

## Regular Meeting

Monday, November 3, 2025 7:00 PM

District Support Center, 715 W. Platte Avenue, Fort Morgan, CO 80701

### 1. OPENING ACTIVITIES

1.A. Call to Order

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Approval of Previous Minutes

1.E. Agenda Changes; Approval of Agenda

### 2. OPPORTUNITY FOR THE AUDIENCE

### 3. REPORTS

3.A. Fort Morgan High School Student Representative

3.B. Board of Education

**Speaker (s)** : Mrs.  
Nancy Hopper, Board  
President

3.C. Superintendent

**Speaker (s)** : Mr. Rob  
Sanders

3.D. Assistant Superintendent of Curriculum and  
Assessment

**Speaker (s)** : Dr. Rena  
Frasco

3.E. Assistant Superintendent of Human Resources

**Speaker (s)** : Mr. Jason  
Frasco

3.F. Chief Financial Officer

**Speaker (s)** : Ms. Toni  
Miller

### 4. DISCUSSION ITEMS

4.A. Fort Morgan High School Softball Program

4.B. Policies - District Revisions - Second Reading

4.C. Policies - District Revisions - First Reading

### 5. CONSENT AGENDA

5.A. Personnel Action Report

5.B. Approval of Consent Agenda

### 6. ACTION ITEMS

6.A. 2024-2025 Appropriating Resolution

6.B. Fort Morgan High School Softball Program

6.C. Various Monetary Donations

7. **ADVANCED PLANNING**

7.A. Advanced Planning

8. **CLOSING ACTIVITIES**

8.A. Adjournment

**BOARD OF EDUCATION  
OCTOBER 20, 2025  
MINUTES**

**OPENING ACTIVITIES**

A. Call to Order

The Board of Education of Morgan County School District Re-3 met in regular session at 7:00 p.m. on October 20, 2025, in the Board Room at the District Support Center. Members present were Mrs. Chris Brown, Mrs. Amy Grantham, Mrs. Nancy Hopper, Dr. John Prouty, Mrs. Mindy Smith, and Mrs. Sarah Whitney. Also, present were Mr. Rob Sanders, Superintendent; Mr. Jason Frasco, Assistant Superintendent; and Ms. Toni Miller, Chief Financial Officer. Mrs. Kati Jess and Dr. Rena Frasco, Assistant Superintendent, were absent.

B. Approval of Previous Minutes

Dr. John Prouty made a motion to approve the minutes from the regular meeting on October 6, 2025, as presented. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

C. Agenda Changes; Approval of Agenda

Mrs. Mindy Smith made a motion to approve the agenda, as presented. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

**OPPORTUNITY FOR AUDIENCE**

None

**REPORTS**

A. Fort Morgan High School Representative – Ms. Kenzie Rau  
Ms. Kenzie Rau was unable to attend.

B. Board – Mrs. Nancy Hopper  
The Board had no report to present.

B. Superintendent – Mr. Rob Sanders  
Mr. Rob Sanders announced that Fort Morgan High School Senior Javier Molina auditioned for and was chosen to play with the Western States Honor Orchestra. There were 150 students from 17 states competing and only 20 students who play the cello were selected. Mr. Javier Molina will participate in two days of rehearsal combined with workshops, coaching, and masterclasses provided by the University of Northern Colorado (UNC) string faculty. The event will culminate with performing at a concert at the UNC Campus Commons Performance Hall on November 8, 2025. Mrs. Nancy Hopper recommended

inviting Mr. Javier Molina to perform at the upcoming Colorado Association of School Boards (CASB) Winter Conference in December.

Performance Services presented an updated design of the secured entrance at Pioneer Elementary School during a recent construction meeting. Mr. Rob Sanders supports the recommended changes, which include a new secured entrance, relocating three classrooms, the special services providers, and the breakroom near the office area, and adding a hallway that will allow the administrative suite easy access to the east side of the building without leaving the secured area for students and staff. The work is expected to be completed by the start of the 2026–2027 school year.

C. Assistant Superintendent Curriculum/Assessment – Dr. Rena Frasco  
Dr. Rena Frasco was absent from the meeting. Mr. Rob Sanders summarized the Unified Improvement Plans (UIPs). The following plans were presented to the Board:

- District
- Baker Elementary School
- Columbine Elementary School
- Green Acres Elementary School
- Pioneer Elementary School
- Fort Morgan Middle School
- Fort Morgan High School
- Lincoln High School
- Sherman Early Childhood Center

D. Assistant Superintendent Human Resources – Mr. Jason Frasco  
Mr. Jason Frasco presented the Personnel Action Report to the Board and reviewed our current vacancies, which include five certified positions, two classified positions, and several substitute positions. He pointed out that a few of the certified positions have remained open for some time, as they are difficult to fill positions.

E. Chief Financial Officer - Ms. Toni Miller  
Ms. Toni Miller is preparing for the auditors' visit on November 3, 2025. She noted that Skyward has greatly streamlined the audit preparation process and expressed confidence that this will be the cleanest set of data she has provided to the auditors

## **DISCUSSIONS ITEMS**

A. Fort Morgan High School Softball Program - Mr. Greg Edson, District Athletic Director

Mr. Greg Edson, District Athletic Director, provided an update on the potential establishment of a girls' softball program at Fort Morgan High School. Discussions began in June, with additional information needed to determine whether launching a program at this time would be sustainable and competitive.

Mr. Greg Edson presented data for our Fort Morgan High School girls' team sports from the past five years, 2020–2025. Overall, teams have a 24.2% win rate, indicating that we do not have a competitive girls' athletics program. Participation numbers are low, and several teams struggle to field sufficient players.

Surveys about softball sent to middle school and high school parents received 58 responses. Among high school students, 16 expressed an interest in softball; however, 9 of these students have no prior softball experience. While there is some interest, the limited experience level may impact competitiveness in our league, the Patriot League, one of the strongest leagues in the region.

Mr. Greg Edson plans to meet with the City of Fort Morgan to discuss local youth programs. He emphasized the importance of strengthening partnerships with the city and youth organizations to build a stronger feeder system before launching a high school team. He also highlighted the need to foster a competitive culture across all girls' athletics programs. Starting a program now, without sufficient experience or interest, could limit competitiveness and may not be sustainable.

Mr. Greg Edson recommended supporting and promoting youth softball programs in the community, focusing on skill development, alignment of fundamentals, and increasing participation of middle school students and in youth leagues. Once a strong youth foundation exists and sufficient interest is established, the feasibility of a high school program can be reevaluated.

Mrs. Mindy Smith reported that the city softball league, which closed in July, did not have enough girls to form a team. The HAVOC League from Wiggins has approximately 36 girls participating, who are up to 14 years old. Mrs. Amy Grantham inquired about team viability, program costs if delayed, and potential penalties for postponing the program. Mr. Greg Edson confirmed that all required paperwork with CHSAA (Colorado High School Activities Association) has been submitted should the District decide to establish a team. Mrs. Nancy Hopper requested that this proposal be presented to the Board for consideration at the next meeting, emphasizing the Board's fiscal responsibility.

Mr. Greg Edson summarized that it is premature to start a high school program at this time. Strategic support of feeder programs and increased youth participation is necessary to ensure a sustainable and competitive program in the future. He added that there is a greater interest in a middle school soccer program. Soccer is popular at Fort Morgan High School, and developing a feeder program at Fort Morgan Middle School would be very advantageous.

#### B. Policies - District Revision - Third Reading

There was no further discussion on retiring Policy BDFB, Vocational Advisory Council.

#### C. Policies - District Revision - First Reading

The policies were presented with no further discussion. The policies were:

- JLCB-R, Immunization of Students
- JLCD, Administering Medicines to Students
- JLCD-5, Administering Medicines to Students

**CONSENT AGENDA**

- A. Personnel Action Report
- B. Approval of Consent Agenda

Mrs. Mindy Smith made a motion to approve the consent agenda as presented. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

**ACTION ITEMS**

A. Consideration to Approve the Unified Improvement Plans for 2025-26 School Year  
Mrs. Mindy Smith made a motion to approve the Unified Improvement Plans for 2025-26 School Year. The plans approved are:

District	Fort Morgan Middle School
Baker Elementary School	Fort Morgan High School
Columbine Elementary School	Lincoln High School
Green Acres Elementary School	Sherman Early Childhood Center
Pioneer Elementary School	

Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

- B. Consideration to Approve the Waiver for Title I Funding

Mrs. Amy Grantham made a motion to approve the waiver for Title I Funding for Sherman Early Childhood Center. Mrs. Mindy Smith seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

- C. Consideration to Approve the District Revisions on the Third Reading

Mrs. Mindy Smith made a motion to approve the district revisions on the third reading. This action retires Policy BDFB, Vocational Advisory Council. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

**ADVANCED PLANNING**

- A. The Board of Education Meetings in November are November 3 and 17, 2025.
- B. The Board of Education Reorganization Meeting begins at 6:30 p.m. on November 17, 2025.

**ADJOURNMENT**

The regular meeting adjourned at 7:34 p.m.

Respectfully submitted,

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Kati Jess, Board Secretary

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Nancy Hopper, Board President

/bbm

# Morgan County School District Re-3

District Support Center

715 West Platte Avenue

Fort Morgan, Colorado 80701



## *From the Human Resources Department*

TO: BOE  
FROM: Jason Frasco  
DATE: October 28, 2025  
RE: November 3, 2025 – BOE Report

1. Personnel Action Report – Action Item
2. Active Job Postings
  - a. Administrative:
  - b. Certified:
  - c. Classified:
  - d. Coaching:
  - e. Alternative: 1 standing posting to collect applications
  - f. Apprenticeship: 1 standing posting to collect applications
  - g. Resume: 1 standing posting to collect applications
  - h. Substitute: 4 standing postings for cook, custodian, classified, and certified
3. Employee attrition
  - a. Monitoring the gradual reduction in staff to address potential budgetary constraints we may face next year.
4. American Fidelity
  - a. Enrollment meetings set for December 1<sup>st</sup> – December 12<sup>th</sup>
    - Including Section 125 (FSA)
  - b. Section 125 (FSA) and HRA account roll-over anticipated for January 1, 2026

Insurance Fund

Revenue

	<u>Budget</u>	<u>Actual</u>	
GF Allocations	1,050,000.00	750,000.00	
Interest		27,611.96	
Insurance claims		6,112.17	
Misc	1,500.00		
	<u>1,051,500.00</u>	<u>783,724.13</u>	
W/C Insurance	164,190.00	178,008.29	
Other Insurance	40,732.00	(478.96)	
Liability	837,395.00	837,395.00	
Repairs		1,500,000.00	
	<u>1,042,317.00</u>	<u>2,514,924.33</u>	1,472,607.33
Additional Allocation	<u>1,500,000.00</u>		
	<u>2,542,317.00</u>		
Fund Balance	2,076,070.07	(1,731,200.20)	344,869.87
Insurance Proceeds 23-24	1,634,553.45		
Expended	<u>(1,500,000.00)</u>		
Amount to retain in fund balance	<u>134,553.45</u>		

Food Services

Revenue

	<u>Budget</u>	<u>Actual</u>	
Revenue	2,580,000.00	2,523,755.36	
	<u>2,580,000.00</u>	<u>2,523,755.36</u>	(56,244.64)

Expenditures

	2,628,949.00	2,838,608.96	
	<u>2,628,949.00</u>	<u>2,838,608.96</u>	250,000.00
		(314,853.60)	

Fund Balance

	618,804.00	(314,853.60)	303,950.40
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Scholarship Fund

Revenue

	<u>Budget</u>	<u>Actual</u>	
Revenue	366,000.00	363,875.00	
	<u>366,000.00</u>	<u>363,875.00</u>	(2,125.00)

Expenditures

Expenditures	366,000.00	367,050.00	
	<u>366,000.00</u>	<u>367,050.00</u>	(1,050.00)
		(3,175.00)	

Fund Balance

160,868.45	(3,175.00)	157,693.45
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# RESOLUTION

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY FOR THE 2024-2025 BUDGET YEAR TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR MORGAN COUNTY SCHOOL DISTRICT RE-3, FORT MORGAN, COLORADO.

**WHEREAS**, Morgan County School District Re-3 has received additional revenues and donations in Food Services, Insurance Fund, and Private Purpose Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Morgan County School District Re-3, Fort Morgan, Colorado, that the 2024-2025 appropriations for the following Funds be increased as follows:

General Funds:	<u>Final Appropriation Nov. 3, 2025</u>	<u>Supplemental Appropriation</u>	<u>Total Supplemental Appropriation</u>
Food Service Fund	\$2,628,949	\$250,000	\$2,878,949
Insurance Fund	\$1,042,317	\$1,500,000	\$2,542,317
Private Purpose Fund	\$366,000	\$1,050	\$367,050

APPROVED AND ADOPTED this 3<sup>rd</sup> day of November, 2025.

BOARD OF EDUCATION  
MORGAN COUNTY SCHOOL DISTRICT RE-3  
FORT MORGAN, COLORADO

BY: \_\_\_\_\_

Mrs. Nancy Hopper  
PRESIDENT, BOARD OF EDUCATION

ATTEST: \_\_\_\_\_

Mrs. Kati Jess  
SECRETARY, BOARD OF EDUCATION

cc: Toni Miller, CPA, Chief Financial Officer  
Minutes, Board of Education

<i>Year</i>	<i>Sport</i>	<i>Win</i>	<i>Loss</i>	<i>Tied</i>
2020-21	Girls Basketball	1	13	
2021-22	Girls Basketball	2	21	
2022-23	Girls Basketball	0	23	
2023-24	Girls Basketball	1	22	
2024-25	Girls Basketball	8	16	
2020-21	Volleyball	9	5	
2021-22	Volleyball	6	17	
2022-23	Volleyball	11	12	
2023-24	Volleyball	7	16	
2024-25	Volleyball	6	17	
2020-21	Girls Soccer	4	6	
2021-22	Girls Soccer	3	12	
2022-23	Girls Soccer	5	10	
2023-24	Girls Soccer	3	11	1
2024-25	Girls Soccer	2	12	1
		68	213	281
		Win Percentage:		0.24199

## Immunization of Students

1. No student may attend school in the District unless the student has presented to the school an up-to-date certificate of immunization, as required by Colorado law, or a completed exemption form. (Note: please refer to current standardized immunization documents and official exemption forms developed and updated by the Colorado Department of Public Health and Environment.)
2. A student ~~will~~ ~~shall~~ be exempted from required immunizations only upon the submission of:
  - a. certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health or is otherwise medically contraindicated due to other medical conditions.
  - b. statement signed by one parent/guardian or the emancipated child that he or she adheres to a religious belief whose teachings are opposed to immunizations.
  - c. statement signed by one parent/guardian or the emancipated child that he or she holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

3. Parents/guardians or emancipated students who assert an exemption from immunizations based on a religious or personal belief ("non-medical exemption") ~~shall~~ ~~must~~ submit the required exemption form to the school on an annual basis. Such submission ~~shall~~ ~~must~~ occur at the beginning of each school year that the non-medical exemption is asserted.
4. Parents/guardians or emancipated students who assert an exemption from immunizations based on a medical reason ~~shall~~ ~~must~~ submit the required medical exemption form to the school one time. The medical exemption form ~~shall~~ ~~will~~ be maintained on file at each new school the student attends.
5. The District will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
6. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
  - b. Within **thirty (30)** ~~fourteen (14)~~ days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
  - c. That if the required documentation is not submitted within **thirty (30)** ~~fourteen (14)~~ days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
7. A student who fails to comply will be suspended by the principal for up to five **(5)** days and notice of the suspension sent to the Health Department, in accordance with applicable law.
  8. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
  9. Any suspension or expulsion under this policy will terminate automatically upon compliance.
  10. Record of any such suspension or expulsion will be contained in the student's health file with an appropriate explanation – not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

### **Students in Out-of-Home Placements**

The following procedure **will** ~~shall~~ apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the District or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the District or school **will** ~~shall~~ enroll the student regardless of whether the District or school has received the student's immunization records. Upon enrolling the student, the school **will** ~~shall~~ notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within **thirty (30)** ~~fourteen (14)~~ days after the student enrolls, the school **will** ~~shall~~ suspend the student until such time as the school receives the certificate of immunization or authorization.

Adopted August 18, 1997

Revised October 20, 1997; April 1998; June 21, 2010; June 2014; June 2018

*NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains specific directions as to the content or language. This sample policy contains the policy 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 policy language that meets local circumstances and needs.*

### **Administering Medicines to Students**

School personnel ~~may~~ shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical marijuana.

**Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy will be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.**

*NOTE: The following paragraph contains language stating that the Board has adopted a policy regarding the administration of medical marijuana to qualified students. State law requires school districts to allow "primary caregivers" to administer medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event. C.R.S. 22-1-119.3 (3)(d)(I). State law permits Boards to adopt a policy regarding "who may act as a primary caregiver" and establishing "reasonable parameters" upon the administration and use of medical marijuana. C.R.S. 22-1-119.3 (3)(d)(III). State law also permits schools to adopt policies authorizing designated school personnel to administer medical marijuana to qualified students. C.R.S. 22-1-119.3 (3)(d.5)(IV). Federal law regards any form of marijuana as a controlled substance. Given that federal law regards marijuana as illegal, CASB highly recommends that the Board adopt a policy establishing parameters upon caregiver administration of medical marijuana to qualified students and prohibiting staff administration of medical marijuana, unless the staff member is the student's parent/guardian. That way, the Board's policies will be consistent and clear regarding when and how the administration of medical marijuana to qualified students is permitted.*

The administration of medical marijuana shall be in accordance with the Board's policy on administration of medical marijuana to qualified students.

The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.

*NOTE: CASB sample policy JLCDB\*, Administration of Medical Marijuana to Qualified Students, defines "medical marijuana" as cannabis products with a THC concentration greater than 0.3 percent, in accordance with state and federal law. As a result, administration of cannabis products with a THC concentration of 0.3 percent or less to students is covered by this policy, not CASB sample policy JLCDB\*. As provided below, a local Board of Education may elect to limit the*

*administration of a nonprescription cannabis product with a THC concentration of 0.3 percent or less to only those products that have been approved by the federal Food and Drug Administration.*

Medication may be administered to students only when the following requirements are met:

1. Medication **must** ~~shall~~ be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner **must** ~~shall~~ be printed on the container.
2. The school **must** ~~shall~~ have received written permission from the student's parent/guardian to administer the medication to the student and either:
  - a. written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or
  - b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
3. The parent/guardian **must** ~~shall~~ be responsible for providing all medication to be administered to the student, unless it is an over-the-counter medication such as Advil or Tylenol.

Our current policy does not include the optional language.

*[Optional language if Board elects to limit the administration of nonprescription medications to those approved by the federal Food and Drug Administration (FDA):*

**4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).]**

*NOTE: State law permits local Boards of Education to adopt a policy authorizing a student to possess and self-administer any medication prescribed by a licensed health care practitioner on school grounds, upon a school bus, or at any school-sponsored event. C.R.S. 22-1-119.3; 1 CCR 301-68, Rule 6.00. However, such policy must prohibit students from possessing or self-administering medical marijuana on school grounds or at any school-sponsored event. C.R.S. 22-1-119.3 (3)(c). A Board that chooses to adopt such a policy is then exempt from the requirements of the Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act (the "Act"). C.R.S. 22-1-119.3 (5).*

*This sample policy does not permit students to self-carry any prescription medication and instead reflects the Act's requirements for self-administration of medication for asthma, allergy or anaphylaxis only. Districts should consult with their own legal counsel if they wish to permit students to self-carry and self-administer any prescription medication.*

## **Self-Administration of Medication for Asthma, Allergies, or Anaphylaxis**

A student who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, or other condition for which the medication is prescribed. A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication, for the purposes described above, to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

## **Use of Stock Epinephrine Auto-Injectors in Emergency Situations**

The ~~D~~district will shall have a stock supply of ~~emergency use~~ epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine ~~emergency use epinephrine~~ auto-injector to a student by a ~~D~~district employee ~~must~~ shall be in accordance with applicable state law, including applicable State Board of Education rules.

The ~~D~~district's stock supply of ~~emergency use~~ epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

*Optional language if Board elects to stock "opioid antagonists" (i.e. naloxone) and allow district staff to administer opioid antagonists to students, staff or others in emergency situations:*

## **Use of Stock Opioid Antagonists**

The District will have a stock supply of opioid antagonists to assist a student, District employee, or any other person who is at risk of experiencing, or is experiencing, an opioid-related drug overdose event. For purposes of this policy, an opioid antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

Administration of an opioid antagonist by a District employee to a student or any other person must be in accordance with applicable state law. In addition, it is encouraged that the District provide training to those administering an opioid antagonist.

Adopted June 23, 1980

Revised June 2, 2014; November 5, 2018; March 2, 2020; TBD

LEGAL REFS.: C.R.S. 12-38-132 (*delegation of nursing tasks*)  
C.R.S. 12-38-132.3 (*school nurses - over-the-counter medication*)  
C.R.S. 22-1-119 (*no liability for adverse drug reactions/side effects*)  
**C.R.S. 22-1-119.1 (*Board may adopt policy to acquire a stock supply of opioid antagonists*)**  
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)  
C.R.S. 22-1-119.5 (*Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act*)  
C.R.S. 22-2-135 (*Colorado School Children's Food Allergy and Anaphylaxis Management Act*)  
C.R.S. 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)  
1 CCR 301-68 (*State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications*)  
6 CCR 1010-6, Rule 6.13 (*requirements for health services in schools*)

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students  
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)  
JLCDA\*, Students with Food Allergies  
JLCDB\*, Administration of Medical Marijuana to Qualified  
**JLCE, First Aid and Emergency Medical Care**

**NOTE:** *The Colorado Department of Education (CDE), in collaboration with various school districts and other organizations, has created numerous guidelines regarding medication administration in the school setting. These guidelines are available on CDE's website.*

*NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, this regulation reflects legal requirements school districts must follow. This sample regulation 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 procedures that meet local circumstances and needs.*

## **Administering Medication to Students**

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy **must** ~~shall~~ be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law **must** ~~shall~~ be on file in the school stating:
  - a. Student's name;
  - b. Name of medication;
  - c. Dosage;
  - d. Purpose of the medication;
  - e. Time of day medication is to be given;
  - f. Anticipated number of days it needs to be given at school;
  - g. Possible side effects.
3. The medication **must** ~~shall~~ be brought to school by an adult and in a container appropriately labeled by the pharmacy or health care practitioner.
4. An individual record **must** ~~shall~~ be kept of medications administered by school personnel.
5. Medication **must** ~~shall~~ be stored in a clean, locked cabinet or container. Emergency medications ~~(such as epinephrine)~~ **must be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet** ~~shall be kept in a secure location accessible to designated school staff.~~

Unless these requirements are met, medication will not be administered to students at school.

## **Self-Administration of Medication for Asthma, Allergies, or Anaphylaxis**

A school **may** ~~shall~~ permit a student to possess and self-administer medication, such as an inhaler or epinephrine, **or other prescription medication**, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which **must** ~~shall~~ include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
2. The school nurse or school administrator, in consultation with the school nurse, the student's health care practitioner, and the student's parent/guardian collaborate to make an assessment of the student's knowledge of his or her condition and ability to self-administer medication.
3. A written statement signed by the student's parent/guardian must be on file with the school, which **must** ~~shall~~ include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.
4. A written contract between the school nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis **is** ~~shall~~ be effective only for the school year in which it is approved.

A student **must** ~~shall~~ report to the school nurse or designee or to some adult at the school immediately after the student uses an **emergency use** epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Revised June 15, 2009; May 7, 2012; June 2, 2014; TBD

## School Board Legal Status

The Constitution of Colorado assigns to locally elected Boards of Education control of instruction in the public schools of their respective Districts. As charged by the constitution, the General Assembly has provided for the organization of school districts, including the composition of district boards and the election of school directors.

Legally, then, local school boards are political subdivisions of the state and derive their power from the state constitution and acts of the General Assembly. They also have responsibilities to the local citizenry they serve and by whom they are elected.

There are seven directors on the Board of Education of Fort Morgan County School District Number Re-3, each of whom is elected for a four-year term.

### Statutory

LEGAL REFS.: Constitution of Colorado, Article IX, Sections 2,15  
C.R.S. 22-31-105

*Note: This section provides a district electorate with certain leeway in the number of directors and in the length of the term of office.*

CROSS REFS.: AA, School District Legal Status  
BBA, Board Powers and Responsibilities  
BBBG, Board Elections

## **Board Member Authority and Responsibilities**

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 power only when the Board has lawfully delegated authority to him/**her**.

Current practice codified 1995  
Adopted date of manual adoption  
Revised TBD

## Board Elections

Registered voters of the District elect directors to the Board of Education at regular school elections held on the first Tuesday of November in each odd-numbered year. At every other biennial election, three directors are elected; at the other biennial election, four directors are elected.

The county clerk and recorder is responsible for conducting the regular biennial school election when a coordinated election is being conducted in the county. The election ~~will shall~~ be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder. The agreement ~~will shall~~ allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and ~~will shall~~ be signed no less than 70 60 days prior to the election. The Board ~~will shall~~ designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

Candidates are nominated in the manner prescribed by law. Nomination petitions ~~will shall~~ be filed prior to 67 66 days before the election. In accordance with state law, candidates for school district directors ~~will shall~~ file the Candidate Affidavit and Disclosure of Public Officials and Candidates – Gifts and Honoraria Reports form with the Colorado Secretary of State ~~a candidate affidavit with the county clerk's office~~ and submit reports on contributions and expenditures during the campaign ~~as prescribed by law~~.

Any person registered as a district elector may vote. Voter qualifications are the same as those for voting in general elections.

~~Any decision about conducting the election by mail ballot in accordance with state law and rules promulgated by the secretary of state shall be made in conjunction with the county clerk. An implementation plan for conducting the election by mail ballot shall be submitted to the secretary of state no later than seventy five (75) days prior to the election.~~

If 63 ~~twenty five (25)~~ days before the election, there is only one candidate for each position to be filled, the Board by resolution may instruct the designated election official to cancel the election and declare the candidates elected, pursuant to state law.

Statutory  
Revised TBD

LEGAL REFS.: C.R.S. 1-1-101 through 1-13-108 *et seq.* (Uniform Election Code of 1992)  
C.R.S. 1-45-101 *et seq.* (Campaign Reform Act of 1974)  
C.R.S. 22-31-101 *et seq.*

## **Code of Ethics for School Board Members**

As a member of the Morgan County School District Re-3 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 public schools and Morgan County School District Re-3.

Adopted TBD

## Board Member Code of Ethics

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 he 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 he has substantive authority."
2. A board member "should not, within six months following the termination of his office..., obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of [office]. These matters include rules, other than rules of general application, which he actively helped to formulate and applications, claims or contested cases in the consideration of which he 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 he has a substantial financial interest in a competing firm or undertaking."
4. A board member is discouraged "from assisting or enabling members of [the board member's] immediate family in obtaining employment, a gift of substantial value, or an economic benefit tantamount to a gift of substantial value from a person whom [the board member] is in a position to reward with official action or has rewarded with official action in the past." (From CASB's policy from 2013)

Adopted TBD  
Replacing BCA-E

## School Board Member Financial Disclosure

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 with the secretary of state on forms prescribed by the secretary of state. Such report must be filed on or before January 15, April 15, July 15, and October 15 of each year, and ~~will shall~~ cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt. Board members who do not receive any items that must be reported are not required to file a report.

Items which must be reported include the following:

1. Any money received, including a loan, pledge, advance, guarantee of a loan or any forbearance or forgiveness of indebtedness from any person with a value greater than \$7565.
2. Any gift of any item of real or personal property other than money with a value greater than \$7565.
3. Any loan of real or personal property if the value of the loan is greater than \$7565. "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 greater than \$7565 for any single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting if the Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the school district 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).
7. Any gift of a meal to a fund-raising event of a political party.

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.

Approved October 1995  
Revised March 2, 2020; TBD

LEGAL REF.: C.R.S. 24-6-201 *et seq.* (*Public Official Disclosure Law*)

## **School Board Meetings/Regular Meetings/Special Meetings**

All meetings of three or more members of the Board, at which any public business may be discussed or any formal action taken ~~will 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 as required by law.

No business may be conducted unless a quorum is present. A quorum ~~will shall~~ consist of a simple majority (more than half) of the members serving on the Board.

A recording ~~will shall~~ be made of regular and special meetings as required by law and at a minimum, ~~will shall~~ be an audio recording. Recordings ~~will shall~~ be maintained for 90 days.

### **Regular Meetings**

Regular Board meetings ~~will shall~~ be held at a site to be determined by the Board of Education. Meetings of the Board ~~will shall~~ be held on the first and third Monday of each month at 7:00 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 ~~may shall~~ be called by the **Board** president upon the written request of a majority of the members.

The ~~recording~~ secretary of the Board ~~will 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 notified personally. The notice must contain time, place, and purpose of the meeting and names of the members requesting the meeting.

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

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

### **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 is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, from time to time, the Board may schedule work sessions or retreats, which ~~will shall~~ be open to the public. No action ~~will shall~~ be taken during such sessions. Public notice of the session, including the topics for discussion and study, ~~will shall~~ be provided.

The Board is required to electronically record executive sessions, which ~~will shall~~ include the specific statutory citation to the executive session law that allows the Board to meet in executive session. However, if the executive session is held to discuss an individual student matter, the Board is not

required to make an electronic or written record of the executive session. If the executive session is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session law that allows the Board to meet in executive session to receive legal advice, but the Board is not required to make an electronic or written record of the discussion that occurs in executive session on the basis that it constitutes privileged attorney-client communication.

Adopted June 23, 1980

Revised May 27, 1985; October 12, 1987; October 1995; June 1996; July 13, 2009; August 19, 2013

LEGAL REFS.: C.R.S. 22-32-108 (1) through (5)  
C.R.S. 24-6-401 *et seq.*, (Colorado Sunshine Act of 1972)

CROSS REF.: BEDA, Notification of Board Meetings  
BEC, Executive Sessions

## Agenda Board of Education

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

The Board **will 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 a majority vote of Board members present. Items may be added to the agenda of a special meeting during the meeting only when all Board members are present and cast a unanimous vote.

### Consent Grouping

A consent grouping on the agenda **will shall** be used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member, without a motion or vote, may request the withdrawal of any item under the consent grouping for independent consideration.

### Agenda Format

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

- I. Opening Activities
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Approval of Previous Minutes
  - D. Agenda Changes, Review of Table File, Approval of Agenda
- II. Special Presentations
- III. Opportunity for Audience (Three minutes per person; one representative per group)
- IV. Reports
  - A. Board
  - B. Superintendent
  - C. Others
- V. Executive Session (if necessary)
- VI. Discussion Items
- VII. Consent Agenda
  - A. Personnel Actions
  - B. Claims and Accounts

VIII. Action Items

IX. Information Items

X. Advanced Planning

XI. Adjournment

NOTE: A ten-minute break may be planned approximately halfway through the meeting.

Adopted June 23, 1980

Revised November 8, 1982; February 14, 1983; January 1995; August 2000

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

## Voting Method

All voting ~~will shall~~ be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the **Board** president and **Board** vice president ~~will may~~ be by secret ballot. If a vote is taken by secret ballot, the outcome of the vote ~~will shall~~ be recorded contemporaneously in the minutes.

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

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 or a two-thirds majority.

Current practice codified 1995

Adopted date of manual adoption

Revised June 6, 2005; May 15, 2017; TBD

LEGAL REFS.: C.R.S. 22-32-104 (3)(president and vice president must be elected by majority of the entire membership)  
C.R.S. 22-32-108 (6)(voting by roll call, excused for good cause)  
C.R.S. 22-32-108(7)(a) (a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")  
C.R.S. 24-6-402(2)(d)(IV)(outcome of a secret ballot vote must be recorded contemporaneously in the minutes)  
C.R.S. 24-6-402(4)(a two-thirds majority of the quorum present is required to go into executive session)  
C.R.S. 24-18-109 (3)(conflict of interest and voting)  
C.R.S. 24-18-110(voluntary disclosure of conflict of interest)

CROSS REFS.: BCB, Board Member Conflict of Interest -  
BEAA, Electronic Participation in School Board Meetings  
BE, School Board Meetings

## Minutes

Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur ~~will shall~~ be taken and promptly recorded. Such records ~~will 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 ~~will 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 member making the motion and seconding it; the record of the vote, with the vote of each member recorded. If a vote is taken by secret ballot, the outcome of the vote ~~will shall~~ be recorded contemporaneously in the minutes. 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 (if the Board convened in executive session), including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, the specific citation to the statute that authorizes the Board to meet in executive session, and the amount of time the topic was discussed.
6. The record of adjournment.

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

The official minutes ~~will shall~~ be in the custody of the Board **recording** secretary and ~~will shall~~ be made available to the public in accordance with the requirements of applicable state law.

Current practice codified 1995  
Adopted October, 1995  
Revised April 4, 2016

LEGAL REFS.: C.R.S. 22-32-106 (duties of the secretary)  
C.R.S. 22-32-108 (5)(d) (board meetings – executive session minutes)  
C.R.S. 22-32-109 (1)(e) (specific duties of the board)  
C.R.S. 24-6-402 (2)(d)(II) (open meetings law – minutes)  
C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)

## School Board Policy Process

The Board considers policy development one of its chief responsibilities. 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 ~~will 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 (CASB).

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 monitoring, and the continuous maintenance of the ~~online~~ Board policy manual.

The policies of the Board ~~will shall~~ be interpreted in accordance with state and federal laws and regulations.

### 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 Board member, the superintendent, staff members, parents, students, consultants, civic groups, or other residents of the District. A careful and orderly process ~~will shall~~ be used in examining such proposals prior to action upon them by the Board.

The Board ~~will shall~~ adhere to the following procedure in formally considering and adopting policy proposals to ensure thoughtful examination of the issues prior to final adoption.

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

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

Amendments may be proposed by Board members. An amendment ~~will shall~~ not require ~~that the policy go through~~ an additional reading except when the Board determines that further study is needed or that an additional reading would be helpful.

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

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

### **Policy Revision and Review**

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

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

Additionally, from time to time the Board may undertake a process to review and revise all of the ~~District's~~ policies in its manual. At the Board's discretion, it may utilize an outside facilitator to conduct this review and revision process. Such process ~~will shall~~ be in accordance with a schedule developed by the Board and the outside facilitator, if applicable. The process ~~will shall~~ include opportunities for staff, parent, and community involvement. In addition, any changes to policy that affect the benefits, rights, responsibilities, or expectations of students or staff ~~will shall~~ be provided in writing to the affected group with sufficient time to make any necessary arrangements prior to the effective date of the change. Once the review and revision process is complete, the Board may choose to adopt the revised policies manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any readings, ~~will shall~~ not apply.

### **Board Review of Regulations**

The Board reserves the right to review regulations issued by the administration at its discretion, but it ~~will 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 ~~will shall~~ be provided with copies of all District-wide regulations issued by the administration.

Regulations ~~will shall~~ be officially approved by the Board when required by state or federal law or when strong community, staff, or student attitudes make it advisable. Before issuance, regulations ~~will shall~~ be properly titled and coded.

### **Policy Communication**

The superintendent ~~will shall~~ 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.

The Board's policies manual ~~is are~~ a public record and ~~will shall~~ be open for inspection at the administrative offices of the District and/or on the District's website.

### **Monitoring Policy Implementation**

The Board ~~shall~~ **will** 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 its 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, ~~shall~~ **will** not apply to any Board policy established by law or by contract.

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

Adopted June 23, 1980

Revised October 1995; March 7, 2016; TBD

LEGAL REFS.: C.R.S. 22-32-109 (1)(a-c),(y)(I) (specific duties of board)

## **New Board Member Orientation/Handbook**

The Board and its staff ~~will shall~~ assist each new member to understand the Board's functions, policies, and procedures. The following methods shall be employed:

- The new member ~~will shall~~ be given selected material on the role of a school board member and responsibilities of the Board.
- ~~The new member will receive and be trained on materials pertinent to meetings. The secretary shall supply material pertinent to meetings and explain its use.~~
- The incoming member ~~will shall~~ be invited to meet with the superintendent and other administrative personnel to discuss services they perform for the Board, to visit schools, and to observe ~~central~~ administration functions.
- ~~Instructions to access all Board policies, Colorado School Laws, and Roberts Rules of Order will be provided to the new member. A copy of the Board's policy manual, a copy of the Colorado School Laws and Roberts Rules of Order shall be assigned to the new member by the secretary.~~
- The newly-elected member ~~will shall~~ be encouraged to attend new board member conferences.

Adopted June 23, 1980  
Revised October 1995; TBD

## School Board Conferences, Conventions, and Workshops

In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- A calendar of school board conferences, conventions, and workshops ~~will shall~~ be maintained by the Board ~~recording~~ secretary. The Board ~~will shall~~ decide periodically which meetings appear to be most promising in terms of producing direct and indirect benefits to the ~~school~~ District. At least annually, the Board ~~will shall~~ identify those new ideas, procedures, or possible benefits that might result from participation at such meetings.
- Funds for participation at such meetings ~~will shall~~ be budgeted ~~for~~ on an annual basis. When funds are limited, the Board ~~will shall~~ designate which of its members would be the most appropriate to participate at a given meeting.
- Reimbursement to Board members for their travel expenses ~~will shall~~ be in accord with the expense reimbursement policy for staff members.
- When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meetings.
- All Board members are encouraged to participate in regional and state meetings and conferences.

Adopted June 23, 1980  
Revised October 1995; TBD

CROSS REF.: DKC, Expense Authorization/Reimbursement

## Expense Authorization/Reimbursement

### In-District Travel Allowance

The following individuals will receive an annual allowance for in-district travel paid **two (2)** times per year, **in** December and June, as indicated:

Assistant Superintendent/Curriculum/Assessment .....	\$300
<del>Assistant Superintendent/</del> Director of Human Resources.....	\$300
Athletic/Activity Director .....	\$300
Chief Financial Officer .....	\$300
Director of <b>Culturally and Linguistically Diverse Education...</b>	<b>\$750</b>
<del>English Language Development .....</del>	<del>\$300</del>
Director of Food Services.....	\$500
Director of Special Services.....	\$300
School Nurse .....	\$100
<b>Title 1CA Specialist.....</b>	<b>\$750</b>

### Mileage Rate

Personnel who use their personal vehicles in conducting authorized school business will be reimbursed at **the** IRS recommended ~~cents~~ per mile rate for miles traveled for trips out-of-district, between school facilities (schools, ~~central~~ administration office, bus garage, athletic fields, etc.) or between school facilities and businesses in the community. ~~Claims must be filed with the District Support Center on or before December 5 or June 5 for reimbursement in December or June.~~

### Annual Phone Allowance

The annual phone allowance of \$300 is available to the DSC Administrators, Administrative Assistant to the Superintendent, Building Principals and Assistant Principals, ~~Technology~~ Staff, Director of Children’s Center, Director of Transportation, Director of Food Services, **Title 1CA Specialist** ~~Migrant Family Outreach Coordinator~~, and District Translator/Interpreter. Any staff provided a district phone is not eligible for this allowance. This allowance will be paid two (2) times per year, in December and June. Staff members receiving the phone stipend are responsible for maintaining their cell phone plan and providing their personal cell phone number for internal **D**istrict use. Personal cell phone numbers will not be publically published. The District will not be responsible for any repairs or maintenance on personal cell phones.

## Per Diem Rates

### One-day trips

Breakfast.....	\$13.00
Lunch.....	\$15.00
Dinner.....	\$26.00

Approved June 23, 1980

Revised to conform with practice: date of manual adoption

Revised October 18, 1994; March 1998; July 1998; October 1999; May 2002;

December 2006; October 5, 2009; March 1, 2010; April 5, 2010; May 7, 2012;

December 3, 2012; February 6, 2017; June 4, 2018; June 15, 2020;

January 17, 2021; July 18, 2022; TBD

## Instructional Staff Salary Schedules

### Prior Experience

Previous full-time teaching experience is a factor ~~when determining in setting~~ beginning salary placement. ~~One increment will be allowed for each of the first ten years of teaching experience.~~ Education lane placement is assessed based on the highest degree earned from a regionally accredited institution. Additionally, ~~p~~Prior teaching experience must have been obtained after a bachelor's degree and certification/licensure within a public school district. ~~In order to be considered for additional horizontal lane placement, credits must be earned after the conferred date of the highest degree and must be graduate level from a regionally accredited institution.~~

All years of full-time in-district experience with a state teaching license will be honored when determining salary placement. Full-time out-of-district experience with a state teaching license will be recognized as follows:

- a. 0 - 3 Years = Level A Placement
- b. 4 - 6 Years = Level B Placement
- c. 7 - 9 Years = Level C Placement
- d. 10 - 15 Years = Level D Placement
- e. 16+ Years = Maximum Placement will be the midpoint of the respective lane range for lanes beyond B+15.

### Professional Growth

A teacher will be granted placement on the BA+15 and BA+30 scale upon the accumulation of 15 or 30 semester hours ~~in a graduate-level education-based program of college work in his assigned teaching field or educational relevance as approved by the superintendent or designee.~~

A teacher will be granted placement on the MA+15 and MA+30 scale on the basis of official transcripts for the appropriate number of semester hours. All course work must be graduate level courses and have prior approval from the superintendent or designee.

In order to advance to the BA+15, BA+30, MA+15, or MA+30 steps on the salary scale, a grade average of "B" will be required for all college hours earned.

~~Transcripts and an application for approval of credit for salary advancement are due into the human resources department by September 1 for educational increments salary adjustments.~~

~~A teacher desiring approval of hours must complete and submit the application for approval of credit hours for salary scale placement to the superintendent or designee. The deadline date to have applications reviewed by the superintendent or designee is two weeks before the class is scheduled to begin.~~

~~Teachers desiring approval during the summer may submit an application directly to the superintendent or designee.~~

### First Aid and CPR Certification

The Board recognizes the need and encourages its teachers, coaches, and other personnel to enroll in and complete a standard first aid ~~and/or~~ CPR course ~~on a voluntary basis~~.

Approved June 23, 1980

Revised November 1993; April 1996; March 1, 2010; TBD

## Nondiscrimination on the Basis of Ethnicity and Race

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, if possible, proper channeling of complaints should be handled in the following order: 1) teacher; 2) principal; 3) superintendent; 4) Board of Education.

The Fort Morgan School District is committed to a policy which does not allow any agent, employee, or student of the district, acting within the scope of his/her official duties or enrollment, to treat other students or adults differently on the basis of race, color, or national origin without a legitimate non-discriminatory reason. No conduct will be tolerated which interferes with or limits the ability of an individual to participate in or benefit from the academic, athletic, extra-curricular, and other activities provided by the school district.

Title VI obligates the School District to perform certain duties once a claim is made that discrimination on the basis of race, color or national origin has occurred. When notified of an alleged occurrence of racial discrimination, the School District will investigate and deal with such claim as provided herein. If the claim is substantiated, the School District will take corrective action to discipline the party or parties involved and, if necessary, initiate procedures designed to prevent a reoccurrence.

1. Members of the school community who believe they have been victim of racial discrimination shall report the alleged violations in writing to the person designated by the Superintendent (District Compliance Officer) as the building/site Grievance Officer. In the written statement, the complaining party shall describe the incident or activity involved, identify the individuals involved and the dates, times and locations involved. Reporting shall be within 60 days of the occurrence of the alleged racial discrimination.

Each building/site shall also have an alternate Grievance Officer appointed by the District Compliance Officer in the event the Designated Grievance Officer is involved in the complaint or unavailable to serve.

**To identify the grievance officers and alternates at all buildings/sites, please call the school administration office at 867-5633. Names of the grievance officers and alternate grievance officers will also be posted at visible locations in all buildings/ sites.**

All matters involving complaints shall remain confidential.

2. The Grievance Officer will attempt to resolve the problem, if warranted, in an informal manner, through the following process:
  - a. The Grievance Officer will confer with the complaining party to obtain a clear understanding of the facts underlying the complaint. (The complaining party and Grievance Officer each may be accompanied by a person of their choice.)

- b. The Grievance Officer will then meet with the accused party to obtain a response to the complaint. (The accused party and Grievance Officer may be accompanied by a person of their choice.)
  - c. The Grievance Officer may hold as many meetings with the parties as necessary to gather facts and obtain statements from witnesses, if available.
3. After reviewing and analyzing the facts and the credibility of everyone involved, including witnesses, the Grievance Officer shall forward a written report to the District Compliance Officer and the District Advisory Review Committee setting forth:
- a. The results of his or her efforts to resolve the matter informally.
  - b. The findings of fact made by the Grievance Officer based upon the evidence gathered, but no findings of fact shall be required if the matter has been resolved informally.
  - c. Grievance Officer's recommendations.

Either party may request that the matter be transferred to the District Advisory Review Committee for further review.

4. The District Advisory Review Committee shall include minority representation, and consist of five individuals appointed by the Board of Education (one member from each of the following groups).
- \* Certified school person;
  - \* Classified staff person;
  - \* Elementary parent;} (Shall not be employees of the School District but must have students in the Fort Morgan School District at the time of appointment)
  - \* Secondary parent;} (Shall not be employees of the School District but must have students in the Fort Morgan School District at the time of appointment)
  - \* Community member. (Shall not be an employee of the School District and shall not have a child who is a current student in the School District at the time of appointment. Must be a resident of the Fort Morgan School District.)

When appointing the members of the Advisory Committee, the School District will openly advertise the existence of vacancies through local newspapers, radio stations, and District newsletters. All advertisements shall be in English and Spanish. Those persons interested in serving on the Advisory Committee shall make application in English writing indicating why they want to serve.

Members of the Advisory Committee shall serve at the pleasure of the Board of Education. The terms of the members shall be staggered with no more than two members ending their terms of service in the same year. In the initial year of implementation, two members

will be appointed for terms of one (1) year, two members will be appointed for terms of two (2) years, and one member will be appointed for a term of three (3) years. Thereafter, each member shall be appointed for a term of three years.

Members of the Advisory Committee, Grievance Officers and School Counselors shall receive training provided by the School District through agencies such as the Colorado Department of Education and the Northern States Desegregation Assistance Center.

Upon receipt of a complaint from a Grievance Officer, the District Advisory Review Committee shall:

- a. Review the record made by the Grievance Officer, including the findings of fact and recommendation. The Advisory Committee may gather additional evidence if they deem it necessary to their determination of the case.
- b. Make a recommendation to the District Compliance Officer.

The District Advisory Review Committee and the District Compliance Officer shall jointly report to the Board of Education on the action taken upon the complaint. The District Advisory Review Committee or the District Compliance Officer, or both, may make a recommendation to the Board of Education that other actions be taken, including counseling, probation, suspension, temporary leave, expulsion or termination.

- 5. In considering the recommendations of the Grievance Officer, the District Advisory Review Committee or the District Compliance Officer, and after reviewing the record and findings of fact, the Board of Education may gather additional evidence if they deem it necessary to their determination of the case. The Board of Education may then:
  - a. Dismiss the complaint;
  - b. Impose an appropriate sanction that does not violate any federal or state law, or any negotiated agreement of the District.
- 6. Students, parents, and District employees will be made aware of the procedures for initiating a complaint regarding racial discrimination. At the beginning of each school year, this policy will be disseminated in English and Spanish at school registrations, and shall be included in school handbooks. It shall also be posted at visible locations in all buildings/sites.
- 7. **THERE WILL BE NO DISCRIMINATION OR RETALIATION AGAINST ANY MEMBER OF THE SCHOOL COMMUNITY FOR HIS/HER PARTICIPATION IN THE PRESENTATION OR RESOLUTION OF A COMPLAINT.**
- 8. Counseling will be offered through District counselors to anyone who has experienced discrimination.

**HOW TO RAISE A GRIEVANCE OF RACE DISCRIMINATION**

If you feel you have been treated differently on the basis of your race, color, or national origin (without a legitimate non-discriminatory reason) in academic, athletic, extra-curricular, or other activities, you may do the following:

1. Report the incident in writing to the person designated by the superintendent as the building/site Grievance Officer.
2. If the Grievance Officer is involved in the complaint or unavailable to serve, you may report the incident in writing to an alternative Grievance Officer.
3. To identify the Grievance Officers and alternates at all building/sites, please call the school administration office at 867-5633. The names of the Grievance Officers and alternative Grievance Officers will also be posted at visible locations in all buildings/sites.
4. Please note that all incidents must be reported within 60 days of the occurrence of the alleged racial discrimination.
5. An individual who believes he has been discriminated against because of his race, color or national origin also has the right to file a claim of unlawful discrimination with appropriate state and federal agencies.

PROPOSED 8/14/95

Revised 8/15 & 29; 9/11 & 26

### **Nondiscrimination on the Basis of Disability**

The Board is committed to a policy of nondiscrimination on the basis of disability under all applicable laws, including but not limited to Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act ("ADA"). Section 504 and the ADA provide that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity. The district does not unlawfully discriminate on the basis of disability in access or admission to, or treatment or employment in, its programs or activities.

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

The district's Section 504 and ADA compliance officer, shall be responsible for continuing surveillance of district programs and activities with regard to compliance with Section 504 and the ADA and all pertinent regulations, including the development of all necessary procedures and regulations.

The compliance officer shall, annually notify students, employees, and members of the public, regarding the district policy and grievance procedures and of his/her name or title, office, address and telephone number. Notification shall be by posting and/or other means sufficient to reasonably provide such notice.

The superintendent shall notify applicants for admission, students, parents/guardians, sources of referral of applicants for admission, employees and applicants for employment, and members of the public that it does not discriminate on the basis of disability in the programs or activities which it operates and that it is required by Section 504 and the ADA not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Adopted August 1994

Revised to conform with practice: date of manual adoption

Revised March 2000

Revised July 13, 2009

LEGAL REFS.: 29 U.S.C. §701 *et seq.* (Section 504 of the Rehabilitation Act)  
42 U.S.C. §1201 *et seq.* (Americans with Disabilities Act)  
34 C.F.R. 104 *et seq.*

CROSS REF.: IHBA, Special Education/Programs for Handicapped/Disabled/Exceptional Students

**Nondiscrimination on the Basis of Disability  
(Complaint Form)**

Date: \_\_\_\_\_

Name of complainant: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Summary of alleged discrimination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of individual(s) committing alleged discrimination:

\_\_\_\_\_  
\_\_\_\_\_

Date(s) alleged discrimination occurred: \_\_\_\_\_

Name(s) of witness(es) to alleged discrimination: \_\_\_\_\_

\_\_\_\_\_

If others are affected by the possible discrimination, please give their names:

Your suggestions regarding resolving the complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please describe any corrective action you wish to see taken with regard to the alleged discrimination. You may also provide other information relevant to this complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Signature of complainant

---

Date

---

Signature of person receiving complaint

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Date

Approved November 1, 2010

### **Nondiscrimination on the Basis of Disability (Complaint Process)**

All students, employees and members of the public shall have a ready means of resolving any claims of discrimination on the basis of disability in the district's programs or activities. Persons may file a complaint of discrimination on the basis of disability in accordance with this procedure or may file a complaint in accordance with the district's nondiscrimination/equal opportunity complaint process.

A complaint may also be filed with the United States Department of Education, Office for Civil Rights ("OCR") at any time before or during the district's complaint procedures. Contact information for the regional OCR office is: The Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582.

If a student, employee or member of the public believes that there has been a violation of Section 504 or the ADA, he or she shall mail or deliver to the Section 504 and ADA Compliance Officer ("compliance officer") a written statement setting out the alleged violations in specific terms, describing the incident or activity, the individuals involved, and the dates, times and locations. See ACE-E.

The compliance officer shall conduct an investigation as necessary to determine the facts involved and shall provide the individual filing the written statement with an opportunity to discuss the matter personally, if requested. The compliance officer shall report to the superintendent his or her findings and recommendations regarding resolution of the matter. Within 10 school days of receiving the findings and recommendation from the compliance officer, the superintendent or designee shall determine any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.

If the student, employee or member of the public is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board. Any action taken by the Board shall be final.

Approved July 13, 2009

**Board Member Code of Ethics**

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 he 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 he has substantive authority."
2. A board member "should not, within six months following the termination of his office..., obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of [office]. These matters include rules, other than rules of general application, which he actively helped to formulate and applications, claims or contested cases in the consideration of which he 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 he has a substantial financial interest in a competing firm or undertaking."

**Appointed Board Officials**

It is the practice of the Board of Fort Morgan School District Number Re-3 to appoint a staff member to serve as secretary of the Board of Education.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 22-32-104  
C.R.S. 22-32-106  
C.R.S. 22-32-107

Fort Morgan Public Schools, Fort Morgan, Colorado

**Personnel Records and Files**

A personnel folder for each teacher will be kept in the administrative office. All teachers will be responsible for seeing that the following information is given to the personnel secretary for inclusion in the folders:

Completed application form

Copies of teaching certificate/license, fingerprint and background clearance forms from Colorado Department of Education

Transcript of all college work completed

Confidential credentials

Signed oath

Verification of citizenship

Employee Acknowledgment form (Drug-Free Workplace Policy Statement)

Approved June 23, 1980

Revised November, 1990; March 1996

POLICY / NOTES for November 3, 2025	REPLACED BY POLICY	ACTION
<p><u>ACB, Nondiscrimination on the Basis of Ethnicity and Race</u> Adopted September 1995</p> <p>REPLACED by AC, Nondiscrimination Equal Opportunity Adopted September 15, 2025</p>	AC	RETIRE ACB
<p><u>ACE, Nondiscrimination on the Basis of Handicap Disability</u> Adopted 1994 and Last Revised July 13, 2009</p> <p>REPLACED by AC, Nondiscrimination Equal Opportunity Adopted September 15, 2025</p>	AC	RETIRE ACE
<p><u>ACE-E, Nondiscrimination on the Basis of Handicap Disability (Complaint Form)</u> Adopted November 1, 2010</p> <p>REPLACED by AC-E-2, Nondiscrimination Equal Opportunity Complaint Form Adopted September 15, 2025</p>	AC-E-2	RETIRE ACE-E
<p><u>ACE-R, Nondiscrimination on the Basis of Disability (Complaint Process)</u> Adopted July 13, 2009</p> <p>REPLACED by: AC, Nondiscrimination Equal Opportunity – Adopted 09/15/2025 AC-R-1, Harassment and Discrimination Investigation Procedures for Students, Adopted 09/15/2025 AC-R-2, Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public - Adopted 08/12/2024 AC-R-3, Sexual Harassment Investigation Procedures – Adopted 09/15/2025</p>	AC AC-R-1 AC-R-2 AC-R-3	RETIRE ACE-R
<p><u>BCA-E, Board Member Code of Ethics</u> Adopted N/A</p> <p>REPLACED by: NEW - BCA-E-1, Code of Ethics for School Board Members NEW - BCA-E-2, Board Member Code of Ethics</p>	BCA-E-1	RETIRE BCA-E  ADOPT BCA-E-1 BCA-E-2
<p><u>BDC, Appointed Board Officials</u> Adopted 1995</p> <p>REPLACED by BDA, Board Organizational Meeting - Adopted 12/09/24 BDB, Board Officers - Adopted 12/09/24</p>	BDA BDB	RETIRE BDC
<p><u>GBJ-R, Personnel Records and Files</u> Adopted March 1996</p> <p>COVERED by GBJ, Personnel Records and Files – Adopted 09/16/2024</p>	GBJ	RETIRE GBJ-R

POLICY / NOTES for November 3, 2025	REPLACED BY POLICY	ACTION
BB, School Board Legal Status Minor changes	N/A	Adopt Revisions
BBAA, Board Member Authority and Responsibilities Minor change	N/A	Adopt Revisions
BBBG, Board Elections Updated number of days, candidate affidavit financial requirements, and removed information about optional election by mail ballot	N/A	Adopt Revisions
NEW - BCA-E-1, Code of Ethics for School Board Members Replacing BCA-E, Board Member Code of Ethics	N/A	Adopt Revisions
NEW - BCA-E-2, Board Member Code of Ethics Replacing BCA-E, Board Member Code of Ethics	N/A	Adopt Revisions
BC-R, School Board Member Financial Disclosure Changes to meet CASB's policy dated July 2023	N/A	Adopt Revisions
BE BEA BEB, School Board Meetings/Regular Meetings/Special Meetings Minor changes / Required by Law	N/A	Adopt Revisions
BEDB, Agenda Board of Education Minor changes	N/A	Adopt Revisions
BEDF, Voting Method Minor changes	N/A	Adopt Revisions
BEDG, Minutes Minor changes	N/A	Adopt Revisions
BG, School Board Policy Process Minor changes and updated with current practice	N/A	Adopt Revisions
BIA, New Board Member Orientation/Handbook Minor changes and updated with current practice	N/A	Adopt Revisions
BIBA, School Board Conferences, Conventions, and Workshops Minor changes and updated with current practice	N/A	Adopt Revisions
DKC-R, Expense Authorization/Reimbursement Minor changes to titles and amounts	N/A	Adopt Revisions
GCBA-R, Instructional Staff Salary Schedules Changes to reflect current practices	N/A	Adopt Revisions

**MORGAN COUNTY SCHOOL DISTRICT RE-3  
PERSONNEL ACTION REPORT  
BOARD MEETING: NOVEMBER 3, 2025**

**CERTIFIED HIRING**

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
James Tanner Pharaoh	English Language Arts	BA-A	Fort Morgan High School	10/22/2025

**CLASSIFIED SUBSTITUTE HIRING**

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Sarah Cruz	Substitute Custodian	II-1	District Wide	11/03/2025

**CLASSIFIED RESIGNATION**

NAME	POSITION	LOCATION	EFFECTIVE DATE
Mary Vasquez	Cook	Fort Morgan High School	11/07/2025
Kayla Scott**	Cook	Fort Morgan High School	10/30/2025

**\*\*move to substitute cook**

**CLASSIFIED RETIREMENT**

NAME	POSITION	LOCATION	EFFECTIVE DATE
Stanley Dayley	Facilities Technician	Facilities	10/31/2025

**CLASSIFIED SUBSTITUTE RESIGNATION**

NAME	POSITION	LOCATION	EFFECTIVE DATE
Ellen Haley	Classified Substitute	District Wide	10/28/2025

**STIPEND RESIGNATION**

NAME	POSITION	LOCATION	EFFECTIVE DATE
Ryan Einspahr	Head Coach JV Basketball - Boys	Fort Morgan High School	10/24/2025

Recommend  
for Action

*Signature on File*

Assistant Superintendent of Human  
Resources

Recommend  
for Action

*Signature on File*

Superintendent of Schools

# RESOLUTION

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY FOR THE 2024-2025 BUDGET YEAR TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR MORGAN COUNTY SCHOOL DISTRICT RE-3, FORT MORGAN, COLORADO.

**WHEREAS**, Morgan County School District Re-3 has received additional revenues and donations in Food Services, Insurance Fund, and Private Purpose Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Morgan County School District Re-3, Fort Morgan, Colorado, that the 2024-2025 appropriations for the following Funds be increased as follows:

General Funds:	<u>Final Appropriation Nov. 3, 2025</u>	<u>Supplemental Appropriation</u>	<u>Total Supplemental Appropriation</u>
Food Service Fund	\$2,628,949	\$250,000	\$2,878,949
Insurance Fund	\$1,042,317	\$1,500,000	\$2,542,317
Private Purpose Fund	\$366,000	\$1,050	\$367,050

APPROVED AND ADOPTED this 3<sup>rd</sup> day of November, 2025.

BOARD OF EDUCATION  
MORGAN COUNTY SCHOOL DISTRICT RE-3  
FORT MORGAN, COLORADO

BY: \_\_\_\_\_

Mrs. Nancy Hopper  
PRESIDENT, BOARD OF EDUCATION

ATTEST: \_\_\_\_\_

Mrs. Kati Jess  
SECRETARY, BOARD OF EDUCATION

cc: Toni Miller, CPA, Chief Financial Officer  
Minutes, Board of Education

<i>Year</i>	<i>Sport</i>	<i>Win</i>	<i>Loss</i>	<i>Tied</i>
2020-21	Girls Basketball	1	13	
2021-22	Girls Basketball	2	21	
2022-23	Girls Basketball	0	23	
2023-24	Girls Basketball	1	22	
2024-25	Girls Basketball	8	16	
2020-21	Volleyball	9	5	
2021-22	Volleyball	6	17	
2022-23	Volleyball	11	12	
2023-24	Volleyball	7	16	
2024-25	Volleyball	6	17	
2020-21	Girls Soccer	4	6	
2021-22	Girls Soccer	3	12	
2022-23	Girls Soccer	5	10	
2023-24	Girls Soccer	3	11	1
2024-25	Girls Soccer	2	12	1
		68	213	281
		Win Percentage:		0.24199