

TELLURIDE R-1 SCHOOL DISTRICT
MONTHLY BOARD MEETING
Thursday, August 23, 2018 4:30
Location: Bridal Veil Conference Room

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes:** Minutes of Special Board Meeting of June 5th, 2018; Monthly Meeting of June 13, 2018; and Minutes of Special Board Meeting of June 15, 2018.
5. **Hearing of visitors:** (3 minute limit)
6. **Board of Education Committee Reports**
7. **Administrators Reports**
 - a) Mike Gass-Superintendent (PowerPoint)
8. **Discussion Item(s)**
 - a) Board Meeting Calendar – Schedule Retreat/Randy Black
 - b) Election/Mill Levy Override Process - Discussion
 - c) List of Possible Savings Re: District Budget – Mike Gass
9. **Consent Agenda** (attachments)
 - a) Personnel Report
 - b) Policy Governance EL 9
 - c) Cash Summary
 - d) Quarterly Report
10. **Action Items** (attachments)
 - a) 2018-2019 Annual Board Meeting Calendar
 - b) **Policy GCQA**-Instructional Staff Reduction in Force; **Policy JKA** – Use of Physical Intervention and Restraint; **Policy EEAEAA-R** Drug and Alcohol Testing for Bus Drivers
11. **Future Business**
 - Board Work Session September 10 at 3:30PM; and Regular Monthly Board Meeting September 11, 2018 at 5:30PM –Bridal Veil Conf.Room
12. **Adjourn**

Visitors Please Note: Thank you for attending. The Board Of Education meeting is a board meeting that is open to the public. Your opinion is valued by the Board, however your speaking time will be limited by the Board, if necessary for the efficient conduct of the meeting

SPECIAL BOARD MEETING

June 5, 2018

12:00 NOON

District Conference Room

Re: Ratify TEA Agreement

MINUTES

1. Call to Order

Stephanie Hatcher called the Special Meeting to order at 12:00PM

2. Roll Call

Present upon roll call: Stephanie Hatcher, Dylan Brooke, Jill O'Dell and Jenni Ward. Paul Reich was unable to attend. Also in attendance was Mike Gass and Wendy Everett.

3. Discussion

a) Ratification of 2018/2019 TEA Agreement (Summary of Negotiations attached)
A brief discussion concerning negotiations and the TEA Agreement ensued.

b) Personnel Report (attached)
The Board reviewed the Personnel Report and positions for the upcoming 2018/2019 school year.

4. Action Items

a) Ratification of 2018/2019 TEA Agreement

Stephanie Hatcher asked for a Motion to approve the Ratification of the TEA Agreement as presented.

Jenni Ward motioned to approve the Ratification of 2018/2019 TEA Agreement as presented. The Motion was seconded by Jill O'Dell. No additional discussion was necessary and the motion passed upon roll call.

b) Approval of Personnel Report

Stephanie Hatcher asked for a Motion to approve the Personnel Report as presented.

Stephanie Hatcher motioned to approve the Personnel Report as presented. The Motion was seconded by Dylan Brooks. No additional discussion was necessary and the motion passed upon roll call.

5. Adjourn Special Board Meeting

The meeting adjourned at 12:28PM

Submitted by Barbara Kallas
Recording Secretary for the Board of Education

Stephanie A. Hatcher, Board President

Paul Reich, Secty/Treasurer

TELLURIDE R-1 SCHOOL DISTRICT
MONTHLY BOARD MEETING
Wednesday, June 13, 2018 at 10:30AM
Bridal Veil Conference Room

MINUTES

1. Call to Order

Jenni Ward, Board VP, called the Monthly Board Meeting to order at 10:40AM

2. Roll Call

Present upon roll call: Dylan Brooks, Stephanie A. Hatcher (via telephone from California), Jill O'Dell, Paul Reich and Jenni Ward. Also attending was Superintendent Mike Gass, and Dir. of Finance Wendy Everett.

3. Approval of Agenda

Jenni Ward asked for a motion to approve the Agenda as presented.

Paul Reich motioned to approve the agenda as presented. Dylan Brooks seconded the motion. The Agenda was approved unanimously and the motion passed. No additional discussion was needed.

4. Approval of Minutes: Minutes of Regular Monthly Meeting of May 15, 2018.

Jenni Ward asked for a motion to approve the minutes as presented. Stephanie Hatcher mentioned that she had a couple of minor edits.

Paul Reich motioned to approve the Minutes of the Regular Monthly Meeting of May 15, 2018 with minor edits as presented. Dylan Brooks seconded the motion. The Minutes were approved unanimously and the motion passed. No additional discussion was needed.

5. Hearing of visitors: (3 minute limit) – No visitors were present.

6. Board of Education Reports

Paul Reich - no committee report at this time. He did ask about the current status of the SMC Assessors error and its implications for the district. No action can be taken until August at this point.

Jill O'Dell- no committee report at this time. She mentioned students had questions regarding compositing and solar power at school.

Jenni Ward – She attended end-of-year TIS and TES Accountability Committees and graduation.

Dylan Brooks - Mentioned that teachers were supportive of a mill levy. Conversations also included efficiently school uses funds; stipends; balancing funding resources for school.

Stephanie Hatcher – she brought up several matters at the prior work session. She mentioned that Palm Arts is going well and asked Board members to review the district vision document over the summer she sent previously.

7. Administrators Reports

- a) Mike Gass-Superintendent Update-PowerPoint – Refer to Mike's PowerPoint presentation (attached).

8. Discussion Item(s)

- a. Renaming of preschool (TECC) – The preschool will be renamed Telluride School District Pre School.

A brief conversation ensued concerning certified/licensed staff and Early Childhood contracted staff.
- b. Rico Update
Mike Gass mentioned that the official closing of the Rico Elementary School will occur at Rico Court House (Dolores County) on June 25th.
- c. Illium Affordable Housing - Update – Mike updated the Board on progress of the affordable housing. Units will be on time and several interested faculty members.
- d. Participation Activities
Mike Gass commented on the CHAASA report (enclosure)
- e. APPL Testing Results – Mike updated the Board on the testing.

Paul Reich had to leave, at this point, the Board meeting (11:15) for a prior commitment.

- f. Student Use/Cell Phone Policy
Stephanie Hatcher, Mike and Sara Kimble reviewed this information in a lengthy discussion at the prior Work Session (enclosures)
- g. Technology Survey – 7th Grade Results (attachments)
 - i. Cell Phone and Personal Device Survey 2018 V4
 - ii. Cell Phone and Personal Device Survey 2018 V5

Stephanie Hatcher, Mike Gass and Sara Kimble reviewed this information at the Work Session (enclosures)

9. Consent Agenda (attachments)

- a) Personnel Report
- b) Policy Governance EL 2

Jenni Ward asked for a Motion to approve the Consent Agenda as discussed and presented.

Jill O'Dell motioned to approve the Consent Agenda as presented. The Motion was seconded by Dylan Brooks. No additional discussion was necessary. The motion passed unanimously.

10. Action Items

- a) FY 2017-2018 Budget Adjustment – Wendy Everett reviewed at the previous work session.

Jenni Ward asked for a Motion to approve the FY 2017-2018 Budget Adjustment(s) as discussed and presented.

Jill O'Dell motioned to approve the budget adjustment(s) as presented. The Motion was seconded by Dylan Brooks. No additional discussion was necessary. The motion passed unanimously.

- b) Consolidated Application

Jenni Ward asked for a Motion to approve the Consolidated Application as presented.

Dylan Brooks motioned to approve Consolidated Application as presented. The Motion was seconded by Jill O'Dell. No additional discussion was necessary. Upon roll call the motion passed.

11. Executive Session - for discussions regarding personnel matters as authorized by C.R.S. § 24-6-402(4)(f).

The Board did not go into executive session.

12. Adjourn Monthly Meeting

Jenni Ward asked for a motion to adjourn the Monthly Board meeting at 11:25AM.

Jill O'Dell motioned to adjourn the Monthly Board meeting. The Motion was seconded by Dylan Brooks. No additional discussion was necessary. The motion passed unanimously.

Submitted by Barbara Kallas, Recording Secretary for the Board of Education

Jenni Ward, Vice President

Paul Reich, Sec/Treasurer

SPECIAL BOARD MEETING

June 15, 2018

9:00AM

Re: Final FY 2018/2019 Budget and Appropriations Resolution

District Conference Room

MINUTES

1. Call to Order

Jenni Ward, Board Vice President, called the Special Meeting to order at 9:00AM.

2. Roll Call

Present upon roll call: Dylan Brooks, Paul Reich and Jenni Ward. Absent was Superintendent Mike Gass, and Board members Stephanie Hatcher and Jill O'Dell. Also in attendance was Wendy Everett, Director of Finance.

3. Approval of Agenda

Jenni asked to amend the agenda adding discussion/action item 4.c and 5.c 2017/2018 - Budget Adjustment for Fund 28 – Affordable Housing. Wendy Everett clarified the adjustment. Board members attending were in agreement to amend the agenda.

4. Discussion

a) Final FY 2018/2019 Budget and Appropriations Resolution

Wendy reviewed has previously reviewed the FY 2018/2019 Budget and the Budget Appropriations Resolution. Dylan previously met with Wendy to review. No further questions were asked and no additional explanation was needed.

b) Loan Program Resolution

Wendy asked if further discussion was needed on concerning the loan. Jenni asked about the time element for the loan, but it may not be needed.

c) 2017/2018 Budget Adjustment

Wendy commented on the budget adjustment

5. Action Items

a) Final FY 2018/2019 Budget Adoption and Appropriations Resolution

Jenni Ward asked for a Motion to approve the Final FY 2018/2019 Budget Adoption and Appropriations Resolution as presented.

Dylan Brooks motioned to approve the Final FY 2018/2019 Budget Adoption and Appropriations Resolution as presented. The Motion was seconded by Paul Reich. No additional discussion was necessary and the motion passed unanimously.

b) Loan Program Resolution

Jenni Ward asked for a Motion to approve the Loan Program Resolution as presented.

Dylan Brooks motioned to approve the Loan Program Resolution as presented. The Motion was seconded by Paul Reich. No additional discussion was necessary and the motion passed unanimously upon roll call.

c) FY 2017/2018 Budget Adjustment

Jenni Ward asked for a Motion to approve the 2017/2018 Budget Adjustment as presented.

Paul Reich motioned to approve the Budget Adjustment as presented. The Motion was seconded by Dylan Brooks. No additional discussion was necessary and the motion was unanimous.

6. Other

Dylan wanted to recognize the month of June as Gay Pride month and celebrated nationally.

7. Adjourn Special Board Meeting

The meeting adjourned at 9:10AM

Submitted by Barbara Kallas
Recording Secretary for the Board of Education

Jenni Ward, Board Vice President

Paul Reich, Secty/Treasurer

2018/2019 Telluride School Calendar

8.a
approved 3.20.18 A



DRAFT

August 2018

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Collaborative Work Days
First Day Students PK-12
Half Day PK-12/Teacher Collaborative Day
K-2
3-12
Teachers 15

September 2018

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School PK-12/Leaver Day
No School PK-9/Orally/PK-2 Goal Setting
3-12 grades IN SESSION
K-2
3-12
Teachers 19

October 2018

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Half Day PK-12/Teacher Granting
Fimster 1 ends PK 2/Quarter 1 ends 3-12
K-2
3-12
Teachers 13

November 2018

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School PK-12/Orally/Contingencies
9-12 grades IN SESSION
No School PK-12/Thanksgiving Break
K-2
3-12
Teachers 17

December 2018

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Half Day PK-12/Semester 1 ends 3-12
No School PK-12/Water Break
K-2
3-12
Teachers 11

January 2019

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School PK-12/Water Break
No School PK-12 (MLK)
K-2
3-12
Teachers 14

February 2019

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Timster 2 ends PK-2
Half Day PK-12/Teacher Granting (PK-2) & Collaboration (3-12)
No School PK-12/Presidents Day Holiday
No School PK-12/Orally/Contingencies
9-12 grades IN SESSION
K-2
3-12
Teachers 14

March 2019

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Half Day PK-12/Quarter 3 ends 3-12/Teacher Granting
Teacher Granting (3-12) & Collaboration (PK-2)
K-2
3-12
Teachers 19

April 2019

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School PK-12/Spring Break
K-2
3-12
Teachers 12

May 2019

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School PK-12/Memorial Day
Half Day PK-12/Semester 2 & Imaster 3 ends PK-2
Teachers Last Day/HS Graduation
K-2
3-12
Teachers 22

June 2019

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Budget (30 days before June 14th - June 14th)

July 2019

Su	Mo	Tu	W	Th	F	Sa
						1-4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Indicates first day

CARB

Must have
Budget (30 days before June 14th - June 14th)

Pages make

1 error
1 error
1 error

LIST OF POSSIBLE SAVINGS

Category	Reduction	Budgeted
Superintendent Purchased Services	(10,000.00)	\$50,000.00
Board of Ed Travel	(5,000.00)	\$10,000.00
Custodian Supplies	(10,000.00)	\$50,000.00
Grounds Supply	(5,000.00)	\$10,000.00
Staff Development	(20,000.00)	\$85,800.00
Staff Computers	(10,000.00)	\$25,000.00
Computer switches	(15,000.00)	\$0.00
Library Supplies	(1,500.00)	\$9,800.00
Testing Supplies	(2,000.00)	\$6,000.00
New copier network printing	(5,000.00)	\$31,260.00 \$15,000.00
Innovation	(10,000.00)	\$15,000.00
Concurrent	(5,000.00)	\$15,000.00
AVID travel	(10,000.00)	\$10,000.00
Principal Building Budgets	(15,000.00)	\$291,890.00
Coaching & Activity Salaries/Stipends	(10,000.00)	\$104,305.00
Officals	-	
High Cost Students	30,000.00	\$0.00
Student Audit	(50,000.00)	\$100,000.00
Possible savings	(153,500.00)	\$829,055.00

This is really the things and stuff list
We could also look at staffing isf needed

CONSENT AGENDA
Thursday, August 23, 2018

The Consent Agenda contains those items about which the Board has no questions and about which there is no controversy. Any member of the Board may ask that an item be removed from the Consent Agenda for discussion. Also, if a member of the public wishes to address the Board on a Consent Agenda item, it should be removed from the blanket vote. In either case, the Chair will remove that item(s) upon request and ask for a motion, a second, and a vote on the remaining items. Then, the Board Chairman will accept a motion and a second on the excluded item(s) for a discussion and a vote.

Recommendations:

It is recommended that the Board of Education adopt the following Consent Agenda items:

- a) Personnel Report
- b) Policy Governance EL 9
- c) Cash Summary
- d) Quarterly Financial Report Q4-FY1718

TELLURIDE SCHOOL DISTRICT
PERSONNEL REPORT
 August 23, 2018

<u>Date</u>	<u>Employee Name</u>	<u>Position</u>	<u>Status</u>	<u>FTE</u>	<u>Recommended Action</u>	<u>Effective Date</u>
<u>SUPPORT STAFF:</u>						
08/23/18	James Schroff	Maintenance/Bus/Custodian	Existing	1.0	Approve Hire	8/18
<u>PALM THEATRE STAFF:</u>						
08/23/18	Kathy Jepson	Operations/Facility Director	Existing	1.0	Approve Hire	7/18
<u>CERTIFICATED STAFF:</u>						
08/23/18	Kate Alagna	Extra 5 Technology Days	Existing		Approve Additional Days	8/18
08/23/18	Christopher Earth Tree	Extra 5 Technology Days	Existing		Approve Additional Days	8/18
08/23/18	Heather Rosen	Extra 3 Technology Days	Existing		Approve Additional Days	8/18
08/23/18	Carolyn Jackson	MS Teacher	Existing	.6428	Increase FTE from .60	8/18
<u>PROBATIONARY CERTIFICATED STAFF FIRST YEAR- NEW HIRES:</u>						
08/23/18	Bonnie Emerick	Secondary English Teacher	Existing	1.0	Approve Hire	8/18
<u>PARAPROFESSIONAL STAFF:</u>						
08/23/18	Ellie Billington	TMHS Sped Parapro	Existing	.25	Approve Hire	8/18
08/23/18	Brandon Bredlau	TMHS Sped Parapro	Existing	1.0	Approve Hire	8/18
08/23/18	Christy Cech	TMHS Sped Parapro	Existing	1.0	Approve Hire	8/18
08/23/18	Elizabeth Forsythe	TMHS Sped Parapro	Existing	1.0	Approve Hire	8/18
08/23/18	Kimberly Hulst	TIS Sped Parapro	Existing	1.0	Approve Hire	8/18
08/23/18	Erin Windt	TMHS Sped Parapro	Existing	.60	Approve Hire	8/18
08/23/18	Viviana Zumstein	TMHS Sped Parapro	Existing	.60	Approve Hire	8/18
<u>LUNCH STAFF:</u>						
08/23/18	Shannon Williams	Food Services Manager	Existing	1.0	Approve Hire	8/18
08/23/18	José Dominguez	Food Prep/Server	Existing	1.0	Approve Hire	8/18
08/23/18	Julia Millan	Food Prep/Server	Existing	1.0	Approve Hire	8/18
08/23/18	Roxana Soto	Food Prep/Server	Existing	1.0	Approve Hire	8/18

NOTES:

Teachers are considered 1.0 FTE with 7.0 hours per day.
 Support Staff are considered 1.0 FTE with 8.0 hours per day.
 Paraprofessionals and Lunch Staff employees are considered 1.0 FTE with 7.0 hours per day.
 TECC employees are considered 1.0 FTE with 8.0 hours per day.

Asset Protection

The CEO shall not allow assets to be unprotected, inadequately maintained, improperly accounted for, inappropriately used or unnecessarily risked.

Accordingly, the CEO may not:

1. Fail to obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff and the district itself in an amount that is reasonable for school districts of like size.
2. Allow uninsured personnel access to funds in excess of \$500.
3. Fail to take reasonable steps to ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance.
4. Knowingly or recklessly expose the district, its Board or staff to legal liability.
5. Commit to any single, non-budgeted purchase or expenditure of greater than \$10,000 without approval of the Board.
6. Make any purchase of items with a value in excess of \$1,000.
 - a. Without exercising reasonable precaution against conflict of interest
 - b. Without having obtained comparative prices based on items of similar quality
 - c. Without considering a balance between long-term quality and cost.
7. Fail to use a competitive bidding procedure for the purchase of all supplies, materials and equipment, and all contracted services except professional services, in the amount of \$10,000 or more, without prior approval by the Board.
8. Fail to protect intellectual property, information and files from loss or significant damage. (*not applicable*)
9. Fail to preserve and dispose of all records related to affairs or business of the district in accordance with state and federal law.
10. Receive, process or disburse funds under controls, which are insufficient under generally accepted accounting procedures.
11. Invest funds in securities that are not authorized by Board policy.
12. Acquire, encumber or dispose of real property.
13. Knowingly or recklessly endanger the district's public image or credibility, thereby jeopardizing the district's ability to accomplish its mission.

Adopted: JUNE 2000

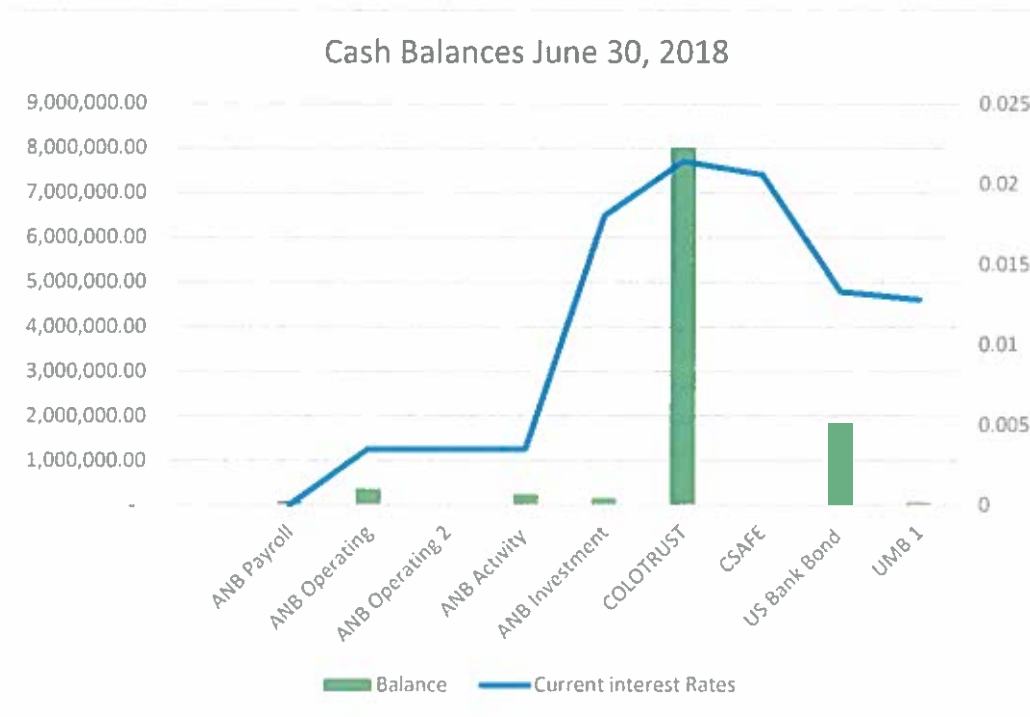
Telluride R-1 School District
School Board

Monitoring Method: Internal report
Monitoring Frequency: Annually in August

The Aspen Group International, Inc

Telluride School District R-1
June 30, 2018
Cash Balances

Account	Balance	Current interest Rates
ANB Payroll	89,630	0.00%
ANB Operating	360,872	0.35%
ANB Operating 2	-	0.35%
ANB Activity	246,136	0.35%
ANB Investment	149,975	1.80%
COLOTRUST	8,022,919	2.14%
CSAFE	8,335	2.06%
US Bank Bond	1,850,465	1.33%
UMB 1	62,833	1.28%
Total Cash Deposits	<u>10,791,165</u>	



TELLURIDE SCHOOL DISTRICT R-1
QUARTERLY FINANCIAL REPORT - Q4 - FY1718
 Unaudited and Preliminary

	FY2016-2017 Audited For Period Ending June 30, 2017				FY1617	FY2017-2018 Unaudited For Period Ending June 30, 2017				FY1718
	BUDGET	ACTUAL	PERCENTAGE OF BUDGET	EXPECTED YEAR END BALANCE	INCREASE (DECREASE) IN FUND BALANCE	BUDGET	ACTUAL	PERCENTAGE OF BUDGET	EXPECTED YEAR END BALANCE	INCREASE (DECREASE) IN FUND BALANCE
General Fund										
BEGINNING FUND BALANCE	3,403,616	3,403,616				3,731,102	3,731,102			
REVENUE	11,507,716	11,856,867	103%			11,660,774	11,549,385	99%		
EXPENDITURES	11,942,795	11,529,381	97%			12,514,335	11,772,522	94%		
ENDING FUND BALANCE	2,968,537	3,731,102	126%	3,731,102	327,466	2,877,541	3,506,965	122%	3,506,965	(224,137)
Colorado Preschool Fund										
BEGINNING FUND BALANCE	100,862	100,862				68,596	68,596			
REVENUE	181,527	183,034	101%			189,128	189,128	100%		
EXPENDITURES	275,733	215,300	78%			183,500	145,435	79%		
ENDING FUND BALANCE	6,656	68,596	1031%	68,596	(32,266)	74,224	112,289	151%	112,289	43,693
Food Service Fund										
BEGINNING FUND BALANCE	144,682	144,682				105,940	105,940			
REVENUE	295,000	298,747	101%			285,480	248,009	87%		
EXPENDITURES	374,000	337,489	90%			383,500	319,131	83%		
ENDING FUND BALANCE	65,682	105,940	161%	105,940	(38,742)	7,920	34,818	440%	34,818	(71,122)
Pupil Activity Fund										
BEGINNING FUND BALANCE	-	-				-	25			
REVENUE	-	-	0%			232,425	223,715	96%		
EXPENDITURES	-	-	0%			232,400	169,438	73%		
ENDING FUND BALANCE	-	-	0%	-	-	25	54,302	217208%	54,302	54,302
Transportation Fund										
BEGINNING FUND BALANCE	295,920	295,920				243,841	243,841			
REVENUE	228,450	307,000	134%			242,200	248,793	103%		
EXPENDITURES	419,950	359,079	86%			346,500	222,138	64%		
ENDING FUND BALANCE	104,420	243,841	234%	243,841	(52,079)	139,541	270,496	194%	270,496	28,655
Preschool Fund										
BEGINNING FUND BALANCE	63,523	63,523				-	-			
REVENUE	-	-				-	-			
EXPENDITURES	63,523	63,523	100%			-	-			
ENDING FUND BALANCE	-	-		-	(63,523)	-	-		-	-
Affordable Housing Fund										
BEGINNING FUND BALANCE	549,024	549,024				557,962	557,962			
REVENUE	55,800	53,500	96%			2,810,600	2,955,082	105%		
EXPENDITURES	55,500	44,562	80%			2,853,700	1,850,650	65%		
ENDING FUND BALANCE	549,324	557,962	102%	557,962	8,938	514,862	1,662,394	323%	1,662,394	1,104,432

TELLURIDE SCHOOL DISTRICT R-1
QUARTERLY FINANCIAL REPORT - Q4 - FY1718
 Unaudited and Preliminary

	FY2016-2017 Audited For Period Ending June 30, 2017				FY1617	FY2017-2018 Unaudited For Period Ending June 30, 2017				FY1718
	BUDGET	ACTUAL	PERCENTAGE OF BUDGET	EXPECTED YEAR END BALANCE	INCREASE (DECREASE) IN FUND BALANCE	BUDGET	ACTUAL	PERCENTAGE OF BUDGET	EXPECTED YEAR END BALANCE	INCREASE (DECREASE) IN FUND BALANCE
Palm Theatre Fund										
BEGINNING FUND BALANCE	25,476	25,476				25,521	25,521			
REVENUE	129,760	131,414	101%			103,500	92,590	89%		
EXPENDITURES	129,760	131,369	101%			103,500	92,590	89%		
ENDING FUND BALANCE	25,476	25,521	100%	25,521	45	25,521	25,521	100%	25,521	
Bond Redemption Fund										
BEGINNING FUND BALANCE	1,615,655	1,615,655				1,720,396	1,720,396			
REVENUE	1,885,000	1,917,549	102%			1,885,000	1,903,979	101%		
EXPENDITURES	1,816,608	1,812,808	100%			1,751,600	1,749,102	100%		
ENDING FUND BALANCE	1,684,047	1,720,396	102%	1,720,396	104,741	1,853,796	1,875,273	101%	1,875,273	154,877
Building Fund										
BEGINNING FUND BALANCE	6,201,234	6,201,234				240,873	240,873			
REVENUE	5,000	32,584	652%			35,000	22,000	63%		
EXPENDITURES	6,206,234	5,992,945	97%			275,873	262,873	95%		
ENDING FUND BALANCE	-	240,873		240,873	(5,960,361)	-	-		-	(240,873)
Capital Projects Fund										
BEGINNING FUND BALANCE	1,333,810	1,333,810				1,290,131	1,290,131			
REVENUE	156,258	166,149	106%			192,000	195,370	102%		
EXPENDITURES	324,458	209,828	65%			180,000	179,222	100%		
ENDING FUND BALANCE	1,165,610	1,290,131	111%	1,290,131	(43,679)	1,302,131	1,306,279	100%	1,306,279	16,148
Pupil Activity Fund										
BEGINNING FUND BALANCE	206,687	206,687				225,053	225,053			
REVENUE	350,000	255,893	73%			350,000	118,610	34%		
EXPENDITURES	350,000	237,527	68%			350,000	89,734	26%		
ENDING FUND BALANCE	206,687	225,053	109%	225,053	18,366	225,053	253,929	113%	253,929	28,876

2018/2019 Telluride School Calendar

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approved 3.20.18 A



DRAFT

August 2018

Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Collaborative Work Days
 First Day Students PK-12
 Half Day PK-12/Teacher Collaboration Day

September 2018

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

No School PK-12/Teacher Day
 No School PK 2 (3rd & PK 2 Graduation)
3-12 grades IN SESSION

October 2018

Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Half Day PK-12/Teacher Grading
 Semester 1 ends PK 2/Quarter 1 ends 3-12

November 2018

Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No School PK-12/Teacher Grading
9-12 grades IN SESSION
 No School PK-12/Thanksgiving Break

December 2018

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Half Day PK-12/Semester 1 ends 3-12
 No School PK-12/Winter Break

January 2019

Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

No School PK-12/Winter Break
 No School PK-12 (MLK)

February 2019

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Semester 2 ends PK 2
 Half Day PK-12/Teacher Grading (PK 2) & Collaboration (3-12)
 No School PK-12/President's Day Holiday
 No School PK-12 ONLY Conferences
9-12 grades IN SESSION

March 2019

Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Half Day PK-12/Quarter 2 ends 3-12/Teacher Grading
 Teacher Grading (3-12) & Collaboration (PK 2)

April 2019

Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

No School PK-12/Spring Break

May 2019

Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School PK-12/Memorial Day
 Half Day PK-12/Semester 2 & Immaculate Conception
 Teachers Last Day/MS Graduation

August 2019

Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2019

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

October 2019

Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019

Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2019

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2020

Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2020

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2020

Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2020

Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2020

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Must have
 (30 days between
 May 14th - June)

Budget

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File: GCQA

Instructional Staff Reduction in Force

A justifiable reduction in the number of teaching positions occurs when the Board determines that a fiscal exigency exists and/or program change is to be made that requires cancellation of one or more teacher contracts. In the event of a potential reduction in force, the following policy and accompanying regulation shall apply and any cancellation of a teacher's employment contract shall be in accordance with this policy and accompanying regulation. This policy and accompanying regulation shall not apply to teacher dismissals, non-renewals or other personnel actions that do not result in a reduction in the number of teaching positions in the district.

Definitions

For purposes of this policy and accompanying regulation, the following definitions shall apply.

1. "Cancellation of employment" means the cessation of employment of a teacher during the term of the teacher's contract when there is a justifiable reduction in the number of teaching positions in the school district for reason(s) of fiscal exigency and/or program change.
2. "Teacher" means any person who is defined as a teacher under the Teacher Employment, Compensation, and Dismissal Act of 1990, C.R.S. 22-63-101 et seq.
3. "Fiscal exigency" means any significant decline in the Board of Education's ability to fund the operations of the district as a result of a decline in student enrollment, restrictions on revenues, increased costs or any other action, event or condition that may cause the district's current or projected budget to be insufficient to adequately meet the district's current or projected needs. A fiscal exigency may exist based solely upon current revenue and expenditure projections.
4. "Program change" means the elimination, curtailment or reorganization of curriculum, programs or operations, or a reorganization or consolidation of two or more individual schools. A program change may or may not be related to a fiscal exigency.
5. "Day" means each calendar day; provided, however, that if the deadline for any action under this policy or accompanying regulation falls on a Saturday, Sunday or official school holiday, the next following day that is not a Saturday, Sunday or official school holiday shall be the deadline for such action.

Board of Education's preliminary determination and statement

If the Board determines a fiscal exigency exists and/or program change is to be made and such determination may require the cancellation of employment of one or more teachers, it shall adopt a statement that reasonably identifies the fiscal exigency and/or program change and reasons therefore. This statement shall be transmitted to the superintendent and made available to district faculty. The Board shall establish the actual number of teacher contracts to be canceled or the amount of teacher salaries and benefits to be reduced consistent with the Board's authority to establish educational programs within the district.

Superintendent's action

Within 30 days after receiving the Board's statement, the superintendent shall submit to the Board recommendations for the cancellation of employment of particular teachers. In making these recommendations, the superintendent shall not be limited to considering only the teachers in the area(s) or program(s) designated by the Board in its adopted statement.

The superintendent shall consider the following as significant factors in recommending a teacher for cancellation of employment:

1. The needs of the district.
2. Merit, meaning **T**eacher performance as determined by the teacher's performance rating over the previous three year period as assigned pursuant to the school district's performance evaluation system. If the teacher does not have three years of performance ratings from the school district, then the superintendent shall consider only those available performance ratings. Nothing in this policy requires consideration of evaluations conducted in other school districts.

After considering the factors above, the superintendent shall also consider the following factors in recommending a teacher for cancellation of employment:

- 1 Professional experience including ~~experience as an administrator~~ **supports outside of the classroom**
2. Education, licensing endorsements and other professional qualifications.
3. Length of service in the school district.
4. Probationary and non-probationary status.

NOTE: Effective February 15, 2012, SB 191 requires this policy to include consideration of the probationary or non-probationary status of a teacher and the number of years a teacher has been teaching in the district, as additional factors in determining which employment contracts will be recommended for cancellation as a result of the decrease in teaching positions. Such additional factors may be considered only after the consideration of merit and only if such consideration is in the best interest of the students of the district.

In the event all factors are equal, cancellation of employment shall be accomplished in a manner that best supports the interests of the school district.

Notice and Board action

Notice to individual teachers and any resulting cancellation of employment by the Board shall be in accordance with this policy's accompanying regulation.

Adoption date: May 17, 2011

Revised date: August 23, 2018

LEGAL REFS.: C.R.S. 22-60.5-101 et seq. (teacher licensure law)

C.R.S. 22-63-101 et seq. (Teacher Employment, Compensation, and Dismissal Act of 1990)

C.R.S. 22-63-103 (11) (definition of teacher)

C.R.S. 22-63-202 (3) (cancellation of employment contracts-reduction in force)

CONTRACT REF: Telluride Education Association Master Agreement, Article Eight, General Terms and Conditions of Employment

[Revised March 2011]

Revised Policy

File: JKA

NOTE: Colorado school districts are required by law to adopt a policy and procedures for the use of reasonable and appropriate physical intervention and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Use of Physical Intervention and Restraint

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

~~For purposes of this policy and accompanying regulation, Restraint is defined by state law and this policy as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.~~

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law ~~State Board of Education rules~~ and this policy's accompanying regulation.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Exceptions

The prohibition on the use of mechanical or prone restraints provisions in this policy and accompanying regulation shall not apply to:

1. Certified Peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3) as defined by G.R.S. 46-2-5-101 et seq. who are acting within the scope of their employment or in accordance with G.R.S. 16-3-109; and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901 (3)(e), district is engaged in transporting a student from one facility or location to another facility or location when it is within the scope of the district's powers and authority to effect such transportation.

NOTE: Information concerning the district's policies for the use of restraint and seclusion on students and information concerning the process for filing a complaint regarding the use of restraint and seclusion, as set forth by rules of the State Board of Education, must be included in the student conduct and discipline code distributed to students. C.R.S. 22-32-109.1 (2)(a)(I)(L).

(Adoption date)

- LEGAL REFS.: C.R.S. 18-1-703 (*use of physical force by those supervising minors*)
C.R.S. 18-1-901 (3)(e) (*definition of a deadly weapon*)
C.R.S. 18-6-401 (1) (*definition of child abuse*)
C.R.S. 19-1-103 (1) (*definition of abuse and neglect*)
C.R.S. 22-32-109.1 (2)(a) (*adoption and enforcement of discipline code*)
C.R.S. 22-32-109.1 (2)(a)(I)(D) (*policy required as part of safe schools plan*)
C.R.S. 22-32-109.1 (2)(a)(I)(L) (*policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code*)
C.R.S. 22-32-109.1 (9) (*immunity provisions in safe schools law*)
C.R.S. 22-32-147 (*use of restraints on students*)
C.R.S. 26-20-101 *et seq.* (*Protection of Persons from Restraint Act*)
1 CCR 301-45 (*State Board of Education rules for the Administration of the Protection of Persons from Restraint Act*)

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[Revised June 2017-2012]

Revised Regulation

File: EEAEAA*-R

NOTE: Colorado school districts are required by law to adopt a regulation on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Drug and Alcohol Testing for Bus Drivers

School bus drivers who operate a motor vehicle requiring a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

These district regulations reflect several requirements of the federal drug testing regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in federal regulation. District personnel will adhere to the detailed provisions of federal regulation in administering the district's drug and alcohol program.

References to *tests* in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms *drugs* and *controlled substances* are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opioids-opiates, phencyclidine (PCP) and amphetamines (including methamphetamines). The term "opioids" includes hydrocodone, hydromorphone, oxycodone, oxymorphone, opium, opiate, or an opium derivative such as morphine, codeine or heroin.

Pre-employment drug tests

Drug tests will be administered before a driver performs any safety-sensitive functions for the district.

The tests will be required of an applicant only after the position has been offered. Employment with the district is conditional upon the applicant receiving a negative drug test result.

An employee may be exempt from the pre-employment drug test if the employee has participated in a drug testing program within 30 days prior to the application for employment and while participating in that program either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that the district has been able to make all verifications required by law.

Post-accident tests

Alcohol and controlled substance tests will be conducted as soon after an accident as practicable on any driver who:

1. Was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life; or
2. Where any person involved in the accident required immediate medical attention away from the scene and the driver received a citation under state or local law for a moving traffic violation arising from the accident; or
3. Where the vehicle required towing from the scene and the driver received a citation for a moving violation.

No driver involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours after the accident, the district will prepare and maintain records explaining why the test was not conducted.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Before any driver operates a commercial motor vehicle, the district will provide post-accident procedures that will make it possible to comply with post-accident testing requirements.

Random tests

Tests will be conducted on a random basis at unannounced times throughout the year. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Random tests for drugs do not have to be conducted in immediate time proximity to performing safety sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen.

Drivers will be selected by a scientifically valid random process, and each driver will have an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing will be in accordance with federal regulations.

Reasonable suspicion tests

Tests must be conducted when a properly trained supervisor or district official has reasonable suspicion that the driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance,

behavior, speech or body odors. The observations may include indications of chronic and withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours.

An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A supervisor or district official who makes a finding of reasonable suspicion also must make a written record of his observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-duty tests

A drug or alcohol test will be conducted when a driver who has violated the district's drug or alcohol prohibition returns to performing safety sensitive duties.

Employees whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol may not return to duty in a safety sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and district standards.

Follow-up tests

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver will receive copies of any records pertaining to the driver's use of drugs or alcohol, including any records pertaining to personal drug or alcohol tests. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these requirements. Representatives of employee organizations will be notified of the availability of this information. The information will identify:

1. The person designated by the district to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

Each driver must sign a statement certifying receipt of a copy of the above materials.

The district will inform drivers before drug and alcohol tests are performed.

The district will notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application.

The district will notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district also will tell the driver which controlled substances were verified as positive.

Drivers will inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect the ability to safely operate a commercial motor vehicle.

Enforcement

Any driver who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions.

A driver who in any other way violates district prohibitions related to drugs and alcohol will receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in which the professional has a financial interest except under circumstances allowed by law.

Before the driver is returned to safety-sensitive duties, if at all, the district must ensure that the employee:

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.
4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

(Adoption date)