

MONITORING REPORT  
ENDS POLICY #3  
EXECUTIVE LIMITATIONS POLICY #8, #10  
PREPARED FOR THE GUFFEY COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS  
February 2024  
By Kelli Maguire/Administrator and Lynda MacDonald/Principal

**E-3 Personal Skills**

Students will create and direct their own lives.

3.1 Students will:

- 3.1.1 Create places for themselves in the community
- 3.1.2 Effectively set personal goals
- 3.1.3 Have a strong sense of self
- 3.1.4 Work independently
- 3.1.5 Effectively evaluate and reflect upon their own growth and learning
- 3.1.6 Create a personal environment of emotional and physical safety
- 3.1.7 Develop and practice self-discipline
- 3.1.8 Organize their personal space and time

***Kelli Maguire writes:***

*Teachers Lynda MacDonald (grades 1st - 4th) and Robin Winters (grades 5th - 8th) have collaborated to write to this policy as evidence supporting the work that we are doing to stay in compliance with this policy.*

**E-3 Personal Skills**

Students will create and direct their own lives.

3.1 Students will:

- 3.1.1 Create places for themselves in the community

There are many ways that students create places for themselves in the community. The 8<sup>th</sup> grade project requires each 8<sup>th</sup> grader to do 20 hours of community service. Our current 8<sup>th</sup> grader is volunteering at the Aspen Mine Center helping to put together lunches for those in need.

We also put together a winter program that was well attended by the community. Our students helped to decorate trees for a community led tree lighting ceremony. In March our students will be performing for the Pie Palooza which is a huge community event.

Middle school students write:

Students do various activities in the community including the following:

- Go to the library every two weeks to check out books
- Art Class at The Bakery on the first and third trimesters.
- Participate in two school-wide plays to perform in front of the local community

- Go on several community field trips each year. This year we went to the pumpkin patch in Canon City. This spring we will be going to High Trails Camp
- Participate in Pie Palooza where pies are auctioned to the community
- Visit local businesses in the community during the Halloween parade
- Participate in Christmas activities with the community

### 3.1.2 Effectively set personal goals 3.1.5 Effectively reflect on their own growth and learning

This week we are taking our NWEA assessments in reading, grammar, and math. These are assessments that we take three times a year to measure growth. Before each assessment, I always show students the scores they got last time and challenge them to do better. I let everyone know that all we want is for them to do their best and that all we are measuring is their growth. It doesn't matter where they are in relation to each other. What matters is how they are doing compared to themselves. Whenever the students complete their assessment, they always want to know how they did. The nice thing about these assessments is that we get immediate feedback. I am happy to report that many students have shown high growth in multiple areas already this year.

Middle School students write:

- Put personal goals on paper as a check-list
- Set goals to get better at certain subjects
- Get better grades on report cards
- Increase reading fluency and comprehension
- Think positively and try their best

Middle School teacher writes this is done by:

- Grades
- Teacher input
- Classroom work and participation

### 3.1.3 Have a strong sense of self 3.1.6 Create an environment of physical and emotional safety

At Guffey School every student is seen as a unique individual with unique personalities and strengths. Whenever a student may be facing a particular challenge, whether academic or socially, they know they have the support of the staff to help them find solutions within themselves to solve these problems. We recently had an issue on the playground where a group of students created their own fort. Of course everyone now wanted to be part of it. As a class we navigated the balance of when and how to be included, but also respecting that people are entitled to have a certain amount of space – especially when we are talking about such a large age range. We talked about how to say “no thank you” without coming across as being mean and hurting feelings. We also talked about how you can respect others personal space by creating your own special space.

Middle School students write:

- Be confident
- Like themselves
- Do well in school

Middle School teacher writes:

- Students have the opportunity to talk with a school counselor
- Everyone is encouraged to respect and be kind to others
- Student know they can ask questions with confidence

#### 3.1.4 Work independently

In a multi-age classroom we often work in small groups and with partners, however it is also imperative that students learn how to work independently. For some this comes easily, for others it is more difficult because they are easily distracted and/or less motivated. For these students, I try to find strategies to help them. In my classroom I have binders and headphones to help with some of the distractions. Sometimes I give a time frame to complete a certain portion of the assignment. I also give clear guidelines on what the assignment should look like when it is completed. The bottom line is they know working independently involves self-discipline. When students finish their work early, they are given a number of options that they can do. This often gives students an incentive to work efficiently when working independently.

A part of independent work is homework. In the 1st-4th grade classroom, I send homework home weekly rather than daily. This way homework time can easily work around family schedules. Homework is meant for additional guided practice. It is also a way for families to see what their students are learning in class. Doing homework in the younger grades also helps students to develop a routine and expectation so they are better prepared when they receive homework in the upper grades.

Middle School teacher writes:

- The students have time to complete subject work both in groups and independently in the classroom
- Homework is sent home for the students to complete and study
- The students spend time working independently on the computer in math and reading
- The students are asked to think independently and respect others
- The students have a separate area in the classroom to complete independent work including separate tables and big cushioned chairs.

#### 3.1.7 Develop and practice self-discipline

We have many students in both classrooms who are easily distracted. We work with students to 1) use self control 2) find effective tools to help them cope. For example I have a number of students who like to chew on things. For those particular students, I have given them permission to chew gum as long as they have the self-discipline to keep it in their mouths. The rest of the students recognize that these students have this permission for a very specific purpose and that it is not an all class policy. In other cases, we have had to adapt our classroom policies to fit a particular group of students. In the middle school classroom, all distracting items have been removed from their desks. Students are taught to advocate for themselves when they need something. This does not mean it will be automatically granted, but it does not hurt to ask. On the bus students are allowed to listen to music as long as they respect that the music is appropriate. It is a matter of the staff expecting respect from the students to earn certain privileges and the students respecting those privileges in return.

Middle School teacher writes students are encouraged to:

- Make the right choices
- Eat healthy meals including breakfast
- Do the best they can in their studies
- Be in school everyday
- Be respectful of others in the classroom

### 3.1.8 Organize their personal space and time

In the 1<sup>st</sup> - 4<sup>th</sup> grade classroom we use tables and all school supplies are communal. At the end of every day we clear off our tables and clean our room. Each student has a cup with pencils and markers at their seat. This year I have also given each student a drawing folder to keep at their seat to use when they finish their work early. The guideline is that all drawings need to fit neatly into this folder and their pencil cup sits on top of it so that we have room to work. Students also have the hall area where they hang their winter clothes. We are working on training everyone that they need to hang up their coats. This is not yet 100% successful without reminders.

Middle School teacher writes:

- The students have binders to place their belongings
- The students are to maintain a clean desk
- The students have classroom jobs to help keep the environment clean
- The students are to use their time in the classroom wisely by working to the best of their ability.

### **EL-8 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.

Accordingly, the Administrator may not:

1. Expend more funds than have been received in the fiscal year to date through use of reserves or unless revenues are made available through other legal means.
2. Fail to comply with state law regarding financial accounting.
3. Transfer unencumbered monies from one fund to another.
4. Access funds from the Sustainability Fund except according to the requirements set forth in GP-15.
5. Fail to settle payroll and debts in a timely manner.
6. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.
7. Fail to arrange for the annual audit of all school funds and accounts following the close of the fiscal year.
8. Fail to aggressively pursue receivables after a reasonable grace period.

9. Fail to keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting.
10. 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;
  - b. The merchandise is sold to the highest bidder at a public auction;
  - c. The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money;
  - 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;
  - 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;
  - 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 made by the school.
11. Fail to provide a financial condition statement quarterly to the charter Board and annually to the District Board.

***Kelli Maguire writes:***

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

**EL - 8 The Administrator may not: (1) Expend more funds than have been received in the fiscal year to date through use of reserves or unless revenues are made available through other legal means.**

*I haven't spent more money than we have available in our school's bank accounts. I am conscious of our school's responsibilities to cover our liabilities. This has been a year of learning our systems and the cycle of funding. The projected income is largely based on the estimated number of students who could be enrolled in our school in October each year. There is fluctuation in this number before and after the official "October count" which contributes greatly to our school's expenses with some of our biggest expenses being payroll, benefits and instructional costs. The details of the school's assets, liabilities and net assets can be found in the annual Financial Report (which is audited), in all of our school's monthly financial statements and on the school's website. The final audit report is being provided by our school's auditor by the end of this month.*

**EL - 8 The Administrator may not: (2) Fail to comply with state law regarding financial accounting.**

*Our school's budget policies and procedures must follow Colorado State Law and the Governmental Accounting Standard Board. We provide evidence of compliance of this policy in the school's independent financial audit report. Copies of the audit and all school financial statements are on the school's website.*

**EL - 8 The Administrator may not: (3) Transfer unencumbered money from one fund to another.**

*Guffey School funds are secured at The Bank of the San Juans in Canon City, CO, where we have two business checking accounts and staff credit cards. We also continue to maintain three accounts with*

*COLOTRUST, which we use as a savings account and holding accounts for restricted funds, our sustainability account and as the account to which the district transfers our allocated funding. Our accounts are as follows:*

*The FUND – is used for all operational transactions*

*The FOUNDATION – Is used for only fundraising activities*

*The main COLOTRUST account is set up to receive 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, Tammy Jo Smith, and I confer on when to transfer funds from COLOTRUST, from money transferred into our account from the school district, into our operational checking account at The Bank of the San Juans.*

**EL - 8 The Administrator may not: (4) Access funds from the Sustainability Fund except according to the requirements set forth in GP-15.**

*I have not expended any funds from the school's Sustainability Fund. It is only with the Board's written approval that these funds can be used and I have not written to request approval to use these funds nor have I used them without the Board's approval.*

**EL - 8 The Administrator may not: (5) Fail to settle payroll and debts in a timely manner.**

*Our school's payroll is deposited electronically to employees and contractors no later than 4pm on the 20<sup>th</sup> of each month, (or the last work day before the 20<sup>th</sup>). In addition, all of our payroll liabilities are paid timely as well. In terms of debt, all accounts receivable will be and are paid by the due date, we do not have any outstanding accounts receivable at this time. Our school does not have any debts or loans due.*

**EL - 8 The Administrator may not: (6) Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.**

*There are not any overdue or inaccurate state or federal reports.*

**EL - 8 The Administrator may not: (7) Fail to arrange for the annual audit of all school funds and accounts following the close of the fiscal year.**

*Our school files our financial reports with the state and federal agencies according to state law. Our auditing firm, McMahan & Associates, Certified Public Accountants and Consultants, file these reports with the Colorado Department of Education on our school's behalf.*

**EL - 8 The Administrator may not: (8) Fail to aggressively pursue receivables after a reasonable grace period.**

*Our school does not have any outstanding receivables.*

**EL - 8 The Administrator may not: (9) Fail to keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting.**

*Our school retains complete and accurate financial reports by fund and by account as guided by the school's certified external auditing firm. Any time a change in reporting or record keeping is required we are informed by our school auditors or district accountant.*

**EL - 8 The Administrator may not: (10) 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;**

*I seek bids for products and services when a competitive bidding process makes the most sense.*

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

*The Pie Palooza, which will happen on March 14th this school year, is the only public auction hosted by our school. All pies are sold to the highest bidder and our auctioneers have the best interest of the school in mind at all times, while he is also experienced auctioneers by trade.*

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

*Bank of the San Juans and COLOTRUST are the only two financial institutions in which our school places funds. These institutions are in the business of loaning, managing and receiving money.*

- 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;**

*An example of this is that the school has contracted help from Board Secretary/Acting President Chris Peterson for IT support and management of systems.*

- 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;**

*Board members who have an agreement to work for the school and are compensated have been reported to this Board by way of the monthly 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 made by the school.**

*None of our Board members have purchased any school-owned property or been a vendor for any purchases made by the school.*

**EL - 8 The Administrator may not: (11) Fail to provide a financial condition statement quarterly to the charter Board and annually to the District Board.**

*Our school is funded like other Colorado public schools and we are subject to the same financial operating rules and public disclosure requirements of any public school as outlined in the Public School Financial Transparency Act. All of this information is current and can be found on the school's website.*

#### **EL-10 - Communications and Counsel to the Board**

With respect to providing information and counsel to the Board, the Administrator shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.

Accordingly, the Administrator may not:

1. Fail to submit monitoring data required by the Board (see policy B/SR5—Monitoring Administrator Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.

2. Fail to submit to the Board monitoring data required by the State Board of Education regarding accreditation and accountability.
3. Fail to advise the Board in a timely manner of relevant trends, facts and information.
4. Fail to advise the Board of significant transfers of monies within funds or other changes substantially affecting the school's financial condition.
5. Fail to advise the Board of changes in information upon which Board policy has been established.
6. Fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board choices.
7. Fail to advise the Board of anticipated significant media coverage.
8. Fail to advise the Board if, in the Administrator's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relations.
9. Present information in unnecessarily complex or lengthy form.
10. Fail to provide mechanism for official Board, officer or committee communications as specified by the Board.
11. Fail to work with the Board as a whole on Board policy issues except when:
  - a. Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources or are not disruptive;
  - b. Working with officers or committees duly charged by the Board;
  - c. Communicating with the President.
12. Fail to report in a timely manner any actual or anticipated noncompliance with any Board Ends or Executive Limitations policy.
13. Fail to supply for the consent agenda all items delegated to the Administrator that are required by law or contract to be Board approved, along with the minimum amount of supporting data necessary to keep the Board informed.

***Kelli Maguire writes:***

**EL - 10 The Administrator may not: (1) Fail to submit monitoring data required by the Board (see policy B/SR5–Monitoring Administrator Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.**

*The school Board members receive the consent agenda, monitoring report, accountability agenda and minutes (when available), and school financial statements, each month, by noon, the day before the scheduled Board meeting. All additional support materials or information is always available upon request.*

**EL - 10 The Administrator may not: (2) Fail to submit to the Board monitoring data required by the State Board of Education regarding accreditation and accountability.**

*Colorado's system of accountability is made up of the Colorado Department of Education, The Colorado State Board of Education, Local School Boards, District Leaders, School Leaders, and School Accountability Committees. Guffey Community Charter School, along with Lake George Charter School, are authorized public charter schools of the Park RE2 school district. The district and both charter schools have their own governing board and school accountability committees. By law, all state and federal*



*submission requirements are reported by our school district. The largest piece of this comes from the collection of data from the annual state testing: PARCC - Performance Based Assessment for English Language Arts and Math and CMAS for Science and Social Studies. The tests' outcomes are publicly reported by our school district, but because of our school's small size, these are not publicly reported for reasons of protecting our students' confidentiality and being statistically insignificant. Our school teachers monitor each of our student's growth in real-time (state test results are not disclosed until the school year following the one in which they are taken) by using a computer-based program called Alpine Achievement Systems which tracks READ plans, test results, and student academic growth. We also use universal testing MAPS (Measure of Academic Progress) which is a computerized adaptive test which helps teachers and parents improve learning for all students and make informed decisions to promote academic growth. We also use another universal test DIBELS (Dynamic Indicators of Basic Early Literacy Skills) which is a set of procedures and measures for assessing literacy development in students from kindergarten through 5<sup>th</sup> grade. Another part of accreditation and accountability is the Unified Improvement Plan (UIP) which is written by the school district's accountability committee (DAC) and headed up by the district superintendent, Cindy Bear. Guffey School utilizes the district's UIP to fit within our school, which is discussed during our school's Accountability meetings.*

**EL - 10 The Administrator may not: (3) Fail to advise the Board in a timely manner of relevant trends, facts and information.**

*Our school's board members receive a monthly monitoring report prior to each board meeting. These reports include: Executive Limitation monitoring, Ends Policy monitoring, a Consent Agenda, Monthly Financial Reports, and when available, School Accountability Meeting agenda and minutes. When additional communication seems necessary, I consult with the board president, acting board president Chris Peterson, who may contact the rest of the board members as he sees fit. One example would be an executive session if he sees fit.*

**EL - 10 The Administrator may not: (4) Fail to advise the Board of significant transfers of monies within funds or other changes substantially affecting the school's financial condition.**

*I would inform the board president of changes that would considerably affect the school's financial condition, and he may decide to contact the rest of the board members.*

**EL - 10 The Administrator may not: (5) Fail to advise the Board of changes in information upon which Board policy has been established.**

*I am not aware of any significant changes in district or state policies that would have an impact on our existing board policies.*

**EL - 10 The Administrator may not: (6) Fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board choices.**

*I understand the Board's need to receive factual, accurate, nuanced, and timely information which I do provide on an as needed basis.*

**EL - 10 The Administrator may not: (7) Fail to advise the Board of anticipated significant media coverage.**

*The Guffey School board would be informed of any press that could cause damage to our school or, on the other hand, significant coverage that features our school. Our school has enjoyed positive press about the many activities that our school is doing, as well as providing community information about our school events. Local newspapers such as the Ute Country News and The Flume regularly report positive press about our school. I also report positive information or upcoming events on our Facebook and Community Social Media pages every week. The School Board would also be, and has been, advised*

*when and if any negative or possibly damaging information is posted on the internet that the Administrator has become aware of.*

**EL - 10 The Administrator may not: (8) Fail to advise the Board if, in the Administrator's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relations.**

*I would inform the board president, or acting president, if I felt that the Board was not in compliance with its own policies.*

**EL - 10 The Administrator may not: (9) Present information in unnecessarily complex or lengthy form.**

*As far as I know, I have not overwhelmed the Board with any unnecessary information and I hope that the board feels that my communications are clear, timely, and helpful.*

**EL - 10 The Administrator may not: (10) Fail to provide mechanism for official Board, officer or committee communications as specified by the Board.**

*Communications between the Board and myself are open and ongoing without any formal mechanism for additional communication needed at this time. I have no indication from our past monthly meetings and the monitoring reports that this board feels otherwise.*

**EL - 10 The Administrator may not: (11) Fail to work with the Board as a whole on Board policy issues except when:**

- a) **Fulfilling individual requests for information as long as such requests do not require a material amount of staff time or resources or are not disruptive;**

*Requests from board members to date have not required additional time or use of school resources.*

- b) **Working with officers or committees duly charged by the Board;**

*At this time, we do not have any board committees.*

- c) **Communicating with the President.**

*I feel that I have a good relationship with the Board President/Acting Board President, Chris Peterson. Together we are dedicated to healthy communication, to this school, to our students, and to the vision of Guffey School.*

**EL - 10 The Administrator may not: (12) Fail to report in a timely manner any actual or anticipated noncompliance with any Board Ends or Executive Limitations policy.**

*Our school does not have any actual or anticipated noncompliance issues to report.*

**EL - 10 The Administrator may not: (13) Fail to supply for the consent agenda all items delegated to the Administrator that are required by law or contract to be Board approved, along with the minimum amount of supporting data necessary to keep the Board informed.**

*The monthly consent agenda contains the following components: Financial Information for both our school's Fund and Foundation, Personnel, School Calendar and Bus Route.*