

*MONITORING REPORT
E-2, EL-3, EL-4, EL-8
PREPARED FOR THE GUFFEY COMMUNITY CHARTER SCHOOL
BOARD OF DIRECTORS
October, 2016
By Pam Moore, 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
- Finding 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

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

The school's classroom teachers, Jenny Hartman, K-2nd grade with nine students, Lynda MacDonald, 3rd -5th grade with eleven students and Hillevi Peterson-Hirsch, 6th- 8th grade with ten students, will each be sharing their 2016-2017 curriculum (E2.1) with the board, school families and our community members during board meeting time which this year coincides with a school open house. In addition, they could talk about what we are doing to achieve our school's ends on both E2.2 and E2.3. This year, we have several volunteers working in our classrooms. They are Cheri Moehle, Paula Bennett, Lani

Gossett, Linda Parrish, Denise Taylor, Cindy Stride, Jude Loiselle, Carol Spingarn, Kendra Shehy, Julie Salinas, Sharon Carlton, Dana Peters, Heather Poitrowski, Barb Felton, Kathie Boucher, and Chris Peterson.

Pam writes: *Evidence of our school's compliance with these policies is as follows:*

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 always have done my best to keep our school safe from anything that would be against the law, unethical, unsafe, disrespectful, undignified or in violation of our board's policy. When interacting with students, parents and community members, I am very aware of my role as the school's administrator, the vision of our school, and always come from a place of integrity. I am respectful of other people's views and opinions, even if I don't agree. I believe that I'm a good listener and react appropriately to the varied conversations that I've been a part of as our school's administrator.

Accordingly, the Administrator may not:

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

The school is trusted with necessary private and confidential information about school families, most of which is gathered each year during the school's registration. This information is stored in a secure cabinet in our school's office.

Throughout the school year, I remind the school's staff, volunteers and mentors about their responsibilities of protecting student and family information. This month I sent the following email to all staff, volunteers, and mentors:

Hello all,

Thank you so much for your generosity in volunteering or working with the students at our school. As a school volunteer, you are an ambassador who represents Guffey School in our community. It's the beginning of our school year which is a good time for me to remind all Guffey School staff, volunteers and mentors that our school has a policy regarding the issue of student confidentiality. Please honor our students and their families by always using your best judgment as you work with our children.

In addition, please be mindful of when you are in public and casually make mention of a school or family issue that is better left at school. While this is often innocent, it can come back and be hurtful to our children or their families. The teachers and I are always available to you and we welcome your comments or observations about things that you might see or hear when working with the students.

I do trust that everyone involved is using his or her best judgement when it comes to private student and family matters. If you have any questions about this, please feel free to see me.

In addition, all school mentors and volunteers sign an annual agreement that references our students' confidentiality.

Detailed examples of how we protect confidential information are as follows:

- *The Guffey School Employee Handbook, which is given annually to all staff members, cites our school's policy around "Professionalism" which in part covers confidentiality. It states: "Since*

we are operating a small school in a close community, do not talk about personnel issues (students, staff, or parents) outside of school. Confidentiality must be maintained. A professional demeanor and positive outlook are attributes that need to be reflected in our community”.

- *The school's mentor agreement, a document that is signed by all mentors and school volunteers, mentions the importance of student confidentiality by stating: “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”. Copies of the handbook and mentor agreement are available upon request.*

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 that would require non-academic assessment involves the parents of the child, along with the student's classroom teacher, myself, and our special services coordinator, Nancy Roth. 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.

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 Policy, which is in the Guffey School Student/Parent Handbook and on the school's website. All of 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. I believe that our policy is clear because it offers steps to aid in solving an issue, should one arise. In most cases, these are misunderstandings that are dealt with at the classroom level. I remain open to suggestions or contributions that are motivated by a desire to improve the quality of our school's policies and procedures.

3.4 Fail to protect against wrongful or illegal conditions.

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

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's 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 meetings with our school district superintendent, Becky Minnis that are also attended by our school board president Frank Ruvo.*

- *Email bulletins from the Colorado Department of Education called “The Scoop” and “The Friday Wire” which come from the Colorado League of Charter Schools.*
- *Kutz & Bethkes, 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 schools.*
- *Park County Sheriff’s Office for changes in child welfare laws.*
- *Nancy Roth, our school's special education consultant for questions and support in this area.*
- *Betty McLain, our school's nurse, who reviews school immunization and student health records.*

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

I make a sincere effort to keep all our students and school families informed about our policies and procedures so that they know what to do if there is an unavoidable situation. The school's handbook is given to all enrolled families which serves as a guide to our school's policies. In addition, all of the school's policies and monitoring reports are on the school's website, which makes information available to anyone, at any time. Whenever there is a situation at our school, the staff and I always address and handle things in a timely manner. In most cases, there is a meeting between the teacher and the school family is where issues are resolved. If necessary, I meet with the parties in an attempt to work through a situation. In most cases, we are successful in working things out. It is my policy to follow up with either an email, letter or phone call.

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.

***Pam writes:** I provide the school's staff with an environment that is safe, ethical, and which operates within the law and board polices. 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 staff have been fingerprinted as required by Colorado School Laws 22-32-109.8 CRS. Each applicant's card is sent to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprinting based criminal history check. In addition, our school receives notification of CBI's Sexual Offender Registry and 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.

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

The board is made aware of any changes to the school's staff in the monthly consent agenda reports. If a member of the staff had to leave suddenly or there is a change in their status as a member of the teaching staff, 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 copies of the school's written policies. This document is called the Guffey School Employee Handbook and includes the most current school and Park County School District Re-2 administrative policies and guidelines pertaining to our employees. At our school, the term "Employees" is defined as teachers, staff, and 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. School staff 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. Since this procedure could involve the school's board, I have outlined it for this report. First, 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.*
- *Keeping current with our school's fire extinguishers, alarms and kitchen oven hood.*
- *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 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.*

The school provides an emotionally supportive environment for our staff because we enjoy our work and trust one another. I continue to hear a lot of laughter during staff meetings and throughout the day, and it feels like we all connect with each other. I believe that our staff shares a sincere passion to be unified, all while keeping the school's vision in sight as much as possible.

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 that are competitive with other small, rural schools.

f. Include a personnel performance evaluation system.

Our school's teachers are evaluated each year. Teachers have 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.

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 of course, 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 have never discriminated against any staff member for alleging a violation of law or civil rights, in other words, "being a whistle blower." During my time as the school's administrator, there has not been any discriminatory action taken by our school against any of our school's employees.

6. Fail to protect confidential information.

Our school's staff information is protected to the best of my abilities much like the student records. I Chris Peterson, school IT support person, works with the staff and I 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, just behind my desk, in the school's administration office which is locked daily. Anyone requesting a staff member's records must do so in writing. The school's method for destroying all records is shredding. We recently learned that the school's office door was not properly closing after which I immediately had the latch repaired.

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.

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.

Pam writes: *Evidence of my compliance with these polices 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 has never spent more money than what we have in the bank. Our school operates within the budget provided to the board. The only "reserves" that we have are the sustainability fund in which this board governs on how it is to be used. I keep a close eye on our school's cash flow. Monthly budget reports, in the consent agenda, keep this board informed as well.

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

Our school is in compliance with U.S. generally accepted accounting principles, and we work closely with 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 Colorado Department of Education for review.

3. Expend any contingency reserves.

Our school does not have a contingency reserve.

4. Transfer unencumbered moneys from one fund to another.

Guffey School funds are secured at Sunflower Bank, where we now have two business checking accounts. We also maintain three accounts with Colotrust, which we use as a savings account and a holding account for restricted funds and our sustainability account. At Sunflower Bank, the accounts are as follows:

- *The FUND, is used for all operational transactions.*
- *The FOUNDATION, is used for only fund raising activities.*

The main Colotrust account is setup to receive at least two of the three electronic PPF (Per Pupil Funding) payments from the school district. This is where the school's sustainability funding is held, along with the restricted liabilities account which includes long-term employee benefits like employee retirement funds, sick pay owed, etc. As needed, the school's bookkeeper, Kim McAlear, and I confer on when to transfer funds from Colotrust into our operational checking account at Sunflower Bank.

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.

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 this 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 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 trades people using our school's operating funds.

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

Other than our annual February Pie Palooza, (this year February 9th, 2016) where all pies go to the highest bidder, we have not had any other public auctions.

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 Sunflower Bank, a FDIC member, 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.