

MONITORING REPORT  
ENDS POLICY #1 & #7  
EXECUTIVE LIMITATIONS POLICY #18 & #19  
PREPARED FOR THE GUFFEY COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS  
June 2022  
By Martine Walker, School Administrator

**Policy Number: E-1**

**Policy Type: Ends**

**Policy Title: School Mission**

Students will have a life-long excitement for learning and be prepared academically, personally, socially and intellectually to achieve their personal goals and contribute actively to the betterment of their community.

***Martine Walker writes:***

*Evidence that I am in compliance with this policy is as follows:*

*There is so much to be proud of from this school year!*

*As I reflect, as I typically do this time of year, some remarkable moments come to mind. Volunteers have been such a huge help once again this school year. We've had our faithful regular volunteers come back this year in addition to adding Paula Bennett, a previous volunteer, to our regular staff. The K-2 classroom had Kathie Boucher and Amy Owen return and added Anna Sanders as a great substitute! The 3rd-5th grade classroom had one faithful volunteer, Nancy Comstock, who offered math tutoring almost every single day. And the middle school classroom also has a few math tutors who came and helped immensely this year - Pam English, Terri Kaszynski and Linda Parrish. On top of those classroom volunteers we have other volunteers who offer their time to help all classrooms and not to mention our fabulous middle school elective teacher volunteers. Our community shows up and never ceases to amaze us with the offering of their time and talents.*

*Another way in which our community showed up this year was in making generous donations during Christmastime and in the many other monetary donations our school was blessed to receive, which went towards middle school electives, school sustainability, and towards the Pie Palooza for next year!*

*Our teachers did an exceptional job this school year by being flexible, by continuing to practice their superpowers day after day. We have a few staff members who have left the end of this school year - Jenny Peck, Ken Walker, Martine Walker and Victoria Wertgen-Capaci. We have some wonderful new staff members joining us who we are so excited to welcome to our school family - Natalie Sardi, Jacob Sampson, Kelli Maguire (going from part-time to full-time), and Tammy Jo Smith.*

*Mrs Cauley made huge strides this school year. She has put a lot of effort into finding her place more and more at Guffey School by developing her own rhythms and continuing to learn more and more through experiences and her teacher mentor, Mrs Mac. Her biggest accomplishments this school year were in the organization of her classroom curriculum, developing an organized classroom and making lots of progress towards better classroom management. Mrs Mac had another great year and she is a wonderful mentor to us all and an exceptional teacher in her grades. One of Lynda's strengths is in ensuring that every student enjoys being at Guffey School. I love to observe her in this capacity and what I have learned by watching you and working in tandem with her is more than I could have learned from a book, or workshop, or likely any other teacher. She has a well honed skill in helping kids find their confidence and develop a strong sense of self. They may come to her class with various traumas or aversions and through her love and logic approach and through creating a place where they feel safe,*

*they make growth by leaps and bounds. The classroom culture that she works so hard to create and maintain is admirable. Her efforts towards instilling our school's mission into her kids takes a lot of dedication and time and her hard work definitely pays off. Although Mrs Peck is retiring from teaching this year she showed time and time again her dedication to her students, to Guffey School and to the entire Guffey community. This year was no exception and she had a successful year with a great, cohesive group of students. She was able to take them on field trips and they particularly enjoyed their overnight trips! Mrs Peck has been such an incredibly hard worker and has been an integral part of the Guffey School family.*

*It is with great pleasure that we show up each day to be here for our students and our community. The students are our biggest sources of joy, hope, and perseverance. They are why we are here and there is nothing more satisfying than watching them grow from year to year. One of the biggest strengths of our school, according to your parent surveys, is our small size. Of course that has its pros and cons but we feel there are far more pros to being so small. Being small makes our school feel like a family where every student has a place and a role while being able to receive individualized attention.*

**Policy Number: E-7**

**Policy Type: Ends**

**Policy Title: Community Outreach**

The School will create educational, social, and cultural enrichment opportunities for the whole Guffey community, particularly community members not otherwise served by other Ends Policies. In the event of any conflict in resource allocation, this Policy is of secondary priority to the other Ends policies.

***Martine Walker writes:***

*Evidence that I am in compliance with this policy is as follows:*

*The relationship between Guffey School and the community has slowly normalized this school year in light of the pandemic. Some examples of our continued community involvement are:*

- *Volunteers who continued to offer their support*
- *A significant donation from Guffey Steampunk Society for the school sustainability account*
- *Biweekly trips to the library*
- *Halloween Parade and outdoor events at The Freshwater*
- *Letters written to local veterans to thank them for their service and a handmade banner delivered to the VFW in Florissant*
- *Outdoor Christmas event with Santa, toys for tots, and Santa's Workshop by Sarah*
- *Super successful Christmas fundraiser for our school families*
- *Rita taught Zumba at school to K-5 students*
- *Easter Egg hunt by The Freshwater and Nancy Comstock*
- *Awesome elective classes taught by volunteers*
- *Lots of donations of grocery cards to our staff and families*
- *A successful and fun outdoor graduation party and BBQ potluck*

**Policy Number: EL-18**

**Policy Type: Executive Limitations**

**Policy Title: Consideration of Legal Implications**

The Administrator shall not fail to consider legal implications when adopting, modifying or eliminating an administration policy or regulation that could create a substantial risk of legal liability to the school or when taking or failing to take action that could create a substantial risk of legal liability to the school.

**Martine writes:** *Evidence of my compliance for this policy is as follows:*

*I have not made any changes to school policies or knowingly failed to take action that could create a risk of legal liability to our school. As any scenarios posing possible legal liability present themselves I do my due diligence in researching current and new school laws and consult with our school attorney as needed.*

**Policy Number: EL-19**

**Policy Type: Executive Limitations**

**Policy Title: The Physical Safety of Staff and Students**

The physical safety of staff, students, and anybody else on school property is of paramount importance. Ensuring such safety generally supersedes all other policy interpretations. To that end, the Administrator shall not fail to:

1. Adopt a plan for student and staff safety in an emergency.
2. Adopt a plan that provides for a secure building and other school facilities, and for safe and secure equipment.
3. Adopt a plan that provides for a secure online environment, especially for students.
4. Adopt a plan that provides for secure management of any sensitive data maintained online, and for the security of computer media maintained in school facilities or available for removal from school property.
5. Facilitate communications with community and emergency service providers and ensure that communications shall be reasonably maintained in an emergency situation.

**Martine Walker writes:**

*Evidence that I am in compliance with this policy is as follows:*

**Speaking to #1** (the Administrator shall not fail to: Adopt a plan for student and staff safety in an emergency):

*The school's current emergency plan was created in the summer of 2019 in collaboration with a formed committee consisting of me (the current administrator), our previous administrator, the previous Park County sheriff, a deputy who was familiar with our school building and grounds, our local Fire Chief, our school board president, our school board secretary, and our teachers. The emergency plan updates that were implemented with our current plan aimed to increase building security while reflecting our school's Ends Policies, and the unique, non-traditional school environment that we have at our school. Our school is considered a "nontraditional" site because of our remote physical location, the building's windowed exterior doors, the large classroom windows, the placement of the school office, the lack of an office staff, and limited funds and access to a full time school resource officer.*

*One of the big updates for our school at the time of this emergency plan review was the decision to install a doorbell and camera on the outside of the front door and to keep the front door locked at the*

administrator's discretion. After using this system for 2 years we have found the ways in which it is helpful and also the ways in which we are continually challenged due to our nontraditional site status. Most of the challenges are around the fact that we do not have an office staff, a resource officer or a dedicated person to answer the door. I (the administrator) am not always available to answer the door due to the inherent nature of my job requiring me to be in meetings, on phone calls, in classrooms, outside on the playground, tending to wounds and sick children, cooking lunch, or running errands. We have found that this makes "door duty" a big challenge and puts the responsibility on others who have similar predicaments (wearing multiple hats and not always being available to answer the door). Due to this the door is sometimes locked and sometimes not locked and that decision is based on multiple factors that change day to day.

The other challenge is that the Ring system doesn't always work. It requires the batteries to be charged and changed, the internet to be working properly, and for the temperature outdoors to not be too cold.

Mentioning this is not to say that we do not want increased security but it is to show that we have real challenges and in order to address these challenges requires talking with people who are willing to hear our challenges while discussing possible solutions - if new measures are to be implemented. The superintendent, Cindy Bear, is someone who has always been willing to listen, to find solutions to challenges by working collaboratively and professionally, and she understands our physical challenges in addition to our budget challenges. A small rural school such as ours has a small operational budget and while the community is very supportive to help us raise funds for one-time purchases we are often challenged to figure out how to find permanent funds for any annual solution (such as an office person always on site to answer the door if it is locked during 100% of the school day).

Knowing that school security is on the mind of our school families, the community and much of the nation I decided to put out a survey to our families, staff, volunteers and community members who are or have been familiar with our school, to gather their feedback regarding 4 questions: "Do you feel the children at Guffey School are safe?", "Do you have any suggestions about ways to increase school safety?", "Do you have any specific concerns regarding safety (elaborate)?", and "Is there anything in particular that you would NOT like to see change at our school (elaborate)?". Some really thoughtful responses and ideas have come in, however, it is important to mention that a large majority of responses are happy with the way things are at this moment and feel Guffey School is a safe place for the children.

Also, each year we complete an annual state fire inspection of the building and school campus, an annual certified safety check of our elevator, and an annual comprehensive state safety review is completed.

**Speaking to #2** (the Administrator shall not fail to: Adopt a plan that provides for a secure building and other school facilities, and for safe and secure equipment):

The plan is regularly reviewed and updated (at least annually) and our goal is to have a plan that we believe best fits our school's resources and environment. With a new administrator starting on July 1, 2022 it is likely that he will form a committee to review the current plan.

Some more immediate plans have been made in light of some concerns which have been presented regarding the school being locked. The Ring doorbell system now has "chimes" that can be installed in various rooms to alert someone when someone is at the door. I have installed 3 of these chimes - one in the office, one in the kitchen and one in the middle school classroom. This will allow 3 people to be on "door duty" instead of just the administrator. Another plan moving forward is a meeting between the new administrator, the superintendent and her security officer to visit the school this summer and tour the building layout and design. The security officer, who was a police officer, will discuss possible

*increased security measures while also taking into consideration our untraditional site and lack of office staff.*

*Since our school remains a “nontraditional” site, our current school’s security plan reflects this environment. Our best line of defense continues to be the common sense of the adults in charge (administrator, teachers, other staff, volunteers) who are present in our school on a daily basis. During a typical day our adult to student ratio is 7 / 35 or one adult for every 5 students. Examples of common sense rules are:*

- *Students and staff are not to open any exterior door to let someone they don’t know or recognize into the building.*
- *A security camera is pointed at the inside of the front door so that when the administrator is working in the office they can see who comes and goes when the door is heard opening or closing.*
- *Each morning during morning announcements, our students, teachers, and I announce who will be visiting our school, such as volunteers, guests or special service providers.*
- *During the day and after school starts (or after all volunteers have arrived) typically all doors are kept locked (locked by 10am) - unless there isn’t someone to answer the door.*
- *Each classroom and the office are equipped with an emergency bag which contains a hand-held radio, pepper spray, a roster and a list of emergency numbers.*

**Speaking to #3** *(the Administrator shall not fail to: Adopt a plan that provides for a secure online environment, especially for students):*

*Currently, Guffey School students use our school’s internet service for classroom work which is done during classroom time with their teacher’s supervision. Our school’s network is a password protected wireless network. The topic of ‘computers’ is a standing item on the staff’s weekly meeting agenda, and any known ‘abuse’ by a student would be noted and consequences such as the loss of computer usage is enforced.*

*We also implement internet filters to the computers and tablets that students use in order to prevent students from visiting inappropriate websites as well as social media outlets. This is monitored regularly by our middle school teacher.*

**Speaking to #4** *(the Administrator shall not fail to: Adopt a plan that provides for secure management of any sensitive data maintained online, and for the security of computer media maintained in school facilities or available for removal from school property):*

*Currently, our school’s computers are password protected and are part of the school’s internal computer network. Each staff member and student are provided with their own login credentials and access to certain drives is only accessible to those who are given access. Guests who want to use the wireless network are provided with a password to use the wi-fi, however, this does not enable them to access any personal or confidential information.*

**Speaking to #5** *(the Administrator shall not fail to: Facilitate communications with community and emergency service providers and ensure that communications shall be reasonably maintained in an emergency situation):*

*Our school is in contact with our local emergency providers and community members, so in the event of an emergency, there is a plan of action in place. The school is registered with the Park County Community Notification Code Red System and receives reverse 911 calls and Teller County’s Nixle system*

*which provides emergency alerts. Additional communication tools are the building's phone system, cell phones and hand-held radios and the SchoolSAFE system which is accessible through calling 911 who will bridge in our radios to first responders in the event of an emergency.*