

Board of Education

Mesa County Valley School District 51

Board Business Meeting Minutes

November 18, 2014

Business Meeting Minutes

- A - Jeff Leany
- B - Ann Tissue
- C - John Williams
- D - Tom Parrish
- E - Greg Mikolai

Board of Education
Mesa County Valley School District 51
Business Meeting Minutes: November 18, 2014
Adopted: December 16, 2014

	A	B	C	D	E		ACTION
						AGENDA ITEMS	
Present	x	x	x	x	x	A. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL	6:00 p.m.
Absent						➤ Mr. Mikolai welcomed attendees to the November Board Business Meeting and gave instructions for meeting participants to address the Board, <i>under Item G, Audience Comments.</i>	
Motion				x		B. AGENDA APPROVAL	Adopted
Second	x						
Aye	x	x	x	x	x		
No							
Motion		x				C. MEETING MINUTES AND SUMMARY APPROVAL	Adopted as Presented
Second				x		C-1. October 14, Board Work Session Minutes	
Aye	x	x	x	x	x		
No							
						D. RECOGNITIONS	
						D-1. Recognition of Pear Park Elementary [Resolution 14/15: 25]	
						➤ Mr. Dan Bunnell, Principal, Pear Park Elementary was present to receive the recognition for Pear Park Elementary, which was selected as the regional winner of the Office Depot/Office Max "A Day Made Better" Award. This is a philanthropic program to eliminate teacher-funded classrooms. This year Office Depot/Office Max awarded, the entire school instead of an individual teacher, over twenty boxes of school supplies plus fifty teacher packs. The Board and Superintendent congratulated Mr. Bunnell and the staff at Pear Park Elementary.	
						D-2. Recognition of The Community [Resolution 14/15: 26]	
						➤ Mr. Greg Mikolai read the resolution to recognize the community-at-large for the overwhelming turn-out at the SB1202 Task Force Meeting, which was held at Colorado Mesa University (CMU). Over 300 community members, staff and students participated in the meeting to express their concerns over the growing demand and number of state-mandated assessments for students. The Board and Superintendent thanked the community for their participation.	
						E. BOARD REPORTS/COMMUNICATIONS/REQUESTS	
						➤ Mr. Leany spoke about his visit to the Career Center and how impressed he was with the activities taking place there.	
						➤ Mr. Parrish attended a meeting at the Chamber of Commerce on economic development. He was pleased with the Chamber including someone from the Board as a partner in the discussion. The Chamber will be sharing the information from the meeting with the Planning Commission.	
						F. LEGISLATIVE REPORTS	
						➤ Mr. Parrish updated the Board there was a decision by the judge not to dismiss the Amendment 24 law suit.	

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AGENDA ITEMS

ACTION

G. AUDIENCE COMMENTS

- Mr. Mikolai read guidelines for meeting attendees to address the Board.
 - Ms. Judy Matthews, 242 Chipeta, Grand Junction, CO 81501
 Ms. Matthews requested the Board pass a resolution, similar to a resolution passed by the Montrose School District, to dismiss District 51 from the state mandated testing. She expressed her concerns for students needing to attend a full 180 days per year. She stated Common Core is failing and there is a need for accurate history, physics and calculus to be taught. She also stated there is a large amount of money being spent on administration which should go to the classroom. The Board thanked her for her comments.
 - Ms. Linda Gregory, 3057½ Gunnison, Grand Junction, CO 81504
 Ms. Gregory stated she was proud of District 51 and the community for the number of people who attending the SB1202 Task Force meeting at CMU. She felt the task force was not prepared for the number of participants and would like to see a follow-up meeting with a different format. She would also like to see the Board continue with the Board Coffees, which she felt were valuable. The Board thanked her for her comments.
 - Ms. Sue Kupelian, 623 Chaco Court, Grand Junction, CO 81507
 Ms. Kupelian stated parents are still concerned with the book "Ender's Game" being used at sixth grade level. She felt the book would be more appropriate at the high school level. Ms. Kupelian shared the names of several authors and specific books she felt would be more appropriate reading for students in the sixth grade. She also noted the current math curriculum was not the way to go. Ms. Kupelian asked several questions concerning curriculum and submitted a hard copy of her comments and questions to the Board. The Board thanked her for her comments.
 - Arvan R. Leany, 1990 S. Broadway, Grand Junction, CO 81507
 Mr. Leany commented on the book, "The Hunger Games" and stated it is too graphic for students. He spoke of when he was in school, the number of graduates who went on to become upstanding citizens and the need for teachers to be able to discipline students. He noted there is no need for common core. The Board thanked him for his comments.

H. SUPERINTENDENT'S REPORT

- H-1. Assessment Resolution**
- Mr. Schultz directed the Board to the draft resolution listed under K-4. The resolution is regarding the amount of state mandated assessments which are cumbersome and complex.
 - Discussion took place concerning the need for local control over the types of assessments, the assessments being generated by teachers and principals and assessments needing to be tied to strategic compensation.

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A B C D E

AGENDA ITEMS **ACTION**

- Mr. Mikolai noted the resolution carries no legislative power, but is a way for the Board to have their voices heard. He stressed the need for parents and the community to also share their thoughts with the state.

- H-2. Intercession Update
 Mr. Tony Giurado, Chief Academic Officer; Mr. Matt Diers, Executive Director of High Schools; Mrs. Mary Jones, Executive Director of Middle Schools; Mr. Steve States, Director of Elementary Schools; and Mr. Ron Roybal, Director of Alternative Schools presented information on Intercessions which had just taken place.
- Mr. Giurado shared information on what the balanced calendar allows; reduced learning loss over a shortened summer, multiple opportunities to provide targeted learning and more full weeks of instruction.
- Mr. States shared information concerning elementary school intercession, noting; how students were selected, a grade level breakdown of the 496 elementary students who participated, which subjects were studied and the growth results of those students who participated. He noted the directors need to get registration information to administrators sooner and find a way to test students in math prior to the intercessions.
- Mrs. Jones reviewed information concerning middle school participation with 212 students participating. Middle school students' intercession focused on reading, with students receiving three and one-half hours of reading per day and the opportunity to participate in several enrichment activities. Data on student growth will be available in December. She noted the directors had difficulty in recruiting teachers to work; therefore, class sizes were larger than planned.
- Mr. Diers reviewed the information concerning high school intercession with 602 students participating. Academic and enrichment activities were open to all students and all of the high schools participated. Grade improvement was the biggest push for the 400 students working on improving their grades. Mr. Diers noted a number of students participated in field trips, college application prep, ACT and advanced placement preparation. An additional eleven students earned credit in health and wellness.
- Mr. Roybal reported on activities for the high school Academic Options Program which concentrated on job related activities. He reported seven students received forklift training, three students earned their food handler cards and eight students attended a workshop to improve job seeking skills.
- Discussion took place with the Board concerning the lower number of students in the fall session, possibly due to only having one week off and the shorter timeline. Student growth continues to be monitored. Comparison of growth for those students who attended one session verses those who attended both sessions will also be done. There is no clear data as to the full benefit of the change in calendar. Each level felt intercession time combined with the shortened summer was beneficial to student growth.

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						<p>H-3. Expulsion Report</p> <ul style="list-style-type: none"> ➤ Mr. Schultz noted expulsions are down from the previous year. <p>[Mr. Mikolai called for a break at 7:12 p.m. Meeting resumed at 7:20 p.m.]</p> <p>I. EXECUTIVE SESSION</p> <ul style="list-style-type: none"> ➤ None at this time. <p>J. CONSENT AGENDA [Resolutions 14/15: 28, 27]</p> <p>J-1. Personnel Actions</p> <p style="padding-left: 40px;">J-1-a. Licensed Personnel</p> <p>J-2. Gifts</p> <p>K. BUSINESS ITEMS</p> <p>K-1. Board Policy First Reading</p> <p style="padding-left: 20px;">K-1-a. EH: Data Management</p> <p style="padding-left: 20px;">K-1-b. EHA: Electronic Signatures</p> <p style="padding-left: 20px;">K-1-c. EHB: Records Access and Management Policy</p> <p style="padding-left: 20px;">K-1-d. JLCD: Administering Medicines to Students</p> <p style="padding-left: 20px;">K-1-e. JLCD-R: Administering Medicines to Students</p> <ul style="list-style-type: none"> ➤ Mr. Schultz noted policies EH, EHA and EHB are new policies to enable more electronic documents and to get away from hard copies and keep information confidential. ➤ Mrs. Tanya Marvin, Nursing Coordinator, was present to answer questions from the Board regarding policies JLCD and JLCD-R. She explained the policies were being updated to keep in line with state law allowing students to carry life-saving medications. The District is also doing a pilot program to allow students to carry some non-life saving medicines such as those for migraines. <p>[Mr. Mikolai noted agenda item K-3 should be approved before item K-2]</p> <p>K-3. Resolution for Intergovernmental Agreement Concerning the Orchard Mesa Swimming Pool. [Resolution 14/15: 30]</p> <ul style="list-style-type: none"> ➤ Mr. Schultz noted the agreement outlines the responsibility of each entity with the city being responsible for general maintenance, the county being responsible for upgrades and the District being responsible for utilities and insurance. ➤ Discussion took place concerning the board consisting of a city employee, a county employee and a school board member. This Board is being formed to oversee any conflicts or problems. The District is taking on no more expense, but will now be able to use the pool free of costs. The agreement is for a term of five years. 	
Motion Second Aye No	x	x	x	x	x		Adopted
Motion Second Aye No	x	x	x	x	x		Adopted

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						K-2. Resolution for Orchard Mesa Swimming Pool Board Appointment [Resolution 14/15: 29] ➤ Mr. Mikolai asked if there was anyone on the Board who would like to volunteer to serve on the Pool Board. Discussion took place concerning when the Pool Board would meet. The bylaws noted meeting monthly, but quarterly may work as well. A motion was made by Mrs. Tissue and seconded by for Mr. Leany for Mr. Williams to serve. Discussion took place with Mr. Leany volunteering to serve if the meetings are held quarterly. Mr. Williams stated he will attend if Mr. Leany is unable to attend the meeting. The motion was tabled without a vote.	Mr. Leany was appointed
Motion Second Aye No	x x	x x	x x	x x	x x	K-4. State Mandated Testing Resolution [Resolution 14/15: 23] ➤ Mr. Williams requested the language in paragraph six be changed to, "...Colorado Academic Standards, and test what is most important using observations from our..." and a typo be corrected by adding a parenthesis in item number two.	Adopted as Presented
						L. BOARD OPEN DISCUSSION ➤ Mr. Mikolai congratulated District 51 staff for achieving full accreditation status from the state with no requirements. ➤ The Board discussed moving the next Board Meeting from December 9 to December 16; however, they needed to meet prior to December 15 for the Mill Levy Certification. The Board chose to place one business item, the Mill Levy Certification, on the Board Retreat Agenda for December 12 and move the regular Board Business Meeting to December 16. ➤ Mr. Williams express how pleased he was with the amount and quality of work completed at the last Board Retreat. Mr. Leany and Mrs. Tissue shared how much they enjoyed the meeting and Mr. Mikolai commented how constructive meetings will lead to success.	
						M. FUTURE MEETINGS ➤ Reviewed.	
						N. EXECUTIVE SESSION ➤ None at this time.	
Motion Second Aye No	x x	x x	x x	x x	x x	O. ADJOURNMENT	Adjourn – 7:50 p.m.
						_____ Bridget Story, Assistant Secretary Board of Education	



Board of Education Resolution: 14/15: 25

Presented: November 18, 2014

The Board would like to recognize Pear Park Elementary on their selection as the regional winner of the Office Depot/Office Max “A Day Made Better” award for 2014-15 school year. They received over 20 boxes of school supplies, plus 50 teacher packs of supplies.

A Day Made Better is a philanthropic program working to erase teacher-funded classrooms. On average, teachers spend one thousand dollars on supplies for their classrooms each year. Since 2007, A Day Made Better has contributed more than four million dollars’ worth of products to teachers in need.

In this case, they awarded an entire school, Pear Park Elementary, instead of a single teacher, and provided approximately three thousand dollars’ worth of supplies.

The Board of Education and Superintendent would like to congratulate Pear Park Elementary for being recognized with this award. Importantly, this program recognizes and honors all teachers for their generosity and commitment to students. Congratulations to the teachers at Pear Park Elementary.



Board of Education Resolution: 14/15: 26

Presented: November 18, 2014

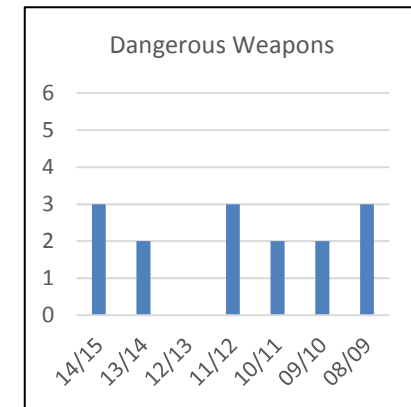
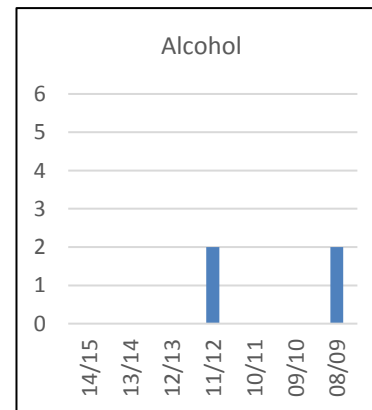
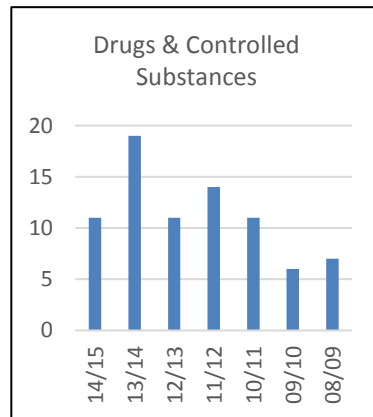
The Board would like to recognize our community-at-large for turning out in record numbers to express their concerns over the growing demand and number of state-mandated assessments for students. Over three hundred community members – grandparents, parents, students, teachers, community members, business member, principals, and administrators – all attended and participated in large-group discussions, with written feedback submitted to the Committee chair, Dan Snowberger.

The Board of Education and Superintendent would like to thank the Community for attending and sharing their assessment fatigue with representatives from the state. The numbers of participants, and the quality of civil deliberation between diverse community members has reached the state and made a positive impression. The School District is grateful for this level of community involvement.

Category	High School				Middle School				Elementary School				Total		Total for previous years as of September 31st of:				
	14/15		13/14		14/15		13/14		14/15		13/14		14/15	13/14	12/13	11/12	10/11	09/10	08/09
	M	F	M	F	M	F	M	F	M	F	M	F							
100	8	2	9	7	1		1	2					11	19	11	14	11	6	7
200													0			2			2
300													0						
400	1												1		1				
500	3		1				1						3	2		3	2	2	3
600													0						
700													0		3				2
DSP													0						2
VOO	3		4										3		1	2	2	3	1
Total	15	2	14	7	1	0	2	2	0	0	0	0	18	25	16	21	15	11	17

Category Description

- 100 - drug or controlled substance
- 200 - alcohol
- 300 - tobacco
- 400 - felony assault
- 500 - dangerous weapons
- 600 - robbery
- 700 - other felonies
- DSP - destruction / defacement of school property
- V00 - other violations





Board of Education Resolution: 14/15: 28

Presented: November 18, 2014

Name	School/Assignment	Effective Date
Retirements		
None at this time.		
Resignations/Termination		
Bernhard, Jon	R5/Science	November 13, 2014
Potter, Joy	GJHS/Social Studies	November 12, 2014
Leave of Absence		
Bernhardt-Jones, Jamie	FMHS/Foreign Language	October 21, 2014
New Assignments		
None at this time.		

Board of Education Resolution: 14/15: 27

Presented: November 18, 2014

Donor	Shawn and Erica Ridgley
Gift	Cash
Value	\$400.00
School/Department	Scenic Elementary / General S.B.A. account

Donor	Pablo's Pizza
Gift	Gift cards
Value	\$43.00
School/Department	Chipeta Elementary / Staff United Way drawing

Donor	Thunderstruck Valley
Gift	Two gift cards
Value	\$50.00
School/Department	Chipeta Elementary / Staff United Way drawing

Donor	Summit Canyon Mountaineering
Gift	Gift card and water bottle
Value	\$33.00
School/Department	Chipeta Elementary / Staff United Way drawing

Donor	Café Sol
Gift	Gift card
Value	\$20.00
School/Department	Chipeta Elementary / Staff United Way drawing

Donor	King Enterprises – McDonalds
Gift	Hamburger certificates
Value	\$2,936.00
School/Department	Elementary students / Perfect attendance awards

Donor	Luke and Amanda Squires
Gift	Cash
Value	\$180.00
School/Department	Fruitvale Elementary / General S.B.A. account

Donor	Clarence & Shirley Wood
Gift	Cash
Value	\$300.00
School/Department	Taylor Elementary / General S.B.A. account



Board of Education Resolution: 14/15: 27

Presented: November 18, 2014

Donor	Rocky Mt. Health Plans
Gift	Hygiene Bags
Value	\$1,000.00
School/Department	Prevention Services / R.E.A.C.H. Program

Donor	Mesa County Women’s Network
Gift	Cash
Value	\$276.00
School/Department	Prevention Services / R.E.A.C.H. Program

Donor	Primary Care Partners
Gift	School supplies
Value	\$500.00
School/Department	Prevention Services / R.E.A.C.H. Program

NOW THEREFORE BE IT RESOLVED the Mesa County Valley School District 51 Board of Education, in accepting the donations listed above, extends their appreciation and acknowledges these important partnerships within the community which support learning for all students.

I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District 51 Board of Education on November 18, 2014.

 Terri N. Wells
 Secretary, Board of Education

District Data is a valuable District asset that is essential for productive and efficient operation of its educational programs, and should be protected against loss, degradation, theft, damage or unauthorized access, alteration, use or disclosure. Therefore, the Board believes that District Data should be managed with appropriate systems, procedures and safeguards to assure its Availability, Integrity, and Security.

Definitions

As used in this policy, capitalized terms shall be defined as follows:

“Contractor” means any organization, company, firm or individual (other than a District employee) that provides services pursuant to a contract with the District and who stores, processes or transmits District Data as part of those services.

“Availability” means information access or use is timely and reliable, and can occur without significant delay or disruption.

“Confidential Data” means the District Data or the information contained therein that the District has the legal right or obligation to deny or restrict access or disclosure, including, but not limited to, personally identifiable information to which legally recognized privileges or privacy rights apply.

“District Data” means any and all electronic or digital information, curriculum, messages, records, mail, files or data kept, maintained, processed or stored on District Information Technology Resources, regardless of location or access method.

“District Information Technology Resources” (“DITR”) shall include hardware, software and data that is owned, leased, licensed, or otherwise kept and maintained by the District for the purpose of accessing, storing, downloading/uploading, recording, sending, receiving, posting, distributing, delivering, displaying or printing electronic or digital information, curriculum, messages, records, mail, files or data. DITR shall include, but is not limited to, District computers, computer systems and computer peripherals, District local and wide-area computer networks and servers, District email and other electronic communication systems and devices, District-hosted or District-sponsored internet access, email accounts, websites and connectivity, and the equipment and software programs or packages associated with such access, connectivity, systems and equipment.

“Integrity” means information is protected against unauthorized or accidental modification, degradation, corruption, loss or destruction, and in which non-repudiation and authenticity is assured.

“Security” means that District property, on-site or off-site storage facilities, equipment, systems or other facilities where District Data is located or in which District Data is contained, stored, used, received or transmitted, including DITR, is protected against loss, theft, damage and unauthorized access, that District Data is protected against unauthorized access, use or disclosure, and that confidentiality of Confidential Data is maintained and protected.

Scope

This policy applies to all District staff and Contractors at all District schools, administrative facilities or other locations or computing environments, including staff or Contractors utilizing remote access to DITR from locations off District property or outside the District. The responsibilities of District staff and Contractors set forth in this policy shall apply to District Data and DITR in all its forms and uses, including those that are part of the instructional delivery, educational record-keeping and administrative computing environments of

the District, regardless of whether the District Data or DITR is removed to or accessed from locations off District property.

Responsibilities

The Superintendent shall have the authority to promulgate such rules, procedures and regulations as may be necessary or appropriate to provide for the Availability, Integrity, and Security of District Data and to assure the confidentiality of Confidential Data.

Each District employee or Contractor that utilizes District Data for performing his/her job duties or other services shall be responsible for the proper handling of District Data in their possession or under their control. Specifically, each employee or Contractor:

- a. Shall comply with the requirements for the proper management, use, and protection of District Data in accordance with this policy and applicable rules, procedures and regulations promulgated in accordance with this policy.
- b. Shall exercise due care in protecting and preserving the confidentiality of Confidential Data to which he/she is authorized to access, use, possess, or control, and shall not disclose or disseminate, by email or other means, Confidential Data to other persons or entities in violation of applicable laws and regulations or the rules, procedures and regulations promulgated pursuant to this policy.
- c. Shall only access and utilize the District Data which such employee or Contractor is authorized to access for the purpose of performing his/her assigned job tasks or contracted services. Access to additional District Data will be provided as deemed necessary and must be requested in writing by the employee's immediate supervisor. The Superintendent or District-level designee will determine if access to additional District Data shall be authorized. Accessing, using, disclosing or disseminating District Data that the employee or Contractor is not authorized to access, use, disclose or disseminate is prohibited.
- d. Shall safeguard their assigned username and password for District and web-based applications (e.g., Synergy, Business PLUS, etc.) to prevent unauthorized access by others. Enabling or allowing unauthorized persons or entities to access, obtain, alter, damage or destroy District Data is prohibited.
- e. Shall be authorized to access only that District Data that is reasonably necessary to perform his/her job function(s) or contracted service(s) for the District, as determined by District administration.
- f. Shall immediately report any suspected security breach or misuse of District Data to his/her building level administrator. The building level administrator must immediately notify the Superintendent or designee of the data compromise.
- g. Shall adhere to the appropriate roles and responsibilities, practices, and procedures regarding management of District Data, as set forth in the District administrative regulations
- h. Shall not transfer or store Confidential Data on any electronic transmission or storage technology other than DITR (i.e., technology resources owned by the employee or owned, controlled, or operated by any third party) without approval of the proper District authority.

- i. Shall not alter, delete, damage, or destroy District Data without appropriate authorization.

Privacy

The District reserves the right to access all District Data contained on or in, or transmitted or received by means of DITR, including Confidential Data, if such access is reasonably necessary or related to the business of the District. However, the District shall comply with all federal and state privacy laws and regulations in connection with the management or disclosure of such data.

Compliance

Staff members who violate this policy, or any related rules, regulations or procedures implementing this policy, shall be subject to disciplinary action up to and including termination of employment. The District shall include provisions requiring compliance with this policy and the rules, regulations or procedures implementing this policy in its contracts with Contractors for services requiring access to or use of DITR and/or District Data.

Staff members, Contractors or third parties who willfully or deliberately tamper with, destroy, alter, or access or disseminate District Data without authorization may also be subject to civil and criminal liability under applicable state and federal statutes and regulations.

(Adoption date)

LEGAL REFS.: C.R.S. §24-80-101 et seq. (State Archives and Public Records Act)
C.R.S. § 24-72-201 et seq. (*Colorado Open Records Act*)
20 U.S.C. 1232g (*Family Educational Rights and Privacy Act*)
34 C.F.R. 99.1 et seq (*FERPA regulations*)
C.R.S. 19-1-303 and 304 (*records and information sharing under Colorado Children's Code*)
C.R.S. 22-1-123 (*district shall comply with FERPA*)
Public Law 104-191 (*Health Insurance Portability and Accountability Act of 1996*)
44 U.S.C., SEC. 3542 (Coordination of Federal Information Policy-Information Security)
Federal Information Processing Standards (FIPS) Publication 199 (Standards for Security Categorization of Federal Information and Information Systems)

CROSS REFS.: JRA/JRC, Student Records
JS, Student Use of Technology Resources
GBJ, Personnel Records
GBEE, Staff Use of Information Technology Resources

The Board finds that proper use and acceptance of electronic signatures (hereafter “e-signatures”) will streamline administrative and business processes, save administrative time and resources, and provide a convenient and expeditious option for employees, parents and students desiring to complete District-related transactions online from their homes or offices.

Accordingly, pursuant to this policy the District may permit or require District parents, students and staff members to use e-signatures to conduct certain designated District transactions electronically (hereafter “e-transactions”) that previously have required handwritten signatures on paper documents.

For purposes of this policy, an e-signature shall mean an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record. An “electronic record” (hereafter “e-record”) shall mean a record created, generated, sent, communicated, received or stored by electronic means.

E-Signatures and Handwritten Signature Requirements

Use or acceptance of e-signatures for official District business shall be subject to the following conditions:

1. In order for an e-signature to be valid, each party to the transaction must agree to conduct the transaction electronically. Consent may be implied from the circumstances.
2. If a law or Board policy prohibits a transaction from occurring electronically, the transaction must occur in the manner specified by law or Board policy.
3. If a law or District policy or regulation requires an e-signature to contain specific elements or components, the signature must contain the elements or components specified by such law, policy or regulation.

Subject to the foregoing, the District shall, to the fullest extent permitted by law, accept e-signatures as legally binding and equivalent to handwritten signatures. When a District transaction has been identified and approved by the Superintendent as an e-transaction under this policy, and a written document signed by a person is required by District policies or regulations, or state or federal laws, regulations, or rules in connection with such transaction, such requirement is met by a document that is an e-record containing that person’s e-signature.

This policy does not limit the District’s right or option to conduct a District transaction on paper or in non-electronic form, nor affect the District’s right or obligation to have documents be provided or made available on paper when required by applicable policies, laws or regulations.

Security Procedures and Unauthorized Use of E-Signatures

The Superintendent is authorized and directed to adopt security procedures for e-signatures, e-transactions and e-records that are practical, secure, and that allow for the use of e-signatures by means that are practical, secure, and balance risk and cost. It is not the intent of this policy to eliminate all risk but rather to assure that security measures, including the quality and levels of user authentication and verification, are reasonable for the type of transaction conducted and the risks identified, and comply with applicable laws regarding electronic transactions. The lowest cost, least complex method acceptable for the risk is generally preferable.

Individuals who falsify e-records, e-transactions or e-signatures shall be subject to disciplinary action, up to and including termination of employment, and to criminal prosecution under applicable federal and state

laws. Individuals are required to report any suspect or fraudulent activities related to e-transactions, e-records or e-signatures immediately to the District's Executive Director of Technology Services or to any manager or supervisor in the individual's department or school building. Nothing in this policy is intended to authorize any individual to provide an e-signature on behalf of the District or its Board of Education if he or she has not been granted such authority, and such signature authority continues to be governed by applicable Board policies and regulations.

Designation of District Transactions Subject to Electronic Signatures

The Superintendent is authorized to designate by implementing regulation those specific District transactions that are to be conducted as e-transactions under this policy. Prior to such designation, the administration shall assess the risks, costs and benefits of replacing the manual or paper process for such transaction with an e-transaction utilizing e-signature(s).

In determining whether to designate a District transaction as an e-transaction, consideration should be given to the systems and procedures associated with using an e-signature, the impact on parents, students and staff, the method of automation, error detection and user authentication recommended by District technology staff, and whether the use of an e-signature is at least as reliable as the existing method used. An e-signature should not be utilized or permitted when the risks or costs outweigh the benefits, or in situations where special verification or validation is required (for example, proof of residency or proof of age for school admissions purposes).

Implementation

The Board directs and authorizes the Superintendent to develop appropriate regulations setting forth such additional procedures, specifications and protocols governing the use of e-signatures for official District business as may be necessary to comply with state and federal laws governing the use and validity of e-signatures and to carry out the intent and purposes of this policy.

(Adoption date)

LEGAL REFS.: C.R.S. 24-71.3-101 (Uniform Electronic Transactions Act)
C.R.S. 24-71-101 (Electronic Signatures)
18 U.S.C. § 2510 (Electronic Communications Privacy Act)

ADDITIONAL REFS.: Colorado Electronic Signatures Guidelines, Reference 07-100, Governor's Office of Information Technology, October 25, 2007

Mesa County Valley School District 51

EHB

RECORDS ACCESS AND MANAGEMENT

Page 1 of 1

Presented: November 18, 2014

The District seeks to comply with state laws and regulations regarding records access and management. As such, the Board of Education desires to assure that District records are managed in an efficient, responsible manner and that fair and timely public access to information contained in District records is made available while protecting individual privacy rights in relation to personal data gathered by the District.

The operation of the District results in the generation of numerous documents and records. Members of the public have the right under law to inspect and copy, with certain exceptions, the public records of the District.

The District shall use the Colorado School District Records Management Manual ("Manual") developed by the Colorado State Archives to assist the District in determining the appropriate retention period for various types of records. District records regarding the District's organization, functions, policies, decisions, procedures, operations, or other activities may be considered records subject to retention.

With the exception of audio and video recordings, the District shall retain records for the time periods specified by the Manual, as may be amended from time to time, unless a longer retention period is recommended by District legal counsel or required by state or federal law or lawful court order. Board members and District employees shall be responsible for adhering to the Manual. With respect to audio and video recordings, the following retention periods shall apply:

- Audio and/or video recordings of Board of Education meetings shall be retained for one year, except that audio and/or video recordings of executive sessions shall only be retained for 90 days.
- Audio and/or video recordings of hearings concerning employment matters and student matters shall be retained until the time for appeal has expired or until all appeals have been exhausted.
- All other audio and/or video recordings shall be retained until no longer needed.

Whenever the District or any of its board members or employees have been made a party to litigation or reasonably anticipates being a party to litigation, Board members and District employees in possession of hard copy or electronic documents, e-mail, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails, and other evidence unless and until otherwise directed by District legal counsel.

Documents and other materials that are not "records" required to be retained by District policy, the Manual, lawful court order or state or federal law, and are not necessary to the functioning of the District, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or district action, and e-mail messages that do not contain information otherwise required to be retained by District policy, the Manual, lawful court order or state or federal law.

The Board directs the Superintendent to develop procedures in compliance with Colorado state law and regulation for managing records and the access to District records.

(Adoption date)

LEGAL REFS.: C.R.S. §24-80-101 et seq. (State Archives and Public Records Act)
C.R.S. § 24-72-201 et seq. (*Colorado Open Records Act*)

CROSS REFS.: JRA/JRC, Student Records
JS, Student Use of Technology Resources
GBJ, Personnel Records
GBEE, Staff Use of Technology Resources

The administration recommends repeal of the current policy JLCD and adoption of this replacement policy, which has been drafted to bring Board policy into conformity with the Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act, §22-1-119.5, C.R.S. In addition, the policy authorizes a two-year pilot program for allowing certain students to self-carry and self-administer any prescription medication, including those needed for asthma, allergy or anaphylaxis, which program is consistent with current District practice and is permitted by law if an appropriate policy is in place.

Mesa County Valley School District 51
JLCD
ADMINISTERING MEDICINES TO STUDENTS
Related: JLCD-R, JLCD-E
Adopted: June 13, 1972
Revised: April 16, 1991
Repealed and 1st Reading: November 18, 2014

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

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. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication 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 shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Self-administration of Prescription Medication for asthma, allergies or anaphylaxis

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 pursuant to a written treatment plan approved by the school principal. Such plan may provide for self-administration of such medication during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. A treatment plan for student possession and self-administration of medication to treat asthma, a food allergy, other severe allergies, or a related, life-threatening condition shall be approved in accordance with the regulation accompanying this policy, and shall be effective only for

Mesa County Valley School District 51
JLCD
ADMINISTERING MEDICINES TO STUDENTS

Related: JLCD-R, JLCD-E

Adopted: June 13, 1972

Revised: April 16, 1991

Repealed and Re-adopted: _____, 2014

the school year in which it is approved.

Authorization for a student to possess and self-administer medication 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.

**Pilot Program for Self-administration of Medication
Prescribed by a Licensed Health Care Provider**

The Board authorizes the administration to implement a pilot program whereby a student enrolled in a District school may be allowed to possess and self-administer on school grounds, upon a school bus or at any school-sponsored event or activity any medication, including medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, that is prescribed by a licensed health care provider to be used by the student. Such pilot program shall be subject to the following requirements and restrictions:

1. A student shall not be allowed to possess or self-administer a medication unless the parent first notifies the school's administration of the student's medical needs and receives written authorization from the school administrator for the student to possess and self-administer such medication in accordance with the program.

2. The school administrator may, in consultation with the school nurse and after reviewing information provided by the parent(s) or guardian(s) and by the licensed health care provider prescribing the medication, authorize or restrict a student's possession and/or self-administration of medication in connection with the pilot program. The factors to be considered in making such determination include the age and/or maturity of the student, the degree of responsibility of the student, the type of medication prescribed, and whether the student's possession or self-administration poses a significant risk of harm to the student or to the other students.

3. If the school administrator determines to authorize the student to possess and self-administer a prescribed medication, the school nurse shall give written notice of the authorization to the student's teachers and other school staff having regular contact with the student. The notification may include a copy of the contract or health care plan established for the student, if applicable.

4. Authorization for a student to possess and self-administer a prescribed medication may be limited or revoked by the school administrator 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.

Mesa County Valley School District 51
JLCD
ADMINISTERING MEDICINES TO STUDENTS

Related: JLCD-R, JLCD-E

Adopted: June 13, 1972

Revised: April 16, 1991

Repealed and Re-adopted: _____, 2014

5. If a prescription medication is carried for a life-threatening condition, the parent or guardian shall be required to provide a sufficient supply to be kept at the school to be administered to the student in the event of an emergency.

6. No student shall be allowed to possess medication in an amount or quantity that exceeds the dosage that is prescribed to treat the student's condition for a single day or for the duration of a school event or activity, whichever is appropriate. This restriction shall not apply to medication that is contained in a multi-dose device approved by the school administrator or school nurse, including, but not limited to, an asthma inhaler or insulin pump.

7. A student shall not be permitted to possess medical marijuana, on school grounds, on a school bus, or at any school sponsored event or activity.

8. The Superintendent shall adopt such regulations as are necessary and appropriate to carry out the pilot program. Any student who possesses or self-administers any prescribed medication in violation of this policy or any regulation implementing the pilot program, or in violation of any restrictions or rules established by the school administrator for such possession or self-administration, may be considered a violation of the District's policy against alcohol/drug abuse by students, and shall subject the student to discipline, including suspension or expulsion. Any student who sells, shares or distributes to another person any prescribed medication possessed pursuant to the pilot program shall be subject to expulsion pursuant to Board policy and state law.

9. The pilot program described above shall automatically terminate upon the second anniversary of the date of the adoption of this policy, unless the Board acts to renew or extend such program prior to such expiration date. The Board directs the Superintendent to provide a report to the Board presenting relevant data and any recommendations regarding the operation and continuation of the program at least sixty (60) days prior to such expiration date. Notwithstanding any termination of the pilot program, a student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may continue to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition in accordance with this policy and applicable law.

LEGAL REFS.: C.R.S. [12-38-132](#) (delegation of nursing tasks)
C.R.S. [22-1-119](#) (no liability for adverse drug reactions/side effects)
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

Mesa County Valley School District 51
JLCD
ADMINISTERING MEDICINES TO STUDENTS
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CROSS REFS.: other prescription medications)
6 CCR [1010-6](#), Rule 9-105 (regulations)
[JICH](#), Drug and Alcohol Involvement by Students
[JKD/JKE](#), Suspension/Expulsion of Students
[JLCDA](#), Students with Food Allergies
[JLCE](#), First Aid and Emergency Medical Care

Mesa County Valley School District 51

JLCD-R

ADMINISTERING MEDICINES TO STUDENTS

Related: JLCD, JLCD-E

Effective: February 7, 1995

Modified: September 3, 1996

Policy Manual Review: August 6, 2002

Revised: July 11, 2011

Repealed and 1st Reading: November 18, 2014

Administration of Medication by School Personnel

1. No District staff member other than a school nurse shall be authorized to administer any medication to a student until and unless such staff member has personally received a District-prescribed course of instruction on such administration and the District's policies and regulations relative thereto, and a school nurse has delegated to such employee or volunteer the task of administering such medication in accordance with Colorado law. Training for administration of medications shall include instruction regarding compliance with applicable privacy laws concerning student education records and personally identifiable information contained therein. "Medication," as used in this regulation, shall have the same meaning as set forth in Policy JLCD.
2. School personnel shall not administer medication to any student unless the following requirements are met:
 - a. The school must have on file a fully completed Form JLCD-E(1), "Request for Medication/Medical Procedures to be given at School," that is valid for the current school year and signed by the student's health care provider and the student's parent or legal guardian.
 - b. The student's parent or legal guardian has provided the medication to be administered to the student in the original, properly labeled container. If it is a prescription medication, the container must be appropriately labeled with the student's name, the name of the medication, the dosage, the frequency of administration, and the name of the prescribing health care provider printed legibly on the container.
3. School nurses and other District staff members authorized to administer medication to students shall strictly observe the following administration and recordkeeping procedures:
 - a. Prior to administration, the student's identity should be verified and a cross-check made of the name on the medication container to be sure that the correct medication is being administered to the correct student.
 - b. For each student to whom medications are administered, the school shall maintain a Form JLCD-E(2), "Medication Log" to document each dosage of medication provided to the student. Immediately upon each administration of a medication, the exact time and date of such administration, the dosage (or dosages) administered, together with the initials of the person giving the medication shall be accurately and legibly recorded on such form.
 - c. Medications shall be stored in a clean, locked cabinet, drawer or container. Emergency medications (such as epinephrine) shall be kept in a secure location accessible to designated school staff. A student should never be given access to the cabinet, drawer or other location in which medications are kept.
4. Schools shall inform any parent or legal guardian who delivers medication to be administered to a student that such parent must retrieve all unused medication from the school when the administration of the medication is discontinued, or in any event before the current school year ends or the student withdraws or transfers to another school. Any unused medication that is not retrieved upon expiration of thirty (30) days from the date administration of the medication is discontinued or the last school day of the school year or the date the student withdraws or transfers to another school, whichever first occurs, shall be disposed of in accordance with applicable laws and regulations.

Mesa County Valley School District 51

JLCD-R

ADMINISTERING MEDICINES TO STUDENTS

Related: JLCD, JLCD-E

Effective: February 7, 1995

Modified: September 3, 1996

Policy Manual Review: August 6, 2002

Revised: July 11, 2011

Repealed and 1st Reading: November 18, 2014

Self-administration of medication for asthma, allergies or anaphylaxis

1. A student who has a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer emergency medication to treat such condition(s), such as an asthma inhaler or epinephrine auto-injector, if such student has a written treatment plan approved by the school principal. Such treatment plan shall be approved if all of the following conditions are met:
 - a. The written treatment plan addresses management of the student's asthma, food allergy or anaphylaxis episodes of the student as well as medication use by the student during school hours, at school-sponsored activities, and while in transit to or from school or school-sponsored activities, and has been approved by the school nurse and the student's health care provider.
 - b. The school has received an appropriate written medical authorization for self-administration signed by the student's health care provider which 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 is capable of self-administration of the medication.
 - c. The school principal, in consultation with the school nurse, the student's health care provider, and the student's parent/guardian has determined that the student has the ability and skill level necessary to safely possess and self-administer the medication as prescribed. The factors to be considered in making such determination include the age and/or maturity of the student, the degree of responsibility of the student, the type of medication prescribed, and whether the student's possession or self-administration poses a significant risk of harm to the student or to the other students. The assessment of ability and skill level may include, but need not be limited to, the following areas: the student's ability to identify the correct medication, a demonstration by the student of the correct operation of the device used to administer the medication and/or proper administration technique, the student's knowledge of the dose required, the frequency of use, and the student's knowledge of his/her condition and ability to recognize when to take the medication.
 - d. A written statement signed by the student's parent/guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication.
 - e. 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. Such contract shall specify that noncompliance with its requirements may result in restriction or withdrawal of the self-administration privilege.
2. A student shall report to the school nurse or designee or to some adult at the school immediately after the student uses an 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.

Pilot Program for Self-administration of Medication Prescribed by a Licensed Health Care Provider

Pursuant to the Pilot Program for Self-administration of Medication authorized by the Board of Education, a school administrator may authorize a student enrolled in a District school to possess and self-administer on school grounds, upon

Mesa County Valley School District 51

JLCD-R

ADMINISTERING MEDICINES TO STUDENTS

Related: JLCD, JLCD-E

Effective: February 7, 1995

Modified: September 3, 1996

Policy Manual Review: August 6, 2002

Revised: July 11, 2011

Repealed and 1st Reading: November 18, 2014

a school bus or at any school-sponsored event or activity any medication, including medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, that is prescribed by a licensed health care provider to be used by the student. Such authorization shall be granted upon the same conditions specified in Paragraph 1 a. through e. for self-administration of medication for asthma, allergies or anaphylaxis, except as follows:

1. A written treatment plan shall be required only for authorization of self-administration of medications for asthma, severe allergies, anaphylaxis and other life-threatening conditions as determined by the school nurse in consultation with the student's health care provider.
2. All written contracts between school nurse, school administrator, the student, and the student's parent/guardian regarding self-administration of medications shall incorporate the requirements and restrictions of the Pilot Program as specified in Board policy.



Mesa County Valley School District No. 51

**Appointment of Board Member
ORCHARD MESA POOL BOARD**

Board of Education Resolution: 14/15: 29

Presented: November 18, 2014

WHEREAS, the Board of Education has approved an Intergovernmental Agreement Restating and Amending the Relationship between the District, the City of Grand Junction and Mesa County Concerning the Orchard Mesa Swimming Pool (the "Agreement"); and

WHEREAS, the Agreement provides for the establishment of a board or committee ("Pool Board") to provide policy direction relating to the funding and management of the Pool during the term of this Agreement or any extension thereof; and

WHEREAS, the Agreement further calls for the Board to appoint or designate one (1) of its members to serve as a member of the Pool Board;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education appoints _____ to serve as a member of the Pool Board; and

FURTHER RESOLVED that such appointment shall be for a term having the same duration as the term of other officers of the board and until a successor has been appointed and designated by the Board.

I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District No. 51 Board of Education on November 18, 2014.

*Terri N. Wells
Secretary, Board of Education*

ACTION OF THE BOARD:

I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District 51 Board of Education on November 18, 2014.

*Terri N. Wells
Secretary, Board of Education*



Mesa County Valley School District No. 51

Intergovernmental Agreement Orchard Mesa Swimming Pool

Board of Education Resolution: 14/15: 30

Presented: November 18, 2014

WHEREAS, the City of Grand Junction (“City”), Mesa County (“County”) and the District are currently parties to a 1982 agreement together with subsequent amendments (“Old Agreement”) concerning the operation and maintenance of the Orchard Mesa Pool (“Pool” or “the Pool”), a facility which is located at the District’s Orchard Mesa Middle School; and

WHEREAS, the City, County and District have reached a new intergovernmental agreement, a copy of which is attached hereto (the “IGA”), to replace and supersede the Old Agreement; and

WHEREAS, the IGA clarifies that the District is the sole owner of the Pool and any Pool improvements and that neither the City nor County shall have any claim to the Pool or the real property on which it is located; and

WHEREAS, the Agreement provides for the establishment of a three-member board (“Pool Board”), composed of representatives of each participating governing body, to provide policy direction relating to the funding and management of the Pool; and

WHEREAS, the District’s sole financial obligations regarding Pool operations under the IGA shall be for property insurance premiums covering the Pool, internet access in the Pool area (recurring charges and network connection(s), and for payment for utilities, water and trash service reasonably necessary for operation of the Pool, with all other expenses of the Pool’s operation being paid in equal shares by the City and County; and

WHEREAS, under the IGA, District-sponsored uses shall continue to have priority over use by the general public during normal school hours, and the District shall continue to be exempt from paying a fee for use of the Pool for District purposes; and

WHEREAS, the IGA has a term of five (5) years and may be renewed upon agreement of the parties for up to three additional five (5) year terms.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education approves the Agreement, and authorizes and directs the Superintendent to enter into and to execute on the Board’s behalf, a copy of same in form substantially similar to the attached copy, after the agreement is finalized and complete, and any minor or technical changes or corrections as may be recommended by District legal counsel have been made.

I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District No. 51 Board of Education on November 18, 2014.

*Terri N. Wells
Secretary, Board of Education*

ACTION OF THE BOARD:



State Mandated Testing Resolution

Board of Education Resolution: 14/15: 23

Presented: November 18, 2014

WHEREAS, Colorado is a local control state, where local school boards are constitutionally granted broad discretion in setting curriculum and standards for their students; and

WHEREAS, many of the tests mandated by the State of Colorado deprive students and educators of substantial instructional time, without providing actionable data in a timely manner; and

WHEREAS, Mesa County Valley School District 51 is committed to full accountability in measuring the outcomes it produces in terms of student success, so long as those measurements meaningfully assess the skills, knowledge, and attributes that students in the 21st Century need to be prepared for college, or the vocation of their choice, and to be responsible and informed citizens; and

WHEREAS, Mesa County Valley School District 51 believes that it is in the best position to design authentic assessments that will provide valuable feedback to students and aid educators in determining student progress in all educational competencies; and

WHEREAS, Mesa County Valley School District 51 believes in assessing students before, during, and after instruction; and

WHEREAS, Mesa County Valley School District 51 believes we need to commit to the Colorado Academic Standards. We need to test what is most important, and use observations from our progress monitoring to guide our instruction.

WHEREAS, Mesa County School District 51 Board of Education, district superintendent, and administrative and teaching staff are accountable to our community; then

THEREFORE BE IT RESOLVED that the Mesa County Valley School District 51 Board of Education respectfully requests that the Colorado State Legislature and Colorado State Board of Education allow Mesa County Valley School District 51 to:

1. Hold Mesa County Valley School District 51 accountable for education of its students.
2. Modify the current administration of Partnership for Assessment of Readiness for College and Careers (PARCC) and Colorado Measures of Academic Success (CMAS adhering to the Federal requirements only.



State Mandated Testing Resolution

Board of Education Resolution: 14/15: 23

Presented: November 18, 2014

3. Reduce the numerous legislated readiness tests and eliminate those state mandated tests with limited value in informing instruction.
4. Allow parents the choice to opt out of State testing, without Mesa County Valley School District 51 being penalized for that local decision.
5. Continue to pause on the teacher effectiveness measures the current legislation permits, until Mesa County Valley School District 51 has clearly defined measures.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the official seal of said school district to be hereunto affixed this ____ day of _____ 2014.

I hereby certify that the information contained in the above resolution is accurate and was adopted by the Mesa County Valley School District 51 Board of Education on November 18, 2014.

Terri N. Wells
Secretary, Board of Education