granted. We will give credit for the hours past the MA if they were education credits and the degree was not in education.

Horizontal movement on the schedule will be allowed September 1st and the first day of the second semester.

A formal letter to the superintendent requesting the move and salary adjustment must be submitted. At this time, the teacher's file will be reviewed. If the move is approved, a contract addendum reflecting the adjustment will be sent to the teacher and a copy attached to the original teaching contract.

Evidence of completed work (official transcript copies) must be on file in the staff member's personnel file. For classes taken for which no official transcript is available, a letter from the college or professor indicating successful completion of the course, as well as all information about the course - number, hours, etc. must be submitted. **Salary adjustment will be made contingent upon receipt of an official transcript.**

If a teacher leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

**PROFESSIONAL STAFF REQUIRED TRAINING
(INSERVICE REQUIREMENTS FOR INSTRUCTIONAL STAFF)**

All certificated/licensed staff are directed to take such continuing education classes or course work as may be required from time to time by the administration and approved by the Board of Education. Such classes or course work shall be reasonably related to the assigned work of certificated/licensed staff members.

Evaluators and immediate supervisors shall include such classes or course work in all improvement or professional growth plans and in all professional development plans for the recertification or relicensing of certified staff members.

The successful and timely completion of such classes or course work within the time frame established by the administration and Board shall be considered a condition of continued employment by the school district. The administration and Board may include the successful and timely completion of such classes or course work as an element in future salary schedules and/or policies.

The Montezuma-Cortez Induction Class has been found essential in providing skills and knowledge necessary to deliver the mission of the Montezuma-Cortez School District. That mission is to prepare and motivate all students to discover their abilities and become self-directed, responsible, thinking contributing members in a modern multi-cultural society. This class provides training in standards, assessment, curriculum development, mentoring, cooperative learning and cultural awareness unique to the Four Corners. All Montezuma-Cortez teachers must complete or demonstrate competency of the class. Probationary teachers must complete or demonstrate competency of the class before gaining non-probationary status.

Head Teachers and Team Leaders must have completed the Supervision/Mentoring portion of the class.

PROFESSIONAL STAFF ADVANCED DEGREE AWARD

See Instructional Staff Handbook, Employment and Benefit Information for Professional Staff Advanced Degree Award.

Adopted: School Year 2022-23
Effective for:



**Montezuma-Cortez School District RE-1
Elementary Counselors Salary Schedule 163 Day (9 Month)**

	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60
Step 0	\$ 36,000.00	\$ 37,000.00	\$ 38,000.00	\$ 39,000.00	\$ 41,000.00	\$ 42,500.00	\$ 44,000.00	\$ 46,500.00	\$ 47,000.00
Step 1	\$ 36,600.00	\$ 37,600.00	\$ 38,600.00	\$ 39,600.00	\$ 41,600.00	\$ 43,100.00	\$ 44,600.00	\$ 47,100.00	\$ 47,600.00
Step 2	\$ 37,200.00	\$ 38,200.00	\$ 39,200.00	\$ 40,200.00	\$ 42,200.00	\$ 43,700.00	\$ 45,200.00	\$ 47,700.00	\$ 48,200.00
Step 3	\$ 37,800.00	\$ 38,800.00	\$ 39,800.00	\$ 40,800.00	\$ 42,800.00	\$ 44,300.00	\$ 45,800.00	\$ 48,300.00	\$ 48,800.00
Step 4	\$ 38,400.00	\$ 39,400.00	\$ 40,400.00	\$ 41,400.00	\$ 43,400.00	\$ 44,900.00	\$ 46,400.00	\$ 48,900.00	\$ 49,400.00
Step 5	\$ 39,000.00	\$ 40,000.00	\$ 41,000.00	\$ 42,000.00	\$ 44,000.00	\$ 45,500.00	\$ 47,000.00	\$ 49,500.00	\$ 50,000.00
Step 6	\$ 39,600.00	\$ 40,600.00	\$ 41,600.00	\$ 42,600.00	\$ 44,600.00	\$ 46,100.00	\$ 47,600.00	\$ 50,100.00	\$ 50,600.00
Step 7	\$ 40,200.00	\$ 41,200.00	\$ 42,200.00	\$ 43,200.00	\$ 45,200.00	\$ 46,700.00	\$ 48,200.00	\$ 50,700.00	\$ 51,200.00
Step 8	\$ 40,800.00	\$ 41,800.00	\$ 42,800.00	\$ 43,800.00	\$ 45,800.00	\$ 47,300.00	\$ 48,800.00	\$ 51,300.00	\$ 51,800.00
Step 9	\$ 41,400.00	\$ 42,400.00	\$ 43,400.00	\$ 44,400.00	\$ 46,400.00	\$ 47,900.00	\$ 49,400.00	\$ 51,900.00	\$ 52,400.00
Step 10	\$ 42,000.00	\$ 43,000.00	\$ 44,000.00	\$ 45,000.00	\$ 47,000.00	\$ 48,500.00	\$ 50,000.00	\$ 52,500.00	\$ 53,000.00
Step 11	\$ 42,600.00	\$ 43,600.00	\$ 44,600.00	\$ 45,600.00	\$ 47,600.00	\$ 49,100.00	\$ 50,600.00	\$ 53,100.00	\$ 53,600.00
Step 12	\$ -	\$ 44,200.00	\$ 45,200.00	\$ 46,200.00	\$ 48,200.00	\$ 49,700.00	\$ 51,200.00	\$ 53,700.00	\$ 54,200.00
Step 13	\$ -	\$ 44,800.00	\$ 45,800.00	\$ 46,800.00	\$ 48,800.00	\$ 50,300.00	\$ 51,800.00	\$ 54,300.00	\$ 54,800.00
Step 14	\$ -	\$ 45,400.00	\$ 46,400.00	\$ 47,400.00	\$ 49,400.00	\$ 50,900.00	\$ 52,400.00	\$ 54,900.00	\$ 55,400.00
Step 15	\$ -	\$ -	\$ 47,000.00	\$ 48,000.00	\$ 50,000.00	\$ 51,500.00	\$ 53,000.00	\$ 55,500.00	\$ 56,000.00
Step 16	\$ -	\$ -	\$ 47,600.00	\$ 48,600.00	\$ 50,600.00	\$ 52,100.00	\$ 53,600.00	\$ 56,100.00	\$ 56,600.00
Step 17	\$ -	\$ -	\$ 48,200.00	\$ 49,200.00	\$ 51,200.00	\$ 52,700.00	\$ 54,200.00	\$ 56,700.00	\$ 57,200.00
Step 18	\$ -	\$ -	\$ 48,800.00	\$ 49,800.00	\$ 51,800.00	\$ 53,300.00	\$ 54,800.00	\$ 57,300.00	\$ 57,800.00
Step 19	\$ -	\$ -	\$ 49,400.00	\$ 50,400.00	\$ 52,400.00	\$ 53,900.00	\$ 55,400.00	\$ 57,900.00	\$ 58,400.00
Step 20	\$ -	\$ -	\$ 50,000.00	\$ 51,000.00	\$ 53,000.00	\$ 54,500.00	\$ 56,000.00	\$ 58,500.00	\$ 59,000.00
Step 21	\$ -	\$ -	\$ 50,600.00	\$ 51,600.00	\$ 53,600.00	\$ 55,100.00	\$ 56,600.00	\$ 59,100.00	\$ 59,600.00
Step 22	\$ -	\$ -	\$ -	\$ 52,200.00	\$ 54,200.00	\$ 55,700.00	\$ 57,200.00	\$ 59,700.00	\$ 60,200.00
Step 23	\$ -	\$ -	\$ -	\$ -	\$ 54,800.00	\$ 56,300.00	\$ 57,800.00	\$ 60,300.00	\$ 60,800.00
Step 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,900.00	\$ 58,400.00	\$ 60,900.00	\$ 61,400.00
Step 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,000.00	\$ 61,500.00	\$ 62,000.00
Step 26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,600.00	\$ 62,100.00	\$ 62,600.00
Step 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,200.00	\$ 62,700.00	\$ 63,200.00
Step 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,800.00	\$ 63,300.00	\$ 63,800.00
Step 29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,400.00	\$ 63,900.00	\$ 64,400.00
Step 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,000.00	\$ 64,500.00	\$ 65,000.00

M-CSD RE-1 will allow for up to eleven (11) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: _____
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Secondary Counselors Salary Schedule 172 Day (9.5 Month)**

	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60
Step 0	\$ 38,000.00	\$ 39,000.00	\$ 40,000.00	\$ 41,000.00	\$ 43,000.00	\$ 44,500.00	\$ 46,000.00	\$ 48,500.00	\$ 49,000.00
Step 1	\$ 38,600.00	\$ 39,600.00	\$ 40,600.00	\$ 41,600.00	\$ 43,600.00	\$ 45,100.00	\$ 46,600.00	\$ 49,100.00	\$ 49,600.00
Step 2	\$ 39,200.00	\$ 40,200.00	\$ 41,200.00	\$ 42,200.00	\$ 44,200.00	\$ 45,700.00	\$ 47,200.00	\$ 49,700.00	\$ 50,200.00
Step 3	\$ 39,800.00	\$ 40,800.00	\$ 41,800.00	\$ 42,800.00	\$ 44,800.00	\$ 46,300.00	\$ 47,800.00	\$ 50,300.00	\$ 50,800.00
Step 4	\$ 40,400.00	\$ 41,400.00	\$ 42,400.00	\$ 43,400.00	\$ 45,400.00	\$ 46,900.00	\$ 48,400.00	\$ 50,900.00	\$ 51,400.00
Step 5	\$ 41,000.00	\$ 42,000.00	\$ 43,000.00	\$ 44,000.00	\$ 46,000.00	\$ 47,500.00	\$ 49,000.00	\$ 51,500.00	\$ 52,000.00
Step 6	\$ 41,600.00	\$ 42,600.00	\$ 43,600.00	\$ 44,600.00	\$ 46,600.00	\$ 48,100.00	\$ 49,600.00	\$ 52,100.00	\$ 52,600.00
Step 7	\$ 42,200.00	\$ 43,200.00	\$ 44,200.00	\$ 45,200.00	\$ 47,200.00	\$ 48,700.00	\$ 50,200.00	\$ 52,700.00	\$ 53,200.00
Step 8	\$ 42,800.00	\$ 43,800.00	\$ 44,800.00	\$ 45,800.00	\$ 47,800.00	\$ 49,300.00	\$ 50,800.00	\$ 53,300.00	\$ 53,800.00
Step 9	\$ 43,400.00	\$ 44,400.00	\$ 45,400.00	\$ 46,400.00	\$ 48,400.00	\$ 49,900.00	\$ 51,400.00	\$ 53,900.00	\$ 54,400.00
Step 10	\$ 44,000.00	\$ 45,000.00	\$ 46,000.00	\$ 47,000.00	\$ 49,000.00	\$ 50,500.00	\$ 52,000.00	\$ 54,500.00	\$ 55,000.00
Step 11	\$ 44,600.00	\$ 45,600.00	\$ 46,600.00	\$ 47,600.00	\$ 49,600.00	\$ 51,100.00	\$ 52,600.00	\$ 55,100.00	\$ 55,600.00
Step 12	\$ -	\$ 46,200.00	\$ 47,200.00	\$ 48,200.00	\$ 50,200.00	\$ 51,700.00	\$ 53,200.00	\$ 55,700.00	\$ 56,200.00
Step 13	\$ -	\$ 46,800.00	\$ 47,800.00	\$ 48,800.00	\$ 50,800.00	\$ 52,300.00	\$ 53,800.00	\$ 56,300.00	\$ 56,800.00
Step 14	\$ -	\$ 47,400.00	\$ 48,400.00	\$ 49,400.00	\$ 51,400.00	\$ 52,900.00	\$ 54,400.00	\$ 56,900.00	\$ 57,400.00
Step 15	\$ -	\$ -	\$ 49,000.00	\$ 50,000.00	\$ 52,000.00	\$ 53,500.00	\$ 55,000.00	\$ 57,500.00	\$ 58,000.00
Step 16	\$ -	\$ -	\$ 49,600.00	\$ 50,600.00	\$ 52,600.00	\$ 54,100.00	\$ 55,600.00	\$ 58,100.00	\$ 58,600.00
Step 17	\$ -	\$ -	\$ 50,200.00	\$ 51,200.00	\$ 53,200.00	\$ 54,700.00	\$ 56,200.00	\$ 58,700.00	\$ 59,200.00
Step 18	\$ -	\$ -	\$ 50,800.00	\$ 51,800.00	\$ 53,800.00	\$ 55,300.00	\$ 56,800.00	\$ 59,300.00	\$ 59,800.00
Step 19	\$ -	\$ -	\$ 51,400.00	\$ 52,400.00	\$ 54,400.00	\$ 55,900.00	\$ 57,400.00	\$ 59,900.00	\$ 60,400.00
Step 20	\$ -	\$ -	\$ 52,000.00	\$ 53,000.00	\$ 55,000.00	\$ 56,500.00	\$ 58,000.00	\$ 60,500.00	\$ 61,000.00
Step 21	\$ -	\$ -	\$ 52,600.00	\$ 53,600.00	\$ 55,600.00	\$ 57,100.00	\$ 58,600.00	\$ 61,100.00	\$ 61,600.00
Step 22	\$ -	\$ -	\$ -	\$ 54,200.00	\$ 56,200.00	\$ 57,700.00	\$ 59,200.00	\$ 61,700.00	\$ 62,200.00
Step 23	\$ -	\$ -	\$ -	\$ -	\$ 56,800.00	\$ 58,300.00	\$ 59,800.00	\$ 62,300.00	\$ 62,800.00
Step 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,900.00	\$ 60,400.00	\$ 62,900.00	\$ 63,400.00
Step 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,000.00	\$ 63,500.00	\$ 64,000.00
Step 26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,600.00	\$ 64,100.00	\$ 64,600.00
Step 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,200.00	\$ 64,700.00	\$ 65,200.00
Step 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,800.00	\$ 65,300.00	\$ 65,800.00
Step 29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,400.00	\$ 65,900.00	\$ 66,400.00
Step 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,000.00	\$ 66,500.00	\$ 67,000.00

M-CSD RE-1 will allow for up to eleven (11) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: _____
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Principal Salary Schedule**

STEP	Pre-School Administrator		Elementary Assistant Principal		Secondary Assistant Principal		Elementary Principal		Middle School Principal		High School Principal	
0 - 1 Years	\$ 57,000.00	\$ 59,000.00	\$ 63,000.00	\$ 66,000.00	\$ 69,000.00	\$ 72,000.00	\$ 75,000.00	\$ 78,000.00	\$ 81,000.00	\$ 84,000.00	\$ 87,000.00	\$ 90,000.00
2 - 4 Years	\$ 59,800.00	\$ 62,833.00	\$ 66,833.00	\$ 70,833.00	\$ 74,833.00	\$ 78,833.00	\$ 82,833.00	\$ 86,833.00	\$ 90,833.00	\$ 94,833.00	\$ 98,833.00	\$ 102,833.00
5 - 7 Years	\$ 62,600.00	\$ 66,666.00	\$ 70,666.00	\$ 74,666.00	\$ 78,666.00	\$ 82,666.00	\$ 86,666.00	\$ 90,666.00	\$ 94,666.00	\$ 98,666.00	\$ 102,666.00	\$ 106,666.00
8 - 10 Years	\$ 65,400.00	\$ 70,499.00	\$ 74,499.00	\$ 78,499.00	\$ 82,499.00	\$ 86,499.00	\$ 90,499.00	\$ 94,499.00	\$ 98,499.00	\$ 102,499.00	\$ 106,499.00	\$ 110,499.00
11 - 14 Years	\$ 68,200.00	\$ 74,332.00	\$ 78,332.00	\$ 82,332.00	\$ 86,332.00	\$ 90,332.00	\$ 94,332.00	\$ 98,332.00	\$ 102,332.00	\$ 106,332.00	\$ 110,332.00	\$ 114,332.00
15 - 20 Years	\$ 71,000.00	\$ 78,165.00	\$ 82,165.00	\$ 85,165.00	\$ 88,165.00	\$ 91,165.00	\$ 94,165.00	\$ 97,165.00	\$ 100,165.00	\$ 103,165.00	\$ 106,165.00	\$ 109,165.00
20 + Years	\$ 73,800.00	\$ 81,998.00	\$ 85,998.00	\$ 88,998.00	\$ 91,998.00	\$ 94,998.00	\$ 97,998.00	\$ 100,998.00	\$ 103,998.00	\$ 106,998.00	\$ 109,998.00	\$ 112,998.00

9.5 Month 9.5 Month 10 Month 10 Month 11 Month 11 Month

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill.

Adopted: School Year 2022-23
Effective for:



**Montezuma-Cortez School District RE-1
Nurses' Salary Schedule 163 Days**

	LPN	RN (2 year Degree)	BA/BSN	BA +15	MA	MA + 15
Step 0	\$ 27,000.00	\$33,000.00	\$ 36,000.00	\$ 37,000.00	\$ 40,000.00	\$ 41,500.00
Step 1	\$ 27,600.00	\$33,600.00	\$ 36,600.00	\$ 37,600.00	\$ 40,600.00	\$ 42,100.00
Step 2	\$ 28,200.00	\$34,200.00	\$ 37,200.00	\$ 38,200.00	\$ 41,200.00	\$ 42,700.00
Step 3	\$ 28,800.00	\$34,800.00	\$ 37,800.00	\$ 38,800.00	\$ 41,800.00	\$ 43,300.00
Step 4	\$ 29,400.00	\$35,400.00	\$ 38,400.00	\$ 39,400.00	\$ 42,400.00	\$ 43,900.00
Step 5	\$ 30,000.00	\$36,000.00	\$ 39,000.00	\$ 40,000.00	\$ 43,000.00	\$ 44,500.00
Step 6	\$ 30,600.00	\$36,600.00	\$ 39,600.00	\$ 40,600.00	\$ 43,600.00	\$ 45,100.00
Step 7	\$ 31,200.00	\$37,200.00	\$ 40,200.00	\$ 41,200.00	\$ 44,200.00	\$ 45,700.00
Step 8	\$ 31,800.00	\$37,800.00	\$ 40,800.00	\$ 41,800.00	\$ 44,800.00	\$ 46,300.00
Step 9	\$ 32,400.00	\$38,400.00	\$ 41,400.00	\$ 42,400.00	\$ 45,400.00	\$ 46,900.00
Step 10	\$ 33,000.00	\$39,000.00	\$ 42,000.00	\$ 43,000.00	\$ 46,000.00	\$ 47,500.00
Step 11	\$ 33,600.00	\$39,600.00	\$ 42,600.00	\$ 43,600.00	\$ 46,600.00	\$ 48,100.00
Step 12	\$ 34,200.00	\$40,200.00	\$ 43,200.00	\$ 44,200.00	\$ 47,200.00	\$ 48,700.00
Step 13	\$ 34,800.00	\$40,800.00	\$ 43,800.00	\$ 44,800.00	\$ 47,800.00	\$ 49,300.00
Step 14				\$ 45,400.00	\$ 48,400.00	\$ 49,900.00
Step 15				\$ 46,000.00	\$ 49,000.00	\$ 50,500.00
Step 16				\$ 46,600.00	\$ 49,600.00	\$ 51,100.00
Step 17				\$ 47,200.00	\$ 50,200.00	\$ 51,700.00
Step 18				\$ 47,800.00	\$ 50,800.00	\$ 52,300.00
Step 19				\$ 48,400.00	\$ 51,400.00	\$ 52,900.00
Step 20				\$ 49,000.00	\$ 52,000.00	\$ 53,500.00
Step 21				\$ 49,600.00	\$ 52,600.00	\$ 54,100.00
Step 22				\$ 50,200.00	\$ 53,200.00	\$ 54,700.00
Step 23				\$ 50,800.00	\$ 53,800.00	\$ 55,300.00
Step 24				\$ 51,400.00	\$ 54,400.00	\$ 55,900.00
Step 25					\$ 55,000.00	\$ 56,500.00
Step 26					\$ 55,600.00	\$ 57,100.00
Step 27					\$ 56,200.00	\$ 57,700.00
Step 28					\$ 56,800.00	\$ 58,300.00
Step 29					\$ 57,400.00	\$ 58,900.00
Step 30					\$ 58,000.00	\$ 59,500.00

M-CSD RE-1 will allow for up to eleven (11) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement. Non BSN will remain on BA+0 until a Bachelors degree in nursing has been obtained.

Adopted: _____
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Administrators**

Steps	Coordinator 10	Coordinator 11	Director 10	Director 12	Executive Director	Assistant Superintendent
0 - 1 Years	\$ 39,000.00	\$ 41,500.00	\$ 43,500.00	\$ 52,000.00	\$ 80,000.00	\$ 90,000.00
2 - 4 Years	\$ 43,000.00	\$ 45,500.00	\$ 47,500.00	\$ 56,000.00	\$ 84,000.00	\$ 94,000.00
5 - 7 Years	\$ 47,000.00	\$ 49,500.00	\$ 51,500.00	\$ 60,000.00	\$ 88,000.00	\$ 98,000.00
8 - 10 Years	\$ 51,000.00	\$ 53,500.00	\$ 55,500.00	\$ 64,000.00	\$ 92,000.00	\$ 102,000.00
11 - 14 Years	\$ 55,000.00	\$ 57,500.00	\$ 59,500.00	\$ 68,000.00	\$ 96,000.00	\$ 106,000.00
15 - 20 Years	\$ 59,000.00	\$ 61,500.00	\$ 63,500.00	\$ 72,000.00	\$ 100,000.00	\$ 110,000.00
20 + Years	\$ 63,000.00	\$ 65,500.00	\$ 67,500.00	\$ 76,000.00	\$ 104,000.00	\$ 114,000.00
	10 Month	11 Month	10 Month	12 Month	12 Month	12 Month

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted:
Effective for: School Year 2022-23



Montezuma-Cortez School District RE-1
Administrative Support

	School		School		Finance		Finance		Finance		Executive		Specialist	
	Clerical	Secretary 9.5	Secretary 10	Secretary 9.5	Secretary 10	Secretary 11	Secretary 12	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary	Secretary
Step 1	\$ 17,500.00	\$ 20,000.00	\$ 21,600.00	\$ 23,200.00	\$ 25,000.00	\$ 26,500.00	\$ 34,100.00	\$ 38,000.00	\$ 37,500.00	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00	\$ 37,500.00
Step 2	\$ 17,920.00	\$ 20,440.00	\$ 22,040.00	\$ 23,640.00	\$ 25,440.00	\$ 26,940.00	\$ 34,540.00	\$ 38,590.00	\$ 38,090.00	\$ 38,590.00	\$ 38,590.00	\$ 38,590.00	\$ 38,590.00	\$ 38,090.00
Step 3	\$ 18,340.00	\$ 20,880.00	\$ 22,480.00	\$ 24,080.00	\$ 25,880.00	\$ 27,380.00	\$ 34,980.00	\$ 39,180.00	\$ 38,680.00	\$ 39,180.00	\$ 39,180.00	\$ 39,180.00	\$ 38,680.00	\$ 38,680.00
Step 4	\$ 18,760.00	\$ 21,320.00	\$ 22,920.00	\$ 24,520.00	\$ 26,320.00	\$ 27,820.00	\$ 35,420.00	\$ 39,770.00	\$ 39,270.00	\$ 39,770.00	\$ 39,770.00	\$ 39,770.00	\$ 39,270.00	\$ 39,270.00
Step 5	\$ 19,180.00	\$ 21,760.00	\$ 23,360.00	\$ 24,960.00	\$ 26,760.00	\$ 28,260.00	\$ 35,860.00	\$ 40,360.00	\$ 39,860.00	\$ 40,360.00	\$ 40,360.00	\$ 40,360.00	\$ 39,860.00	\$ 39,860.00
Step 6	\$ 19,600.00	\$ 22,200.00	\$ 23,800.00	\$ 25,400.00	\$ 27,200.00	\$ 28,700.00	\$ 36,300.00	\$ 40,950.00	\$ 40,450.00	\$ 40,950.00	\$ 40,950.00	\$ 40,950.00	\$ 40,450.00	\$ 40,450.00
Step 7	\$ 20,020.00	\$ 22,640.00	\$ 24,240.00	\$ 25,840.00	\$ 27,640.00	\$ 29,140.00	\$ 36,740.00	\$ 41,540.00	\$ 41,040.00	\$ 41,540.00	\$ 41,540.00	\$ 41,540.00	\$ 41,040.00	\$ 41,040.00
Step 8	\$ 20,440.00	\$ 23,080.00	\$ 24,680.00	\$ 26,280.00	\$ 28,080.00	\$ 29,580.00	\$ 37,180.00	\$ 42,130.00	\$ 41,630.00	\$ 42,130.00	\$ 42,130.00	\$ 42,130.00	\$ 41,630.00	\$ 41,630.00
Step 9	\$ 20,860.00	\$ 23,520.00	\$ 25,120.00	\$ 26,720.00	\$ 28,520.00	\$ 30,020.00	\$ 37,620.00	\$ 42,720.00	\$ 42,220.00	\$ 42,720.00	\$ 42,720.00	\$ 42,720.00	\$ 42,220.00	\$ 42,220.00
Step 10	\$ 21,280.00	\$ 23,960.00	\$ 25,560.00	\$ 27,160.00	\$ 28,960.00	\$ 30,460.00	\$ 38,060.00	\$ 43,310.00	\$ 42,810.00	\$ 43,310.00	\$ 43,310.00	\$ 43,310.00	\$ 42,810.00	\$ 42,810.00
Step 11	\$ 21,700.00	\$ 24,400.00	\$ 26,000.00	\$ 27,600.00	\$ 29,400.00	\$ 30,900.00	\$ 38,500.00	\$ 43,900.00	\$ 43,400.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00	\$ 43,400.00	\$ 43,400.00
Step 12	\$ 22,120.00	\$ 24,840.00	\$ 26,440.00	\$ 28,040.00	\$ 29,840.00	\$ 31,340.00	\$ 38,940.00	\$ 44,490.00	\$ 43,990.00	\$ 44,490.00	\$ 44,490.00	\$ 44,490.00	\$ 43,990.00	\$ 43,990.00
Step 13	\$ 22,540.00	\$ 25,280.00	\$ 26,880.00	\$ 28,480.00	\$ 30,280.00	\$ 31,780.00	\$ 39,380.00	\$ 45,080.00	\$ 44,580.00	\$ 45,080.00	\$ 45,080.00	\$ 45,080.00	\$ 44,580.00	\$ 44,580.00
Step 14	\$ 22,960.00	\$ 25,720.00	\$ 27,320.00	\$ 28,920.00	\$ 30,720.00	\$ 32,220.00	\$ 39,820.00	\$ 45,670.00	\$ 45,170.00	\$ 45,670.00	\$ 45,670.00	\$ 45,670.00	\$ 45,170.00	\$ 45,170.00
Step 15	\$ 23,380.00	\$ 26,160.00	\$ 27,760.00	\$ 29,360.00	\$ 31,160.00	\$ 32,660.00	\$ 40,260.00	\$ 46,260.00	\$ 45,760.00	\$ 46,260.00	\$ 46,260.00	\$ 46,260.00	\$ 45,760.00	\$ 45,760.00
Step 16	\$ 23,800.00	\$ 26,600.00	\$ 28,200.00	\$ 29,800.00	\$ 31,600.00	\$ 33,100.00	\$ 40,700.00	\$ 46,850.00	\$ 46,350.00	\$ 46,850.00	\$ 46,850.00	\$ 46,850.00	\$ 46,350.00	\$ 46,350.00
Step 17	\$ 24,220.00	\$ 27,040.00	\$ 28,640.00	\$ 30,240.00	\$ 32,040.00	\$ 33,540.00	\$ 41,140.00	\$ 47,440.00	\$ 46,940.00	\$ 47,440.00	\$ 47,440.00	\$ 47,440.00	\$ 46,940.00	\$ 46,940.00
Step 18	\$ 24,640.00	\$ 27,480.00	\$ 29,080.00	\$ 30,680.00	\$ 32,480.00	\$ 33,980.00	\$ 41,580.00	\$ 48,030.00	\$ 47,530.00	\$ 48,030.00	\$ 48,030.00	\$ 48,030.00	\$ 47,530.00	\$ 47,530.00
Step 19	\$ 25,060.00	\$ 27,920.00	\$ 29,520.00	\$ 31,120.00	\$ 32,920.00	\$ 34,420.00	\$ 42,020.00	\$ 48,620.00	\$ 48,120.00	\$ 48,620.00	\$ 48,620.00	\$ 48,620.00	\$ 48,120.00	\$ 48,120.00
Step 20	\$ 25,480.00	\$ 28,360.00	\$ 29,960.00	\$ 31,560.00	\$ 33,360.00	\$ 34,860.00	\$ 42,460.00	\$ 49,210.00	\$ 48,710.00	\$ 49,210.00	\$ 49,210.00	\$ 49,210.00	\$ 48,710.00	\$ 48,710.00

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement. Number of days worked per Approved School Calendar

Adopted: _____ School Year 2022-23
Effective for: _____



**Montezuma-Cortez School District RE-1
Hardware/Software Technician Salary Schedule**

STEP	Technician	Data Specialist / Network Manager
Step 1	\$ 38,400.00	\$42,800.00
Step 2	\$ 38,932.00	\$43,332.00
Step 3	\$ 39,464.00	\$43,864.00
Step 4	\$ 39,996.00	\$44,396.00
Step 5	\$ 40,528.00	\$44,928.00
Step 6	\$ 41,060.00	\$45,460.00
Step 7	\$ 41,592.00	\$45,992.00
Step 8	\$ 42,124.00	\$46,524.00
Step 9	\$ 42,656.00	\$47,056.00
Step 10	\$ 43,188.00	\$47,588.00
Step 11	\$ 43,720.00	\$48,120.00
Step 12	\$ 44,252.00	\$48,652.00
Step 13	\$ 44,784.00	\$49,184.00
Step 14	\$ 45,316.00	\$49,716.00
Step 15	\$ 45,848.00	\$50,248.00
Step 16	\$ 46,380.00	\$50,780.00
Step 17	\$ 46,912.00	\$51,312.00
Step 18	\$ 47,444.00	\$51,844.00
Step 19	\$ 47,976.00	\$52,376.00
Step 20	\$ 48,508.00	\$52,908.00

12 month
40 Hrs/Wk

12 month
40 Hrs/Wk

Minimum Job qualifications:

- * An AA degree from an accredited technical school or equivalent work-related experience.
- * A strong background with all Windows operating systems is necessary.
- * Network background is required.

Placement on column depend up certifications held and movement must be approved by Administration.
M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill.
If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: _____
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Custodial, Maintenance and Plumber/Electrician Salary Schedule**

	Custodial	Maintenance Grade 1	Maintenance Grade 2	Plumber/ Electrician
Step 1	\$ 29,150.00	\$ 29,500.00	\$ 31,000.00	\$ 35,000.00
Step 2	\$ 29,515.00	\$ 29,865.00	\$ 31,365.00	\$ 35,595.00
Step 3	\$ 29,880.00	\$ 30,230.00	\$ 31,730.00	\$ 36,190.00
Step 4	\$ 30,245.00	\$ 30,595.00	\$ 32,095.00	\$ 36,785.00
Step 5	\$ 30,610.00	\$ 30,960.00	\$ 32,460.00	\$ 37,380.00
Step 6	\$ 30,975.00	\$ 31,325.00	\$ 32,825.00	\$ 37,975.00
Step 7	\$ 31,340.00	\$ 31,690.00	\$ 33,190.00	\$ 38,570.00
Step 8	\$ 31,705.00	\$ 32,055.00	\$ 33,555.00	\$ 39,165.00
Step 9	\$ 32,070.00	\$ 32,420.00	\$ 33,920.00	\$ 39,760.00
Step 10	\$ 32,435.00	\$ 32,785.00	\$ 34,285.00	\$ 40,355.00
Step 11	\$ 32,800.00	\$ 33,150.00	\$ 34,650.00	\$ 40,950.00
Step 12	\$ 33,165.00	\$ 33,515.00	\$ 35,015.00	\$ 41,545.00
Step 13	\$ 33,530.00	\$ 33,880.00	\$ 35,380.00	\$ 42,140.00
Step 14	\$ 33,895.00	\$ 34,245.00	\$ 35,745.00	\$ 42,735.00
Step 15	\$ 34,260.00	\$ 34,610.00	\$ 36,110.00	\$ 43,330.00
Step 16	\$ 34,625.00	\$ 34,975.00	\$ 36,475.00	\$ 43,925.00
Step 17	\$ 34,990.00	\$ 35,340.00	\$ 36,840.00	\$ 44,520.00
Step 18	\$ 35,355.00	\$ 35,705.00	\$ 37,205.00	\$ 45,115.00
Step 19	\$ 35,720.00	\$ 36,070.00	\$ 37,570.00	\$ 45,710.00
Step 20	\$ 36,085.00	\$ 36,435.00	\$ 37,935.00	\$ 46,305.00

12 Month
12 Month
12 Month

MT-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill.
 If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Extra Assignments:

Custodial Evening Differential	\$10 per month for 9 months (\$90/year)
Welding	\$250
Backflow Prevention	\$500
Locksmith	\$500
Head Custodian - Small Elementary	\$200
Head Custodian - Small Secondary	\$1,000
Head Custodian - Large Secondary	\$1,200

Advancement on steps shall be by approved inservice, after taking and passing competency tests administered by either the AVTS or Physical Plant Director(s) recommendation with documentation to Central Office Administration. Competency must be demonstrated in the areas of need: locksmith-plumbing, advanced tradesman, carpentry, advanced tradesman masonry, small engine repair, HVAC/controls, boiler maintenance, roofing repair, lead maintenance and other skills as recognized and requested by employer.



**Montezuma-Cortez School District RE-1
Paraprofessional Salary Schedule 163 Days**

	Paraprofessional	Para + 48 Hours	ESS Paraprofessional
Step 1	\$ 17,500.00 \$ 14.31	\$ 18,500.00 \$ 15.13	\$ 19,000.00 \$ 15.54
Step 2	\$ 17,942.00 \$ 14.68	\$ 18,942.00 \$ 15.49	\$ 19,442.00 \$ 15.90
Step 3	\$ 18,384.00 \$ 15.04	\$ 19,384.00 \$ 15.86	\$ 19,884.00 \$ 16.27
Step 4	\$ 18,826.00 \$ 15.40	\$ 19,826.00 \$ 16.22	\$ 20,326.00 \$ 16.63
Step 5	\$ 19,268.00 \$ 15.76	\$ 20,268.00 \$ 16.58	\$ 20,768.00 \$ 16.99
Step 6	\$ 19,710.00 \$ 16.12	\$ 20,710.00 \$ 16.94	\$ 21,210.00 \$ 17.35
Step 7	\$ 20,152.00 \$ 16.48	\$ 21,152.00 \$ 17.30	\$ 21,652.00 \$ 17.71
Step 8	\$ 20,594.00 \$ 16.85	\$ 21,594.00 \$ 17.66	\$ 22,094.00 \$ 18.07
Step 9	\$ 21,036.00 \$ 17.21	\$ 22,036.00 \$ 18.03	\$ 22,536.00 \$ 18.43
Step 10	\$ 21,478.00 \$ 17.57	\$ 22,478.00 \$ 18.39	\$ 22,978.00 \$ 18.80
Step 11	\$ 21,920.00 \$ 17.93	\$ 22,920.00 \$ 18.75	\$ 23,420.00 \$ 19.16
Step 12	\$ 22,362.00 \$ 18.29	\$ 23,362.00 \$ 19.11	\$ 23,862.00 \$ 19.52
Step 13	\$ 22,804.00 \$ 18.65	\$ 23,804.00 \$ 19.47	\$ 24,304.00 \$ 19.88
Step 14	\$ 23,246.00 \$ 19.02	\$ 24,246.00 \$ 19.83	\$ 24,746.00 \$ 20.24
Step 15	\$ 23,688.00 \$ 19.38	\$ 24,688.00 \$ 20.19	\$ 25,188.00 \$ 20.60
Step 16	\$ 24,130.00 \$ 19.74	\$ 25,130.00 \$ 20.56	\$ 25,630.00 \$ 20.97
Step 17	\$ 24,572.00 \$ 20.10	\$ 25,572.00 \$ 20.92	\$ 26,072.00 \$ 21.33
Step 18	\$ 25,014.00 \$ 20.46	\$ 26,014.00 \$ 21.28	\$ 26,514.00 \$ 21.69
Step 19	\$ 25,456.00 \$ 20.82	\$ 26,456.00 \$ 21.64	\$ 26,956.00 \$ 22.05
Step 20	\$ 25,898.00 \$ 21.18	\$ 26,898.00 \$ 22.00	\$ 27,398.00 \$ 22.41

7.5 Hour

7.5 Hour

7.5 Hour

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted:
Effective for:

School Year 2022-23



**Montezuma-Cortez School District RE-1
Transportation Personnel Salary Schedule**

STEP	Mechanics	Bus Driver	Bus Aide
Step 1	\$ 36,000.00	\$ 17.00	\$ 13.97
Step 2	\$ 36,420.00	\$ 17.40	\$ 14.37
Step 3	\$ 36,840.00	\$ 17.80	\$ 14.77
Step 4	\$ 37,260.00	\$ 18.20	\$ 15.17
Step 5	\$ 37,680.00	\$ 18.60	\$ 15.57
Step 6	\$ 38,100.00	\$ 19.00	\$ 15.97
Step 7	\$ 38,520.00	\$ 19.40	\$ 16.37
Step 8	\$ 38,940.00	\$ 19.80	\$ 16.77
Step 9	\$ 39,360.00	\$ 20.20	\$ 17.17
Step 10	\$ 39,780.00	\$ 20.60	\$ 17.57
Step 11	\$ 40,200.00	\$ 21.00	\$ 17.97
Step 12	\$ 40,620.00	\$ 21.40	\$ 18.37
Step 13	\$ 41,040.00	\$ 21.80	\$ 18.77
Step 14	\$ 41,460.00	\$ 22.20	\$ 19.17
Step 15	\$ 41,880.00	\$ 22.60	\$ 19.57
Step 16	\$ 42,300.00	\$ 23.00	\$ 19.97
Step 17	\$ 42,720.00	\$ 23.40	\$ 20.37
Step 18	\$ 43,140.00	\$ 23.80	\$ 20.77
Step 19	\$ 43,560.00	\$ 24.20	\$ 21.17
Step 20	\$ 43,980.00	\$ 24.60	\$ 21.57

12 month

9 Month

9 Month

July-June
Pay Cycle

Sept-August
Pay Cycle

Sept-August
Pay Cycle

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Mechanic Tool Allowance \$200 per year (on anniversary hire date)
Lead Mechanic \$2,000

Adopted: School Year 2022-23
Effective for:



Montezuma-Cortez School District RE-1
School Nutrition Personnel Salary Schedule

STEP	COOKS & CARRY-OUT	KITCHEN MANAGERS* LEWIS & PV ONLY	KITCHEN MANAGERS* EXCLUDING LEWIS & PV
Step 1	\$ 13.97	\$ 14.55	\$ 15.75
Step 2	\$ 14.42	\$ 15.00	\$ 16.20
Step 3	\$ 14.87	\$ 15.45	\$ 16.65
Step 4	\$ 15.32	\$ 15.90	\$ 17.10
Step 5	\$ 15.77	\$ 16.35	\$ 17.55
Step 6	\$ 16.22	\$ 16.80	\$ 18.00
Step 7	\$ 16.67	\$ 17.25	\$ 18.45
Step 8	\$ 17.12	\$ 17.70	\$ 18.90
Step 9	\$ 17.57	\$ 18.15	\$ 19.35
Step 10	\$ 18.02	\$ 18.60	\$ 19.80
Step 11	\$ 18.47	\$ 19.05	\$ 20.25
Step 12	\$ 18.92	\$ 19.50	\$ 20.70
Step 13	\$ 19.37	\$ 19.95	\$ 21.15
Step 14	\$ 19.82	\$ 20.40	\$ 21.60
Step 15	\$ 20.27	\$ 20.85	\$ 22.05
Step 16	\$ 20.72	\$ 21.30	\$ 22.50
Step 17	\$ 21.17	\$ 21.75	\$ 22.95
Step 18	\$ 21.62	\$ 22.20	\$ 23.40
Step 19	\$ 22.07	\$ 22.65	\$ 23.85
Step 20	\$ 22.52	\$ 23.10	\$ 24.30

9 Month	9 Month	9 Month
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Sept-August Pay Cycle	Sept-August Pay Cycle	Sept-August Pay Cycle
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M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

*Kitchen Managers are responsible for operating the computerized lunch lines .

Adopted: _____
Effective for: _____ School Year 2022-23



**Montezuma-Cortez School District RE-1
Miscellaneous Additional Pay Salary Schedule**

Substitute Teacher Pay

Current Colorado Certified/Licensed	\$125.00
Three and Five Year Substitute License	\$110.00
One Year Substitute Authorization with BA	\$110.00
One Year Substitute Authorization	\$99
Emergency Substitute Teacher	\$99

After five (5), but less than 16 consecutive days in the same assignment, the rates will increase by \$5.00 per day.

Long Term Substitutes

After substituting in the same assignment for fifteen (15) consecutive days, the full licensed substitute teacher shall be placed on the first step of the BA column. The new rate of pay shall begin the sixteenth (16th) consecutive day in the same assignment.

*In order to obtain a one-year substitute authorization without having 60 hours of post-secondary education, the applicant would need to show some past work experience with children and have gone through district training.

All substitutes are paid in half-day increments, whereas Middle School and High School Teacher substitutes are paid by the classroom period or block.

Pay periods are from the 21st of the month to the 20th of the following month. Paychecks are issued on the last workday of each month. Direct deposit is mandatory, if you are not set up for direct deposit, please notify the payroll office.

Support Staff Substitute Pay

Bus Drivers:	
Regular Route Drivers:	Paid per Transportation Salary Schedule (Benefits Eligible after 30 hours)
Alternate route drivers:	Paid per Transportation Salary Schedule

Paraprofessionals:	
- Paraprofessional Substituting for a teacher	Para Pay only (No additional pay)

Substitute Employees:	
Paraprofessionals:	\$13.97
-no change in pay for long term substituting	
Secretaries:	\$13.97
-no change in pay for long term substituting	
Food Service:	\$13.97
-no change in pay for long term substituting	
Custodians:	\$1.00 below beginning Custodial Salary Schedule
-no change in pay for long term substituting	

Temporary Skilled Help: \$1.00 below beginning maintenance schedule

Adopted: School Year 2022-23
Effective for:



**Montezuma-Cortez School District RE-1
Coaching and Assignment Salary Schedule**

CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5	CATEGORY 6	CATEGORY 7
Football Basketball Instrumental Music Wrestling Volleyball	Baseball Track Soccer Softball MCHS Cheer	Cross Country Golf	Drama (Spring) Student Government ELL Liaison Honors Diploma Vocal Music Native American Club Jr Class Sponsor Sr Class Sponsor FFA, AG Sponsor Advisory Leader Critical Counselor	FCCLA Annual MCHS Color Guard MCHS Drama Pre-School HOSA Knowledge Bowl Year Book Secondary Communication Liaison	NHS Young Artists Assoc Registrar MCHS AP Coordinator Elementary Communication Liaison	6th Grade After School A

CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5	CATEGORY 6	CATEGORY 7
0	\$3,800.00					
1	\$3,900.00	\$2,200.00	\$1,600.00	\$1,100.00	\$750.00	
2	\$4,000.00	\$2,300.00	\$1,700.00	\$1,200.00	\$850.00	
3	\$4,100.00	\$2,400.00	\$1,800.00	\$1,300.00	\$950.00	
4	\$4,200.00	\$2,500.00	\$1,900.00	\$1,400.00	\$1,050.00	
		\$2,600.00	\$2,000.00	\$1,500.00	\$1,150.00	

CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5	CATEGORY 6	CATEGORY 7
0	\$2,600.00					
1	\$2,700.00	\$1,900.00				
2	\$2,800.00	\$2,000.00				
3	\$2,900.00	\$2,100.00				
4	\$3,000.00	\$2,200.00				
		\$2,300.00				

CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5	CATEGORY 6	CATEGORY 7
0	\$1,700.00					
1	\$1,800.00	\$1,300.00	\$1,000.00	\$800.00	\$650.00	\$400.00
2	\$1,900.00	\$1,400.00	\$1,100.00	\$900.00	\$750.00	\$450.00
3	\$2,000.00	\$1,500.00	\$1,200.00	\$1,000.00	\$850.00	\$500.00
4	\$2,100.00	\$1,600.00	\$1,300.00	\$1,100.00	\$950.00	\$550.00
		\$1,700.00	\$1,400.00	\$1,200.00	\$1,050.00	\$600.00

CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5	CATEGORY 6	CATEGORY 7
0	\$1,200.00					
1	\$1,300.00	\$1,000.00				
2	\$1,400.00	\$1,100.00				
3	\$1,500.00	\$1,200.00				
4	\$1,600.00	\$1,300.00				
		\$1,400.00				

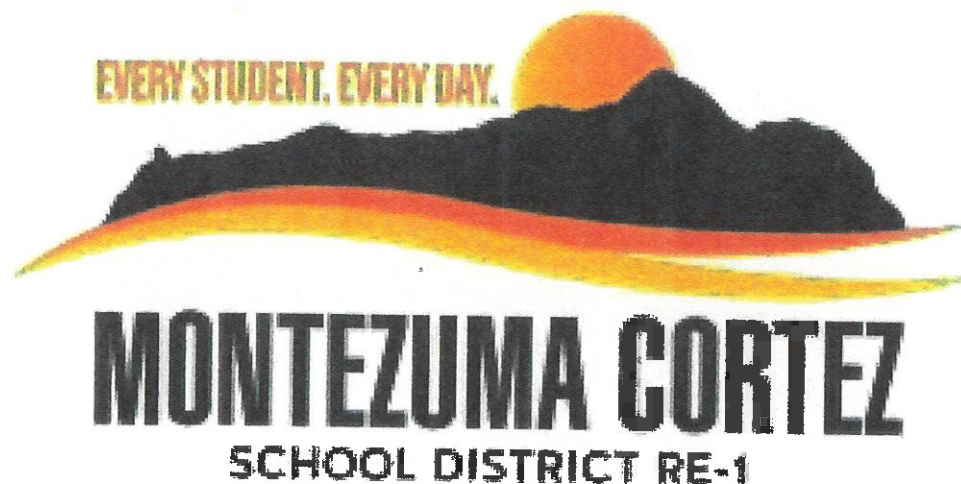
LEAD TEACHER ASSIGNMENT	\$	1,000.00
DEPARTMENT CHAIR ASSIGNMENT	\$	500.00
GIFTED and TALENTED ASSIGNMENT	\$	1,000.00

If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted:

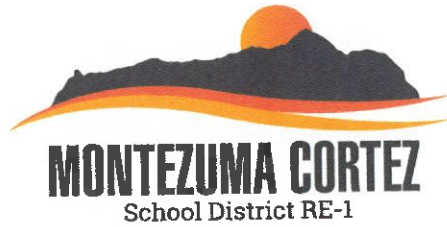
Effective for:

School Year 2022-23



BOARD REPORT

EXECUTIVE DIRECTOR OF STUDENT SERVICES



**EVERY STUDENT.
EVERY DAY.**

P.O. Box R
400 North Elm Street
Cortez, Colorado 81321
Phone: (970) 565-7282
Fax: (970) 565-2161
www.cortez.k12.co.us

**May 16, 2022
Board Report-**

Report to RE-1 Board of Education

**Jim Parr
Executive Director of Student Academic Services**

May 16, 2022



**EVERY STUDENT.
EVERY DAY.**

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22/23 4-Day Calendar Update- CDE Approval

Following submission of information to CDE for approval of our 4-day calendar we have received feedback on planned schedules. Individual schools are making adjustments and we have resubmitted updated information to CDE for final approval.

K-5 ELA adoption update-

Materials have been ordered and their arrival is expected in the coming days. Professional development for teachers will begin with 2 virtual modules followed by in-person training during the first week staff returns in August.

Previously used materials from Wit & Wisdom are being sent to the district warehouse/

Assessment Platform update-

School principals and district administrators have watched presentations from NWEA (MAP) and Renaissance (STAR) assessment platforms.

I have also been receiving feedback from a group of teachers that represent all levels of teaching in RE-1.

Our goals for assessment are to-

- Maintain Data Driven Instruction process (using student data to design/adjust instruction)
- Efficiently be able to assess students given limited timeframes.
- Assessments that provide us (RE-1) the ability to see student data & district progress for grades K-12

Elementary Report cards-

We would like to begin a discussion on the overall effectiveness of the current report card used at elementary levels. Discussion on this have yet to begin.

Assessment & State Testing- Completed!!!!

All state testing was completed on April 29th!



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EVERY DAY.**

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Charter Schools-

By the end of May, we will have completed the charter contract w/ SWOS and it should be available for approval at the June board meeting.

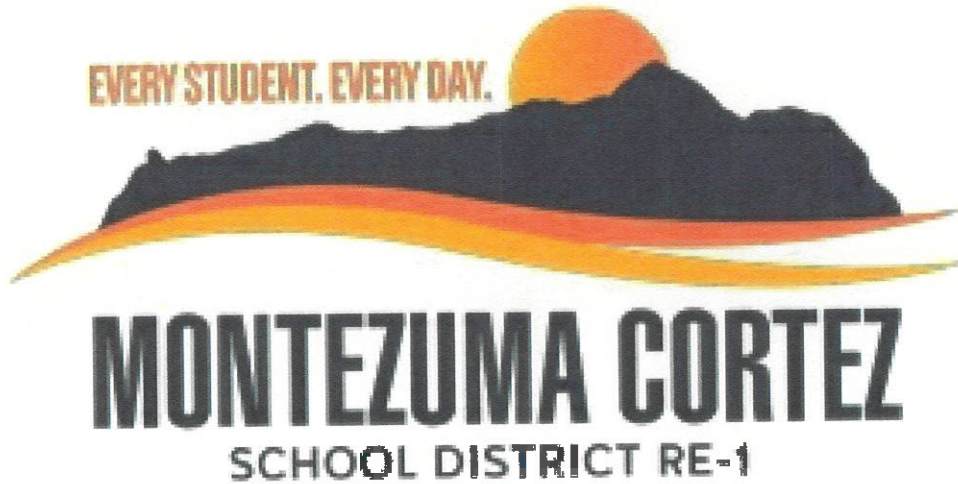
Scheduled Curriculum Review for 22/23

For the 22/23 school year we (RE-1) are scheduled to review and potentially purchase new material for the following content areas-

- Secondary Spanish textbook
- 6-12th grade health

Manaugh Playground update-

We have engaged with the consulting group that assisted in the playground development for Lewis Arriola and Cortez Middle School to explore options for continuing the Manaugh project. I will update the board as to the progress of the group a future options.



Staff Reports: Principals

Beech Street Preschool May Board Report

1. Updates on Program

- We are now taking applications for enrollment for next school year.

2. Assessments

- Each classroom just finished their final Teaching Strategies Gold checkpoints for the year.

3. Concerns

- Finding staff for next school year. We will need to hire six people and possibly two special needs paras for the students we will have coming in next year.

4. Upcoming Events

- We will be having our Preschool Graduation on the evening of May 26th.



Mesa Elementary School

703 West Seventh Street
Cortez, CO 81321
(970) 565-3858

Mr. Robert Laymon, *Principal*
rlaymon@cortez.k12.co.us

"Home of the Wildcats"

Mrs. Crystal Croke, *Assistant Principal*
ccroke@cortez.k12.co.us

Mesa School Board Report 5-11-22

- Pinion Project's last day for Mesa's Gym usage is 5-20-22
- DIBLES and end of year STAR Math, STAR Reading, and STAR Early Literacy testing has been completed
- 4th/5th grade track meet has been completed (May 12th).
- Mesa field day for grades K-3 is scheduled for May 19th.
- Gallery Night, chili competition, dessert silent auction, and gallery night will be on 5-23-22 from 5 to 7 pm.
- Presidential awards will be given on May 26th at 200pm



Home of the Panthers

450 West 2nd Street • Cortez, Colorado 81321
Telephone: (970) 565-7824 • FAX (970) 565-5120

Drew Pearson
Principal

Beth Benavidez
Assistant Principal

Matthew Holmes
Assistant Principal/
Activities Director

May Board Report for Montezuma-Cortez Middle School

Celebrations/Program Updates:

- Track & Field finished up last week, and the team had a great showing at the league meet. This concluded our sports and activities for the year. We had success throughout and are grateful to the coaches and students for their outstanding efforts.
- M-CMS had the privilege of celebrating our staff this last week during teacher appreciation week. We are so thankful for and blessed by our fantastic team. They have done amazing work this year in spite of many challenges.
- Our theater program finished its year with an awards ceremony where we were able to induct several eighth-graders in as thespians and our custodian Glen Kyle as an honorary thespian.

Staffing Updates:

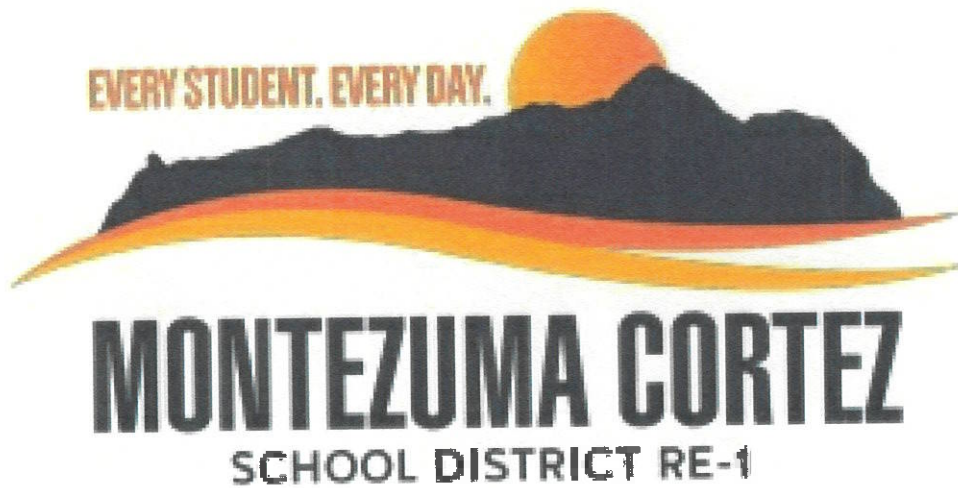
- We are actively working on staffing for next year. We have filled several positions already but have 13 open positions. We are conducting interviews daily and have strong leads on several of these positions. We have far more applicants compared to last year. Thank you for your work on the four-day week and salary schedule, which undoubtedly impacted this change.

Concerns/Solutions:

- Behavior
 - We have had two discipline review hearings for students this month. One for distribution of drugs and alcohol and another for repeated physical altercations.
- Cell Phones:
 - We have dealt with countless issues with cell phones this year, including pictures taken at school used for cyberbullying, sexual harassment, posting demeaning images, and creating fake staff Instagram accounts. There have also been multiple Instagram pages dedicated to fights occurring at the school, which cannot be removed. These actions have contributed to excessive hours of discipline meetings and the resignation of at least one staff member. Our Leadership Team requests the school board review this policy to prohibit any use of cell phones on a school campus. There is no longer a need for cell phones on campus with one-to-one devices, and they have become a substantial problem and distraction to the learning environment.

Upcoming Events for Board Members:

- May 17th - Band spring concert 7:00 pm
- May 24th - 8th-grade continuation 5:00 pm



Action Items



Deb Ramsey <deb.ramsey@cortez.k12.co.us>

CASB Policy Changes

1 message

Deb Ramsey <deb.ramsey@cortez.k12.co.us>
To: Kyle Archibeque <karchibeque@cortez.k12.co.us>

Wed, May 11, 2022 at 2:34 PM

Hello Kyle,

FYI - Here are the anticipated amounts for the CASB changes if the board approves the purchase.

- CASB Core Policy Manual will be \$5,000 one time in July. This is for the purchase of their entire book of policies in one easy digital upload (may even be on a thumb drive).

We will approve this in July.

- CASB O.D.P.M. (Online District Policy Maintenance) will be \$4,700 (the first year - \$2,000 after that) due in July or August. This is the ongoing maintenance agreement that includes the "Special Policy Updates" and any changes we approve - then they upload them and keep our policies looking good and legally correct.

We can't do this until the Policy Manual is approved and in place so that's why I say July or August.

Respectfully,
Mrs. Debra Ramsey

Executive Assistant to the Superintendent & the Board of Education
Montezuma-Cortez School District RE-1
PO Drawer R, Cortez, CO 81321 970-565-7282 ext. 1119

Email: deb.ramsey@cortez.k12.co.us Website: <https://www.cortez.k12.co.us/> Facebook: <https://www.facebook.com/MCSDRE1>

School Year/School Calendar/Instruction Time

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

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

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

The definition of "actively engaged in the educational process" includes all of the above and instruction delivered electronically and/or the use of other types of independent, remote work time for students provided under the supervision of a certified or licensed teacher. Remote learning days may include use of: [existing district online school or program, services provided with Colorado Digital Learning Solutions, assigned and prepared work packets, pre-recorded classes, or other method(s) utilized by the district]. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes occur in the following ways:

1. Presence during in-person instruction;
2. Assignments completed at home;
3. Logging into the online learning platform;
4. Student demonstration of learning;
5. Responding to teacher emails or communication;

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

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

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

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

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

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

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

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

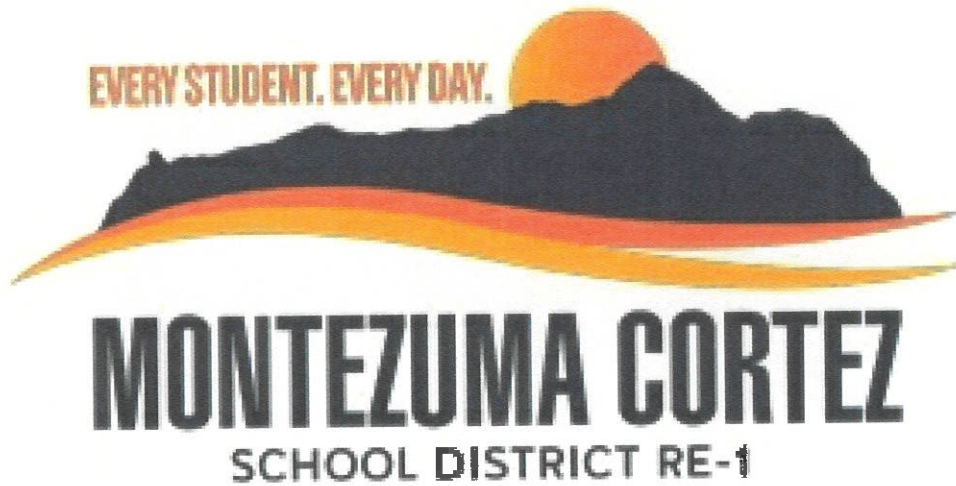
Adopted: May 15, 2018

Revised: July 28, 2020 (Emergency)

Revised: October 19, 2021

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

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



Policy:
First Reading

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board of Education subscribes to the principle that public school employees not only have the right but must also share in the responsibility for the development of sound public policy by assuming full political and citizenship responsibilities. An employee who is a candidate for political office or has been elected to a political office has a joint obligation to the public and to the schools. During this involvement with political activities, an employee will not:

- Misrepresent the school district but will take adequate precautions to distinguish between his/her personal views and school district views;
- Interfere with a colleague's exercise of political and citizenship rights and responsibilities;
- Use school district privileges, resources, or working time to promote political candidates or partisan political activities;
- Use District equipment, supplies, materials, buildings, or other resources to influence the outcome of any election; or
- assign or expect students to participate in any aspect of campaigning, canvassing, or aiding in the processes of attempting to influence voters to vote for or against individuals or measures as a part of required or enrichment activities of course work. Nor will students be used as a forum for an employee to express personal opinions for or against any candidate, in any election, at any level.

Campaigning in person, circulating political literature for or against any candidate or cause, or the posting of such literature, is prohibited in the schools or on the school premises with the exception of information and literature pertaining to school district, city, county, or higher education levies and bond issues. The Superintendent will act to ensure that unauthorized campaigning or distribution of literature is not permitted.

Any school employee elected to a public office who is appointed to a committee or committees dealing directly with education issues may file a request for political activity leave and upon approval shall be granted leave with no loss of salary for attendance at these meetings. After the first year, the filing of a political activity leave request for committee attendance will be required for documentation purposes only.

Adopted: 06/21/2022

LEGAL REF.: C.R.S. 1-45-101 et seq. (Fair Campaign Practices Act)

CROSS REFS.: FDA, Bond Campaigns
GBEA, Staff Ethics/Conflict of Interest
GBEB, Staff Conduct
KHC, Distribution/Posting of Noncurricular Materials

~~Sexual Harassment Investigation Procedures~~

~~-(Title IX)~~

~~The district is committed to maintaining a learning environment that is free from sex-based discrimination, including sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based discrimination or harassment or participates in a harassment investigation.~~

~~Definitions~~

~~For purposes of this regulation, these terms have the following meanings:-~~

- ~~• **"Complainant"** means an individual who is alleged to be the target of conduct that could constitute sex-based discrimination or sexual harassment.~~
- ~~• **"Decision Maker"** means an individual(s) who assess the relevant evidence, including party and witness credibility, to decide if the district has met the burden of proof showing the respondent to be responsible for the alleged sexual harassment. The decision-maker may not be the Title IX Coordinator or the investigator. The district's decision-maker will be the superintendent or designee.~~
- ~~• **"Education Program or Activity"** means locations, events, or circumstances over which the district exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.~~
- ~~• **"Investigator"** means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence—including both inculpatory and exculpatory evidence—and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the decision maker.~~
- ~~• **"Respondent"** means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.~~
- ~~• **"Sexual Harassment"** means conduct on the basis of sex that satisfies one or more of the following:

 - ~~1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);~~
 - ~~2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or~~
 - ~~3. Sexual assault, dating violence, domestic violence, or stalking.~~~~
- ~~• **"Supportive Measures"** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.~~
- ~~• **"Title IX Coordinator"** means the employee designated by a recipient to coordinate its efforts to comply with Title IX responsibilities. The district's Title IX Coordinator will be the District Assistant Superintendent.~~

For the purpose of this regulation the above defined individuals be free of bias and conflict of interest.

Filing a complaint

A complainant, or a parent or guardian with the legal right to act on the complainant's behalf, may file a complaint. Complaints must be filed in writing and signed by the complainant. Forms for this purpose are available on the district website, counseling offices, administrative offices, and the human resource office. Completed forms must be filed with the Title IX Coordinator. If a complaint form is given to a district employee, the district employee will promptly forward the complaint to the Title IX Coordinator. An alternate will be designated in the event it is claimed that the respondent is the one who committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 60 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will receive assistance as needed in filing a complaint.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation, is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Investigation

Once a complaint is received, the Title IX Coordinator will first determine if the alleged conduct occurred in the district's education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit the district from addressing the allegations in any manner the district deems appropriate.

Title IX Coordinator: Lis Richard, 400 North Elm St. Cortez, Co 81321, 970-565-7522 ext. 1133 or email richard@cortez.k12.co.us

Following this determination, the investigator will begin the investigation in a reasonably prompt manner and adhere to the following:

- The investigator must apply the "presumption of innocence" standard during the course of the investigation.
- The investigator must adhere to all timeframes. If a timeframe cannot be met, the investigator will notify the complainant, respondent, and decision maker.
- The investigator will protect the complainant from inappropriate questions and evidence about the complainant's prior sexual history.
- The investigator must provide written notice of the allegations to the parties involved.
- The investigation may also include, but is not limited to, the following:
 - Implementation of supportive measures for both the complainant and the respondent;
 - A request for the complainant to provide a written statement regarding the nature of the complaint;
 - A request for respondent to provide a written statement;
 - A request for witnesses identified during the course of the investigation to provide a written statement;

- ~~Interviews of the complainant, respondent, or witnesses; and~~
- ~~Review and collection of documentation or information deemed relevant to the investigation.~~
- ~~The District will work with the complainant and respondent to find appropriate remedies that are not punitive or burdensome.~~
- ~~Within a reasonably prompt timeframe, the investigator must issue a report to the decision maker. After finalizing the report, the investigator will provide a copy to the complainant and respondent and will wait ten days prior to providing the report to the decision. The investigator's report must be advisory and must not bind the decision maker to any particular course of action or remedial measure.~~
- ~~Should the investigation result in an informal resolution within the 60 days' time frame that the complaint was filed.~~

Decision

~~The decision maker will apply the preponderance of the evidence standard when making a decision and must notify the complainant and respondent of the decision. The decision must include a written determination regarding responsibility, explain how and why the decision maker reached the conclusions outlined in the report, and detail any disciplinary measures taken in response to the conduct. The possible range of sanctions and remedies could include administrative leave, counseling, termination, and other appropriate actions. The decision of the decision maker in no way prejudices either the complainant or the respondent from seeking redress through state or federal agencies, as provided in law.~~

Appeal

~~The investigation is closed after the decision maker issues a decision, unless either party appeals the decision within ten (10) days by making a written request including the bases of appeal to the decision maker detailing why the decision should be reconsidered (procedural irregularity, new evidence, conflict of interest or bias).~~

Notice and training

~~To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all district schools and departments. The policy and complaint procedures must be prominently posted on the district's website, referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.~~

~~All students and district employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the district's website.~~

Revised: October 13, 2020

Revised: September 21, 2021

Title IX Policy and Procedure for Sexual Harassment

Montezuma-Cortez School District (the “District”) is committed to providing a safe and inclusive learning and working environment for its community members. Sexual Harassment is strictly prohibited in all of the District’s Educational Programs and Activities. The following policy and procedure is designed to ensure an adequate and appropriate response to allegations of Sexual Harassment in the District’s Educational Program and Activities, as described herein.

The Title IX Coordinator for the District is: [\[INSERT NAME\]](#)

The Title IX Coordinator may be contacted at the following:

400 North Elm Street

970-565-7282

[\[INSERT E-MAIL\]](#)

To file a Title IX Formal Complaint visit: [\[INSERT LINK\]](#)

1. Definitions (for purposes of this Policy)

- a. **Advisor:** A person selected by a Party, of the Party’s own choosing, to provide support and advocacy during the Title IX grievance process, including, but not limited to, a parent, legal guardian, or attorney.
- b. **Appeal:** A process through which a Party may seek to overturn a Determination for limited reasons, consistent with this policy. It may also reference the document filed by the Party bringing the Appeal.
- c. **Appeals Officer:** The person (or group of people) who reviews and rules on any Appeal properly filed by a Party. This person(s) must be free from conflicts of interest and bias. This person(s) must be trained in accordance with this policy. The Appeals Officer cannot be the same person(s) as the Title IX Coordinator, the Investigator, or the Decision-maker.
- d. **Complainant:** An individual who is alleged in a Formal Complaint to be the victim of conduct that could constitute Sexual Harassment. Parents and guardians do not become complainants (or respondents), even if they file the Formal Complaint on behalf of their child.
- e. **Decision-maker:** The person who reviews the Investigative Report prepared by an Investigator and makes a written Determination regarding the responsibility or not of the Respondent for the alleged conduct. This person must be free from conflicts of interest and bias. This person must be trained in accordance with this policy. The Decision-maker cannot be the same person(s) as the Title IX Coordinator or the Investigator.
- f. **Determination:** A written finding by the Decision-maker determining, using a preponderance of the evidence standard, that the Respondent was or was not responsible for the alleged conduct; or a finding by the Appeals Officer consistent with the process for Appeals under this policy.

- g. **Education Program or Activity:** Locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the Sexual Harassment occurs.
- h. **Employee:** An employee of or, in the case of a Complainant, an applicant for employment to the District.
- i. **Final Determination:** A Determination that becomes final after an Appeal and/or after the deadline to file an Appeal is lapsed without an Appeal being filed.
- j. **Formal Complaint:** A written document filed by a Complainant or their parent/legal guardian, or signed by the Title IX Coordinator, alleging Sexual Harassment, against a Respondent, and requesting investigation by the District of the allegations made therein. A formal complaint may be filed with the Title IX Coordinator at any time in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator.

The Formal Complaint form can be found at: [\[INSERT LINK\]](#)

- k. **Grievance Process:** A process of formal resolution pursued in response to the filing of a Formal Complaint that alleges Sexual Harassment, which includes without limitation an Investigation, Determination, and opportunity for Appeal; or an Informal Resolution.
- l. **Informal Resolution:** An alternative dispute resolution process facilitated by an Informal Resolution Facilitator, which may include but is not limited to a mediation or restorative justice process between the Parties.
- m. **Informal Resolution Facilitator:** The person who conducts an Informal Resolution process as outlined in this policy. This person must be free from conflicts of interest and bias. This person must be trained in the methods of Informal Resolution being used, and also must be trained in accordance with this policy.
- n. **Investigator:** The person who conducts the evidence gathering phase of the Grievance Process, and compiles the evidence into an Investigative Report for the Decision maker to use to make a Determination. This person must be free from conflicts of interest and bias. This person must be trained in accordance with this policy.
- o. **Party or Parties:** The Complainant and the Respondent, individually or collectively.
- p. **Remedies:** Actions taken after resolution of a Formal Complaint designed to restore or preserve access to the District's education program. Such remedies may include the same individualized services utilized as Supportive Measures. However,

Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent if a determination finds a Respondent responsible.

- q. **Report:** A verbal, electronic, or written communication alleging possible sexual harassment, triggering the Title IX Coordinator's responsibility to make contact with the alleged Complainant, offer Supportive Measures, and discuss the option to file a Formal Complaint. May also be referred to as a "concern."
- r. **Respondent:** An individual who has been reported and is alleged to be the perpetrator of conduct that could constitute Sexual Harassment.
- s. **Retaliation:** Intimidation, coercion, or discrimination against an individual because the individual made a good-faith report about or participated in good faith in an Investigation of Sexual Harassment. The District will investigate and respond to an allegation of Retaliation in the same manner as an allegation of Sexual Harassment under this policy.
- t. **Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:
 - i. An employee of the District conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
 - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's Education Program or Activity (any conduct of a sexual nature directed by a student toward an employee or by an employee toward a student is presumed to be unwelcome); or
 - iii. Sexual assault, dating violence, domestic, or stalking" as defined below:
 - 1. Sexual assault is an offense classified as a forcible or nonforcible sex offense under the uniform crime system of the Federal Bureau of Investigation, as follows:
 - a. Forcible rape - the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against that person's will where the person is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth).
 - b. Forcible sodomy - oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that person's will where the person is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

- c. Sexual assault with an object - the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the person is incapable of giving consent because of their youth or because of temporary or permanent mental or physical incapacity.
 - d. Forcible fondling - the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against that person's will where the person is incapable of giving consent because of their youth or because of temporary mental incapacity.
 - e. Incest - non-forcible sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.
 - f. Statutory rape - non-forcible sexual intercourse with a person who is under the statutory age of consent.
 2. Dating violence is violence committed by a person who is or has been in a social relationship (as determined by the length, type, and frequency of the interactions between the people involved in the relationship) of a romantic or intimate nature with the Complainant.
 3. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Colorado or by any other person against a complainant who is protected from that person's acts under the domestic or family violence laws of Colorado
 4. Stalking means engaging in a course of conduct directed specifically at the complainant that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- u. **Student:** A student currently attending or seeking enrollment in the District.
- v. **Supportive Measures:** Supportive Measures are steps taken or interventions implemented that are designed to restore or preserve a party's equal access to the District's educational program or activity. They should be designed to protect and promote the health and safety of all parties. They must be non-disciplinary/punitive and offered as appropriate and as available at no cost to the receiving party, and they must not unreasonably burden the other party. Supportive Measures may include (by way of example, not an exhaustive list): Counselling; Schedule changes; Class changes; Breaks; Course modifications; Counseling resources; Deadline extensions

for assignments; Mutual restrictions on contact; changes in work locations; Check-ins with a trusted adult; Monitoring/supervision; or Online Learning.

- w. **Title IX Coordinator:** The person who ensures compliance with Title IX and the District's Title IX program, including the District's response to reported concerns and/or Formal Complaints. This person must be free from conflicts of interest and bias. This person must be trained in accordance with this policy.

2. Reporting

Any individuals who believe that they or someone else has been a victim of or witness to Sexual Harassment or Retaliation as defined in this policy are encouraged to make a Report of their concern to the Title IX Coordinator. **All employees of the District must make a Report to the Title IX Coordinator of any Sexual Harassment of which they or someone else has allegedly been a victim, even if not witnessed first-hand by the employee.** Other members of the community are encouraged to make a Report of concerns regarding the same to the Title IX Coordinator. Anyone, even if they are not the individual who experienced the Sexual Harassment, can make a Report to the Title IX Coordinator.

A concern or Report may be submitted to the Title IX Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the Report or concern. The Title IX Coordinator will make and maintain notes from any verbal Reports made.

It must be noted that an employee making a Report of concerns for Title IX purposes is separate and distinct from an employee's mandatory reporting obligations under state law when an employee reasonably suspects a child has been subjected to child abuse and/or neglect. Mandatory reporting of child abuse and/or neglect must be made directly to appropriate law enforcement and/or local child protection agencies and reporting to the Title IX Coordinator does not satisfy this requirement. It should not be assumed that reporting for Title IX purposes will satisfy an employee's other mandatory reporting obligations.

3. Initial Process

Once the Title IX Coordinator is in receipt of a Title IX concern or Report (which is not automatically treated as a Formal Complaint, but may lead to a Formal Complaint being filed) then the Title IX Coordinator will complete the following steps (if the Title IX Coordinator's first knowledge of a concern is in the form of a Formal Complaint then these same steps will be followed, except instead of evaluating it and explaining to the Complainant how to file a formal complaint, the Title IX Coordinator will advance the Formal Complaint to the Grievance Process):

- a. Ensure there is no conflict of interest or bias with the Title IX Coordinator;
 - i. If a conflict of interest or bias is discovered than an alternate Title IX Coordinator without a conflict of interest of bias will be assigned by the District's Superintendent to fulfill the obligations of this policy;
- b. Evaluate the Report or concern to determine if it meets the definitions to be covered by Title IX;
 - i. If it is not covered by Title IX then this process will stop and the allegations will be referred to the appropriate District administrator for resolution under the District's code of conduct.
 - ii. If it is covered by Title IX then this process will continue;

- c. Contact alleged Complainant;
- d. Inform Complainant of availability of Supportive Measures, whether a Formal Complaint is filed or not;
- e. Consider Complainant's wishes with respect to Supportive Measures;
- f. Develop and implement a plan with respect to Supportive Measures; and
- g. Explain the process for filing a Formal Complaint.

4. Formal Complaint and Grievance Process

- a. The Grievance Process
 - i. The Grievance Process is designed to treat Complainants and Respondents equitably.
 - ii. The Respondent is presumed not responsible until the Final Determination at the conclusion of the Grievance Process.
 - iii. The Grievance Process will be followed before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.
 - iv. The Grievance Process requires an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and credibility determinations, which may not be based on a person's status as a Complainant, Respondent, or witness.
 - v. The Grievance Process requires that any individual designated as a Title IX Coordinator, Investigator, Decision-maker, Appeal Officer, or Informal Resolution Facilitator not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
 - vi. The burden of proof and collecting evidence sufficient to reach a Determination regarding responsibility is on the District and not on the Parties provided that the District cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the District obtains that Party's (or the Party's parent/guardian as appropriate) voluntary, written consent to do so.
 - vii. Each Party will be given a fair and equal opportunity to present any evidence or witnesses. Parties will not be unreasonably restricted in discussing the allegations or in gathering and presenting relevant evidence.
 - viii. Each Party will have a fair and equal opportunity to inspect the evidence obtained during the Grievance Process, including evidence upon which the District does not intend to rely in reaching a Determination.
 - ix. The standard of evidence used to make a Determination will be the preponderance of the evidence standard, meaning more likely than not.
 - x. Knowingly providing false statements or false information is prohibited and will be referred to the appropriate administrator for resolution under the District's code of conduct.
 - xi. Retaliation is prohibited and, if it occurs, it is subject to the Formal Complaint and Grievance Process described in this policy.
 - xii. Any notice required by the Grievance Process means a notification of the availability of information required by this policy to be disclosed, provided to

an individual on a one-to-one basis through an appropriate mailing or publication, including direct mailing through the U.S. Postal Service, campus mail, or electronic mail. Posting on an Internet website or an Intranet website does not constitute a notice.

- b. Filing of the Formal Complaint
 - i. A Formal Complaint may be filed by a Complainant in person, by mail, or by electronic mail to the Title IX Coordinator at the contact information for the Title IX Coordinator listed in this policy, or via the link on the District's website: [LINK TO A FORMAL COMPLAINT FORM]
 - ii. The Formal Complaint must include details regarding the allegations of Sexual Harassment against the Respondent, a request that the District investigate the allegation of Sexual Harassment, and the Complainant's signature (physical or electronic).
 - iii. The Title IX Coordinator may sign a Formal Complaint to initiate the Grievance Process, even without the alleged victim's permission, when not doing so would be unreasonable in light of the known circumstances. A Title IX Coordinator signing a Formal Complaint does not make the Title IX Coordinator the Complainant, and does not create a conflict of interest or bias.
 - iv. The District may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. When a Grievance Process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- c. Upon the filing of a Formal Complaint the Title IX Coordinator will complete the following:
 - i. Ensure there is no conflict of interest or bias for the Title IX Coordinator;
 - 1. If a conflict of interest or bias exists than an alternate Title IX Coordinator without a conflict of interest of bias will be assigned by the District's Superintendent to fulfill the obligations of this policy;
 - ii. Provide the following written notice to any known parties:
 - 1. Notice of the District's Grievance Process as outlined in this policy, including any Informal Resolution process.
 - 2. Notice of the allegations potentially constituting Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time for a Party to prepare a response before any initial interview.
 - a. Sufficient details include the identities of the individuals involved in the incident, if known; the conduct allegedly constituting Sexual Harassment; and the date and location of the alleged incident(s), if known.
 - 3. The written notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a Determination regarding responsibility is not made until the conclusion of the Grievance Process.

4. The written notice will inform the Parties that they may have an Advisor of their choice, who may be, but is not required to be, an attorney.
 5. The written notice will inform the Parties that they have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a Determination regarding responsibility, and including all inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to conclusion of the Investigation.
 6. The written notice will inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the Grievance Process.
 7. If, in the course of an Investigation, the District discovers new allegations and plans to investigate the allegations, whether they be against the Complainant or Respondent, which are not included in the original notice, then the District will provide notice of the additional allegations to the Parties whose identities are known.
- iii. The Title IX Coordinator may notify appropriate law enforcement agencies if the allegations could constitute criminal violations.
- iv. Mandatory Dismissal
1. The Title IX Coordinator must dismiss a Formal Complaint if the allegations in the Formal Complaint:
 - a. Would not constitute Sexual Harassment, as defined, even if proved;
 - b. Did not occur in the District's Educational Program or Activities; or
 - c. Did not occur against a person in the United States.
 2. If dismissed, the allegations will be referred to the appropriate District administrator for resolution under the District's policies and code of conduct.
 3. Upon a dismissal required under this section, the District must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the Parties. The dismissal is subject to Appeal.
- v. Permissive Dismissal
1. The Title IX Coordinator may dismiss a Formal Complaint, unless doing so would be unreasonable in light of the known circumstances, if:
 - a. Complainant notifies the Title IX Coordinator in writing of a desire to withdraw the Formal Complaint or any allegation;
 - b. The Respondent is no longer enrolled or employed by the District; or
 - c. Certain circumstances prevent the District from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations.

2. If dismissed, the allegations will be referred to the appropriate District administrator for resolution under the District's code of conduct.
 3. Upon a dismissal permitted under this section, the District must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the Parties. The dismissal is subject to Appeal.
- vi. Supportive Measures
1. To the extent not already being offered/provided, but in any case, no later than 3 business days after the filing of the Formal Complaint, the Title IX Coordinator will discuss and make available appropriate Supportive Measures to the Parties.
 2. The need for and types of Supportive Measures may change over time and the Title IX Coordinator will regularly review the plan for Supportive Measures with each Party and make updates as appropriate.
- vii. Assign an Investigator, Decision-maker, and Appeals Officer
1. Ensure there is no conflict of interest or bias;
 - a. If a conflict of interest or bias is discovered then an alternate Investigator, Decision-maker, or Appeals Officer without a conflict of interest of bias will be assigned to fulfill the obligations of this policy;
- viii. Oversee the remainder of the Grievance Process
- d. Emergency Removal (Student is Respondent)
- i. Notwithstanding any other requirements of Title IX or this policy, the District may remove a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies said removal.
 - ii. If removed, the Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal by submitting a written rebuttal as to why the removal is not justified to the District's Superintendent or designee. After review and consideration of the written rebuttal, the District's Superintendent or designee will make a final decision regarding the removal and provide a written decision and rationale to the Respondent.
 - iii. The District must still comply with any other legal requirements, including without limitation conducting a manifestation determination if any removal would constitute a change in placement for students with an IEP or 504 plan.
- e. Paid Administrative Leave (Employee is Respondent)
- i. Nothing in this policy should be construed to limit a District's ability to place a Respondent who is an employee on paid administrative leave.
- f. Advisors
- i. Each Party may have an Advisor of their choice present with them throughout the Grievance Process.
 - ii. Any Advisor who accompanies a Party during the Grievance Process is there to provide support and advice to the Party and must observe proper decorum and may not unreasonably or unduly interfere with or obstruct the Grievance

Process. An Advisor will be warned and then required to leave any portion of the Grievance Process if such conduct continues. This will apply equally to the Advisors of both Parties.

g. Investigation

- i. No later than 7 calendar days after receipt of a Formal Complaint, unless an Informal Resolution process is agreed to, the assigned Investigator will commence the Investigation.
- ii. The Investigator will review the Formal Complaint and any evidence obtained; develop as clear of an understanding as reasonably possible of the issues and any questions that must be answered and who must be questioned; and will then develop an Investigation plan in order to effectively collect relevant evidence to enable the Decision-maker to make a fair Determination. This will typically include without limitation:
 1. Interviewing both the Complainant and the Respondent;
 2. Interviewing relevant witnesses;
 3. Collecting evidence about relative credibility of the Parties or witnesses, except that credibility determinations or evidence must not be based on a person's status as Complainant, Respondent, or witness;
 4. Reviewing documentary evidence, such as e-mails, text messages, social media, notes, or other writings; and
 5. Video/Audio evidence, if any exists;
- iii. In conducting the Investigation the Investigator must be fair to both Parties. The Investigator must remain impartial and treat both Parties equally.
- iv. When scheduling any interviews the Investigator will provide, to a person whose participation is invited or expected, written notice of the date, time, location, participants, and purpose with sufficient time for the person to prepare to participate. This will generally be considered to be at least 3 business days of notice.
- v. Each Party may suggest witnesses for the Investigator to interview. The Investigator will interview these witnesses if the Investigator reasonably believes the witness could have relevant evidence to share. If the Investigator does not interview a suggested witness then the Investigator will provide rationale for the decision in the Investigative Report.
- vi. Relevance of Evidence
 1. Evidence is generally relevant if it tends to make an issue of material fact to the Investigation more or less likely to be true.
 2. A Complainant's prior sexual history is not relevant and shall not be asked about, included, or relied upon in the Investigation or otherwise used in any manner in any part of the Grievance Process unless:
 - a. Offered to prove that someone other than the Respondent is responsible for the alleged Sexual Harassment; or
 - b. if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- vii. Privileged Information
 1. The Grievance Process will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure

- of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.
2. A Party will not be required to provide or disclose any privileged information under a legally recognized privilege, including without limitation attorney-client communications, medical records, or psychological records.
 3. A Party may voluntarily provide privileged information with a written and signed consent waiving that privilege. Please note that any information provided, once a privilege is waived, will be shared with the other Party, as required by this policy.
- viii. Investigation Report
1. The Investigator will produce an Investigation Report that:
 - a. Provides an overview of the Investigation, including:
 - i. a list of individuals interviewed;
 - ii. A fair summary of the facts, including non-disputed and disputed facts.
 - iii. A fair summary of all of the relevant evidence, including all inculpatory and exculpatory evidence, and evidence that relates to credibility of the Parties or witnesses.
 - iv. Any other information or evidence collected that is relevant and will enable to Decision-maker to make a fair Determination.
 2. The Investigation Report must be impartial and present all of the relevant evidence in an objective manner.
 3. The Investigation Report must not include any evidence that is irrelevant or protected by a legally recognized privilege (unless waived).
 4. At least 10 calendar days prior to finalizing the Investigation Report each Party will be provided with an equal opportunity to inspect and review any evidence obtained as part of the Investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a Determination regarding responsibility, and including all inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to conclusion of the Investigation.
 5. Prior to completion of the Investigation Report, the Investigator must send to each Party and their advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have 10 calendar days to submit a written response. The District may require the Parties and their Advisors to sign non-disclosure agreements prior to sharing any evidence or information under this policy.
 6. The Investigator will consider any written responses submitted by the Parties before the end of that 10 calendar day period and may take additional investigative steps as the Investigator deems appropriate. In the final Investigation Report the Investigator will include a summary of and response to any written responses from the Parties received.

7. Once the Investigation Report is finalized it will be simultaneously presented to the Parties and the Decision-maker.

h. Determination

- i. The Decision-maker will not hold a hearing. However, before making a determination, the Decision-maker must provide each Party the opportunity to submit written, relevant questions that a Party wants asked of any Party or witness who participated in the Investigation, and then provide each Party with the answers. The Decision-maker may then allow for additional, limited (no more than two rounds) of follow-up questions from each Party. Questions that are not relevant, like those relating to a Complainant's prior sexual history (unless an exception applies) or that are otherwise prohibited from being asked under this policy (i.e. privileged information), will be excluded by the Decision-maker. The Decision-maker must explain in writing to the Party proposing the questions any decision to exclude a question. This questioning process will be concluded within 10 calendar days of the Investigation Report being provided to the Parties and Decision-maker.
- ii. In order to make a Determination as to whether the Respondent is responsible or not responsible for the alleged conduct, the Decision-maker will review the Investigation Report, ask in written format any follow up questions of the Parties or witnesses who participated in the Investigation or of the Investigator, and will provide any questions and responses to both Parties.
- iii. The Decision-maker will apply the preponderance of the evidence standard to the evidence to make a Determination of responsibility.
- iv. The Decision-maker cannot request or rely upon evidence that is irrelevant or protected by a legally recognized privilege (unless waived).
- v. The written Determination must include:
 1. Identification of the allegations potentially constituting Sexual Harassment;
 2. A description of the procedural steps taken from the receipt of the Formal Complaint through the Determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 3. Findings of fact supporting the Determination;
 4. Conclusions regarding the application of the District's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the Respondent consistent with District policies and state and federal law, and whether Remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and
 6. The District's procedures and permissible bases for the Complainant or Respondent to Appeal.
- vi. The District must provide the written Determination to the Parties simultaneously.

i. Appeal

- i. After receipt of the Determination or a dismissal of a Formal Complaint either Party has 10 calendar days to file an Appeal with the Title IX

Coordinator, which must describe the basis and rationale for the Appeal and specific details and any available evidence supporting any allegation made in the Appeal.

- ii. Any Appeal filed can only be on one or more of the following bases:
 1. A procedural irregularity that affected the outcome of the matter;
 2. New evidence that was not reasonably available at the time the Determination or dismissal occurred regarding the finding of responsibility or dismissal, that could affect the outcome of the matter; or
 3. An allegation that the Title IX Coordinator, Investigator, or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- iii. Once an Appeal is filed the Title IX Coordinator will:
 1. Notify the other Party in writing, provide a copy of the Appeal, and provide a timeline for the other Party to respond, which will be 10 calendar days from the time of the notice;
 2. The Title IX Coordinator will provide the Appeal to the Appeals Officer, who will then conduct the remainder of the Appeal.
- iv. The Appeals Officer will:
 1. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome, and will provide a reasonably prompt timeline with deadlines for accomplishing the Appeal;
 - a. The Appeals Officer may ask questions of the Parties, Investigator, Decision-maker, or other witnesses who participated in the Investigation, in written form and will provide the responses to all Parties.
 - b. The Appeals Officer may allow the Parties to ask additional questions of the Parties, Investigator, Decision-maker, or other witnesses in written form and will provide the responses to all Parties.
 - c. All aspects of the Appeals process must be consistent with and in compliance with all of the same rules with which other aspects of the Grievance Process must comply.
 2. Issue a written decision describing the result of the Appeal, including without limitation whether or not the Appeal is dismissed for not having an allowable bases, and the rationale for the result; and
 3. Provide the written decision simultaneously to both Parties.
- j. Determination is Final
 - i. The Determination regarding responsibility becomes a Final Determination either on the date that the District provides the Parties with the written decision of the result of the Appeal, if an Appeal is filed, or if an Appeal is not filed, the date on which an Appeal would no longer be considered timely.
- k. Informal Resolution
 - i. At any time after the filing of a Formal Complaint an Informal Resolution process may be followed, so long as:

1. A Determination has not yet been reached under the Grievance Process;
 2. The District provides to the parties a written notice disclosing:
 - a. The allegations, the requirements of the Informal Resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations;
 - b. Notice that at any time prior to agreeing to a resolution, either Party has the right to withdraw from the Informal Resolution process and resume the Grievance Process with respect to the Formal Complaint; and
 - c. Notice of any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared;
 3. The District must obtain the Parties' voluntary, written consent to the Informal Resolution process; and
 4. The District will not offer or facilitate an Informal Resolution process to resolve allegations that an employee sexually harassed a student.
 - ii. The District cannot require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right or benefit offered by the District, on an individual's waiver of the right to an Investigation and adjudication of Formal Complaints of sexual harassment consistent with this policy.
 - iii. If an Informal Resolution process is to begin, the Title IX Coordinator will assign an Informal Resolution Facilitator
 1. Ensure there is no conflict of interest or bias;
 - a. If a conflict of interest or bias is discovered than an alternate Informal Resolution Facilitator without a conflict of interest of bias will be assigned to fulfill the obligations of this policy;
1. Remedies
 - i. If it is determined that Sexual Harassment did occur then Remedies designed to restore or preserve access to the District's education program will be implemented. Remedies may include the same individualized services as Supportive Measures. However, Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent;
 - ii. The Title IX Coordinator is responsible for effective implementation of any Remedies.
 - iii. Remedies may include, but are not limited to:
 1. Taking steps to ensure separation of the Parties.
 2. Providing counselling to either or both Parties.
 3. Additional training for District staff.
 4. Modifying District policies and procedures.
 5. Discipline against the Respondent, if the Respondent is determined to be responsible in the Determination. The range of possible disciplinary sanctions shall be as defined in the District's Student and/or Employee discipline policies, up to and including a recommendation for expulsion for Students and employment termination for Employees, consistent with District policies and state and federal law.

m. Timelines

i. Grievance Process Timeline

1. Within 3 business days of the filing of the Formal Complaint the Title IX Coordinator will develop and provide to the Parties a timeline for completion of the grievance process, including dates by which it is reasonably anticipated that the investigation report will be completed, and the Determination will be issued. To the extent feasible, the Title IX Coordinator will attempt to develop a timeline that completes the Grievance Process within 60 calendar days.
2. A person whose participation is invited or expected, must be provided written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the person to prepare to participate.

ii. Informal Resolution Timeline

1. Within 3 business days of the Parties' consent to enter into an Informal Resolution process the Title IX Coordinator will develop and provide to the Parties a timeline for completion of the Informal Resolution process. To the extent feasible, the Title IX Coordinator will attempt to develop a timeline that completes the Informal Resolution process within 20 calendar days.

iii. Delays for Good Cause

1. Temporary delay of the Grievance Process or the limited extension of time frames may occur for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include without limitation considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. These delays and/or extensions may apply to any deadline described in this policy.
2. The District may unilaterally extend timelines for good cause, or the Parties and the District may mutually agree to extend timelines for good cause.

iv. Investigation by Law Enforcement or Outside Agency

1. In most instances an Investigation will not commence, or will be paused, if law enforcement is investigating the matter in connection with any potential criminal proceedings or another outside agency is investigating the matter in connection with any abuse/dependency/neglect proceedings. Once law enforcement or the outside agency has completed its investigation or otherwise notifies the District that it may proceed with its processing of the Formal Complaint without concern for interfering with their investigation then the District will proceed with its processing of the Formal Complaint.

v. Supportive Measures

1. Any processing delays notwithstanding, the District will continue to offer and/or implement any Supportive Measures, consistent with this policy, without delay.

5. Record Keeping

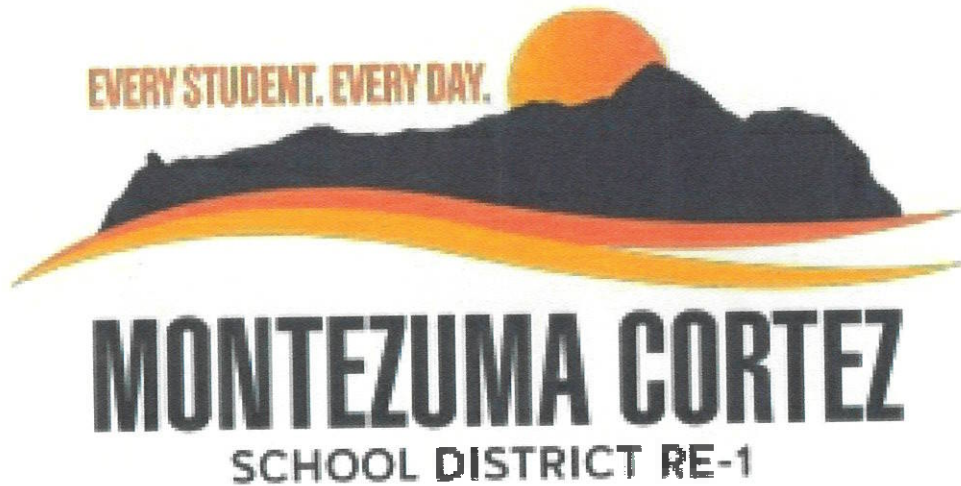
- a. The District must maintain for a period of seven years records of:

- i. All records and evidence related to a Sexual Harassment Grievance Process, including any relevant evidence, Investigation Report, Appeals decision, Determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any Remedies;
- ii. Any Informal Resolution and the result therefrom; and
- iii. All materials used to train Title IX Coordinators, Investigators, Decision-makers, Informal Resolution Facilitators, and Appeals Officers.
- iv. The District must create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the recipient must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the recipient's education program or activity.
- v. If the District does not provide a Complainant with Supportive Measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

6. Training

- a. The District will ensure that the Title IX Coordinator, Investigator(s), Decision-maker(s), Appeal Officer(s) and Informal Resolution Facilitator(s) receive training on the definition of Sexual Harassment, the scope of the District's Education Program or Activity, how to conduct an Investigation and the Grievance Process, issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, and how to serve in their respective role impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- b. Investigators must receive training on issues of relevance and how to create an investigative report that fairly summarizes relevant evidence, as set forth in this policy.
- c. Training materials must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.
- d. These training materials must be publicly available on the District's website, or if the District does not maintain a website the District must make these materials available upon request for inspection by members of the public.
- e. All staff will annually receive training to enable them to fulfil their reporting obligations under this policy.

Adopted: June 21, 2022



Policy:

Second Reading

Class Size

The Montezuma-Cortez School District RE-1's purpose is to provide a learning environment and conditions considerate of the needs of all learners. Therefore, the student/teacher ratio shall not exceed the number of students in a class that will compromise the educational needs of the learners.

General guidelines for class size will be:

Elementary

- Kindergarten – 15:1 20:1 Teacher with Aide
- 1st-3rd Grades -- 22:1 Average
- 4th-5th Grades – 24:1 Average

Middle School

- 6th- 8th Grades – Shall not exceed 160 students in a daily teaching load. Daily load for teachers of required English shall not exceed 150 with a maximum of 28 students per class.

High School

- 9th-12 Grades -- Shall not exceed 160 students in a daily teaching load. Daily load for teachers of required English shall not exceed 150 with a maximum of 28 students per class.

Class load limits do not apply to band or music classes or athletic electives.

Students receiving special education services integrated into a regular classroom for any part of the day shall be counted in the calculation of class load averages. Students receiving special education services not integrated into the regular classroom shall not be counted in the calculation of class load averages. Only classroom teachers charged with responsibility for the regular classroom instructional program shall be counted in determining average class loads. In elementary schools offering only one grade level, average class loads may be calculated by averaging appropriate grade levels between schools in the school district.

Course offerings must have a minimum of 8 students enrolled or the course will not be offered during the regular school day. In the event the minimum number of students do not enroll, course offerings where less than 8 students have enrolled will be accommodated by alternatives such as on-line learning, independent studies or other scheduling options. The high school principal will have the responsibility to determine a schedule appropriate to the goals and best interests of each student and insure each student has a reasonable and timely opportunity to meet all graduation requirements.

The Board understands that achieving this goal is dependent on the financial ability of the district to sustain such a ratio. In the event a class exceeds the recommended number of students, considerations may include:

- The addition of a paraprofessional in the class for designated periods of the day.
- The exceptional or unique needs of students.
- The assignment of interventionist instructors for designated periods of the day in classrooms.
- The experience of the teacher and familiarity with grade level curriculum and assessments.
- The physical make-up of the classroom and its equipment and furnishings to insure the safety of the students and teacher.
- Additional teachers at grade level if fiscally prudent.

Adopted: 05/16/2022