

Primero RE-2 Board Policies Primero RE-2 School District • Weston, Colorado

SECTION B: School Board Governance and Operations

Section B contains policies, regulations and exhibits about the school board -- how it is elected; how it is organized; how it conducts meetings and how it operates. This section includes policies establishing the board's internal operating procedures as well as policies on board communications and policy adoption.

BBA	School Board Powers and Responsibilities
BBAA	School Board Member Authority
BBB	School Board Elections
BBB-A	Board Director District
BBBA	Board Member Qualifications
BBBB	Board Member Oath of Office
BBBB-E	Board Member Oath of Office - Exhibit
BC	School Board Member Conduct
BC-R	School Board Member Financial Disclosure - Regulation
BCA-E-1	Code of Ethics for School Board Members - Exhibit
BCA-E-2	School Board Member Code of Ethics - Exhibit
BCB	School Board Member Conflict of Interest
BDA	School Board Organizational Meeting
BDB	School Board Officers
BDF	Advisory Committees
<i>BDFA*</i>	<i>District Personnel Performance Evaluation Council</i>
<i>BDFB*</i>	<i>Vocational Advisory Council (and Vocational Program Advisory Committees)</i>
<i>BDFC*</i>	<i>Preschool Council</i>
<i>BDFD*</i>	<i>District Drug Abuse Education and Prevention Advisory Council</i>
BE	School Board Meetings
BEC	Executive Sessions/Open Meetings (also KDB)
BEDA	Notification of School Board Meetings

BEDB	Agenda
BEDC	Quorum
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at School Board Meetings
BF	School Board Work Sessions and Retreats
BFG/BFGA	Policy Review and Evaluation/Manual Accuracy Check
BG	School Board Policy Process
BG-R	Policy Adoption (Waiver Requests) - Regulation
BID/BIE	School Board Member Compensation/Expenses/Insurance/Liability

Primero RE-2 School District • Weston, Colorado

BBA: School Board Powers and Responsibilities

Powers and mandatory duties of the Board are defined in state statutes.

This Board considers that its most important functions fall into the following categories:

1. **Legislative or policy-making.** The Board is responsible for the development of policy and for the employment of a superintendent who will carry out its policy through the development and implementation of regulations.
2. **Educational planning and appraisal.** The Board is responsible for acquiring reliable information from responsible sources which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
3. **Staffing and appraisal.** The Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules and other terms and conditions of employment, as well as for personnel policies district-wide in application. The Board is responsible for appraising the effectiveness of its staff by providing for regular evaluation.
4. **Financial resources.** The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable the district to carry out the educational program. The Board is responsible for exercising control over the finances of the district to ensure proper use of, and accounting for, all district funds.
5. **School facilities.** The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing sites, and for approving building plans that will support and enhance the educational program.
6. **Communication with the public.** The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. **Judicial.** The Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Board policies and their fair implementation.

The Board may exercise the above powers and duties only when convened in a legally constituted meeting.

All powers of the board lie in its action as a group. Individual board members exercise authority only as they vote at a legal meeting of the board and when the board has lawfully delegated authority to them.

Adopted: July 1979

Revised: November 1990, June 1993, October 1998; LEGAL REF: C.R.S 22-9-101 *et seq.*; C.R.S. 22-32-109; C.R.S. 22-32-110

Primero RE-2 School District • Weston, Colorado

BBA: Board Member Authority

Because all powers of the Board lie in its action as a group, individual Board members exercise authority over district affairs only as votes are taken at a legal meeting of the Board.

In other instances, an individual Board member has the power only when the Board has lawfully delegated authority to him.

Adopted: November 12, 1990

Primero RE-2 School District • Weston, Colorado

BBB: Regular Biennial School Board Elections

The regular biennial school election in each school district shall be held the first Tuesday in November of each odd-numbered year.

School District directors elected shall serve until their successors are elected and qualified. A director shall take office no later than fifteen days following the date on which the school district receives the official abstract of votes pursuant to section 1-10-102, C.R.S.

Candidates are nominated, and the Board conducts the election, in the manner prescribed by law. Any candidate for the office of school director of a school district shall have been a registered elector of the district for at least twelve (12) consecutive months prior to the election.

Three directors are elected in a biennial election. In the subsequent biennial election four directors are elected. For example in 2011 three members will be elected at large and in 2013 four members will be elected at large.

Current practice codified 1981

Adopted: October 1998

Revised: September 2010

Revised: November 2011

LEGAL REFS: 1973 CRS 1-2-101 *et seq.*, 1973 CRS 1-2-201 *et seq.*, 1973 CRS 22-32-101 *et seq.*

Primero RE-2 School District • Weston, Colorado

BBB-A Director Districts

WHEREAS, the Board of Directors of the Primero Reorganized School District RE-2 believes that it is the responsibility of each member of the Board to represent the interest of the district as a whole; and

WHEREAS, eliminating the director district plan of representation would remove the requirement that a school director reside within boundaries of the director district or representation.

THEREFORE, BE RESOLVED BY THE BOARD OF EDUCATION OF THE PRIMERO RE-2 SCHOOL DISTRICT to discontinue the director district plan and replace such plan with an at-large plan of representation as approved by the voters of the Primero RE-2 School District.

Adopted: August 2010

Primero RE-2 School District • Weston, Colorado

BBBA: Board Member Qualifications (pg 1 of 2)

A candidate for the office of school director shall be:

- a resident of the school district and a registered voter, as shown on the books of the county clerk and recorder, for at least 12 consecutive months prior to the election;
- eighteen (18) years or older by the date of the election; and
- a citizen of the United States.

If the school district has a director district plan of representation or a combined director district and at-large plan of representation, the candidate must be a resident of the director district in which he or she is a candidate.

No candidate may run representing a political party.

In addition, any person who has been convicted of, pled guilty or *nolo contendere* to, or received a deferred judgment or sentence for commission of a sexual offense against a child is ineligible for election to a school district board of education. Similarly, any board member who is convicted of, pleads guilty or *nolo contendere* to, or receives a deferred judgment for a sexual offense against a child while serving on the board shall become ineligible to serve and a vacancy shall be created. Any person who is the subject of a pending charge of commission of a sexual offense against a child at the time of election is ineligible for election to a school district board of education.

(5)(a) Any person who has been convicted of a sexual offense against a child shall not be eligible for the office of school director of a school district. If a person becomes ineligible pursuant to the terms of the subsection (5) while serving as a school director, a vacancy shall be deemed to exist that shall be filled as provided in section 22-31-129.

(b) For purposes of this subsection (5), “sexual offense against a child” means any of the offenses described in sections 18-3-305, 18-3-405, 18-3-405.3, 18-3-502, 18-6-302, 18-6-403, 18-6-404, and 18-7-402 to 18-7-406 C.R.S., and any of the offenses described in sections 18-3-402 to 18-7-302, C.R.S. where the victim is less than eighteen years of age. “Sexual offense against a child” also means attempted, solicitation, or conspiracy to commit any of the offenses specified in this paragraph

(c) For purposes of this subsection (5), “convicted” includes having pleaded guilty or *nolo contendere* or having received a deferred judgment and sentence; except that a person shall not be deemed to have been convicted if the person has successfully completed a deferred sentence.

Primero RE-2 School District • Weston, Colorado

BBBA: Board Member Qualifications (pg 2 of 2)

It is important that the candidate be sincerely and honestly interested in serving the whole school district for the best interests of all children. Board members shall be nonpartisan in dealing with school matters. The Board does not wish to subordinate the education of children and youth to any partisan principle, group interest or personal ambition.

Adopted: October 1998

Revised: June 2001

LEGAL REFS: C.R.S. 22-31-107 (*qualifications and nomination of candidates for school director*); C.R.S. 1-2-101, 102 (*qualifications and registration of elections*); C.R.S. 1-4-803 (*petitions for nominating school directors*)

Primero RE-2 School District • Weston, Colorado

BBBB: Board Member Oath of Office

Each school board member, within ten (10) days following the survey of votes is required to take an oath of office that he will faithfully perform the duties of his office as required by law and will support the Constitution of the United States, the Constitution of Colorado and laws made pursuant thereto.

Such oath shall be filed with the designated election official for the school district.

Adopted: October 1994

Revised: March 2007

LEGAL REF: C.R.S. 22-31-104, C.R.S. 22-31-125

BBBC: New Board Member Orientation

The President of the Board is responsible for the following to occur:

1. *When a candidate for the Board picks up either a petition to be on the ballot or an application to be appointed to the Board, he or she should also receive information which includes but is not limited to the following:*
 - *Board bylaws*
 - *Board meeting procedure*
 - *Board future meeting dates already set*
 - *Estimate of time commitment*
 - *Date of Board 'retreat' to be held shortly after (within one month of election/appointment)*

2. *Retreat should include but not be limited to presentation of:*
 - *Guidelines for Board of Education Efficiency & Effectiveness*
 - *How to handle complaints and concerns from constituents and staff*
 - *How to attempt to make changes*
 - *How to deal with the reading*
 - *Plans for orientation from the Administration for business of the district*
 - *Procedures for Board meetings and review of the B section of the policy manual.*

3. *At least one other board member should meet with the new board member(s) within two weeks after election/appointment.*

Comment: Prior to adopting this policy the Board should agree on a list of materials that every new board member should receive, and add it to this policy.

Primero RE-2 School District • Weston, Colorado

BBBB-E: Board Member Oath of Office - Exhibit

State of Colorado

Las Animas County

Weston, Colorado

I, (*appointee*), do solemnly swear that I will faithfully perform the duties of the office of school director as required by law and will support the Constitution of the United States, the constitution of the State of Colorado, and the laws made pursuant thereto

Primero RE-2 School District • Weston, Colorado

BC: School Board Member Conduct (pg 1 of 2)

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards.

In carrying out his fiduciary duties, a Board member shall not:

1. disclose or use confidential information acquired in the course of official duties to further substantially personal financial interests;
2. accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position or which it is known or should be known is primarily for the purpose of a reward for official action taken;
3. engage in a substantial financial transaction for the member's private business purposes with a person whom the member supervises in the course of official duties;
4. perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which the member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a Board member to receive:

1. campaign contributions and contributions in kind which are reported in accordance with state law;
2. an occasional non-pecuniary gift which is insignificant in value;
3. a non-pecuniary award publicly presented by a nonprofit organization in recognition of public service;
4. payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which the member is scheduled to participate;
5. reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position;
6. items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events. Tickets to these events may have to be reported in accordance with the public official disclosure law;
7. payment for speeches, appearance or publications reported in accordance with the public official disclosure law.

Primero RE-2 School District • Weston, Colorado

BC: School Board Member Conduct (pg2 of 2)

It shall not be considered a breach of conduct for a Board member to:

1. use school facilities and equipment to communicate or correspond with constituents, family members or business associates;
2. accept or receive a benefit as an indirect consequence of transacting school district business.

Adopted: October 1998

LEGAL REF: C.R.S. 1-45-101 *et seq.* (*Fair Campaign Practices Act*); C.R.S. 24-6-203 (*Public Official Disclosure Act*); C.R.S. 24-18-104; C.R.S. 24-18-109

Primero RE-2 School District • Weston, Colorado

BC-R: School Board Member Financial Disclosure – Regulation (pg 1 of 2)

Board members are required by law to disclose certain items received in connection with serving on the Board. If Board members receive such items, they must file a report for the preceding calendar year with the county clerk and recorder on forms supplied by the secretary of state on or before January 15 of each year. The report must contain the name of the person from whom the reportable item was received, its value, and the date of receipt.

Items which must be reported include the following:

1. any money received including a loan, advance, or guarantee of a loan with a value of \$25 or more;
2. any gift of any item of real or personal property other than money with a value of \$50 or more;
3. any loan of real or personal property if the value of the loan is \$50 or more. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public;
4. any payment for a speech, appearance or publication;
5. tickets to a sporting, recreational, educational, or cultural event with a value of \$50 or more for a single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more;
6. payment or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).

The financial disclosure need not include the following:

1. a contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act;
2. any item of perishable or nonpermanent value including meals unless such item is required to be reported under #5 above;
3. a non-pecuniary award publicly presented by an organization in recognition of public service;
4. payment of or reimbursement for actual or necessary expenses for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or entities such as CASB;
5. payment of salary from employment including other government employment.

Primero RE-2 School District • Weston, Colorado

BC-R: School Board Member Financial Disclosure – Regulation (pg 2 of 2)

To avoid misunderstandings about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given. Board members who do not receive any items which must be reported are not required to file a report.

LEGAL REF: C.R.S. 24-6-201, *et seq.*

Primero RE-2 School District • Weston, Colorado

BCA-E-1: Code of Ethics for School Board Members - Exhibit

As a member of my local board of education, I will strive to improve public education and to that end I will:

- attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
- render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;
- encourage the free expression of opinion by all board members and seek systematic communications between the board and students, staff and all elements of the community;
- work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
- communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
- inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;
- support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
- avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;
- take no private action that will compromise the board or administration and respect the confidentiality of information that is privileged under applicable laws;
- remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

NOTE: This is the official code of ethics for board members of the National School Boards Association.

Primero RE-2 School District • Weston, Colorado

BCA-E-2: Board Member Code of Ethics - Exhibit

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for school board members "are intended as guides to conduct and do not constitute violations as such of the public trust of office..."

1. A board member "should not acquire or hold an interest in any business or undertaking which that member has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which the member has substantive authority."
2. A board member "should not, within six months following the termination of office..., obtain employment in which the member will take direct advantage, unavailable to others, of matters with which the member was directly involved during the term of [office]. These matters include rules, other than rules of general application, which the member actively helped to formulate and applications, claims or contested cases in the consideration of which the member was an active participant."
3. A board member "should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the member has a substantial financial interest in a competing firm or undertaking."

Primero RE-2 School District • Weston, Colorado

BCB: School Board Member Conflict of Interest (pg 1 of 2)

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer is unable to devote himself with complete loyalty and singleness of purpose to the general public interest.

It is the intent of this policy to protect the public trust placed in directors of this school district. For purposes of this policy, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote on it and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a Board member has complied with statutory disclosure requirements by notifying the secretary of state of his interest in the matter, he may vote if his participation is necessary to obtain a quorum or otherwise enable the Board to act. If a member votes under these circumstances, he shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the secretary of state shall list as applicable the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services, or such other information necessary to describe the interest.

The Board shall not hire any of its members as an employee of the district, nor shall the Board approve any compensation for a member for services rendered to the district except for services rendered to the Board as provided by law. Members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.

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

1. the contract is awarded to the lowest responsible bidder based on competitive bidding procedures;
2. the merchandise is sold to the highest bidder at a public auction;
3. the transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money;

Primero RE-2 School District • Weston, Colorado

BCB: School Board Member Conflict of Interest (pg 2 of 2)

4. if, because of geographic restrictions, the district could not otherwise reasonably afford the contract because the additional cost to the district would be greater than ten percent (10%) 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 that service;
5. if the contract is one in which the Board member has disclosed a personal interest and is one on which he has not voted as allowed in state law following disclosure to the secretary of state and to the Board.

Except as described above, a Board member shall not be a purchaser at any sale of state concerning issues relating to his conduct and potential conflict of interest.

Adopted: October 1998

LEGAL REF: C.R.S. Colorado Constitution, Article X, Section 13; C.R.S. 22-32-109 (1)(y); C.R.S. 24-18-109 through 24-18-111; C.R.S. 24-18-201; C.R.S. 24-18-202

CROSS REFS: [BC](#), School Board Member Conduct; [BCA-E-1](#), Code of Ethics for School Board Member; [BEDF](#), Voting Method; [DJE](#), Bidding Procedures

NOTE: C.R.S. 22-32-109 (1)(y) which was enacted in 1984 provided that a board of education would be exempt from C.R.S. 18-8-308(1), the criminal law pertaining to failure to disclose a conflict of interest, if the board filed a copy of its conflict of interest policy with the Colorado Department of Education and received an acknowledgement of receipt of the policy. Although C.R.S. 22-32-109 (1)(y) was not repealed by H.B. 1209 in 1988, for all practical purposes it has been superseded by the new statutory provisions. However, CASB recommends that a board continue to file its conflict of interest policy with the Department of Education to be absolutely certain that the exemption from the criminal statute will continue.

Primero RE-2 School District • Weston, Colorado

BDA: Board Organizational Meeting

Within 15 days after the regular biennial election, the Board shall meet in an organizational session at a regular or special meeting for the purpose of selecting officers.

The incumbent president of the Board shall preside until a successor is elected, whereupon the successor will assume the chair.

Following the swearing in of the newly-elected Board member or members, the following officers, in order, shall be elected or appointed: president, vice-president, secretary and treasurer.

Nominations for president and vice-president shall be made from the floor and voting shall be by roll call. Should no nominee receive a majority of the vote of Board members, the election shall be declared null and void, further nominations may be made, and the roll call or secret ballot vote shall be retaken.

The president and vice-president shall serve two-year terms and shall hold office until their successors are elected.

The Board shall then appoint a secretary and treasurer who may or may not be members of the Board. The secretary and treasurer shall hold their offices for terms at the pleasure of the Board.

Following election and appointment of the officers, the Board shall appoint the staff members who will fill the offices of secretary *to* the Board and assistant treasurer.

Then such other items of business shall be considered by the Board as are scheduled on the agenda.

Officer resignation:

Should one or more officers of the Board resign, the Board shall select another member or members to fill the vacant office or offices as provided by law, using the procedures described above. A newly-selected officer shall assume the duties immediately upon selection. Inasmuch as the selection of a new officer on a four-officer, five-member board frequently requires a shifting of officers, it shall be permissible for a member to be nominated for another office without resigning the current office. Upon acceptance of the nomination and election to the new office, the former office shall be declared vacant and another member elected to fill that position.

Adopted: October 1994

Revised: October 1998

LEGAL REF: C.R.S. 1-10-201 *et seq.*; C.R.S. 22-31-104 (3); C.R.S. 22-32-104 (1), (2), (3), (4); C.R.S. 22-32-108 (6)

Primero RE-2 School District • Weston, Colorado

BDB: Board Officers (pg 1 of 2)

President and vice-president:

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the president shall:

1. preside at all meetings of the Board;
2. serve as the main point of contact between the Board and the superintendent;
3. consult with the superintendent in planning agendas;
4. bring before the Board such matters as in the president's judgment may require attention of the Board;
5. be responsible for the orderly conduct of Board meetings;
6. confer with the superintendent on crucial matters which may occur between Board meetings;
7. call special meetings of the Board when necessary;
8. appoint special committees, subject to the approval of the Board;
9. sign any written contracts to which the school district may be a party;
10. sign all official reports of the district except as otherwise provided by law;
11. appear on behalf of the Board in all actions brought by or against it, unless individually a party, in which case the duty shall be performed by the secretary.

In the absence of the president, the vice-president shall have the power of the president and perform the duties.

Secretary:

The secretary of the Board shall perform the following duties:

1. ensure that a record is kept of all business transacted by the Board at either regular or special meetings;
2. cause written notice to be given to each Board member of all special meetings of the Board;
3. be custodian of the seal of the district;
4. cause all notices of school elections to be published and posted and perform such other duties in the conduct of school elections as required by law;
5. attest any written contract to which the district may be a party and affix the district seal thereto;
6. perform such other duties as may be assigned by the Board.

Primero RE-2 School District • Weston, Colorado

BDB: Board Officers (pg 2 of 2)

Treasurer:

The treasurer shall perform or cause to be performed the following duties:

1. account for all monies belonging to the district;
2. report to the Board as required for all monies of the district;
3. sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a district depository. The Board may require the countersignature of another person;
4. deposit to the credit of the district all monies withdrawn from the custody of the county treasurer and all other monies belonging to the district in one or more depositories designated by the Board;
5. perform such other duties as may be assigned by the Board.

Adopted: July 1979

Revised: December 1991, October 1998

LEGAL REF: C.R.S. 22-32-104 (3); 22-32-105 (*president and vice-president*); C.R.S. 22-32-104 (4); 22-32-106 (*secretary*); C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (*treasurer*)

CROSS REFS: [DG](#), Banking Services (and Deposit of Funds); [DH](#), Bonded Employees and Officers

Primero RE-2 School District • Weston, Colorado

BDF: Advisory Committees

The Board of Education of the Primero RE-2 School District encourages the participation of citizens of the district in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Board.

1. **Board-appointed advisory committees**, both district-wide and at the school level, shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or bylaws, carry out its functions, and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.
2. **School- and district-level advisory committees that are required under federal and state programs** shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by law.
3. **Community groups** that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision-making process. The final responsibility for all decisions, however, rests with the Board of Education alone.

Appointments of citizens to advisory committees shall be approved by the Board. An advisory committee member shall be removed from office by the Board if that member does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent Board approval.

All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Board meetings.

Adopted: October 1998

Revised: June 2000

LEGAL REFS: C.R.S. 22-7-104 (*accountability programs*); C.R.S. 22-9-107 (*performance evaluation councils*); C.R.S. 22-32-109.1 (2) (*community consultation on safe school plan, including conduct and discipline code*); C.R.S. 24-6-402 (*open meeting law*)

CROSS REFS: [AE](#), Accountability/Commitment to Accomplishment; [BDF](#)*, District Personnel Performance Evaluation Council; [BDFB](#)*, Vocational Advisory Council (and Vocational Program Advisory Committees); [BEDA](#), Notification of Board Meetings; [CBI](#), Evaluation of Superintendent; [CFB](#), Evaluation of Principals/Building Administrators; [GCOA](#), Evaluation of Instructional Staff; [GCOC](#), Evaluation of Administrative Staff; JIC, Student Conduct; JK, Student Discipline; KCB, Community Involvement in Decision-making

Primero RE-2 School District • Weston, Colorado

BDF* : District Personnel Performance Evaluation Council

The Board of Education shall appoint, pursuant to state law, an advisory school district personnel performance evaluation council which shall, at a minimum, consist of one teacher, one administrator, one principal, one parent, and one person who does not have a child in school.

The council may be composed of any other school district committee having membership as defined above.

The council shall consult with the Board as to the fairness, effectiveness, credibility and professional quality of the licensed/certificated personnel performance evaluation system and its processes and procedures shall conduct a continuous evaluation of the system.

Adopted: October 1998

LEGAL REF: C.R.S. 22-9-107

CROSS REFS: [CBI](#), Evaluation of Superintendent; [CFBA](#), Evaluation of Principals/Building Administrators; [GCOA](#), Evaluation of Instructional Staff; [GCOC](#), Evaluation of Administrative Staff

Primero RE-2 School District • Weston, Colorado

BDFB*: Vocational Advisory Council (and Vocational Program Advisory Committee)

The Board of Education shall appoint a vocational advisory council which shall assist the Board and administration in overall promotion, planning, coordination, and evaluation of all district vocational education programs. The council shall study issues, offer advice, and make recommendations regarding:

1. current job needs;
2. relevance of current training programs;
3. reduction, deletion or expansion of programs;
4. initiation of new programs;
5. financial and legislative support;
6. promotion of vocational education in the schools and in the community.

The advisory council shall provide for input from vocational program advisory committees.

The council shall represent a cross-section of the community in terms of sex, race, age, occupation, socioeconomic status, geographical location and other appropriate factors. The district accountability committee may fulfill this function.

The Board also shall appoint an advisory committee for each vocational education program provided by the district. Program advisory committees shall assist vocational instructors and administrators in establishing, operating, and evaluating programs to serve the needs of students, business, and industry and shall provide expertise pertaining to technological change.

Each program advisory committee shall be representative of the occupations in the community for which training is provided. The vocational instructor shall serve as an *ex officio* member of the committee.

The Board shall approve written guidelines or operational procedures (bylaws) for the advisory council and each program committee which shall specify its composition, length of terms, responsibilities, and rules for conducting business.

Adopted: October 1998

LEGAL REF: C.R.S. 22-8-103 (2)(c); C.R.S. 23-60-303

CROSS REFS: [AE](#), Accountability/Commitment to Accomplishment

NOTE: Council and committee bylaws or operational procedures should follow as regulations under this coding.

Primero RE-2 School District • Weston, Colorado

BDFC*: Preschool Council (pg 1 of 2)

The superintendent shall appoint a preschool council that provides assistance and makes recommendations in implementing and coordinating a preschool program funded through the Colorado Preschool Program.

Membership:

Membership on the preschool council will include, but not be limited to, the following:

1. the superintendent or designee;
2. two parents of children in the preschool program appointed by the superintendent;
3. two members of the business community appointed by the superintendent;
4. representatives from the following agencies:
 - Las Animas County Department of Health
 - Las Animas Department of Social Services

Appointed members will serve for two-year (2) terms. Any vacancy among the appointed members will be filled by appointment by the superintendent for the unexpired term.

Officers:

Members of the council will elect a chairman for a one-year term, who may be elected to a second term.

Duties:

In accordance with law, the council will:

1. assist the district in the implementation of the preschool program;
2. develop and recommend to the Board of Education plans for coordinating the preschool program with:
 - extended day services for children participating in the program and their families in order to achieve an increased efficiency in the services provided;
 - family support services for children participating in the program and their families;
 - a program to train parents to provide teaching activities in the home prior to the entrance of their children in the preschool program.
3. define any additional student eligibility criteria;
4. develop a preschool program evaluation;
5. develop a training program for preschool program staff using all available community resources. The district may request ongoing training of personnel from the Colorado

Primero RE-2 School District • Weston, Colorado

BDFC*: Preschool Council (pg 2 of 2)

Department of Education as needed in order to promote successful implementation of the preschool program;

6. recommend to the Board a plan for the annual evaluation of the preschool program;
7. provide any other appropriate assistance to the school district in the implementation of the preschool program;
8. at least once every five years, assess whether alternative community providers are available in order to ensure the highest quality service delivery at the lowest cost.

No action taken by the council will be final until approved by the Board of Education.

Meetings:

The meeting will meet a minimum of six (6) times per year.

In addition, members of the council will make at least two (2) on-site visits per year to all Head Start agencies and public and private child care facilities with which the district has contracted to monitor overall program compliance and make recommendations for needed improvements.

Adopted: October 1998

Revised: June 2001; May 2002

LEGAL REF: C.R.S. 22-28-105 (*preschool program council duties*); C.R.S. 22-28-107 (*ongoing training available from CDE*)

CROSS REF: [IHBIB](#), Primary/Pre-primary Education

Primero RE-2 School District • Weston, Colorado

BDFD*: District Drug Abuse Education and Prevention Advisory Council

In accordance with federal law and as a recipient of funding under the Drug-Free Schools and Communities Act, the Board of Education shall appoint a district drug abuse and education advisory council. At a minimum, the council shall consist of one individual representing each of the following groups: parents, state and local government officers, medical professionals, local law enforcement agencies, community-based organizations, and other groups with interest and expertise in the field of drug abuse education. One individual may represent more than one of these groups.

The council also may include students and senior citizens.

The council may provide advice to the Board in the planning, implementation, and evaluation of school-based programs and may help coordinate such programs with related community efforts and resources.

Adopted: October 1998

LEGAL REF: 20 U.S.C. §3221 (*defines drug abuse education and prevention*); 20 U.S.C. §3224a (*Drug-Free Schools and Communities Act of 1986, as amended in 1989.*)

CROSS REFS: [GBEC](#), Drug-Free Workplace (Drug and Alcohol Use By Staff Members); [IHAMA](#), Teaching About Drugs, Alcohol and Tobacco; JICH, Drug and Alcohol Use By Students

NOTE: Organizational guidelines or bylaws for the council should follow as regulations under this title and code.

Primero RE-2 School District • Weston, Colorado

BE: School Board Meetings

All meetings of a quorum or of three or more members of the Board, whichever is fewer, at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded.

Regular meetings:

Regular meetings of the Board of Education shall be held in the Board room of the administration building, 20200 State Highway 12, Weston, Colorado.

Meetings of the Board shall be held on the third Tuesday of each month at six o'clock (6:00) p.m. unless otherwise set by action of the Board.

Special meetings:

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if hand-delivered personally to each member. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive a notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

Adopted: October 1998

Revised: June, 2010

LEGAL REF: C.R.S. 22-32-108; C.R.S. 24-6-401 *et seq.* (*Colorado Sunshine Act of 1972*)

CROSS REF: [BEDA](#), Notification of Board Meetings

Primero RE-2 School District • Weston, Colorado

BEDA: Notification of School Board Meetings

The Board shall give full and timely notice to the public of any meeting at which the adoption of any proposed policy or formal action shall occur or at which a quorum of the Board is expected to attend.

Dates of regular meetings of the Board shall be provided in annual announcements and made available in printed form to the news media and public. At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites.

At a minimum, the Board shall cause notice of regular and special meetings and work sessions to be posted at the designated public place no less than 24 hours prior to the meeting. This notice shall include specific agenda information when possible.

Copies of the agenda shall be available to representatives of the community and staff and others at the Administrative Services Center upon publication and dissemination to the Board.

The district shall maintain a list of persons who, within the previous two years, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of Board meetings unless the meeting is a special meeting and there is insufficient time prior to the meeting to mail notice to persons on the list.

Notice to the Board:

The superintendent shall mail the agenda, together with meeting materials and minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting.

Adopted: October 1998

LEGAL REFS: C.R.S. 22-32-108 (2), (3); C.R.S. 24-6-402 (2)(c)

CROSS REFS: [BE](#), School Board Meetings; [BF](#), School Board Work Sessions and Retreats

Primero RE-2 School District • Weston, Colorado

BEC: Executive Sessions/Open Meetings (pg 1 of 2)

All regular and special meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds (2/3) of the Board members present.

The Board shall not make final policy decisions nor shall any resolution, policy or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session. The Board is authorized to approve written minutes of an executive session in executive session, if written minutes are taken.

The Board may hold an executive session for the sole purpose of considering any of the following matters:

1. purchase, acquisition, lease, transfer, or sale of any real, personal, or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction;
2. conferences with an attorney for the purpose of receiving legal advice on specific legal questions. The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement;
3. matters required to be kept confidential by federal or state law or regulations. An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential;
4. specialized details of security arrangements or investigations;
5. determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations and instruction of negotiators;
6. personnel matters except if an employee who is the subject of an executive session requests an open meeting. If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters."
 - o The Teacher Employment Compensation and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employees requests the hearing to be closed.)
 - o Discussions concerning a member of the Board, any elected official or the appointment of a Board member are not considered personnel matters.
7. consideration of any documents protected under the mandatory non-disclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed;
8. discussion of individual students where public disclosure would adversely affect the person or persons involved.

Primero RE-2 School District • Weston, Colorado

BEC: Executive Sessions/Open Meetings (pg 2 of 2)

Prior to convening in executive session, the Board president shall announce the topic of the executive session which shall be reflected in the minutes. The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.

Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters).

The Board shall cause a record to be made of the executive session which shall be retained by the Board for ninety (90) days following the session. No record shall be made of an executive session held for the purpose of discussing an individual student matter or of a session in which the discussion involves a privileged attorney-client communication. The record must include the specific statutory citation to the executive session law that allows the Board to meet in executive session.

Adopted: October 1998

Revised: July 1999, June 2001

LEGAL REF: C.R.S. 22-32-108 (5); C.R.S. 24-6-402

CROSS REF: KDB, Public's Right to Know/Freedom of Information

NOTE: As of August 9, 2006, all executive sessions must be electronically recorded and the recording is considered to be the "minutes." The recording shall be kept for 90 days.

Primero RE-2 School District • Weston, Colorado

BEDB: Agenda

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, the superintendent, in cooperation with the Board president, shall prepare an agenda outlining the matters to be brought to Board attention at meetings.

The Board shall follow the order of business set by the agenda unless the order is altered or new items added by vote of the Board during the meeting. The Board may add to or take action on matters not appearing on the printed agenda at regular meetings only by unanimous vote of Board members present. Items may be added to the agenda of a special meeting only when all Board members are present and cast a unanimous vote.

Consent grouping:

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

Agenda format:

The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of agenda
4. Audience comments and questions
5. Reports from administrators and committees
6. Board member reports and requests
7. Correspondence
8. Action items
 - Consent agenda
9. Discussion items
10. Legislative report
11. Financial report
12. Approval of minutes
13. Adjournment

Adopted: October 1998

LEGAL REF: C.R.S. 22-32-108 (4)

Primero RE-2 School District • Weston, Colorado

BEDC: Quorum

No business may be conducted at a regular or special meeting unless a quorum is present. A quorum shall consist of a simple majority of those members serving on the Board.

Adopted: October 1998

Primero RE-2 School District • Weston, Colorado

BEDF: Voting Method

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the president and vice-president may be by secret ballot.

A member may abstain from voting only if excused by the Board for good cause.

A Board member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest in accordance with Board policy shall disclose such interest and shall not vote unless participation is necessary to obtain a quorum or otherwise enable the Board to act. Under such circumstances, the member shall comply with the voluntary disclosure requirements set out in state law.

To pass, any motion must be approved by a majority of the members present, except as state law or policies of this Board may require a majority of full membership.

Adopted: October 1998

LEGAL REFS: C.R.S. 22-32-104 (3); C.R.S. 22-32-108 (6); C.R.S. 24-18-109 (3); C.R.S. 24-18-110

CROSS REFS: [BCB](#), School Board Member Conflict of Interest; [BEDC](#), Quorum

Primero RE-2 School District • Weston, Colorado

BEDD: Rules of Order

Except as otherwise specified by state law or Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in *Robert's Rules of Order, Newly Revised*.

It shall be the responsibility of the Board president to utilize such rules when appropriate to do so.

Adopted: October 1998

NOTE: Under Robert's Rules, these parliamentary rules of order may be suspended by a two-thirds vote.

Primero RE-2 School District • Weston, Colorado

BEDG: Minutes

Minutes of any Board meeting at which the adoption of any policy of formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Official minutes of the meetings of the Board of Education constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. the nature of the meeting, whether regular or special, time and place, members present, approval of the minutes of the preceding meeting or meetings;
2. a record of all actions taken by the Board: the motion, the name of the members making the motion and seconding it, the record of the vote with the vote of each member recorded. Reports and documents related to a formal motion may be omitted if they are referred to by title and date;
3. a record of all business that comes before the Board through reports of the superintendent and others and through communications from the staff and the public;
4. the names of all persons who speak before the Board and the topic of their remarks;
5. a record that an executive session was held, including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential;
6. the record of adjournment.

The official minutes shall be signed by the secretary. Following their approval, the official copy shall be signed by the president of the Board of Education.

The official minutes shall be in the custody of the Board secretary and shall be made available to the public at the administrative offices of the district upon request during normal office hours.

Adopted: October 1998

LEGAL REFS: C.R.S. 22-32-106; C.R.S. 22-32-109 (1)(e); C.R.S. 24-6-402 (2)(d)(II)

Primero RE-2 School District • Weston, Colorado

BEDH: Public Participation at School Board Meetings

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of all citizens throughout the district and also needs to conduct its business in an orderly and efficient manner, it shall schedule time during some Board meetings for brief comments and questions from the public. Some public comment periods may relate to specific items on the agenda. The Board shall set a time limit on the length of the public participation time and a time limit for individual speakers.

During times of general public comment at a regular meeting, comments and questions may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Board. Speakers may offer such criticism of school operations and programs as concern them, but are encouraged to exercise their speech rights responsibly. The Board encourages the discussion of all personnel matters to be conducted in executive session.

The Board president shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order, and for adherence to any time limit set. Questions asked by the public shall, when possible, be answered immediately by the president or referred to staff members present for reply. Questions requiring investigation shall be referred to the superintendent for consideration and later response.

Members of the public will not be recognized by the president during Board meetings except as noted in this policy.

Members of the public wishing to make formal presentations before the Board should make arrangements in advance with the superintendent so that such presentation, when appropriate, may be scheduled on the agenda.

In addition to public participation time during Board meetings, the Board is committed to engaging members of the community on an ongoing basis regarding community values about education during times other than the Board's regular meetings.

Adopted: October 1998

Revised: June 2003

LEGAL REF: C.R.S. 24-6-401 *et seq.* (*open meetings law*)

CROSS REF: KE, Public Concerns and Complaints

Primero RE-2 School District • Weston, Colorado

BF: School Board Work Sessions and Retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it also is mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, from time to time, the Board may schedule work/study sessions which shall be open to the public in order to provide its members and the executive staff with just such opportunities. Topics for discussion and study shall be announced publicly.

Adopted: October 1998

LEGAL REFS: C.R.S. 22-32-108 (5); C.R.S. 24-6-401 *et seq.*

CROSS REF: [BEDA](#), Notification of School Board Meetings

Primero RE-2 School District • Weston, Colorado

BFG/BFGA: Policy Review and Evaluation/Manual Accuracy Check

In an effort to keep its written policies up to date so that they may be used consistently as a basis for Board action and administrative decision, the Board shall review its policies on a continuing basis.

The Board shall evaluate how the policies have been executed by staff and shall weigh the results. It shall rely on the staff, students, and community for providing evidence of the effect of the policies which it has adopted.

The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reasons appear to need revision.

The Board directs the superintendent to recall all policy and regulation manuals periodically for administrative updating and Board review.

Adopted: November 12, 1990

Primero RE-2 School District • Weston, Colorado

BG: School Board Policy Process (pg 1 of 3)

The Board considers policy development its chief responsibility. The Board strives to reflect the community's values in its policies and commits itself to an ongoing effort to engage the community regarding policy-level concerns. The Board develops policies and puts them in writing to provide for the successful, consistent, and efficient operation of the district's schools and the high achievement of district students. Policy development shall be aimed primarily toward the continual formation and evaluation of goals and desired end results for students, rather than toward daily district operations.

The Board uses the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards.

This system, while it may be modified to meet needs, is to serve as a general guideline for such tasks as policy research, drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation and the continuous maintenance of the Board policy manual.

The policies of the Board are framed and meant to be interpreted in terms of state laws and regulations and other regulatory agencies within state and federal levels of government.

Policy adoption:

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education. However, proposals regarding policies may originate with a member of the Board, the superintendent, staff members, parents, students, consultants, civic groups, or other residents of the district. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final adoption:

1. First meeting - the proposal shall be presented as an information item.
2. Second meeting - the proposal shall be presented for a first reading, discussion and first vote.
3. Third meeting - the proposal shall be presented for a second reading, discussion and final vote.

Primero RE-2 School District • Weston, Colorado

BG: School Board Policy Process (pg 2 of 3)

During discussion of a policy proposal, the Board shall seek out the views of the community and staff. The Board shall take action only after hearing recommendations of the superintendent and viewpoints of person and groups affected by the policy.

Amendments may be proposed by Board members. An amendment shall not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy is considered permanent.

The Board shall establish procedures to waive policies to facilitate attainment of school-level goals.

Policy revision and review:

In an effort to keep its written policies up-to-date, the Board shall review its policies on a continuing basis.

The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading and may be adopted upon final vote at the second meeting.

The Board directs the superintendent to recall all policy and regulation manuals periodically for administrative updating and Board review.

Board review of regulations:

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all district-wide regulations issued by the administration.

Regulations shall be officially approved by the Board when required by state or federal law or when strong community, staff or student attitude make it advisable.

Before issuance, regulations shall be properly title and coded.

Primero RE-2 School District • Weston, Colorado

BG: School Board Policy Process (pg 3 of 3)

Policy communication:

The superintendent is directed to establish and maintain an orderly plan for preserving and disseminating district policies and regulations. Staff will be informed of policy changes on a regular basis.

All policy manuals shall remain the property of the district and shall be considered as "on loan" to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time for updating.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district.

Monitoring policy implementation:

The Board of Education shall continuously monitor the implementation of its policies to ensure that reasonable progress is being made toward achieving the Board's goals and that operation of the school district is consistent with district policies.

Suspension/repeal of policy:

In the event of special circumstances, the operation of any Board policy, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, does not apply to any Board policy that may be established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

Adopted: October 1998

Revised: June 2000, June 2001

LEGAL REFS: C.R.S. 22-32-109 (1)(a-c), (w), (y)(I) (*specific duties of board*); C.R.S. 22-32-109.1 (*specific duties of boards in relation to safe schools plan*); C.R.S. 22-33-104 (4) (*compulsory school attendance*)

Primero RE-2 School District • Weston, Colorado

BG-R: Policy Adoption - Regulation (Waiver Requests)

School-level accountability committees may request a waiver of Board policy to facilitate attainment of a school-level goal by submitting a written application to the Board of Education. The request for waiver or renewal of an existing waiver must be supported by a majority of committee members and the building principal.

Waivers will be good for two years and may be renewed without limit for additional two-year periods after review by the Board.

The waiver or waiver renewal request must include:

1. coding and title of the policy to be waived;
2. specific documentation demonstrating how the policy prohibits the school from achieving a school goal;
3. expected outcome of the waiver or waiver renewal;
4. duration requested for the waiver or waiver renewal;
5. explanation of how the waiver or waiver renewal would assist the school in reaching its goal;
6. financial impact of the waiver.

The written request for a waiver or waiver renewal must be received by the Board at least seven (7) days prior to proposed implementation.

The waiver or waiver renewal will be granted if the Board determines that the school has clearly demonstrated that the waiver or waiver renewal will result in the school's accomplishing its goal.

The Board will provide a written response to the waiver or waiver renewal request within seven (7) days of receipt of the request.

Adopted: October 1998

LEGAL REFS: 1 CCR 301-1, Rule 2202-R-3.02 (1) (h)

Primero RE-2 School District • Weston, Colorado

BID/BIE: School Board Member Compensation/Expenses/Insurance/Liability

Board members shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from district funds.

Such expenses may include the cost of attendance at conferences of school boards associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.

The Board shall purchase liability insurance and errors-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

Adopted: October 1998

Revised: April 2003, June 2003

LEGAL REFS: C.R.S. 22-12-101 *et seq.* (*Teacher and School Administrator Protection Act also limits liability of school board members*); C.R.S. 22-32-104 (5) (*board member compensation*); C.R.S. 22-32-110 (1)(n), (u) (*power to provide necessary expenses*); C.R.S. 24-10-102 *et seq.* (*governmental immunity*); C.R.S. 24-18-104 (3)(d), (e) (*reimbursements are not considered gifts*); 20 U.S.C. §2362 through 2368 (*Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members*)

CROSS REF: [EJ](#), Insurance Program/Risk Management