

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
Engaged Communication

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

Tuesday, August 17, 2021

AGENDA

District Office – 400 N. Elm Street

Our regular session meetings may be viewed on our YouTube Channel at: <https://www.youtube.com/channel/UCHfOVI7thefkOWXvZTq4DTQ>
Meeting attendees including audience members may be recorded.

Regular Board Meeting 6:30 PM

Executive Session – 6:30 PM

Executive session pursuant to C.R.S. 24-6-402(4)(h) to discuss an administrative complaint involving individual students.

1. Call to order
2. Pledge to Flag
3. Set the Agenda
4. Student Presentation: N/A
5. Approval of Minutes for: July 17th, 2021 Executive Session and Regular Session, and August 3rd, 2021 Work Session
6. Celebration Reports
7. Superintendent's Report
8. Staff Reports
9. Board Requests/Reports
10. Citizens Address the Board *
11. **Discussion Items:**
 - a. Corona Virus 19 Update
 - b. Critical Race Theory
 - c. STEM
12. **Action Items:**
 - a. Consent Calendar (see list)
 - b. 2021/Montezuma School to Farm Project Memorandum of Understanding
 - c. Bank Authorizations
 - d. Lakeview School Property
 - e. Capital Reserve Request: Replacement Busses \$218,765.00
 - f. Capital Reserve Request: Englehart Field Upgrades \$9,653.39
 - g. Capital Reserve Request: BOE Venue \$5,000.00
 - h. Capital Reserve Request: M-CMS Cafeteria Freezer Door \$3,100.00
 - i. Capital Reserve Request: Engineer Design M-CMS/Beech Street HVAC \$5,000.00
 - j. Capital Needs Proposal: Addresses Roofing, Flooring, and HVAC needs across the District and the Manauh Playground
 - k. **Policy Revisions – First Reading**
 - a. AC Nondiscrimination/Equal Opportunity
 - b. AC-R-1 Option 1- Nondiscrimination/Equal Opportunity Regulation

Continued on Page 2.

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. *Each person is asked to focus comments to three minutes. The time limit is designed to help keep the meeting focused and in no way should limit conversations beyond the board meeting
- 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.

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Continued from page1

Continued k. Policy Revisions - First Reading:

- c. AC-R-2 Sexual Harassment Investigation Procedure Title IX
- d. ACE Nondiscrimination on the Basis of Disability
- e. ACE-E-1 Nondiscrimination on the Basis of Disability Exhibit
- f. ACE-E-2 Nondiscrimination on the Basis of Disability Complaint Form
- g. ACE-R Nondiscrimination on the Basis of Disability Complaint Process

13. Items to add to the Next Agenda:

- a. Corona Virus 19 Update

Next Work Session Tuesday, Sept. 7th, 7:00 PM

Next Regular Board Meeting Tuesday, Sept. 21st, 7:00 PM

A few welcoming notes:

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MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1
Tuesday, July 20, 2021
Administration Building – 400 North Elm Street

MINUTES
Regular Board Meeting – 6:30 p.m.

Attendance:

Sherri Wright, President, District C
Sheri Noyes, Vice President, District F
Tammy Hooten, Treasurer, District E
Jack Schuenemeyer, Secretary, District B
Stacey Hall, Director, District D
Cody Wells, Director, District A
Chris Flaherty, Director, District G

Risha VanderWey – Superintendent
Lis Richard – Assistant Superintendent
Kyle Archibeque – Executive Director of Finance
Jim Parr – Executive Director of Academic Student Services
Cynthia Eldredge – Executive Director of Human Resources

The meeting was called to order by President Sherri Wright at 6:30PM.

1. A motion was made to go into Executive Session for the purpose of discussing personnel matters pursuant to C.R.S. 24-6-402(4)(c) by Tammy Hooten and seconded by Jack Schuenemeyer. Sherri Wright explained that originally there was a second discussion planned with the attorney, but that part of the session was no longer necessary. Ms. Wright then adjourned the regular session until 7:00 pm.

The meeting was reopened with a call to order by President Sherri Wright at 7:01 PM.

2. The Pledge of Allegiance to the Flag was led by President Sherri Wright.

3. Set the Agenda

Tammy Hooten moved to set the agenda. The motion was seconded by Cody Wells.
Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, Wells, and Wright
Nay: None.
The motion carried. The motion carried.

4. Student Presentations:

M-CHS Softball players gave a break down on several different upgrades to the Softball field. Mr. Carver explained that they still need more dirt to complete the project. Stotz Equipment had lent equipment towards the project. Ms. Wright thanked the players and parents for their hard work on the project.

5. Approval of Minutes for: June 22nd, Regular & Executive Session

Stacey Hall moved to accept the meeting minutes from June 22nd as presented. The motion was seconded by Chris Flaherty.

Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, Wells, and Wright Nay: None. The motion carried.

6. Celebration Reports:

Sherri Wright said that the new Softball field and having our new district office staff in place were both worth celebrating.

7. Superintendent's Report: Dr. Risha VanderWey

Superintendent VanderWey introduced herself and her team; Jim Parr, Cynthia Eldredge, Kyle Archibeque, and Lis Richard. VanderWey sited that the previous staff was well prepared with their strategic plan for this new administration. She wants to work to enhance everyone's experience. A new organization chart was provided as to how the Administration Team will lead the district. This will be a working document while the team brainstorms. The focus will be on the district's internal and external communications strands. She referred the board to her provided report.

Dr. VanderWey and Ms. Wright had an opportunity to travel to Towaoc and meet with the Ute Mountain Ute Tribal leaders. They had conversations about the new K-1 charter school and improvements that are coming this fall to the IPP meeting. They asked Dr. VanderWey to extend an invitation to the Board of Education to join them at any of their local events.

8. Staff Reports:

a. **Mrs. Lis Richard** referred to her written report that was submitted to the board. Work is beginning on the Safety Plan and meetings. The current plan is from 2017 and needs updated. There was no response to the RFQ. The draft Plan for Reopening will be presented during action items.

b. **Mr. Kyle Archibeque** referred to his written report that was submitted to the board. Due to COVID several schools had money left over last year and more is coming in from the state. The district is sitting in a good position for our 4th quarter financials.

Softball Field: Most of the work is done and materials ordered. Some items need prioritized if the district plans to use the field this fall. Foul line poles and bases may need another \$5,400.00.

Kemper Roof: All leaks were repaired.

Mesa Roof: The contractor is currently waiting on materials and permits. The Finance and Maintenance Offices realized it would be best practice in the future to require the contractor to pull the permits instead of the district. This will improve the timing of projects.

Transportation Light Pole: Maintenance is waiting for the pole to arrive.

High School Carpet: An insurance claim was made by the contractor (Nunn Construction) based on the work done by the subcontractor installer. The claim allowed for a new subcontractor to replace 70% of the carpet at M-CHS. The replacement of the remainder of the carpet should go on the 5-year plan.

Manaugh Playground: \$100,000 was awarded by Montezuma County, but due to the current market the district has not been able to lock in a proposal. Manaugh is already on a time extension, but the school can request to extend it again. The Board of Education may have to consider if the district will fund the overrun so Manaugh can get some contractors to look at the RFP. This is not an action item currently, but it will need to be a discussion item for August.

Lewis-Arriola Playground: Invoices are coming in and Finance Office will pay them, knowing that reimbursements will be sent to the district in return, in January.

- c. **Ms. Cynthia Eldredge:** She referred to his written report that was submitted to the board. Ms. Eldredge has been reviewing the district's benefits packages and working with the insurance broker to get a handle on what's available. She reported that the wellness portion/ EAP was being utilized by the staff. She met with reps about our prescription drug plan to identify savings. Ms. Eldredge is also looking into our insurance pool at the district's liability claims. The district was given a reduced price this year due to less claims. There will be a training portal for district staff to access that can add their training certifications straight into their personnel files.

Recruitment of J-1 Teachers: Four teachers from the Philippines will be arriving mid-August once they obtain their visas. The teachers are very excited to come to Kemper and Manaugh. Manaugh is still short 4 teachers.

Exit Interviews: The data will be prepared once a quarter (if there are any exits). Ms. Wright asked if the board could see the comments but said not to include the names.

8. Board Request / Reports

- a. **Legislative Update:** Ms. Hooten reported a few legislative bills are coming up that will affect our CASB membership. She thanked the board for allowing her to attend the Fall Legislative Conference in Oct. Ms. Hooten expressed the ongoing need to have rural voices be heard in Denver. This seems to be affecting the four corners of our state. The director expressed kudos to our staff for being able to reopen last year safely and for the district's work to provide a safe environment.

Requests for the August 3rd Work Session Discussions: M-CMS Carpet and Facility Master Plan

- b. **CASB Resolution Rural Schools Update:** Ms. Wright requested assistance with the deciding on the wording from the other board members. Ms. Wright's next CASB board meeting is in November, but the new legislation deadline is July 31st. It was decided that Sherri Wright, Tammy Hooten, Jack Schuenemeyer, and Risha VanderWey will hold a special meeting to work on the wording of this resolution. The meeting date and time will be posted on the website once the time is set.

CASB Convention in December: The entire school board and Dr. VanderWey have been registered and Mrs. Ramsey is waiting on the link from CASB to book their rooms. Montezuma-Cortez School Board is being consider as a priority attendee since we were unable to attend in 2019. Mrs. Wright said she was appointed to the Early Childhood committee and the started meeting last week. The committee is designing what the early childhood program will be.

CASB Legislative Conference: Attendees will be Sherri Wright (representing as a CASB Board member), Tammy Hooten, Dr. VanderWey, and Lori Haukeness (representing as a presenter).

Request from Media: Ms. Wright reminded the board that if asked for their personal options to clarify that it is not the opinion of the board. The superintendent of schools will serve as the point of contact for the school board.

9. Citizens Address the Board **(3 minutes allotted per address)*

A parent requested that the Board of Education and the School District review the M-CHS Wrestling program. The parent sited a low number of students in the program locally and the lack of a girl's program at M-CHS. The parent requested that there be reconstruction to the program or that the school district drop the program so that those athletes could compete for other schools. She thanked all the coaches of all the sports and activities and pointed out that coaching was not the reason for her request. Ms. Wright requested it be added to the August agenda.

10. Action Items:**a. Consent Calendar (see list)**

Jack Schuenemeyer moved to approve the Consent Calendar as presented to the board. The motion was seconded by Tammy Hooten. A short discussion ensued about the fact that several new hires are still pending as the Finance and Human Resources Department correctly identify the necessary salary amounts and accounts that will cover them. Most of the names still pending needed more review due to ESSER 3 funding questions.

Aye: Flaherty, Hooten, Noyes, Schuenemeyer, Wells, and Wright Nay: None, Abstain: Hall. The motion carried.

b. Supplemental Budget: Childcare Relief Grant, \$18,100

Read by Jack Schuenemeyer. Tammy Hooten moved to accept the Childcare Relief Grant supplemental budget for \$18,100 as presented. The motion was seconded by Cody Wells. Mr. Archibeque explained that this grant applied for by Beech St. was part of the COVID Relief funds meant to help with staffing for childcare needs.

Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, Wells, and Wright Nay: None. The motion carried.

c. Supplemental Budget: School Counselors Corp Grant, \$26,100

Read by Jack Schuenemeyer. Chris Flaherty moved to accept the supplemental budget for \$26,100 as presented. The motion was seconded by Tammy Hooten. Mr. Archibeque explained this was for counselor supports. The dates align with the grant, but the budget will carry over into the new school year.

Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, Wells, and Wright Nay: None. The motion carried.

d. Supplemental Budget: ESSA School Improvement Grant (EASI) Cohort IV, \$26,500

Read by Jack Schuenemeyer. Sheri Noyes moved to accept the ESSA School Improvement Grant (EASI) Cohort IV supplemental budget for \$26,500 as presented. The motion was seconded by Stacey Hall. Mrs. Wright explained that this was money that will pass through for the SWOS and Kiva Charter Schools and will not involve RE-1 school district.

Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, Wells, and Wright Nay: None. The motion carried.

e. Supplemental Budget: CHF Playground Renovations, \$709,955

Read by Jack Schuenemeyer. Sheri Noyes moved to accept the CHF Playground Renovations supplemental budget for \$709,955 as presented. The motion was seconded by Tammy Hooten. This budget is for the playground renovations at M-CMS and Lewis-Arriola Elementary. The Colorado Health Foundation contributed \$609,955 and the Lewis-Arriola PTO contributed \$10,000. Materials are ordered. Drew Pearson stated that the demo will be done this summer and the area will be marked off once school starts. Mrs. Wright expressed kudos to Lewis-Arriola for their parent support. Mr. Flaherty added that the \$10,000 was only the monetary piece; the project wouldn't have been possible without the hard work put in by the parents.

Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, Wells, and Wright Nay: None. The motion carried.

f. M-CSD RE-1 Proposed Re-Entry Plan for 2021-2022

Report was presented by Lis Richard. Montezuma County currently does not have a dial. We will rejoin the counties group meeting when it starts back up. CHSAA has not sent out guidelines yet, but they meet this week. The plan asks for staff and students to continue to screen at home daily but would not require masks at this time. Indoor events (other than the school day) will require screening of attendees since the daily self-screening is only asked of our staff and students. A disclaimer will be posted on all sites to ask those not immunized to please wear a mask. Social distancing is best practice but there will not be cohorts or class size limits. Cleaning protocols will remain with the exception that deep cleaning will be done at night, and isolation areas will still be in place. Visitors will be allowed into the schools, but they must be screened at our Raptor check-in areas. Re-1 students will attend in-person, with a remote learner option for families that still need it. The plan will be a living document that can be amended if public safety guidelines change. Mrs. Wright asked that should changes be required the Board of Education would be made aware.

A motion to accept the Re-Entry Plan was made by Stacey Hall and seconded by Cody Wells. Dr. Schuenemeyer thought it was a good plan for everyone. Sheri Noyes asked about the staff exemption. Richard explained that Food Services and Bus Drivers are under a different mandate that does require them to wear masks even with vaccinated. Ms. Noyes asked for clearer wording.

Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, Wells, and Wright Nay: None. The motion carried.

President Wright called for a 5-minute break.

Meeting was called back into session at 9:19PM.

11. Discussion Items:**a. BOE Venue**

A discussion followed about what the Downey gym would require for making it into a boardroom. The M-CHS and M-CMS Libraries were discussed as possible new permanent sites. There were some issues that pertain to moving the Board Secretary and Technology Departments, concerns for additional expectations on the building custodial staff and parking during multiple events. The Board settled on remaining at their current site with room upgrades to make it more appropriate as a meeting site. Mr. Archibeque met with Mr. Knox to provide a plan for the upgrades.

b. Teacher Plan times

Conversations continued about the issue of teachers having students to observe on their present plan time (in reference to before and after school). Input was received from the elementary principals in attendance about the timing of school specials. Suggestions were given to have outside sources to help with coverage during these times. Nancy Dickerson Shaw thanked the board for facilitating the conversations. The district administration staff committed to reviewing the issue to identify the barriers and report back to the Board.

c. Transportation Routes

Lena Galloway reported her staff was in the process of reviewing our route options as this year's crop of requests comes in. They had Mr. Knox send out an auto-dialer message to the parents. It seems that the number of bus riders will go up. Currently, the Transportation Department has enough buses but not enough drivers. An estimate would be 15 routes, 14 drivers and 4 subs. They are trying to track exactly how far they can go before time requires them to turn back, to avoid using as many common stops as possible. The Board thanks Ms. Galloway for her department's efforts.

d. Lakeview

Ms. Wright expressed that it was not clear why the district was keeping Lakeview on its books, instead of returning it back to the community, per the original usage agreement. The district must insure it and it is only being used for storage. Dr. VanderWey said he, and Kyle Archibeque had planned to travel out to review the situation. They will include Ray Lopez.

e. Election

This week, Mrs. Ramsey will send in the official notice to the county that the School District will hold an election for Board of Education Directors this November. Directors wishing to run should plan to pick up the required petition from Mrs. Ramsey on August 4th, 2021.

12. Items to add to the August 3rd work session agenda:

- a. Wrestling Program Review
- b. Critical Race Theory Discussion
- c. Facility Master Plan
- d. Lakeview School Property Update
- e. M-CMS Carpet Needs
- f. Mesa Roof
- g. Manaugh Playground
- h. BOE Venue Update
- i. STEM Opportunity
- j. School Year Calendar
- k. Rural School Resolution

The meeting was adjourned at 9:37 PM.

Secretary, Board of Education

President, Board of Education

DRAFT

MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1
Tuesday, August 3, 2021
Administration Building – 400 North Elm Street

MINUTES
Work Session Meeting – 7:00 p.m.

Attendance:

Sherri Wright, President, District C
Sheri Noyes, Vice President, District F
Tammy Hooten, Treasurer, District E
Jack Schuenemeyer, Secretary, District B
Stacey Hall, Director, District D
Chris Flaherty, Director, District G

Absent:

Cody Wells, Director, District A

Risha VanderWey – Superintendent
Lis Richard – Assistant Superintendent
Kyle Archibeque – Executive Director of Finance
Jim Parr – Executive Director of Academic Student Services
Debra Ramsey – Executive Assistant to the Superintendent and School Board

The meeting was called to order by President Sherri Wright at 7:01PM.

1. The Pledge of Allegiance to the Flag was led by President Sherri Wright.

2. Set the Agenda

Tammy Hooten moved to set the agenda. The motion was seconded by Stacey Hall. A modification was suggested was made by Schuenemeyer to move agenda item I. Corona Virus 19 Update to the first item. Aye: Flaherty, Hall, Hooten, Noyes, Schuenemeyer, and Wright
Nay: None. The motion carried.

3. Corona Virus 19 Update

a. Board members all discussed the updates that they were aware that had come up recently on Corona Virus. Mrs. Richard pointed out that committee meetings were beginning this week with the Health Advisory team. Mrs. Wright asked Mrs. Richard to include Dr. Schuenemeyer and herself in that meeting invite. Mrs. Wright said we would continue as planned with our current reopening plan that is in place.

4. Wrestling Program Review

- a. An update was given by Mr. Chandler about the Wrestling program pertaining to numbers, coaching, successes, and community support. Dr. VanderWey said we will continue with the program but will observe. Dr. VanderWey said she would reach out to the parent that requested the review.

5. Critical Race Theory Discussion

- a. Dr. Schuenemeyer gave overview of his research into what “Critical Race Theory” is. Mr. Parr gave handouts from “Wit & Wisdom” that explained the companies stance, our current district policy, and Jeanette Allen’s previous board report on how RE-1 adopts curriculum. Mrs. Richard pointed out that the state does not vet our curriculum, they instead test our students for standards. Mr. Parr said it was a goal of his to make our curriculum more accessible. The Board requested Parr to send them a list of the novels the students were reading and organize a community group to look at the curriculum, pertaining to CRT. Mrs. Richard said the district can make it clear to staff what it is and what it is not through training and feedback if policy is not followed.

6. Facility Master Plan

- a. Dr. VanderWey reported that Mr. Archibeque, Mr. Lopez, and herself went on a tour of different facilities. She congratulated both Lopez and Archibeque to the work they had done to compile their historical frameworks. Mr. Archibeque handed out the recommendation portion of the 2011 Faculty Master Plan made by an architect that was prepared for the district with a range of “if we do nothing” compared to “if we do everything”. This plan is still relevant in 2021. Archibeque said there was a need for the district to stick to the Capital Reserve Plan and not allow specific interest to interfere. Dr. VanderWey suggested that at the next work session in September, the three will bring back some recommendations pertaining to the elementary schools with the future in mind. She complimented the maintenance department for their outstanding upkeep of our facilities.

7. Lakeview School Property Update

- a. Mr. Archibeque handed out copies of the 1905 Deed to Lakeview School. He identified 3 options; continue to use the building under the assigned guidelines, sale or lease the property (but leaser would be under the same guidelines as the school), ask the McCracken heirs (once located/identified) to execute a waiver of release to the district, or the district can do a Quit Claim Deed to the McCracken heirs. Dr. VanderWey said the district has a goal to make a historical electronic record for all our facilities. Her plan was to clear storage out of Lakeview so the district and the board could start finalizing a plan that does not include cleanup, then the district will make recommendations and an action plan.

8. M-CMS Carpet Needs

- a. Mrs. Hooten pointed out that this has been needed much longer than the 30% of M-CHS carpet that was just identified as needing replaced. Mr. Archibeque reported that the M-CMS carpet was on this year's Capital Reserve Plan along with other items that need reviewed and prioritized.

9. Mesa Roof Needs

- a. Mr. Lopez gave handouts with schematics of the roof and reported his staff had been doing quarterly checks on the roof's condition. His best estimate (without time for RFP's to be requested) was approximately \$397,000. It has been on the Facility Master Plan since 2011, it will come up next year on Capital Reserve. Dr. VanderWey said the district should have a recommendation by the next work session in September.

10. Manaugh Playground

- a. Mr. Archibeque reported there would be capital reserve request coming for the grant reimbursement overage and unexpected costs pertaining to the Manaugh Playground. The district must tell the grantor (Montezuma County via state grant) if we want this grant. The project end date is March 15th. Mrs. Wright asked Mr. Archibeque to put this decision on hold under the Board gets the elementary facilities recommendation.

11. BOE Venue Update

- a. Mr. Archibeque suggested a Capital Reserve budget of \$5,000 to cover room upgrades to the current Board of Education Room. The priorities would be to upgrade Bluetooth, sound system, podium mic, and then possible furniture needs.

12. STEM Opportunity

- a. President Wright had shared a STEM (science, technology, engineering, and math) opportunity with Mr. Archibeque. He deferred to Mr. Parr in Academic Student Services. Mr. Parr suggested a pilot program might be better than full implementation. A group discussion about the district's long-term needs and the Strategic Plan made it apparent that as a district we are interested in seeking out some type of STEM opportunities.

13. School Year Calendar

- a. Mrs. Wright reported that Dr. VanderWey had asked to start the process of calendar planning sooner than the district had in the past. A discussion ensued about other school districts schedules, common spring breaks, and the issues effecting the district's salary base.

14. Rural Schools Resolution

- a. President Wright and Mrs. Hooten if she would be willing to present the Rural Schools Resolution to CASB that the board had finalized. Mrs. Hooten accepted to present the resolution as our legislative delegate to CASB.

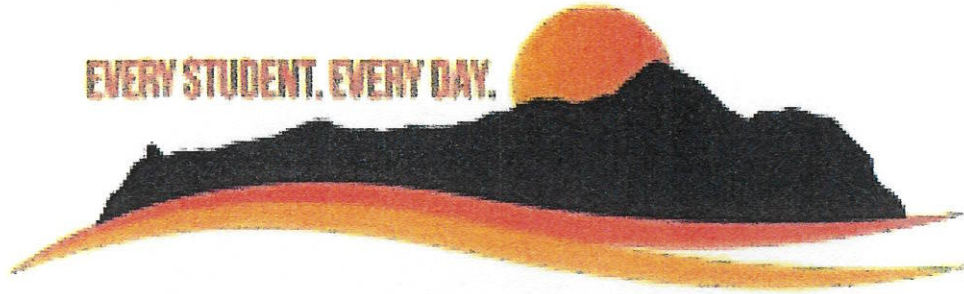
The meeting was adjourned at 9:45 PM.

Secretary, Board of Education

President, Board of Education

DRAFT

EVERY STUDENT. EVERY DAY.



MONTEZUMA CORTEZ

SCHOOL DISTRICT RE-1

BOARD REPORT:

SUPERINTENDENT



**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

August 10, 2021

To: Board of Education
From: Dr. Risha VanderWey

On behalf of the Board of Education and Montezuma-Cortez School District RE-1 staff and faculty were welcomed back at the Convocation. The First Assembly of God graciously provided the staff with a welcome breakfast. Dr. Risha VanderWey introduced herself and addressed the staff with her team of directors and administrators. Each director and administrator also addressed the staff.

Throughout the Month of July

- Be Kind, Be Safe, Be Healthy
- Established reoccurring meetings with
 - Directors
 - Principals
- San Juan Colorado Education Association meeting with Mrs. Shaw and Mr. Lawler
- Pinon Project introductory meeting with Ms. Unrein and Mrs. Flaugh
- Montezuma County Public Health Meeting: Introduction
- Colorado Association of School Executive Conference
- Meeting with County Commissioners regarding Secure Rural Schools funding allocation
- Meeting with Montezuma School to Farm Project
- Participated in the San Juan BOCES Superintendent Advisory Meeting

Coronavirus-19 Update

The Board of Education approved the Citizens Guide to reopening the Montezuma-Cortez School District RE-1 schools safely. The Citizens Guide provides multiple and varied strategies to combat Coronavirus-19 in all areas of the organization. Currently, masking of students and staff is highly recommended and not required. Frequent hand sanitizing, sanitizing of hi traffic areas and social distancing are highly recommended. All citizens, students and staff utilizing our transportation will be required to mask.



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EVERY DAY.**

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www.cortez.k12.co.us

Accomplishments

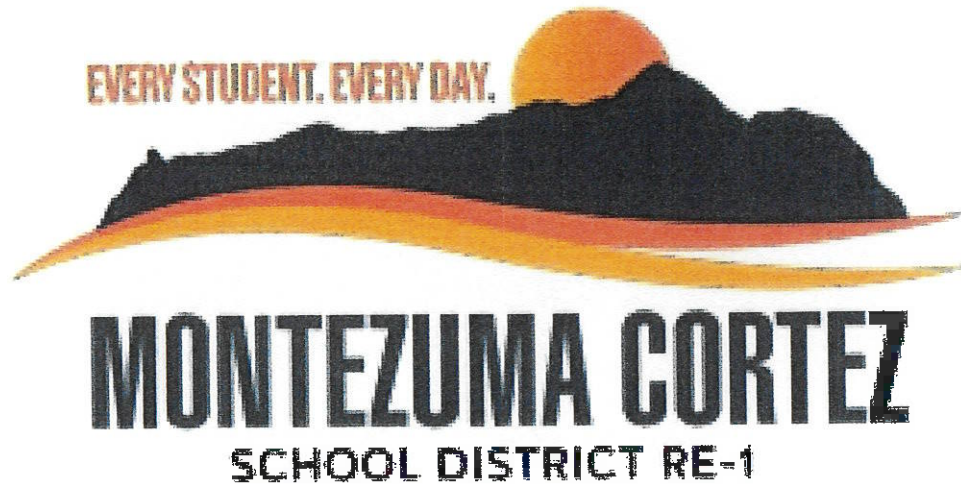
- In collaboration with Mrs. Hooten, Mrs. Wright, Mr. Schuenemeyer and Dr. VanderWey a resolution for the Colorado Association of School Boards legislative wing was written (and is in draft form) to articulate imminent needs of rural school districts in Colorado.
- Dr. VanderWey met with the directors of maintenance and finance to walk through the building per the recommendation of the Board of Educators. The direction given by the superintendent is to clean out and empty the equipment within the school.
- Online learning and remote learning opportunity conversations pending the increase of Coronavirus-19 increase of infection. BOCES Eschool will be a source of digital education that we will offer our students and families.
- Updated policies AC, AC-R-1, AC-R-2, ACE, ACE-E-1, ACE-E-2, ACE-R due to Office of Civil Rights Audit. These policies will have the first read by the Board of Education August 17, 2021.
- Networked with superintendents and principals at the CASE conference.
- Finalized the organizational chart.
- Public notification of the call to nominations was completed

Challenges

- The Coronavirus-19 variants have increased non-vaccinated individual infection rates. Director of Health Services, Mrs. Hall, has convened the Health Safety meetings for our external stakeholder group and for our internal stakeholder group.
- Identify systems for complaints- The Chain of Command

Recommendations

- Signing the MOU with BOCES Eonline.
 - Approve the Organizational Chart.
 - Utilize the facilities master plan to identify future capital projects
-



BOARD REPORT

ASSISTANT
SUPERINTENDENT



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August 12, 2021

Board Report Submitted by Lis Richard

Assistant Superintendent

Prefacing Comments:

The month of August is always a flurry of activity for educators. It has been revitalizing to see the excitement of the staff as they gathered for the convocation. There are some amazing people who are employed by our district. Thank you so much to the board members who were able to attend.



School Safety Update:

I have spent quite a bit of time updating documents and presentations. Most of our material has not changed since 2017. There have been several changes in protocols since then. The program we use for our safety drills and response to emergencies is called Standard Response Protocol. This system of protocol enables the first responders and the school employees to share a common language and understanding for different emergency situations. Our principals have done initial trainings and I am following up on certain needs at this time as we anticipate the start of the year.

I had the privilege of facilitating the staff training at Manaugh. I was impressed with the state of the facility. Having come from Dolores where the facilities are older, it was encouraging to see Manaugh in good repair. Also, the staff was engaged and receptive to the training. They asked excellent questions and their leadership was fully engaged.

In September, we will host our first safety meeting with county first responders, principals, and board representative. We continue to meet with the Health Advisory Council. This meeting will provide important updates for the pandemic. We are meeting weekly with an internal team and every other week with our Health Advisory Council.



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Colorado Association of School Executives (CASE) Conference

Thank you for the opportunity to attend this year's CASE Conference. The principals, their assistants, Dr. VanderWey, Jim Parr and I attended. It was motivational and emphasized reaching every student regardless of their race, background, or challenges in their lives. The breakout sessions were excellent. Probably the most productive time at the conference was the opportunity to collaborate with colleagues. There was some laughter in the middle of work!

High School Audit

Our high school was chosen for a compliance audit in March 2021 regarding Title VI and IX. The report was provided to the district in July and the follow up of items was given to my office. In August, I submitted the initial draft outlining the timeline for compliance and specific items needed. I am now completing the second round of adjustments. Part of the process is the board policies that you will be reading in the next few months. In the recent past, the board adopted several policies generated from CASB that were required by law. The compliance office notified us that we needed to personalize many of these based on our district compliance officers, timelines for investigations and other requirements. We are now in the process of doing so and will facilitate the board's needs making these important changes to policies.

Website Updates

One of the projects underway is the renewing and refreshing of the website. I have spent several hours of time with individuals responsible for updates. We have worked together to get information current on our district site. This will be a work in progress as we continue to update daily.

Our district is in the process of adding an app. We accepted the quote from our current provider, CampusSuite, and will be setting up all the features for each school. We expect to roll it out in the next couple of months. This will enhance the communication piece for each school. It will also streamline the many different apps and modes of communication for coaches, teachers, etc.

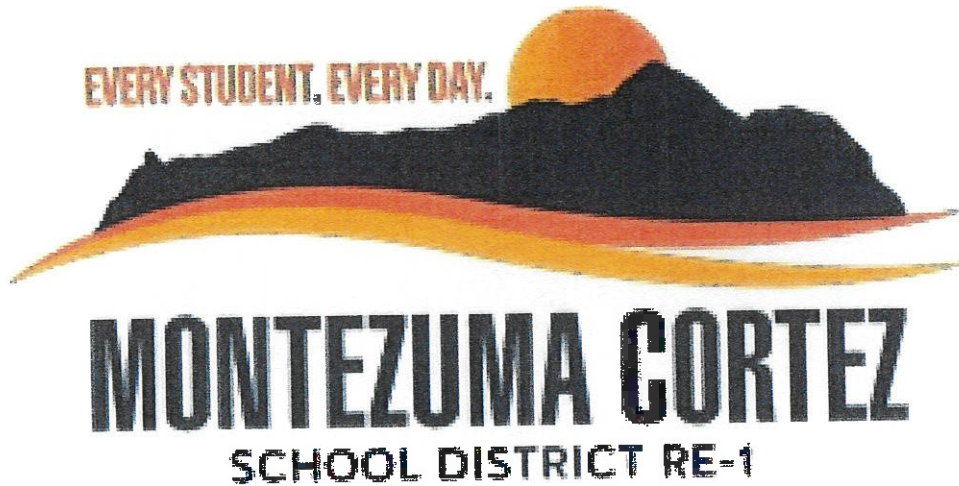
Charter Schools

I have visited all three charter schools. Each administrator provided me with a tour of their campus. I met with each and inquired into their programs and any needs they may have. It was a wonderful time of learning the diverse nature of each program and the amazing benefits they bring our district.

Southwest Open School will soon submit their proposal for charter renewal. I will oversee this process and help the board with any questions or comments they may have. The board is the entity that approves the charter renewals. In future meetings, I will present the process to the board in preparation for seeing the application.

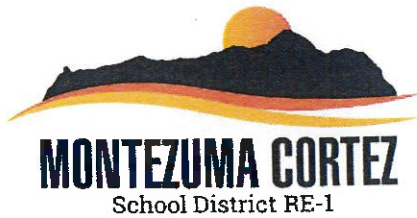
Respectfully Submitted,

Lis Richard



BOARD REPORT

EXECUTIVE DIRECTOR OF FINANCE



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Date: August 17th, 2021
To: Board of Education Members
From: Kyle J. Archibeque, Director of Finance

I. Authorization for District Banking

You will see an action item for authorization and access to all Montezuma-Cortez School District RE-1 accounts for First National Bank Cortez and The Dolores State Bank. Along with the action, these banks require a letter signed by the board president which will be included in my report for signature.

With the change in our administration over the summer, I also want to remove anyone else that may have been listed to inquire on checks and balances. The letter will explain this and will also request that view only or inquiry access is given to Peggy Brinkerhoff, who is my bank reconciliation and accounts receivable person in the Business Office, and Dr. Risha VanderWey, Superintendent. This allows for control and backup in instances where I may be out of district.

II. Capital Reserve Requests (5)

You will see the following capital reserve requests on the agenda:

1) Replacement Buses

There are 3 buses that need to be replaced in order to ensure that the district can provide reliable transportation for this school year and in the future. The purchase will replace 2 passenger buses and 1 ADA accessible bus that comes with a wheel chair kit. This expenditure was listed on the latest capital reserve plan for FY 2022. Total price: \$218,765.

2) Softball Field Final Request

When we spoke in July, I advised that there would be an additional request a capital funds in order to complete this project. I have provide a breakdown of final expenditures for the softball field and the total amount be requested will be \$9,653.39.

3) Kitchen Freezer Door Replacement

At CMS we have a Freezer Door in the Kitchen Area that needs replaced. I spoke with Sandi VanHouten, Food Service Director, and they have been making due at the middle school but the door seal and hardware are becoming unfixable at this point. The total coast for this door is \$2,721 plus an additional \$300 for freight costs. You will see the Capital Reserve Request amount for a total of \$3,100.

4) School Board Room Updates and Renovations

Based on discussion we had at the work session on August 3rd, I will be bring a Capital Reserve Request for \$5,000 to cover the updates and

remodel of the Board Room. I have spoken with Mark Knox, Technology Director, and we are looking at the audio/technology needs to make sure we are broadcasting appropriately to the public.

I also spoke with Deb Ramsey, Administrative Assistant to the Superintendent and Board, and Lis Richard, Assistant Superintendent for ideas of furniture and wall décor needed to update the Board Room. If you have any ideas or input for that part, please reach out to Deb Ramsey and provide her your ideas. The total budget being asked for is \$5,000.

5) Engineering Costs for CMS and Beech HVAC

The HVAC at CMS and Beech need to be engineer designed before we can put out an official Request for Proposal (RFP). Per School Board Policy FEB, "The Board shall employ a licensed architect to design the plans of each proposed building, building additional or extensive renovation." Once designs are generated, we can use this as a basis for our scope of work in the RFP language. Once the results of the RFP are finalized, I will present the winning proposal for board approval. The approximate costs for engineering design will be approximately \$5,000 for the design of CMS and Beech HVAC systems. Based on meeting I have attended, I am very confident that both of these projects can be funded using the ESSER III monies the district was allocated late last spring. This will be a great help in tackling these capital needs.

III. Capital Planning for the Future

After thoroughly reviewing the building assessment data generated by the Colorado Department of Education in 2009, the Facility Master Plan drafted in 2011, and several documents, pictures and ride along meetings with Ray Lopez, Maintenance Director, we have put together a proposal that will address the current status of our facilities. This proposal will address the immediate capital needs of the district, and allow us to move forward with a realistic Capital Reserve and Scheduled Maintenance Plan that the district can more easily follow. Please keep in mind that many of these costs are approximated based on old quotes or internal evaluation of expenses related to previous projects done within the district.

Because many of the items needing to be addressed are big ticket items, please expect future capital reserve requests that will involve the board approving additional capital reserve funding to be used for the 2021-2022 school year. At this moment, I will need your approval with the plan before we start making any big moves.

How much are we talking about? (Estimates)

- \$780,000.00 of the HVAC work is eligible for ESSER III funding.
- \$1,000,000 of the Roof work (CMS / Lewis) is being considered for Insurance claim.
- \$980,000 of the Roof work (Mesa / Manaugh) would be Capital Funding from the district.
- \$240,000 of the Flooring (carpet) replacement would be Capital Funding from the district.
- \$60,000 of the Manaugh Playground would be Capital Funding from the district.

- Total Capital Funding needed \$1,280,000
- Total ESSER III \$780,000
- Total Insurance Claim* \$1,000,000

Total Immediate Needs Estimate - \$3,060,000

Total General Operating needed for Proposal = \$1,280,000

How do we pay for it?

Over the last 3 years, the district has continuously ended the year with more money coming in than was going out. We have gained \$4,588,815 in the last 3 years alone. I estimate that we are going to roll even more into that balance after the audit is complete for 2020-21. We are also expecting more money per student this year.

I have attached the Statement of Revenues, Expenditures and Changes in Fund Balances from the past 3 years. I always base my decisions on audited figures.

- General Fund Balance end of 2017-18 - \$8,273,163
 - General Fund Balance end of 2018-19 - \$9,726,996
 - General Fund Balance end of 2019-20 - \$12,861,978
-

3 items that we have to budget for contingencies for by law are:

TABOR	= \$850,000
Kinder Morgan	= \$1,251,109
3 Month Contingency	= \$4,500,000

Total Needed for Reserve	= \$6,601,109
Total as of 2019-2020 Audit	= \$12,861,978

General Funding available to use = \$6,260,869

Once I have your approval we will move in the following sequence:

Step 1. Issue RFP for Roof replacement at Mesa and Manaugh. This will give me cost amounts needed to present a Capital Reserve Request to fix these roofs.

Step 2. Issue RFP for Flooring Replacement Options at CMS, Manaugh and Mesa. Again this will give me cost amounts needed to present a Capital Reserve Request to the flooring at these locations. Our idea is to get a multiple options on the best materials to replace the current carpet with.

Step 3. Contact our Liability Insurance carrier (CSDSIP) to assess the roofs at CMS and Lewis Arriola. If it turns out we can submit insurance claim for these roofs, I will conduct analysis of the impact to our annual general liability insurance costs. This will then come back to the board for final decision regarding if better for the district to get these large ticket items done through insurance or pay for these ourselves. If we decide that we cannot issue insurance claim, we will need to issue RFP to address these roofs.

Step 4. Move forward with Manaugh playground Design and confirm with the grantee (Great Outdoors Colorado) that we are moving forward. I have already confirmed that they will be able to move the expiration date forward if they know we are moving forward with the plan and ultimate completion of the playground.

Step 5. Construct a usable **Capital Reserve Plan** that also allows for Contingency Reserve Funding for items that come up out of our control during the school year. This document will also ensure the

district is replacing items that are on a scheduled replacement cycle or warranty.

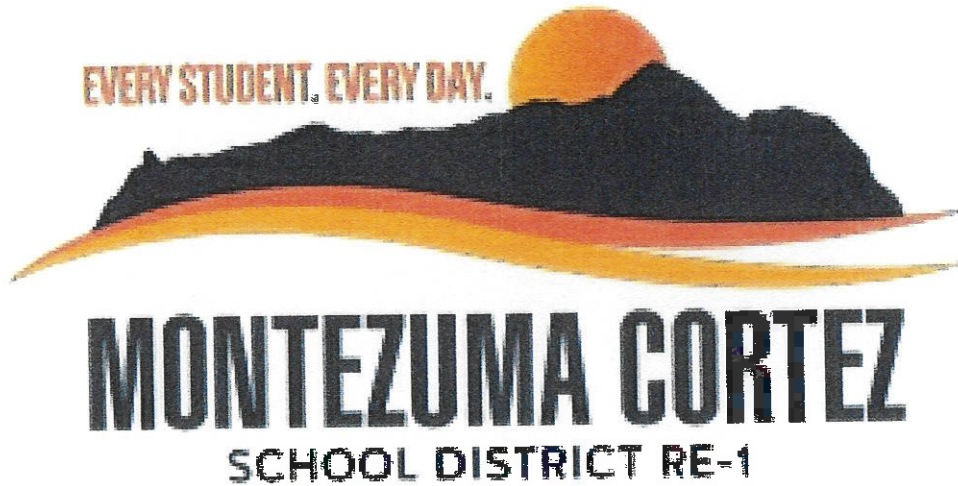
Step 6. Construct a **Scheduled Maintenance Plan** to address all these large ticket items on a schedule instead of when it rises to the level of emergency. This will track warranty expirations on past and current work, as well as place all district vehicles and buses on a schedule to be replaced at the most advantageous times and not at the end of useful life.

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

Kyle J. Archibeque

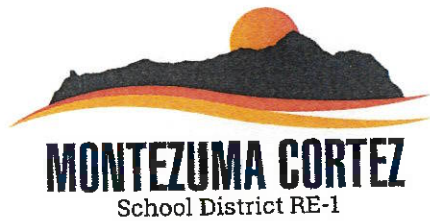
Sincerely,

Kyle J. Archibeque, Director of Finance



BOARD REPORT

EXECUTIVE DIRECTOR OF STUDENT SERVICES



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August 12, 2021

Board Report-

Jim Parr- Executive Director of Student Academic Services

Professional Development/ return of staff

On Monday August 9th all staff returned for the 2021-22 academic school year. The first week back typically is reserved for a welcome back, building meetings, teacher planning and professional development for teaching staff. This year professional development included:

District level PD-

- Proactive Leaders training for new staff, principals and assistant principals & HS staff (Training on the effective use of high leverage, best classroom practices)
- CPI de-escalation training (K-8) (Training on Crisis Prevention and the de-escalation and support for students in crisis)
- ILT- Instructional Leadership teams met to discuss district priorities and develop 90day plans for the first 90 days of school
- New Teacher PD- Cynthia Haupt provided foundational professional development incoming new teachers. This included content based PD along with general district information.

School Level PD-

Each individual school facilitated professional development that aligned with specific 90 day plan goals and district priorities. The scope of professional development ranged from Social Emotional Learning to specific content related training and support.



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Curriculum Review Committee

At this point we are in the early stages of development of our curriculum review committee.

The structure of the committee will be as follows:

We will be inviting 9 people to serve in the group-

- 3 Board members
- 3 Staff members
- 3 parent/community members

Throughout the remainder of this week (8/12 & 8/13) we will be working to add members to the committee. Interest, as everyone knows, is high regarding this issue but maintaining an effective group size for the committee is essential for overall effectiveness.

Our primary goals will be to:

- Create a timeline and schedule for future meetings
- Develop a working definition of Critical Race Theory (CRT)
- Use our definition to review curricular resources utilized by the school district

As everyone knows this current week is our first week of having teachers and staff completely back in the district and next week is the first week with students. In order to let staff get the year started we will be looking to have our first meeting during the week of Aug. 30th- Sept. 3rd.

Specific date and time to be determined.

Category: Finance

Submission Date: 08/04/2021

First name: Tammy

Last name: Hooten

School District: Montezuma-Cortez RE-1

Title: CASB to support additional funding for rural schools.

Resolution Text:

Colorado rural school districts have great difficulty attracting and retaining teachers and other staff, including bus drivers. The inability to pay competitive salaries is a major cause for this problem. Colorado rural school buildings are generally significantly older. Most older buildings are not energy efficient, require substantial maintenance costs and have significant limitations in the ability to upgrade technology. Colorado Rural students make up significant numbers who are considered At Risk, many of their families are unable to afford technology tools and internet access. Many students live in remote areas with little or inadequate internet access. The state of Colorado needs to assure that all students have necessary technology and internet access. The median household income in many rural districts is significantly lower than metro areas. As a result rural voters are reluctant to vote for any type of tax that would increase funding for public schools, adding additional burden to already strapped rural school budgets. In consideration of all of these facts CASB advocates for increased school funding to support rural Colorado students and their communities

Background Information and Rationale:

Additional funding is needed to:

- Attract and retain high quality teachers and other staff,
- Replace outdated school buildings
- Provide technology for every student
- Address inadequate, non-existent, and unaffordable internet access for students in many parts of the state
- upgrade technology

The underlying problem that needs to be addressed are:

- Lack of equitable and adequate funding
- Attract quality teachers and other staff
- Provide facilities that enhance 21st century learning.
- Provide needed technology
- These are common challenges in all rural areas of the state

DRAFT

**Montezuma Cortez School District RE-1
Resolution Condemning Racism**

"I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character." (Dr. Martin Luther King, 1963)

WHEREAS racism has no place in American society and especially not in the Montezuma Cortez School District RE-1 ("MCSD RE-1" or the "District");

WHEREAS every person has a constitutional right to equal protection under the law; and

WHEREAS every person involved in the MCSD RE-1, regardless whether a student, a parent, an employee, an administrator or a volunteer, shares responsibility for promoting and maintaining a nurturing, safe, academic environment in which every student has the opportunity to make the most of the education offered by the MCSD RE-1; and

WHEREAS racist conduct is hurtful to individuals against whom such conduct is directed as well as harmful to a nurturing, safe, academic environment; and

WHEREAS the MCSD RE-1 has a Board Policy ("AC") on non-discrimination in the District's programs and activities ("JB") and Administrative Regulations ("AC") which impose sanctions on any student or employee who engages in racist conduct (C.R.S. 22-32-110 (1) (k), C.R.S. 24-34-601, C.R.S. 24-34-602); and

WHEREAS there have been incidents of racist conduct within the purview of the MCSD RE-1 in recent years in violation of existing policy and regulations;

NOW, THEREFORE, be it resolved by the Board of Directors of the Montezuma Cortez School District RE-1:

1. The Board of Directors will not tolerate racism and racist conduct in any form and will take all measures to prevent and punish racism and racist conduct;
2. The Board of Directors directs the District administration to review all Board Policies and Administrative Regulations for the purpose of strengthening the ability of the District to train staff, enforce and to impose sanctions on individuals who engage in racist conduct, including especially the use of racial slurs; and
3. The Board of Directors directs all employees and volunteers to report instances of racist conduct to school site administrators (i.e., principals); and the MCSD RE-1 urges all students, parents, and any other person to also report instances of racist conduct to site administrators or the District's superintendent.

ADOPTED this ____ day of ____, 2021, on motion of Director _____, seconded by Director _____, on the following roll call vote:

AYES:

NOES:

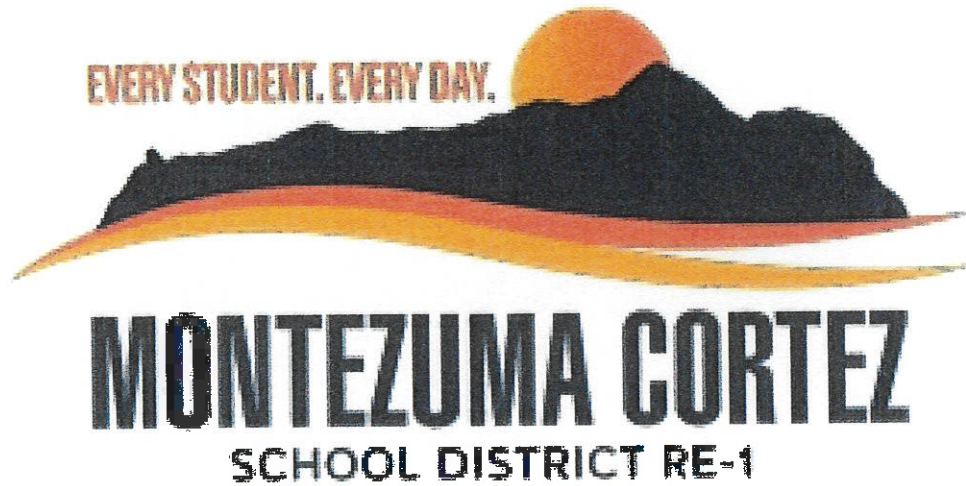
ABSENT OR NOT VOTING:

DRAFT

Board President

ATTEST:

Board Secretary



Action Items



2021-2022 MSTFP/Montezuma-Cortez RE-1 Memorandum of Understanding

In support of the intersecting missions of the Montezuma School to Farm Project (MSTFP) and the Montezuma-Cortez RE-1 District, the parties agree to the following in support of the continued development and implementation of the Montezuma Cortez RE-1 School District School Garden Programs.

The Montezuma School to Farm Project agrees to:

- Provide 4 full-time Montezuma School to Farm AmeriCorps members for school garden programming at Kemper, Mesa, Manaugh, Lewis Elementary Schools, and CMS.
- Provide funds to support school garden materials/technical support
- Provide curriculum materials and in-service training tools for teachers
- Provide MSTFP Support Services that include but are not limited to the MSTFP Executive Director, Education Director, Agriculture Director, Development Director, MSTFP Volunteers, and support as well as strategic planning, fundraising, grant writing, and media, outreach, and education to the community, region, state and nation re: the Montezuma-Cortez RE-1 School Garden Program's successes and future goals.

The Montezuma-Cortez RE-1 School District agrees to:

- Contribute \$26,000 annually toward Cortez School Garden programming and maintenance.
- Provide use of school district land, water, and maintenance of permanent fixtures including but not limited to waterlines, high tunnel installation support, mowing/weed whacking around the garden area, and fencing.
- Support and facilitate cooperation between maintenance staff and MSTFP staff and volunteers
- Provide opportunities for MSTFP staff to offer in-service training to teachers
- Provide access to students and teachers for school garden classes
- Support efforts to evaluate and assess school garden programs
- Support the school garden as a chemical-free area (no use of synthetic herbicides, fertilizers, or pesticides in the edible garden areas)
- Support access to Food Service Team in utilizing school garden produce for taste testings and in school cafeteria lunches.

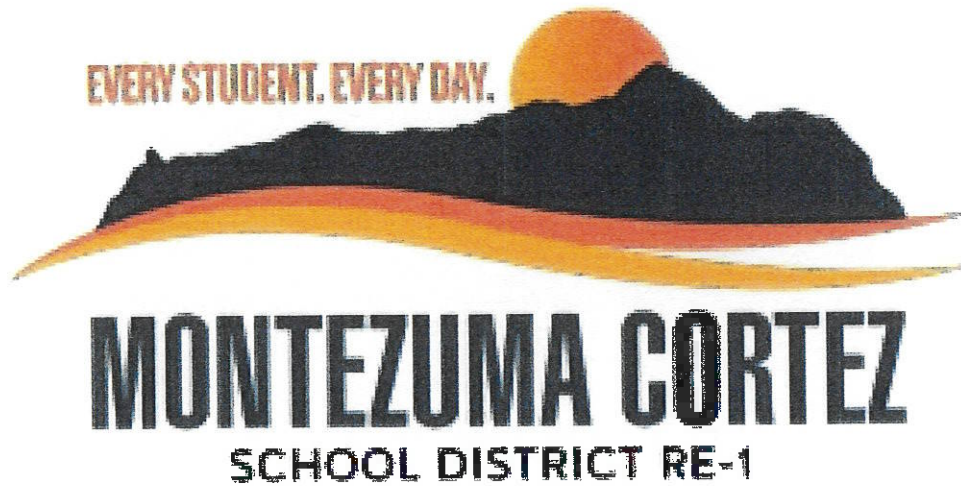
Montezuma-Cortez RE-1 School District Superintendent:

Date: _____

MSTFP Executive Director: _____

Date: _____

DRAFT



Capital Reserve Requests



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**Montezuma Cortez School District RE-1
2021/2022 CAPITAL RESERVE REQUEST TO THE SCHOOL BOARD**

Date of Request: 8/16/2021 Funds Available: \$ 478,050.03

Account # 430.800.00.4000.0800.000.0000.00.80

Amount Requested: \$ 218,765

Project Description: Replacement Buses - (2) Regular, (1) ADA Accessible

- Identified by a needs assessment
- Health and Safety
- Technology

Rational for Request:

- Multiple bids provided
- Business Office confirmation funds are available
- No, permit(s) required
- Project coordinated with Maintenance & IT Departments

Approved by: _____ Date: 8/11/2021
Executive Director of Finance Date

**Whereas, the Administration has need of an additional \$ 218,765
to purchase Buses - (2) Regular, (1) ADA Accessible**

**Now, therefore, be it resolved that \$ 218,765 is authorized for
expenditure from the Capital Reserve Fund.**

DRAFT

 President, Board of Education Secretary, Board of Education



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EVERY DAY.

**Montezuma Cortez School District RE-1
2021/2022 CAPITAL RESERVE REQUEST TO THE SCHOOL BOARD**

Date of Request: 8/16/2021 Funds Available: \$ 478,050.03

Account # 430,800.00.4000.0800.000.0000.00.80

Amount Requested: \$ 9,653.39

Project Description: Englehart Field Upgrades - Final Request

- Identified by a needs assessment
- Health and Safety
- Technology

Rational for Request:

- Multiple bids provided
- Business Office confirmation funds are available
- No, permit(s) required
- Project coordinated with Maintenance & IT Departments

Approved by: Kyle J Archibeque Digitally signed by Kyle J Archibeque
Executive Director of Finance Date: 2021.08.11 10:42:07 -06'00' 8/11/2021
Executive Director of Finance Date

**Whereas, the Administration has need of an additional \$ 9,653.39
to purchase Englehart Field Upgrades - Final Request**

**Now, therefore, be it resolved that \$ 9,653.39 is authorized for
expenditure from the Capital Reserve Fund.**

 President, Board of Education Secretary, Board of Education

DRAFT

Montezuma Cortez School District RE-1
Englehart Field Expenditures Final

Item	Amount	Vendor
Fencing for Englehart Field	\$2,310.94	CHOICE BUILDING SUPPLY
Fencing for Englehart Field	\$4,940.08	CHOICE BUILDING SUPPLY
Paint for dugouts at Englehart Field	\$288.54	SLAVENS, INC.
Line locates for fence install at Englehart Field	\$320.00	Little Acres Locating
60 tons infield mix for Englehart Field	\$6,721.25	Golf and Sport Solutions, LLC
New lawn water permit	\$25.00	City of Cortez

Total	\$14,605.81
-------	-------------

Amount Remaining	\$5,394.19
------------------	------------

As of 7/14/2021

Additional Items being requested:

Item	Quote	Vendor
60 Tons Infield Mix	\$6,592.45	Golf and Sport Solutions, LLC
60 Tons Topsoil	\$1,101.61	C&J Gravel Products
Soil Delivery for 120 tons	\$800.00	Harris and Sons
Foul Line Poles	\$4,875.00	BSN
Bases	\$598.99	BSN
Freight	\$514.56	BSN
Pint and other supplies	\$564.97	Slavens

Total	\$15,047.58
-------	-------------

Amount Remaining	\$5,394.19
------------------	------------

Additional Amount needed	
	\$9,653.39

As of 8/11/2021



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**Montezuma Cortez School District RE-1
2021/2022 CAPITAL RESERVE REQUEST TO THE SCHOOL BOARD**

Date of Request: 8/16/2021 Funds Available: \$ 478,050.03

Account # 430.800.00.4000.0800.000.0000.00.80

Amount Requested: \$ 5,000

Project Description: Board Room Updates

- Identified by a needs assessment
- Health and Safety
- Technology

Rational for Request:

- Multiple bids provided
- Business Office confirmation funds are available
- No, permit(s) required
- Project coordinated with Maintenance & IT Departments

Approved by: _____ Date: 8/11/2021
Executive Director of Finance Date

**Whereas, the Administration has need of an additional \$ 5,000
to purchase Board Room Updates**

**Now, therefore, be it resolved that \$ 5,000 is authorized for
expenditure from the Capital Reserve Fund.**

President, Board of Education Secretary, Board of Education

DRAFT



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**Montezuma Cortez School District RE-1
2021/2022 CAPITAL RESERVE REQUEST TO THE SCHOOL BOARD**

Date of Request: 8/16/2021 Funds Available: \$ 478,050.03

Account # 430.800.00.4000.0800.000.0000.00.80

Amount Requested: \$ 3,100

Project Description: CMS Kitchen Freezer Door

- Identified by a needs assessment
- Health and Safety
- Technology

Rational for Request:

- Multiple bids provided
- Business Office confirmation funds are available
- No, permit(s) required
- Project coordinated with Maintenance & IT Departments

Approved by: _____ 8/11/2021
Executive Director of Finance Date

**Whereas, the Administration has need of an additional \$ 3,100
to purchase CMS Freezer Door**

**Now, therefore, be it resolved that \$ 3,100 is authorized for
expenditure from the Capital Reserve Fund.**

President, Board of Education

Secretary, Board of Education

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Montezuma Cortez School District RE-1
2021/2022 CAPITAL RESERVE REQUEST TO THE SCHOOL BOARD

Date of Request: 8/16/2021 Funds Available: \$ 478,050.03

Account # 430.800.00.4000.0800.000.0000.00.80

Amount Requested: \$ 5,000

Project Description: Engineer Design for CMS and Beech HVAC

- Identified by a needs assessment
- Health and Safety
- Technology

Rational for Request:

- Multiple bids provided
- Business Office confirmation funds are available
- No, permit(s) required
- Project coordinated with Maintenance & IT Departments

Approved by: Kyle J Archibeque Digitally signed by Kyle J Archibeque
Executive Director of Finance Date: 2021.08.11 16:45:00 -06'00' 8/11/2021
Executive Director of Finance Date

Whereas, the Administration has need of an additional \$ 5,000 to purchase Engineer Design for CMS & Beech HVAC

Now, therefore, be it resolved that \$ 5,000 expenditure from the Capital Reserve Fund. is authorized for

DRAFT

President, Board of Education

Secretary, Board of Education



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Fax: (970) 565-2161

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Capital Needs Proposal – 8.16.2021

Step 1. Issue RFP for Roof replacement at Mesa and Manaugh. This will give me cost amounts needed to present a Capital Reserve Request to fix these roofs.

Step 2. Issue RFP for Flooring Replacement Options at CMS, Manaugh and Mesa. Again this will give me cost amounts needed to present a Capital Reserve Request to the flooring at these locations. Our idea is to get a multiple options on the best materials to replace the current carpet with.

Step 3. Contact our Liability Insurance carrier (CSDSIP) to assess the roofs at CMS and Lewis Arriola. If it turns out we can submit insurance claim for these roofs, I will conduct analysis of the impact to our annual general liability insurance costs. This will then come back to the board for final decision regarding if better for the district to get these large ticket items done through insurance or pay for these ourselves. If we decide that we cannot issue insurance claim, we will need to issue RFP to address these roofs.

Step 4. Move forward with Manaugh playground design and confirm with the grantee (Great Outdoors Colorado) that we are moving forward. I have already confirmed that they will be able to move the expiration date forward if they know we are moving forward with the plan and ultimate completion of the playground.

Step 5. Construct a usable **Capital Reserve Plan** that also allows for Contingency Reserve Funding for items that come up out of our control during the school year. This document will also ensure the district is replacing items that are on a scheduled replacement cycle or warranty.

Step 6. Construct a **Scheduled Maintenance Plan** to address all these large ticket items on a schedule instead of when it rises to the level of emergency. This will track warranty expirations on past and current work, as well as place all district vehicles and buses on a schedule to be replaced at the most advantageous times and not at the end of useful life.

MCSD Immediate Capital Needs 8.11.2021

Location	Item	Estimate Amount	Amount x 20%	ESSER III Estimate Amount	Engineer/Architectural Design Required	ESSER III Candidate	Insurance Assessment
Mesa	Roof	\$ 350,000.00	\$ 420,000.00		No	No	
Mesa	Flooring	\$ 50,000.00	\$ 60,000.00		No	No	
Manaugh	Roof	\$ 300,000.00	\$ 360,000.00		No	No	
Manaugh	Flooring	\$ 50,000.00	\$ 60,000.00		No	No	
Manaugh	Playground - Additional to GOCO grant	\$ 50,000.00	\$ 60,000.00		No	No	
CMS	Roof	\$ 800,000.00	\$ 960,000.00		No	No	Yes
CMS	Flooring	\$ 100,000.00	\$ 120,000.00		No	No	
CMS	HVAC/Heating/Cooling	\$ 500,000.00	\$ 600,000.00	\$ 600,000.00	Yes	Yes	
Beech	HVAC/Heating/Cooling	\$ 150,000.00	\$ 180,000.00	\$ 180,000.00	Yes	Yes	
Lewis	Roof	\$ 200,000.00	\$ 240,000.00		No	No	Yes

Totals	\$ 2,550,000.00	\$ 3,060,000.00	\$ 780,000.00
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Roof Total Estimate	\$ 1,650,000.00	\$ 1,980,000.00
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Flooring Total Estimate	\$ 200,000.00	\$ 240,000.00
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HVAC Total Estimate (ESSER III)	\$ 650,000.00	\$ 780,000.00
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MONTEZUMA COUNTY (CORTEZ) SCHOOL DISTRICT RE-1
 Governmental Funds
 Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended June 30, 2018

	General Fund	Food Service Fund	Governmental Designated-Purpose Grants Fund	Bond Redemption Fund	High School Building Fund	Capital Projects Fund	Total Governmental Funds
Revenues							
Local sources							
Taxes	\$10,798,290			\$1,455,260			\$ 12,253,550
Other	397,926	\$ 188,102	\$ 161,043	14,509	\$ 1,593	\$ 288,784	1,051,957
Intermediate sources	106,991						106,991
State sources							
State Equalization	10,260,966						10,260,966
Per pupil charter school allocation	(2,062,670)						(2,062,670)
Grants	647,414	18,534	526,565			73,412	1,265,925
Federal sources							
Grants	625,514	897,308	2,174,840				3,697,662
Other						4,597	4,597
Total Revenues	20,774,431	1,103,944	2,862,448	1,469,769	1,593	366,793	26,578,978
Expenditures							
Instructional program services	11,288,618		972,167				12,260,785
Support program services							
Students	765,785		407,710				1,173,495
Instructional staff	985,392		1,314,293				2,299,685
General administration	549,359		36,176				585,535
School administration	1,440,517		92,199				1,532,716
Business	294,826		37,103				331,944
Plant operation and maintenance	2,098,108					15	2,178,584
Student transportation	1,182,562		1,224				1,183,786
Central support services	702,479						702,479
Other support services	47,953		1,752				49,705
Food service operations		1,103,776				22,877	1,126,653
Facilities acquisition					1,123,211	195,373	1,318,584
Debt service	24,586			1,412,151			1,436,737
Total Expenditures	19,380,185	1,103,776	2,862,624	1,412,151	1,123,211	298,741	26,180,688
Excess revenues over (under) expenditures	1,394,246	168	(176)	57,618	(1,121,618)	68,052	398,290
Other Financing Sources (Uses)							
Transfers in (out)	(340,110)					340,110	-
Total Other Financing Sources (Uses)	(340,110)					340,110	-
Net Change in Fund Balances	1,054,136	168	(176)	57,618	(1,121,618)	408,162	398,290
Fund Balances Beginning of the Year	7,219,027	138,473	8,756	1,422,991	1,818,051	686,808	11,294,106
Fund Balances End of the Year	\$ 8,273,163	\$ 138,641	\$ 8,580	\$1,480,609	\$ 696,433	\$ 1,094,970	\$ 11,692,396

The accompanying notes are an integral part of this statement.

MONTEZUMA COUNTY (CORTEZ) SCHOOL DISTRICT RE-1
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended June 30, 2019

	General Fund	Food Service Fund	Governmental Designated- Purpose Grants Fund	Bond Redemption Fund	High School Building Fund	Capital Projects Fund	Total Governmental Funds
Revenues							
Local sources							
Taxes	\$ 12,476,769			\$ 1,505,466			\$ 13,982,235
Other	559,555	\$ 168,849	\$ 185,112	25,155	\$ 396,959	\$ 38,165	1,373,795
Intermediate sources	322,597						322,597
State sources							
State Equalization	9,803,095						9,803,095
Per pupil charter school allocation	(2,312,181)						(2,312,181)
Grants	1,819,456	34,029	453,547		240,000	88,155	2,635,187
Federal sources							
Grants	905,901	850,325	1,818,394				3,574,620
Other						10,735	10,735
Total Revenues	23,575,192	1,053,203	2,457,053	1,530,621	636,959	137,055	29,390,083
Expenditures							
Instructional program services	12,576,824		744,552				13,321,376
Support program services							
Students	672,169		361,241				1,033,410
Instructional staff	1,170,826		977,663				2,148,489
General administration	493,528						493,528
School administration	1,825,394		49,087				1,874,481
Business	361,407		30,232			18	391,657
Plant operation and maintenance	2,268,260		200,321			14,242	2,482,823
Student transportation	1,027,108		1,346			220,522	1,248,976
Central support services	456,650						456,650
Other support services	222,184						222,184
Food service operations	1,365	1,097,426	1,842			53,734	1,154,367
Facilities acquisition			88,842		990,460	879,749	1,959,051
Debt service	49,144			1,410,185			1,459,329
Total Expenditures	21,124,859	1,097,426	2,455,126	1,410,185	990,460	1,168,265	28,246,321
Excess revenues over (under) expenditures	2,450,333	(44,223)	1,927	120,436	(353,501)	(1,031,210)	1,143,762
Other Financing Sources (Uses)							
Transfers in (out)	(996,500)					996,500	-
Total Other Financing Sources (Uses)	(996,500)					996,500	-
Net Change in Fund Balances	1,453,833	(44,223)	1,927	120,436	(353,501)	(34,710)	1,143,762
Fund Balances Beginning of the Year	8,273,163	138,641	8,580	1,480,609	696,433	1,094,970	11,692,396
Fund Balances End of the Year	\$ 9,726,996	\$ 94,418	\$ 10,507	\$ 1,601,045	\$ 342,932	\$ 1,060,260	\$ 12,836,158

The accompanying notes are an integral part of this statement.

MONTEZUMA COUNTY (CORTEZ) SCHOOL DISTRICT RE-1
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances

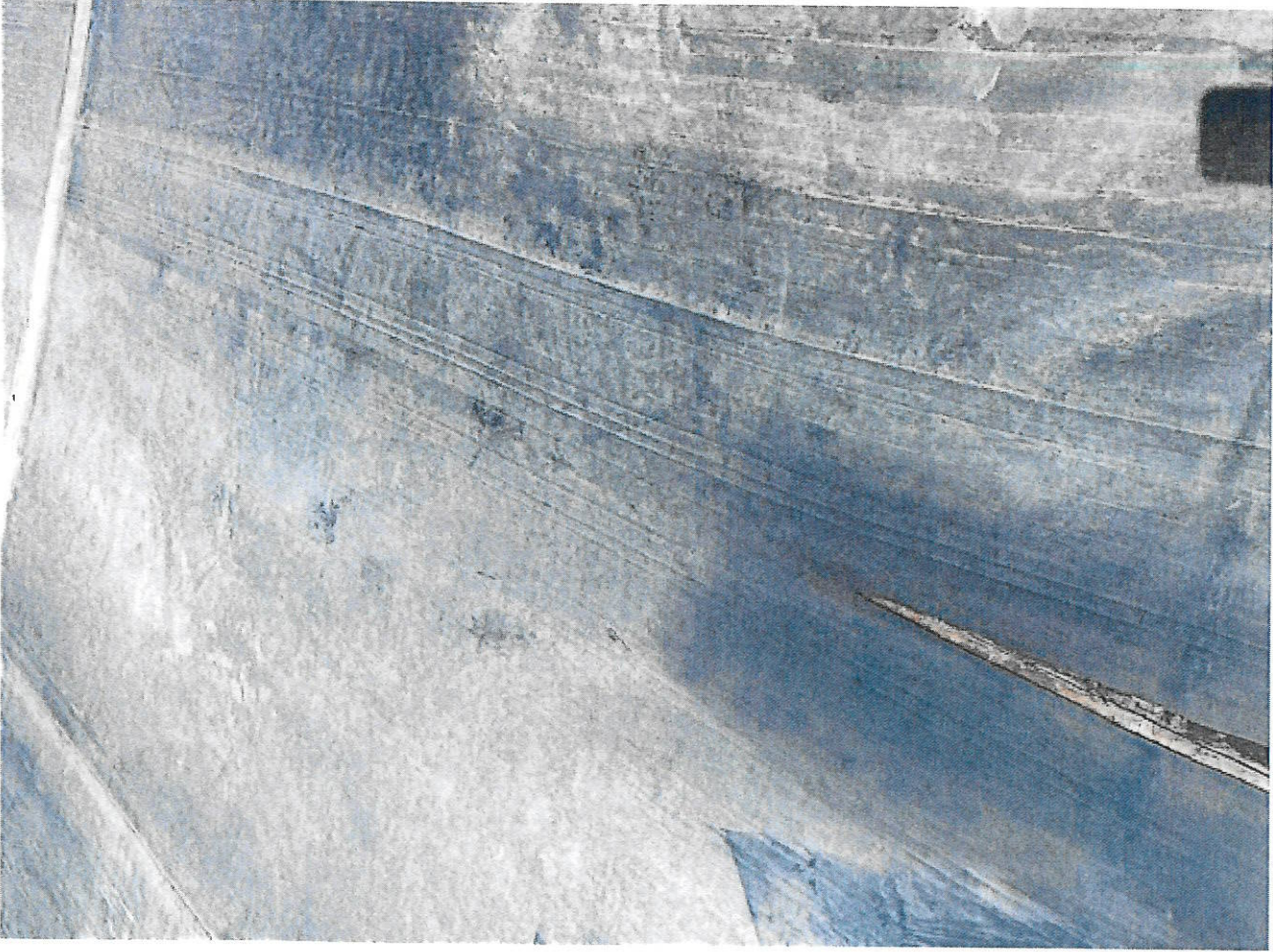
For the Year Ended June 30, 2020

	General Fund	Food Service Fund	Governmental Designated-Purpose Grants Fund	Student Activity Fund	Bond Redemption Fund	High School Building Fund	Capital Projects Fund	Total Governmental Funds
Revenues								
Local sources								
Taxes	\$ 13,305,787				\$ 1,447,499			\$ 14,753,286
Other	580,082	\$ 173,011	\$ 153,247	\$ 362,685	18,723	\$ 16,231	\$ 18,051	1,322,030
Intermediate sources	257,731							257,731
State sources								
State Equalization	10,654,194							10,654,194
Per pupil charter school allocation	(2,389,812)							(2,389,812)
Grants	1,225,783	44,921	524,975				148,256	1,943,935
Federal sources								
Grants	750,545	852,637	2,048,863					3,652,045
Other							18,810	18,810
Total Revenues	24,384,310	1,070,569	2,727,085	362,685	1,466,222	16,231	185,117	30,212,219
Expenditures								
Instructional program services	12,043,801		659,676	317,525			67,250	13,088,252
Support program services								
Students	682,892		644,137					1,327,029
Instructional staff	1,111,954		1,156,414					2,268,368
General administration	471,560		6,997					478,557
School administration	1,779,262		31,512					1,810,774
Business	418,137		66,690				5,809	490,636
Plant operation and maintenance	2,285,461		54,550				62,269	2,402,280
Student transportation	985,743						2,100	987,843
Central support services	627,319		96					627,415
Other support services	58,199							58,199
Food service operations		1,214,377					62,933	1,277,310
Facilities acquisition			109,302			359,163	407,052	875,517
Debt service					1,413,158			1,413,158
Total Expenditures	20,464,328	1,214,377	2,729,374	317,525	1,413,158	359,163	607,413	27,105,338
Excess revenues over (under) expenditures	3,919,982	(143,808)	(2,289)	45,160	53,064	(342,932)	(422,296)	3,106,881
Other Financing Sources (Uses)								
Transfers in (out)	(785,000)	85,000					700,000	-
Total Other Financing Sources (Uses)	(785,000)	85,000					700,000	-
Net Change in Fund Balances	3,134,982	(58,808)	(2,289)	45,160	53,064	(342,932)	277,704	3,106,881
Fund Balances Beginning of the Year (as restated)	9,726,996	94,418	10,507	276,468	1,601,045	342,932	1,060,260	13,112,626
Fund Balances End of the Year	\$ 12,861,978	\$ 35,610	\$ 8,218	\$ 321,628	\$ 1,654,109	\$ -	\$ 1,337,964	\$ 16,219,507

The accompanying notes are an integral part of this statement.



CMC
Roof



CM's Roof

Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

For purposes of this policy, these terms have the following meanings:

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “Sexual Orientation” means a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person’s perception thereof.

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

In keeping with these statements, the following are objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which they live.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.

7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of Board policy.

Annual notice

The district will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the district are offered without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the district will also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities.

The notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made available to persons who are visually or hearing impaired.

The notice will appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters, and annual letters to parents.

Harassment is prohibited

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students, and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

Reporting unlawful discrimination and harassment

Any student who believes they have been a target of unlawful discrimination or harassment, as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, must immediately report it to an administrator, counselor, teacher, or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment, or member of the public who believes they have been a target of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, must file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer will be designated to investigate the matter in accordance with this policy's accompanying regulation.

District action

All district employees who witness unlawful discrimination or harassment must take prompt and effective action to stop it, as prescribed by the district.

The district will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district will take interim measures during the investigation to protect against further unlawful discrimination, harassment, or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the district will implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment will be disciplined according to applicable Board policies and the district will take reasonable action to restore lost educational or employment opportunities to the target(s).

In cases involving potential criminal conduct, the district will determine whether appropriate law enforcement officials should be notified.

Notice and training

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

Students and district employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

The Montezuma-Cortez School District Re-1 does not discriminate on the basis of race, color, national origin, sex, disability or age. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

El Distrito Escolar Montezuma-Cortez Re-1 no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad o edad. Las siguientes personas han sido designadas para atender consultas sobre las políticas de no discriminación:

Title IX Coordinator: Lis Richard, Assistant Superintendent 970-565-7522 ext. 1133 or email lrichard@cortez.k12.co.us

Compliance Officer: Cynthia Eldredge, Executive Director of Human Resources 970-565-7522 ext. 1135 or email cynthia.eldredge@cortez.k12.co.us

Montezuma-Cortez School District RE-1
400 North Elm Street
Cortez, CO 81321

Adopted: March 13, 1979
Revised: January 22, 1985
Revised: January 11, 2000
Revised: August 19, 2008
Revised: October 4, 2011
Revised: July 28, 2020 (Emergency)
Revised : August 16, 2021

LEGAL REFS.: 20 U.S.C. 1681 (*Title VII, Education Amendments of 1972*)
20 U.S.C. 1701-1758 (*Equal Employment Opportunity Act of 1972*)
29 U.S.C. 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)
29 U.S.C. 701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)
42 U.S.C. 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)
42 U.S.C. 2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)
42 U.S.C. 2000e (*Title VII of the Civil Rights Act of 1964*)
42 U.S.C. 2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)
34 C.F.R. Part 100 through Part 110 (*civil rights regulations*)
C.R.S. 2-4-401 (13.5) (*definition of sexual orientation, which includes transgender*)
C.R.S. 18-9-121 (*bias-motivated crimes*)
C.R.S. 22-32-109 (1)(II) (*Board duty to adopt written policies prohibiting discrimination*)
C.R.S. 22-32-110 (1)(k) (*definition of racial or ethnic background includes hair texture, definition of protective hairstyle*)
C.R.S. 24-34-301 *et seq.* (*Colorado Civil Rights Division*)
C.R.S. 24-34-301 (7) (*definition of sexual orientation, which includes transgender*)

Montezuma-Cortez School District RE-1

File: AC

C.R.S. 24-34-402 *et seq.* (discriminatory or unfair employment practices)

C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)

C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GBAA, Sexual Harassment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment

Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

The district is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The district must promptly respond to concerns and complaints of unlawful discrimination and/or harassment; take action in response when unlawful discrimination and/or harassment is discovered; impose appropriate sanctions on offenders in a case-by-case manner; and protect the privacy of all those involved in unlawful discrimination and/or harassment complaints as required by state and federal law. When appropriate, the complaint will be referred to law enforcement for investigation.

The district has adopted the following procedures to promptly and fairly address ~~concerns and complaints about unlawful discrimination and/or harassment~~ **nondiscriminatory equal opportunity and compliance process as opposed to other Title IX complaints. Sexual harassment investigation procedure will follow policy AC-R-2.** Complaints may be submitted orally or in writing to the Compliance Officer.

Title IX Coordinator:

Lis Richard, Assistant Superintendent
400 North Elm St. Cortez, CO 81321
970-565-7522 ext. 1133
Email: lrichard@cortez.k12.co.us

Definitions

1. **“Compliance officer”** means a district employee designated by the Board to receive complaints of alleged unlawful discrimination and harassment. ~~The compliance officer must be identified by name, address, telephone number, and email address (see exhibit AC-E-1).~~ If the designated individual is not qualified or is unable to act as such, the superintendent must designate another district employee who will serve until a successor is appointed by the Board.
2. **“Aggrieved individual”** means a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, an employee of the district, or member of the public who is directly affected by and/or is witness to an alleged violation of Board policies prohibiting unlawful discrimination or harassment.

Compliance officer’s duties

The compliance officer is responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment. The compliance officer’s duties include: providing notice to students, parents/guardians of students, employees, and the general public concerning the compliance process; providing training for district staff regarding the prohibition of discrimination/harassment in all district programs, activities, and employment practices; disseminating information concerning the forms and procedures for the filing of complaints; ensuring the prompt investigation of all complaints; coordinating hearing procedures; and identifying and addressing any patterns or systemic problems that arise during the review of complaints. The

compliance officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

Complaint procedure

An aggrieved individual is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals, or other district employees must be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint must be forwarded to the superintendent.

Any aggrieved individual may file with the compliance officer a complaint charging the district, another student, or any district employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the district's complaint form.

All complaints must include a detailed description of the alleged events, the dates the alleged events occurred, and names of the parties involved, including any witnesses. The complaint must be made as soon as possible after the incident.

The compliance officer must confer with the aggrieved individual and/or the alleged target of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than *insert number* calendar days following the compliance officer's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within *insert number* calendar days following the initial meeting with the aggrieved individual and/or alleged target, the compliance officer must attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if this individual is a student, their parents/guardians in order to obtain a response to the complaint. Such person(s) must be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the compliance officer must explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the target and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the matter at any time. The compliance officer must also explain that whether or not the individual files a written complaint or otherwise requests action, the district is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment, or retaliation against anyone who makes a report or participates in an investigation. The compliance officer must also explain that any request for confidentiality will be honored so long as doing so does not preclude the district from responding effectively to prohibited conduct and preventing future prohibited conduct.

Informal action

If the aggrieved individual and/or the individual alleged to have engaged in the prohibited conduct requests that the matter be resolved in an informal manner and/or the compliance officer believes that the matter is suitable to such resolution, the compliance officer may attempt to resolve the matter informally through mediation, counseling, or other non-disciplinary means. If both parties feel a resolution has been achieved through the informal process, then no further compliance action must be taken. No party may be compelled to resolve a complaint of unlawful discrimination or harassment informally and either party may request an end to an informal process at any time. Informal resolution may not be used to process complaints against a district employee and may not be used between students where the underlying offense involves sexual assault or other acts of violence.

Formal action

If informal resolution is inappropriate, unavailable, or unsuccessful, the compliance officer must promptly investigate the allegations to determine whether and/or to what extent, unlawful discrimination or harassment has occurred. The compliance officer may consider the following types of information in determining whether unlawful discrimination or harassment occurred:

- a. statements by any witness to the alleged incident;
- b. evidence about the relative credibility of the parties involved;
- c. evidence relative to whether the individual alleged to have engaged in prohibited conduct has been found to have engaged in prohibited conduct against others;
- d. evidence of the aggrieved individual and/or alleged target's reaction or change in behavior following the alleged prohibited conduct;
- e. evidence about whether the alleged target and/or aggrieved individual took action to protest the conduct;
- f. evidence and witness statements or testimony presented by the parties involved;
- g. other contemporaneous evidence; and/or
- h. any other evidence deemed relevant by the compliance officer.

In deciding whether conduct is a violation of law or policy, all relevant circumstances must be considered by the compliance officer, including:

- a. the degree to which the conduct affected one or more student's education or one or more employee's work environment;
- b. the type, frequency, and duration of the conduct;
- c. the identity of and relationship between the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target
- d. the number of individuals alleged to have engaged in the prohibited conduct and number of targets of the prohibited conduct;
- e. the ages of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target
- f. the size of the school, location of the incident, and context in which it occurred; and
- g. other incidents at the school.

The compliance officer must prepare a written report containing findings and recommendations, as appropriate, and submit the report to the superintendent within [insert number] calendar days

following the compliance officer's receipt of the complaint or [insert number] calendar days following the termination of the informal resolution process.

The compliance officer's report must be advisory and must not bind the superintendent or the district to any particular course of action or remedial measure. Within [insert number] calendar days after receiving the compliance officer's findings and recommendations, the superintendent or designee must determine any sanctions or other actions deemed appropriate, including appropriate recommendations to the Board for disciplinary or other action.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be notified in writing of the final outcome of the investigation and all steps taken by the district within [insert number] calendar days following the superintendent's and/or Board's determination.

Hearing procedure

For allegations under Section 504 and as otherwise required by law, the aggrieved individual may request a hearing. This hearing procedure will not address guilt or innocence or disciplinary consequences, which are instead governed by the Board's discipline policies and procedures.

The district must retain a person to serve as the impartial hearing officer, who must be knowledgeable about Section 504 and/or the ADA, if applicable. The hearing must be informal and must be recorded. Formal rules of evidence do not apply. A student is entitled to be represented by their parent/legal guardian or by an attorney. An employee is entitled to be represented by an attorney or other representative of their choice. The complainant may appear at the hearing and is entitled to present testimony and other evidence. A district representative is likewise entitled to present testimony and other evidence. The hearing must be closed to the public.

Within [insert number] calendar days after the hearing, the hearing officer must issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur, and restore lost educational opportunities.

After the hearing officer has issued the decision, the recording of the hearing, all physical and documentary evidence, and all other items comprising the record of the hearing must be returned to the district.

Either party may seek review of the hearing officer's decision in a court of competent jurisdiction, in accordance with applicable law and applicable timelines for requesting such review.

Nothing contained herein may be interpreted to confer upon any person the right to a hearing independent of a Board policy, administrative procedure, statute, rule, regulation, or agreement expressly conferring such right. This process applies, unless the context otherwise requires and unless the requirements of another policy, procedure, statute, rule, regulation, or agreement expressly contradicts with this process, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement will govern.

Outside agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695. Fax: 303-844-4303. TTY: 303-844-3417. Email: OCR.Denver@ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC), 303 E. 17th Avenue, Suite 410, Denver, CO 80203. Telephone: 800-669-4000. Fax: 303-866-1085. TTY: 800-669-6820. ASL Video Phone: 844-234-5122. Website: <https://publicportal.eeoc.gov/portal/>

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite 825, Denver, CO 80202. Telephone: 303-894-2997 or 800-886-7675. Fax: 303-894-7830. Email: DORA_CCRD@state.co.us (general inquiries), DORA_CCRDIntake@state.co.us (intake unit)

Revised: October 13, 2020

Revised: August 16, 2021

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 on 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 180 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 lrichard@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 with in 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: August 16, 2021

Nondiscrimination on the Basis of Disability

The Board is committed to a policy of nondiscrimination on the basis of disability under all applicable laws, including but not limited to Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and the Americans with Disabilities Act (“ADA”). Section 504 and the ADA provide that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity. The district does not unlawfully discriminate on the basis of disability in access or admission to, or treatment or employment in, its programs or activities.

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 and the ADA. See ACE-E-1.

The district's Section 504 and ADA compliance officer (“compliance officer”) shall be responsible for continuing surveillance of district programs and activities with regard to compliance with Section 504 and the ADA and all pertinent regulations, including the development of all necessary procedures and regulations.

The compliance officer shall annually notify students, employees and members of the public regarding the district's policy and grievance procedures and of his/her name or title, office, address and telephone number. Notification shall be by posting and/or other means sufficient to reasonably provide such notice.

The superintendent shall notify applicants for admission, students, parent/guardians, sources of referral of applicants for admission, employees and applicants for employment, and members of the public that it does not discriminate on the basis of disability in the programs or activities which it operates and that it is required by Section 504 and the ADA not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulations. See AC-E.

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

Adopted: May 9, 1989
Revised: May 19, 1992
Revised: January 11, 2000
Revised: October 4, 2011
Revised: August 16, 2021

LEGAL REFS.: 29 U.S.C. 701 *et seq.* (Section 504 of the Rehabilitation Act)
42 U.S.C. 12101 *et seq.* (Americans with Disabilities Act)
34 C.F.R. 104 *et seq.*

NONDISCRIMINATION ON THE BASIS OF DISABILITY

The following shall be the designated employee to coordinate school district compliance with Section 504 and the ADA:

Title IX Coordinator:

Lis Richard, Assistant Superintendent
400 North Elm St. Cortez, CO 81321
970-565-7522 ext. 1133
Email: lrichard@cortez.k12.co.us

~~Lori Haukeness, Chief Academic Officer
Montezuma-Cortez School District Re-1
P.O. Drawer R
Cortez, CO 81321
Telephone: (970)-565-7282~~

Approved: May 9, 1989
Revised: October 1, 1991
Revised: June 24, 2008
Revised: August 16, 2021

**Nondiscrimination on the Basis of Disability
(Complaint Form)**

Date: _____

Name of complainant:

School:

Address:

Phone: _____

Summary of alleged discrimination:

Name(s) of individual(s) committing alleged discrimination:

Date(s) alleged discrimination occurred:

Name(s) of witness(es) to alleged discrimination:

If others are affected by the possible discrimination, please give their names:

Your suggestions regarding resolving the complaint:

Please describe any corrective action you wish to see taken with regard to the alleged discrimination. You may also provide other information relevant to this complaint.

Title IX Coordinator:
Lis Richard, Assistant Superintendent
400 North Elm St. Cortez, CO 81321
970-565-7522 ext. 1133
Email: lrichard@cortez.k12.co.us

Signature of complainant

Date

Signature of person receiving complaint

Date

Issued: October 4, 2011
Revised: August 16, 2021

Montezuma-Cortez School District Re-1, Cortez, Colorado

Nondiscrimination on the Basis of Disability (Complaint Process)

All students, employees and members of the public shall have a ready means of resolving any claims of discrimination on the basis of disability in the district's programs or activities. Persons may file a complaint of discrimination on the basis of disability in accordance with this procedure or may file a complaint in accordance with the district's nondiscrimination/equal opportunity complaint process. See AC-R.

A complaint may also be filed with the United States Department of Education, Office for Civil Rights ("OCR") at any time before or during the district's complaint procedures. Contact information for the regional OCR office is: The Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582.

If a student, employee or member of the public believes that there has been a violation of Section 504 or the ADA, he or she shall mail or deliver to the Section 504 and ADA Compliance Officer ("compliance officer") a written statement setting out the alleged violations in specific terms, describing the incident or activity, the individuals involved, and the dates, times and locations. See ACE-E-2.

The compliance officer shall conduct an investigation as necessary to determine the facts involved and shall provide the individual filing the written statement with an opportunity to discuss the matter personally, if requested. The compliance officer shall report to the superintendent his or her findings and recommendations regarding resolution of the matter. Within 10 school days of receiving the findings and recommendation from the compliance officer, the superintendent or designee shall determine any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.

If the student, employee or member of the public is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board. Any action taken by the Board shall be final.

Title IX Coordinator:
Lis Richard, Assistant Superintendent
400 North Elm St. Cortez, CO 81321
970-565-7522 ext. 1133
Email: lrichard@cortez.k12.co.us

Approved: October 4, 2011
Revised: August 16, 2021

Montezuma-Cortez School District Re-1, Cortez, Colorado