

MONITORING REPORT
ENDS POLICY #2
EXECUTIVE LIMITATIONS #13 & #16
PREPARED FOR THE GUFFEY COMM. CHARTER SCH. BOARD OF DIRECTORS
October 2021
By Martine Walker, School Administrator

E-2 Academic Accomplishment

Each student will have the academic competencies necessary to achieve personal goals.

1) Each student will meet or exceed individually established academic standards for performance in all content areas defined by the Colorado State Educational Standards and in additional content areas dictated by the interests of the Guffey Community.

These areas include but are not limited to:

- Language Arts
- Social Studies
- Mathematics
- The Arts
- Science
- Technology

2) Each student's skills will meet or exceed individually established standards for analysis, critical thinking and presentation.

These skills include, but are not limited to:

- Planning and managing time effectively
- Planning and using appropriate resources
- Recording observations
- Evaluating their own work and that of others
- Assessing the quality of their research sources
- Investigation and thoughtful inquiry
- Organization
- Understanding and appreciating the natural world
- Effective oral and written communication
- Recognizing the value of all disciplines

3) Each student will demonstrate academic honesty by:

- Respecting their own and other people's work
- Giving credit for the sources used
- Reporting honestly about their own work

Martine writes: Evidence of our school's compliance is as follows:

Our school recently received our student's Colorado Measures of Academic Success scores. This report shows whether our students meet grade-level expectations and is one measure we use to show how well our students are performing. We were happy to see that once again many of our students far exceeded the state, cross-state and district averages. Also, we will be hosting our annual Open House this month where our classroom teachers, Elizabeth Jackson K-2nd grades (9 students), Lynda MacDonald 3rd-5th

grades (6 students) and Jennifer Peck 6th-8th grades (10 students) will be each sharing their 2021-2022 curriculum (E-2.1) with the board, school families and community members.

This year we have so many wonderful volunteers who have returned to help in our classrooms. They are Kristie Satterly, Cheri Moehle, Linda Parrish, Pam English, Kathy Boucher, Dana Peters, Chris Peterson, Amy Owen (next term), Nancy Comstock, Sarah Garoutte, Victoria Wertgen-Capaci, Rita Mick, and Bill Soux. We are also offering new and returning electives to the middle schoolers this year which are sewing, cooking, art, photography, welding, computers, and possibly music next term. Kristie Satterly is continuing to volunteer this school year teaching computers and digital citizenship to all classes once per week.

Policy Number: EL-3

Policy Type: Executive Limitations

Policy Title: Treatment of Students, Parents and Community

With respect to staff interactions with students, parents, and the community, the Administrator shall not cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified or in violation of Board policy.

I believe that when our school is visited by parents, community members, and of course all students, that they are greeted by caring, warm, respectful, and professional staff. Volunteers and visitors are welcomed and greeted when they arrive. All students are greeted each morning, by the bus driver, myself and our teachers with a friendly "hello _____" or "how are you today?". Each and every student is acknowledged and respected. We consciously work towards maintaining our robust and positive image by creating a space that is non-confrontational, fair, lawful, ethical, caring, respectful, safe and with as few disruptions as possible. We do this in different ways at the classroom level by staff and on a school-wide level. On a school-wide level, I wholeheartedly and happily embrace the vision of the school and all policies. One of the things I learned and was taught when I came to work at Guffey School was that when decisions are made that we should involve others in our community. We often survey our school families and even our students before settling on a decision so that we fully embrace the community aspect of our school while showing respect for the diversity of our families that we have each school year. One way in which we do this is by reviewing school policies at the end of each school year, at the beginning of each school year, and sometimes throughout the school year - based on experiences we've had, things we have learned, and on who we have as students and parents each year. Other examples of when this community-involved decision making process has taken place has been when reviewing our school homework policy, our school safety response plan, and more recently, our COVID response plan.

Having policies such as this one, built into the framework of our school's operation is a gift, particularly because many schools do not, and possibly cannot, operate in such a dynamic and cohesive way. Our students, parents and community are grateful for their community school and that is because they know and trust that they and their children are safe, respected, and included here.

Accordingly, the Administrator may not:

3.1 Use methods of collecting, reviewing, transmitting or storing information that fail to protect confidential information.

The school collects various forms of private and confidential information about students, parents, and staff. This is in the form of registration paperwork, medical records, gradebooks, resumes, incident reports, copies of identification, etc. The school is trusted with these documents and is expected to keep these items safe, private, and confidential. These documents are stored in a locked filing cabinet in the school office. We also make sure our volunteers know how important it is to respect all students of Guffey School. One of the bullet points in the volunteer form states: "The school has a policy regarding the issue of student confidentiality. Please honor our students and staff by using your best judgment as you work with our children".

3.2 Require any student to submit to any psychiatric or psychological methods or procedures for the purpose of diagnosis, assessment or treatment of any emotional, behavioral or mental disorder or disability as part of any classroom or instructional activity without parental knowledge and consent.

I have never pursued any psychological testing of a student without parental consent. The school's policy of offering additional services or of instating a student into the Rtl (Response to Intervention) process/tiers would require non-academic assessment which involves the parents of the child, along with the student's classroom teacher, myself, and the appropriate contracted special services. The parents are given a copy of Parent and Child Rights in Special Education, followed by a parental written consent form called: Prior Notice & Consent for Evaluation. This form clearly identifies who the "team" of professionals will be and what proposed evaluations would be done. Only after the school receives the signed paperwork from the parents, would we begin any testing, assessments, or treatments.

This school year we have a part time counselor who is here for a half day one day per week. She, and her supervisor, may at some point recommend psychiatric evaluation for a student based on information they receive. In this case a meeting will be arranged with the parent to discuss this recommendation and the parent would be the responsible party for obtaining the recommended evaluation.

3.3 Fail to provide for effective handling of grievances and complaints specifically involving all parties directly affected by the complaint.

The school has a written policy called "Public Concerns and Complaints", which is in the Guffey School Student-Parent Handbook which is also on the school's website. Our school families receive a copy of the handbook at registration and are required to return a signature page that states that the families have read and agree to the school's policies and procedures. The policy states that if you have a grievance or complaint, the 1st line of communication is with your student's teacher, if the issue is not resolved with the teacher then the 2nd line of communication is with the Principal/Administrator, and if the issue still remains unresolved, the 3rd line of communication is to the school board. When a complaint gets to the board level, the board requires a written grievance to be prepared in which the issue is described with a citation (if possible) of the contract, policy or procedure that was violated. I believe that our policy is clear because it defines the process step-by-step. In most cases, grievances and complaints are successfully dealt with at the 1st or 2nd line of communication.

3.4 Fail to protect against wrongful or illegal conditions.

If there were any illegal, harmful or unusual occurrences at our school I would first inform our board president (EL-10) with whatever the concern is. It is the duty of the board president to inform the rest of the board members if necessary. Also, if necessary, directed by the board, I contact the school district superintendent and/or our school's legal counsel, who is William Bethke of Kutz & Bethke.

3.5 Fail to establish policies and procedures to ensure compliance with all federal and state laws.

Our school operates within the Guffey Community Charter School board governing policies. These policies and procedures guide our school and keep us compliant with the state and federal laws. Part of the governance process is the written monitoring of our school's policies in the form of monitoring reports, like the one that you are now reading. Board Governance Policy, GP-8-E, offers a timely schedule for which all policies are monitored. An excellent example is our EL-8 (Financial Administration) which is monitored twice a year, first in October during the time of the school audit and again in February, around the time of creating the school's budget for the next school year. Here are examples of how I stay current with changes in state and federal laws:

- *Monthly online meetings with our school district superintendent, Cindy Bear (and new Lake George Charter School Administrator - Dr Lee Wade)*
- *Emails with our school district superintendent, Cindy Bear*
- *Email bulletins from the Colorado Department of Education*
- *Email bulletins from the Colorado League of Charter School*
- *Communicating with appropriate district staff in Fairplay Administrative office*
- *Communicating as needed with Kutz & Bethke, our attorneys and Paul Backus, our school's auditor*

- Colorado League of Charter Schools, as a quick call resource and advocacy agent for state charter school
- Email bulletins from The National Charter School Resource Center

3.6. Fail to take reasonable steps to inform students, parents and the community of those policies and procedures.

I plan to make efforts whenever possible and necessary to keep all students and school families informed about our policies and procedures so they feel like they know and understand who we are as a school, and what our expectations are around our policies and procedures. The school's Parent-Student handbook is given to all enrolled families which serves as a guide to our school's policies. In addition, all of the school policies and monitoring reports are on the school's website, which makes information available to anyone, at any time. I send home a family folder (the pony folder) every Thursday as a main pipeline of communication about anything they need to know. All info in this folder is also emailed every Thursday afternoon to families and the school board. This folder communicates upcoming events, the lunch menu, important paperwork, but it also contains a weekly list of "Updates & Reminders" which seems to be helpful for a lot of parents. I customize this list each week to list what I feel is relevant and more important. At times there is a reminder regarding a particular policy should it seem that a reminder may be helpful.

Policy Number: EL-4

Policy Type: Executive Limitations

Policy Title: Staff Treatment

With respect to treatment of paid and volunteer staff, the Administrator shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified or in violation of Board policy.

Martine writes:

I do my best to thoughtfully provide school staff with an environment that is safe, ethical, welcoming, professional, and which operates within the law and board policies. Evidence of this is as follows:

Accordingly, the Administrator may not:

1. Fail to make all inquiries required by law prior to hiring any personnel.

All of our school's teachers are fingerprinted as required by Colorado School Laws 22-32-109.8 CRS. Each applicant's prints are sent to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a state and national fingerprinting based criminal history check. In addition, we subscribe to Been Verified, which is a paid service that searches and alerts me of any changes in the public records of our staff and volunteers. Prior to being hired, great care is taken to assess potential job candidates through an interview process and contacting references.

2. Will not fail to inform the board about procedures regarding reductions in workforce.

The board is made aware of any changes to the school's staff in the monthly consent agenda reports. If a staff member retires, quits, is hired, or has a change in their position – any change regarding the staff – is presented to the board during each board meeting. If there is a sudden, unexpected change that may require immediate attention the board president is made aware of this and it would be up to him as to how to inform the rest of the board. Examples of ways to communicate are: a phone call, email or in some cases, an executive session during a board meeting.

3. Operate without written personnel policies which:

- a. Clarify personnel rules and procedures for staff.

The school's staff are all given the Guffey School Employee Handbook which includes the most current Guffey School and/or Park County School District RE-2 administrative policies and guidelines pertaining to our employees. At our school, the term "Employee" is defined as teachers, staff, hourly and part-time workers who receive compensation from the school. The purpose of this handbook is so all staff know the

school's policies and procedures and understand their individual and collective job requirements. Teachers, Administrator/Principal, and a board member helped to create this handbook.

b. Provide for effective handling of grievances.

The grievance policy that we have offers our school employees several ways to have their concerns, complaints or grievances heard. The concern is presented in writing to myself, and I must reply to the employee in writing within 10 working days. If the issue is not resolved, the employee may request a hearing before the Guffey Board after which the board will arrive at a decision, and respond to the employee in writing within 15 days. The policy states that the Guffey School Board's decision is final.

c. Protect against wrongful conditions.

I have provided a working environment that is physically safe, clean, friendly, and emotionally supportive. Here are a few examples:

- *Annual State of Colorado fire inspections by Cintas*
- *Keeping current with our school's fire extinguishers, alarms and kitchen oven hood with inspections by Cintas*
- *Ongoing drinking water monitoring and testing of samples are taken in accordance with the Colorado Department of Public Health and Environment*
- *Annual elevator inspections that keep our school's elevator in compliance with both load and system checks by the Colorado Department of Labor and Employment Division of Oil and Public Safety*
- *Appropriate and sufficient interior and exterior lighting*
- *Clean and clutter free campus*
- *Identified exits*
- *Sidewalks that are clear of dirt, snow and ice*
- *Annual Park County Public Health Department visits and inspection of our school's kitchen and service area*
- *Division of Environmental Health and Sustainability (DEHS) at the Colorado Department of Public Health and Environment (CDPHE) annually certifies our school to assess compliance with 6 CCR 1010-6, Rules and Regulations Governing Schools in the State of Colorado.*
- *A regularly reviewed and updated Emergency Preparedness Plan*
- *Regular fire drills to practice exercises in school evacuation which are attended by the local Fire Department*

The school provides an emotionally supportive environment for our staff because we respect one another, communicate regularly and we all share a love for this school and community.

d. Include adequate job descriptions for all positions.

I have job descriptions for all compensated school positions.

e. Include adequate salary and compensation plans.

Our school has a salary and compensation plan, for teachers and the administrator, that are competitive with other small, rural schools.

f. Include a personnel performance evaluation system.

Our school teachers are formally evaluated each year at the end of the school year and are informally evaluated throughout the school year through observation. The EOY evaluation has teachers complete an evaluation form that is completed by both myself and the teachers, and we meet to discuss and reach mutual goals for the next year. We are operating to the best of our abilities, under the requirements of Senate Bill 10-191. This evaluation requires opportunities for reflection, review, professional development

and growth and will be based on statewide Quality Standards defining what it means to be an effective teacher. The professional practice Quality Standards account for half of an educator's annual evaluation. I also schedule an informal "check-in/follow-up" mid-school year in January to see how teachers are feeling their school year is going, if they feel they are meeting their goals, if they feel supported, and to discuss their possible return for the following school year.

4. Prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated.

If a staff member and I cannot resolve an issue of concern, it is my policy to encourage them to bring their grievance to our board. I would keep the board informed before a situation escalated to this level.

5. Discriminate against any staff member for alleging a violation of law or civil rights.

I welcome all concerns from all school employees. I would not discriminate against any staff member for alleging a violation of law or civil rights as it is my duty to uphold a lawful and civil establishment.

6. Fail to protect confidential information.

Our school's staff information is protected to the best of my ability much like the student records (see EL 3.1 above). Chris Peterson, our school IT support person, and I work with the staff on improving our teaching staff's owned and operated portable computers so that they are all properly password protected. This is important in the event that their technology was stolen or accessed by someone other than themselves. Staff information is stored in a locked filing cabinet, in the school's administration office which is locked. Anyone requesting a staff member's records must do so in writing. The school's method for destroying all records is shredding.

7. Fail to provide staff with an opportunity to become familiar with their rights under this policy.

I'm confident that, because of our small staff and the many opportunities we have to communicate with one another, any issue would be brought to my attention. Opportunities to be informed are provided weekly during staff meetings, my open door policy in the office, and through written policy in our Employee Handbook.

Policy Number: EL-8

Policy Type: Executive Limitations Policy

Title: Financial Administration

With respect to the actual, ongoing condition of the school's financial health, the Administrator shall not cause or allow a material deviation from the budget policy adopted by the Board or any fiscal condition that is inconsistent with achieving the Board's ends, that disregards the Board's ultimate authority to determine financial matters or places the long term financial health of the school in jeopardy.

Martine writes: *Evidence of my compliance with these policies is as follows:*

Accordingly, the Administrator may not:

1. Expend more funds than have been received in the fiscal year to date through use of reserves unless revenues are made available through other legal means.

Our school operates within the budget provided to the board. The only "reserves" that we have is the sustainability fund in which this board governs on how it is to be used. I am aware of our school's cash flow by approving all purchases, by signing off on bills due, and through a monthly report which is prepared by our school's bookkeeper. These reports are emailed to the Board prior to each board meeting and appears on the consent agenda.

2. Fail to comply with state law regarding financial accounting.

Our school's accounting is in compliance as we work closely with our bookkeeper and the certified public accounting firm, McMahan and Associates, who prepares our school's annual audit. On our behalf, and along with our school district, this information is submitted to the Colorado Department of Education for review.

3. Expend any contingency reserves.

Our school does not have a contingency reserve.

4. Transfer unencumbered money from one fund to another.

Guffey School funds are secured at The Bank of the San Juans, where we have two business checking accounts, one for "the fund" and the other for "the foundation". We also maintain three accounts with Colotrust, which we use as a savings account, a holding account for restricted funds and our sustainability account. At Bank of the San Juans, the accounts are as follows:

- *"The fund" which is used for all operational transactions*
- *"The foundation" which is used for only fund-raising activities*

At Colotrust the accounts are as follows:

- *The savings account is set-up to receive electronic deposits from the school district, typically only the PPF (Per Pupil Funding) payments arrive by direct deposit and at times there are others. As needed, the school's bookkeeper and I confer on when to transfer funds from the Colotrust savings account into our operational checking account "the fund" at The Bank of the San Juans.*
- *The holding account for restricted funds is a liabilities account which includes long-term employee benefits like employee retirement funds, sick pay owed, etc.*
- *This sustainability account is built through donations and is funding that is set aside to provide the school with alternative resources in the event that state or federal funding doesn't or can't provide for the necessary operational expenses.*

5. Access funds from the Sustainability Fund except according to the requirements set forth in Board policy, GP-15.

I am aware of the purpose of the Sustainability fund and have not accessed funds outside of the Board policy.

6. Fail to settle payroll and debts in a timely manner.

The school's payroll is delivered to staff no later than 4:00 PM on the 20th of each month, or the last work day before the 20th. Everyone who receives a regular paycheck from our school is on the electronic deposit plan, which is coordinated by the school's bookkeeper. In terms of debt, all accounts receivable are paid within 30 days of the time an invoice is received.

7. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.

All reports are filed on time.

8. Fail to arrange for the annual audit of all school funds and accounts following the close of the fiscal year.

The annual audit should suffice for our external auditing process. The auditor's results will be presented to the Board when they become available, usually in mid-December.

9. Fail to aggressively pursue receivables after a reasonable grace period.

We have no outstanding receivables.

10. Fail to keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting.

The school's auditor and Guffey School board are satisfied with our accounting procedures as evidenced by the annual school audit.

11. The Administrator shall not enter into any contract with any of the Board members or with a firm or corporation in which a Board member has a financial interest unless one or more of the following apply:

a. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures.

Our school's building is owned by the school district, so any of the bigger projects or purchases are handled by the district superintendent who would operate within the district's policies for bidding. For the smaller projects, for example, minor repairs or painting, are being done by local and reliable trade people using our school's operating funds. When competitive bidding makes sense we employ that procedure (i.e. - propane, water testing, internet, gasoline).

b. The merchandise is sold to the highest bidder at a public auction.

Other than our annual February Pie Palooza, where all pies go to the highest bidder, we have not had any other public auctions. Our last Pie Palooza auction was in 2020. The auction for 2021 was cancelled and it is likely that 2022 will also be cancelled.

c. The transaction involves investing or depositing money in a financial institution, which is in the business of loaning money or receiving money.

All of our school's income is deposited into either COLOTRUST (long term savings plan) or Bank of the San Juans, where our school's business checking account is located.

d. If, because of geographic restrictions, the school could not otherwise reasonably afford the contract because the additional cost to the school would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.

I take full responsibility for the school's limited funding and how it is spent.

e. If the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the secretary of state and to the Board.

I understand that board members may not have a private interest or benefit from a purchase the school might make. However, because our school and community are so small, disclosing any relationship prior to any dealings are disclosed, would be my policy. Any of our board members' involvement are disclosed in the consent agenda.

f. Except as described herein, a Board member shall not be a purchaser at any sale of school-owned property or a vendor for any purchase.

There has not been any board member who has purchased any school-owned property.