

Regular Meeting

Monday, March 23, 2026 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. English Language Arts Curriculum Adoption for
the 2026-2027 School Year

4.B. Closing Documents for the Lease Purchase
Agreement with Bank of Colorado for the Pioneer
Elementary Secured Entrance Project

4.C. Policies - District Revisions - First Reading

5. CONSENT AGENDA

5.A. Personnel Action Report

5.B. Claims: Check Summary Report

5.C. Approval of Consent Agenda

6. ACTION ITEMS

6.A. Approve the English Language Arts Curriculum
Adoption for the 2026-2027 School Year

6.B. Approve the Closing Documents for the Lease
Purchase Agreement with Bank of Colorado for the

Pioneer Elementary Secured Entrance Project

6.C. Non-Renewal of Ms. Efrosini Krokos

6.D. Approve Board Members Abstain from Voting for 2026-2027 Employment Contracts of the Listed Employees

6.E. Approve the 2026-2027 Employment Contract of Mr. Harrison Chisum

6.F. Approve the 2026-2027 Employment Contract of Mrs. Valerie Hopper

6.G. Approve the 2026-2027 Employment Contract of Mrs. Amy Prouty

6.H. Approve the 2026-2027 Employment Contract of Mrs. Sally Templeton

6.I. Approve the Employment Renewals of our Certified Staff for the 2026-2027 School Year

6.J. Fort Morgan High School FFA (Future Farmers of America) Ag III and IV Tours on April 17-18, 2026

6.K. Fort Morgan High School FFA (Future Farmers of America) State Career Development Event April 26-27, 2026 - Fort Collins, Colorado

6.L. Fort Morgan High School Colorado Mesa University Overnight Trip

7. **NEWSLETTERS**

8. **ADVANCED PLANNING**

8.A.

- The next Board of Education Meeting is April 20, 2026.
- There is no school on Friday, April 3, 2026.

9. **CLOSING ACTIVITIES**

9.A. Adjournment

**BOARD OF EDUCATION
MARCH 2, 2026
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 March 2, 2026, in the Board Room at the District Support Center with the following members present: Mrs. Christi Chisum, Mrs. Nancy Hopper, Mrs. Kati Jess, Dr. John Prouty, Mrs. Mindy Smith, and Mrs. Sarah Whitney. Also, in attendance were Mr. Rob Sanders, Superintendent, and Mr. Jason Frasco, Assistant Superintendent. Dr. Rena Frasco, Assistant Superintendent, and Ms. Toni Miller, Chief Financial Officer, were absent. Mrs. Amy Grantham joined the meeting via electronic means. Due to the lack of audio and visual communication during the meeting, Mrs. Amy Grantham will be recorded as present; however, as she was unable to vote, her vote will be recorded as absent.

B. Approval of Previous Minutes

Dr. John Prouty made a motion to approve the minutes from the regular meeting on February 9, 2025, as presented. Mrs. Kati Jess 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. Kati Jess 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 due to rehearsal for the upcoming play, " Tuck Everlasting".

B. Board – Mrs. Nancy Hopper

Mrs. Nancy Hopper briefly shared a few updates from the Legislative Review Committee regarding items currently being discussed at the legislature level. At this time, approximately 475 bills have been introduced. She has not identified how many of those specifically impact education. The School Finance Act is currently waiting for the March economic forecast, which will determine the revenue projections used to finalize the bill before it moves forward.

One bill to note is Colorado Senate Bill 26-107, which proposes modifications to the Colorado Open Records Act. A similar bill was introduced last year but was vetoed by the governor. This version includes several revisions, and CASE (Colorado Association of School Executives) indicated their support of the changes. If passed, the bill could adjust some of the timelines and procedures school districts follow when responding to open records requests.

Colorado House Bill 26-1292 is related to scholarship granting organizations. This bill connects to the federal legislation known as H.R. 1, which created a voucher-type program that could provide approximately \$1,200–\$1,700 per student. The current state bill is exploring whether donations directed toward scholarship organizations for private schools could also allow contributions to support public schools, potentially through school foundations or similar mechanisms. At the federal level, implementation rules for the program have not yet been finalized.

Another bill under consideration is Colorado House Bill 26-1291, which concerns the educator evaluation system. Currently, every teacher is evaluated annually. This proposal would return some local control to school districts by allowing non-probationary teachers to be evaluated at least once every three years rather than annually.

Finally, Colorado House Bill 26-1141 addresses discriminatory practices. The bill carries a significant fiscal note and appears to duplicate certain federal provisions. It is still unclear how it will ultimately move forward in the legislative process.

C. Superintendent – Mr. Rob Sanders

Mr. Rob Sanders presented the list of administrative contract renewals for the 2026–2027 school year. He expressed his appreciation for our administrative team and noted how impressed he has been with their work. Over the past several months, their efforts have been highly collaborative, with members demonstrating strong engagement, support, and a clear understanding of the District’s direction and the rationale behind key decisions. While the decisions facing the District are often challenging, Mr. Rob Sanders emphasized that the administrative team has approached them with a high level of professionalism. He commended their commitment and the way they continue to support one another.

Mr. Rob Sanders also has the 2026–2027 and 2027–2028 school calendars for Board approval. The calendar committee met to review the available options and as previously noted, there is limited flexibility in developing the school calendar. Care was taken to align spring break with Morgan Community College. Once finalized, the calendars were shared with building staff to review. A small number of questions were asked and addressed, none pertaining to the overall structure of the calendars.

D. Assistant Superintendent Curriculum/Assessment – Dr. Rena Frasco

Dr. Rena Frasco was absent from the meeting.

E. Assistant Superintendent Human Resources – Mr. Jason Frasco

Mr. Jason Frasco reviewed the Personnel Action Report. There has been movement with a few staff retiring, concluding long careers in education. He added that we certainly appreciate their many years of service with our District. At this point, the District has 52 certified openings. We are accepting letters from teachers in critical shortage areas who wish to return to positions they are currently licensed and qualified to teach. A number of these positions will close due to their continued employment as well as hiring new staff in the upcoming weeks. On the classified side, we currently have five postings.

The past couple of weeks have been busy with redistricting and staffing. The District has been working through the reorganization process with reviewing enrollment numbers and determining class sections. Next, we identified the number of teachers and classified staff needed for each building. There have been a lot of thoughtful and productive conversations, and he appreciates the work of our administrative team throughout this process. The final decisions supported all of our buildings equitably where no building absorbed a greater impact than another. Our goal throughout this process has been to make decisions that are in the best interest of students across our District. Over the past week, difficult conversations with staff have taken place, and all staff have been notified of the changes for next school year. There may still be a few adjustments as we move closer to the start of the school year, but the primary communications have been sent.

Mr. Jason Frasco presented the CEBT insurance renewal for the upcoming school year. The preliminary rate shows an increase; however, the District receives credits and adjustments that reduce that increase. After those adjustments, the District moves from Level 4 to a Level 3 rating, which ultimately results in an approximately 2.5% premium increase for next year. A summary of the additional services available through our plan was also provided. One of these services is Surgery Plus, which helps employees access surgical care and monitoring. In many cases, if the surgery is performed by a provider within the network, it can be cost-free to the employee. We have seen a number of employees utilize this service over the past three years. The usage for Teladoc has also increased over the last three years. These two programs were specifically highlighted by our CEBT representatives because, compared to other school districts across the state, our utilization rates are among the highest. That high usage helps keep overall costs down and contributes to the lower insurance increase we are seeing this year.

Mr. Jason Frasco clarified that, despite recent staffing reductions and reorganizations, the District will continue to participate in the upcoming job fairs. The first event is the Colorado Educator Recruitment Fair at Frederick High School on Saturday, March 7, 2026. Additional recruitment efforts will include job fairs at the University of Wyoming and the University of Northern Colorado.

The positions we have to fill are particularly at the secondary level. Elementary staffing needs have largely been addressed through internal reassignments and a reduction in the number of certified positions required at those buildings. However, the District

anticipates openings in several high-need areas, including special education, speech-language pathology, secondary mathematics, secondary science, and secondary English, which will be the District's primary focus throughout the hiring season.

F. Chief Financial Officer - Ms. Toni Miller
Ms. Toni Miller was absent from the meeting.

DISCUSSIONS ITEMS

A. School Calendars for 2026-2027 and 2027-2028
There was no further discussion on the school calendars.

B. Board of Education Meeting Schedule for 2026-2027
No discussion took place regarding the Board of Education Meeting Schedule for 2026-2027 school year.

C. District Accountability Committee (DAC) Meeting Dates for 2026-2027
No discussion took place regarding the District Accountability Committee (DAC) Meeting Dates for 2026-2027 school year.

CONSENT AGENDA

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

Mrs. Kati Jess made a motion to approve the consent agenda as presented. Mrs. Christi Chisum seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

ACTION ITEMS

A. Consideration to Approve the 2026-2027 Contract Renewals for Administrators
Mrs. Mindy Smith made a motion to approve the 2026-2027 Contract Renewals for Administrators. Mrs. Kati Jess seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

B. Consideration to Approve the School Calendars for 2026-2027 and 2027-2028
Dr. John Prouty made a motion to approve the School Calendars for 2026-2027 and 2027-2028 school years. Mrs. Christi Chisum seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

C. Consideration to Approve the Board of Education Meeting Schedule for 2026-2027
Mrs. Christi Chisum made a motion to approve the Board of Education Meeting Schedule for 2026-2027 school year. Mrs. Kati Jess seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

- D. Consideration to Approve the District Accountability Committee (DAC) Meeting Dates for 2026-2027

Mrs. Kati Jess made a motion to approve the District Accountability Committee (DAC) Meeting Dates for 2026-2027 school year. Mrs. Mindy Smith seconded the motion. On Roll Call vote, "AYE" 6; "NAY" 0; "ABSTAIN" 0; "ABSENT" 1. Motion carried.

ADVANCED PLANNING

- Spring Break is March 9 - 14, 2026.
- The next Board of Education meeting is March 23, 2026.
- The Board of Education meeting in April is April 20, 2026.

ADJOURNMENT

The regular meeting adjourned at 7:16 p.m.

Respectfully submitted,

Kati Jess, Board Secretary

Nancy Hopper, Board President

/bbm



Leadership Guidebook for School Board Directors

2025

A comprehensive resource for effective
governance and strong board leadership
in Colorado school districts.

Board-Superintendent Roles

**Board:
Setting Direction**



Strategic Guidance

Mission, Vision, Goals, Policies

Focus: End Results (What)

Who? What? How Much?

Action:

Vote on major decisions

**Superintendent:
Executing Strategy**



Operational Leadership

Initiatives, Action Plans, Objectives,
Regulations

Focus: Means (How)

How? What? When?

Action:

**Provide recommendations and
execute**

FOUNDATION OF TRUST & COMMUNICATION

ROLES

Board of Education

1. To serve as a representative of the community in providing direction for district programs and ensuring that the school system operates efficiently and effectively.
2. To adopt policy, plan school services, and evaluate the quality and effectiveness of district services.

Superintendent

1. To serve as principal adviser to the board on all matters having to do with the district and education in general.
2. To serve as the executive administrator of the district with the responsibility for seeing that the policies and directives of the board are implemented.

RESPONSIBILITIES (Partial List)

Board of Education

- Ensures educational programs are designed to achieve desired end results for students
- Accredits the district's schools.
- Serves as a legislative body, adopting policies and regulations pertinent to the affairs of the district.
- Recognizes the superintendent as the professional leader of the staff and adviser to the board.
- Establishes written policies for the administration of the schools; considers policy recommendations from the superintendent, staff, and community; revises policies as necessary.
- Adopts policies governing financial transactions; receives and reviews periodic reports relating to the financial status and transactions of the district.
- Adopts policies that ensure proper operations and adequate maintenance of transportation services, the buildings, and grounds of the district.
- Adopts policies relating to the employment of personnel; appoints instructional personnel upon recommendation of the superintendent.

RESPONSIBILITIES (Partial List Continued)

- Prohibits its members from assuming responsibilities of the full board or assuming responsibilities of administration.
- Authorizes the superintendent to prepare a budget for board consideration; considers the proposal and makes revisions that appear to be necessary; holds public hearings; adopts a budget and an appropriation resolution; authorizes the superintendent to implement and administer the adopted budget.

Superintendent

- Ensures educational programs are achieving the board's desired end results for students.
- Administers the affairs of the district in conformity with the policies and regulations adopted by the board.
- Implements the directives of the board.
- Serves as professional leader of the staff and adviser to the board.
- Conducts studies and investigations necessary to the development of policies; makes recommendations with respect to policies; advises the board and provides information and materials to assist the board in its deliberations.
- Assumes responsibility for administering the financial affairs of the district pursuant to established policy; provides periodic reports to the board relating to financial status and transactions.
- Advises the board on the transportation, operation, and maintenance needs of the district; supervises the operation and maintenance of school plants in accordance with board policy.
- Determines instructional personnel requirements, qualifications, and duties for the approval of the board; nominates instructional personnel for employment upon board approval.
- Works with the board as a whole; keeps all members informed; does not usurp board responsibilities or prerogatives.
- Prepares a proposed budget for board consideration; interprets the proposal to the board; provides the board with pertinent data and information; implements and administers the budget upon board approval.



EXPECTATIONS

Both the board and superintendent should have high expectations of one another in order to serve the school district efficiently and effectively. The board should expect assistance, cooperation, and professional leadership from its superintendent. A superintendent should be expected to recommend changes in district programs and board policies whenever it is believed that they are necessary. Without exception, a superintendent should put into effect the policies and plans adopted by the board.

Board of Education

A superintendent should expect that the board will:

- Carry out its duties and function in an ethical and responsible manner.
- Give authority commensurate with the responsibilities it expects the superintendent to assume.
- Hold the superintendent accountable for situations and problems they have been given authority to correct or control and, likewise, not hold the superintendent accountable when denied such authority.
- Stand behind and support the superintendent if they are carrying out the policies and directives of the board.
- Provide objective counsel and advice; offer any criticism in a constructive manner.
- Adopt policies to guide the superintendent in the performance of their duties.
- View the superintendent as a professional educator and administrator; give due consideration to the superintendent's recommendations on matters pertaining to education and the administration of the schools.
- Keep current with education program trends and actively participate in workshops and conferences designed for school board members.
- Follow meeting agendas and established school board meeting procedures so the board can be adequately prepared to respond to questions.

EXPECTATIONS

Superintendent

The board should expect that the superintendent will:

- Administer the operations of the school district in conformity with directives and policies adopted by the board; be accountable to the board in all related matters.
- Assume responsibility for serving as the administrative officer of the district and as adviser to the board.
- Facilitate preparation of board meeting agendas.
- Provide recommendations, advice, information, and materials to assist the board in its deliberations.
- Keep the board advised of changes, innovations, and trends in education that might be applicable to the district.
- Keep the board fully informed on all matters of its concern.
- Keep the board informed of student achievement data and other information affecting the district's accreditation.
- Utilize the professional competencies of the staff in conducting studies, evaluating programs, and developing recommendations for consideration by the board.
- Make an effort to work with all board members on an equal basis and not unduly rely on certain individuals.
- Accurately interpret the needs of the school system to the board and to the public.
- Consistently strive to improve the district's instructional programs.
- Make a conscious effort to maintain good staff and community relations.
- Operate the district in a fiscally sound manner.
- Support board decisions.
- Ask to be relieved of their contract if unable to perform as expected.



Morgan County School District RE-3

Monthly Financial Statements

FY 25/26

Dec-25



**Morgan County School District RE-3
715 West Platte Avenue
Fort Morgan, CO 80701**

**Robert Sanders
Superintendent**

**Toni M Miller, CPA
Chief Financial Officer**

0
Monthly Financial Summary
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12/31/2025

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Morgan County School District RE-3
Monthly Financial Summary
 General Fund
 12/31/2025

	FY 25-26 Dec-25				% Used
	Month Actual	1/12 x Annual Budget (1)	Variance		
Revenues					
Local Revenue	146,764	1,082,171	(935,407)	13.56%	
State Revenue	2,968,372	2,458,198	510,174	120.75%	
Federal Revenue	0	72,635	(72,635)	0.00%	
Total Revenues	\$ 3,115,135	\$ 3,613,004	\$ (497,869)	86.22%	
Expenditures by Program					
Instructional Services	2,057,179	2,071,002	13,823	99.33%	
Pupil Services	185,166	152,757	(32,409)	121.22%	
Instr. Staff Support	149,317	212,909	63,592	70.13%	
General Administration	41,325	54,989	13,664	75.15%	
School Administration	227,979	232,964	4,985	97.86%	
Business Services	51,093	72,574	21,481	70.40%	
Maintenance, Operations & Transp	467,130	586,163	119,033	79.69%	
Central Services & Other	101,793	237,827	136,034	42.80%	
Total Expenditures	\$ 3,280,982	\$ 3,621,185	\$ 340,203	90.61%	
Other Financing Uses					
Capital Lease Funds Received					
Transfers In/Out	-	(113,250)	(113,250)	0.00%	
Total Other Financing Uses	\$ (165,846)	\$ 105,069	\$ (44,415)	0.00%	
Income (Loss)					
Audited/Estimated Fund Balance, Beginning of Year					
Fund Balance, End of Period					

	FY 25-26 YEAR-TO-DATE				Percentage Recvd or Used
	YTD Actual	Annual Budget	Variance		
	2,548,662	12,986,052	(10,437,390)	19.63%	(1)
	20,292,798	29,498,374	(9,205,576)	68.79%	
	314,887	871,619	(556,732)	36.13%	
Total	\$ 23,156,347	\$ 43,356,045	\$ (20,199,698)	53.41%	
	12,169,549	24,852,019	12,682,470	48.97%	
	929,338	1,833,085	903,747	50.70%	
	1,245,427	2,554,905	1,309,478	48.75%	
	260,865	659,864	398,999	39.53%	
	1,373,206	2,795,568	1,422,362	49.12%	
	467,461	870,885	403,424	53.68%	
	3,066,552	7,033,961	3,967,409	43.60%	
	1,498,370	2,853,925	1,355,555	52.50%	
Total	\$ 21,010,768	\$ 43,454,212	\$ 22,443,444	48.35%	
	(600,000)	0	0	N/A	
	(600,000)	(1,359,000)	759,000	44.15%	(2)
Total	\$ 1,545,579	\$ (1,457,167)	\$ 3,002,746		
	9,961,125	9,961,125			
Total	\$ 11,506,704	\$ 8,503,958	\$ 3,002,746		

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	2,341,854	390,718
Cash in Bank - Colo Trust	8,320,026	11,167,991
Cash in Bank - CSAFE	439,878	0
Other	609,620	620,752
Total Cash in Bank	\$11,711,378	\$12,179,461

Footnotes:
 (1) Revenue includes Safety grant of \$1,286,915 which will be 100% spent out this year but currently only \$321,728.18 has been spent
 (2) Remaining allocations to be made this fiscal year are \$200,000 for insurance, \$519,000 for Capital Reserve and \$40,000 for Daycare

Morgan County School District RE-3
 Monthly Financial Summary
 Mill Levy Fund
 12/31/2025

Footnotes

		FY 25-26 YEAR-TO-DATE				
		YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues						
Local Revenue		29,042	540,000	(510,958)	5.38%	
State Revenue		0	0	0	N/A	
Federal Revenue		0	20,500	(20,500)	0.00%	
Total Revenues		\$ 29,042	\$ 560,500	\$ (531,458)	5.18%	
Expenditures by Program						
Salaries			0	0	N/A	
Employee Benefits			0	0	N/A	
Professional Services		22,502	23,000	498	97.83%	
Property Services		78,562	289,318	210,756	27.15%	
Other Services		63,300	75,000	11,700	84.40%	
Supplies & Materials		4,812	18,500	13,688	26.01%	
Equipment		0	125,813	125,813	0.00%	
Other Objects			0	0	N/A	
Other Uses			0	0	N/A	
Total Expenditures		\$ 169,176	\$ 531,631	\$ 362,455	31.82%	
Other Financing Uses						
Transfers In/Out			0	0	N/A	
Total Other Financing Uses		\$ -	\$ -	\$ -	N/A	
Income (Loss)		\$ (140,134)	\$ 28,869	\$ (169,003)	(5)	
Audited/Estimated Fund Balance, Beginning of Year		465,710	465,710			
Fund Balance, End of Period		\$ 325,576	\$ 494,579	\$ (169,003)		

		FY 25-26 Dec-25			
		1/12 x Annual Budget (1)	Variance	% Used	
Revenues					
Local Revenue		45,000	(42,184)	6.26%	
State Revenue		0	0	N/A	
Federal Revenue		1,708	(1,708)	0.00%	
Total Revenues		\$ 46,708	\$ (43,892)	6.03%	
Expenditures by Program					
Salaries		0	0	N/A	
Employee Benefits		0	0	N/A	
Professional Services		1,917	1,912	0.26%	
Property Services		24,110	18,785	22.09%	
Other Services		6,250	6,250	0.00%	
Supplies & Materials		1,542	1,542	0.00%	
Equipment		10,484	10,484	0.00%	
Other Objects		0	0	N/A	
Other Uses		0	0	N/A	
Total Expenditures		\$ 44,303	\$ 38,973	12.03%	
Other Financing Uses					
Transfers In/Out		0	0	N/A	
Total Other Financing Uses		\$ -	\$ -	N/A	
Income (Loss)		\$ (2,514)	\$ 2,405	(4,919)	

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	7,518	3,269
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	414,193	277,911
Other		
Total Cash in Bank	\$421,711	\$281,180

Footnotes:

(1) Majority of property taxes are received in February, March and April

Morgan County School District RE-3
 Quarterly Financial Summary
 Day Care Fund
 12/31/2025

Footnotes

		FY 25-26 YEAR-TO-DATE			Percentage
		YTD	Annual	Variance	Recvd or Used
		Actual	Budget		
Revenues					
Local Revenue		110,524	195,015	(84,491)	56.67%
State Revenue		39,814	164,000	(124,186)	24.28%
Federal Revenue		0	65,000	(65,000)	0.00%
Total Revenues		\$ 150,338	\$ 424,015	\$ (273,677)	35.46%
Expenditures by Program					
Salaries		190,447	381,061	190,614	49.98%
Employee Benefits		80,358	155,434	75,076	51.70%
Professional Services		300	50	(250)	600.00%
Property Services		0	0	0	N/A
Other Services		297	100	(197)	297.00%
Supplies & Materials		983	8,450	7,467	11.63%
Equipment		0	500	500	0.00%
Other Objects		987	3,565	2,578	27.65%
Other Uses		0	0	0	N/A
Total Expenditures		\$ 273,372	\$ 549,160	\$ 275,788	49.78%
Other Financing Uses					
Transfers In/Out			40,000	40,000	0.00%
Total Other Financing Uses		\$ -	\$ 40,000	\$ 40,000	0.00%
Income (Loss)		\$ (123,034)	\$ (85,145)	\$ (37,889)	1
Audited/Estimated Fund Balance, Beginning of Year		105,097	105,097		
Fund Balance, End of Period		\$ (17,937)	\$ 19,952	\$ (37,889)	

		FY 25-26 Dec-25		%
		1/12 x Annual	Variance	Used
		Budget (1)		
Month				
Actual				
15,732		16,251	(519)	96.80%
9,803		13,667	(3,864)	71.73%
		5,417	(5,417)	0.00%
\$ 25,535		\$ 35,335	\$ (9,800)	72.27%
30,099		31,755	1,656	94.78%
12,589		12,953	364	97.19%
100		4	(96)	2400.00%
		0	0	N/A
		8	8	0.00%
640		704	64	90.89%
		42	42	0.00%
		297	297	0.00%
0		0	0	N/A
\$ 43,428		\$ 45,763	\$ 2,335	94.90%
0		3,333	3,333	0.00%
\$ -		\$ 3,333	\$ 3,333	0.00%
\$ (17,893)		\$ (7,095)	\$ (10,798)	

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	62,953	198,040
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	133	144
Other		
Total Cash in Bank	\$63,086	\$198,184

Footnotes:

(1) Funding is always a month behind. I am looking into the funding to be sure we are getting fully funded

Morgan County School District RE-3
 Quarterly Financial Summary
 Capital Reserve Fund
 12/31/2025

		FY 25-26 Dec-25			FY 25-26 YEAR-TO-DATE			Footnotes
Month	1/12 x Annual	Variance	%	YTD	Annual	Variance	Percentage	
Actual	Budget (1)		Used	Actual	Budget		Recvd or Used	
Revenues								
Local Revenue	6	128	(122)	751	1,600	(849)	46.94%	
State Revenue	0	0	0	0	0	0	N/A	
Federal Revenue	0	0	0	0	0	0	N/A	
Total Revenues	6	\$ 128	\$(122)	\$ 751	\$ 1,600	\$(849)	46.94%	
Expenditures by Program								
Salaries	0	0	0	0	0	0	N/A	
Employee Benefits	0	0	0	0	0	0	N/A	
Professional Services	0	0	0	0	0	0	N/A	
Property Services	0	0	0	0	0	0	N/A	
Other Services	0	0	0	0	0	0	N/A	
Supplies & Materials	0	0	0	0	0	0	N/A	
Equipment	0	21,977	21,977	0	263,727	263,727	0.00%	
Other Objects	0	4,739	4,739	0	59,237	59,237	0.00%	
Other Uses	0	15,811	15,811	0	197,636	197,636	0.00%	
Total Expenditures	0	\$ 42,527	\$ 42,527	\$ -	\$ 520,600	\$ 520,600	0.00%	
Other Financing Uses								
Transfers in/Out		43,250	43,250	519,000	519,000	519,000	100.00%	(1)
Total Other Financing Uses	0	\$ 43,250	\$ 43,250	\$ 519,000	\$ 519,000	\$ -	100.00%	
Income (Loss)	6	\$ (85,649)	\$(844)	\$ 519,751	\$ -	\$ 519,751	N/A	
Audited/Estimated Fund Balance, Beginning of Year				796,676	796,976			
Fund Balance, End of Period				\$ 1,316,427	\$ 796,976	\$ 519,751		

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	774,472	774,472
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	1,730	1,724
Other		
Total Cash in Bank	\$776,202	\$776,196

Footnotes:
(1)

Morgan County School District RE-3
 Quarterly Financial Summary
 Insurance Fund
 12/31/2025

	FY 25-26 Dec-25				% Used
	Month Actual	1/12 x Annual Budget (1)	Variance		
Revenues					
Local Revenue	66,838	139,160	(72,322)	48.03%	
State Revenue	0	0	0	N/A	
Federal Revenue	0	0	0	N/A	
Total Revenues	\$ 66,838	\$ 139,160	(72,322)	48.03%	
Expenditures by Program					
Salaries	0	0	0	N/A	
Employee Benefits	0	0	0	N/A	
Professional Services	0	0	0	N/A	
Property Services	0	144,000	144,000	0.00%	
Other Services	31,153	97,917	66,764	31.82%	
Supplies & Materials	0	0	0	N/A	
Equipment	0	0	0	N/A	
Other Objects	0	0	0	N/A	
Other Uses	0	0	0	N/A	
Total Expenditures	\$ 31,153	\$ 241,917	210,764	12.88%	
Other Financing Uses					
Transfers In/Out		66,667	66,667	0.00%	
Total Other Financing Uses	\$ -	\$ 66,667	66,667	0.00%	
Income (Loss)	\$ 35,685	\$ (169,424)	71,775		

**Audited/Estimated Fund Balance,
Beginning of Year**

Fund Balance, End of Period

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	601,442	1,689,963
Cash in Bank - Colo Trust	38,067	38,860
Cash in Bank - CSAFE	0	0
Other		
Total Cash in Bank	\$639,509	\$1,728,823

Footnotes:

(1) Transfer made in June

	FY 25-26 YEAR-TO-DATE				Percentage Recvd or Used
	YTD Actual	Annual Budget	Variance		
	1,568,076	1,669,917	(101,841)		93.90%
	0	0	0		N/A
	0	0	0		N/A
\$	1,568,076	1,669,917	(101,841)		93.90%
	0	0	0		N/A
	0	0	0		N/A
	7,767	1,800,000	1,792,233		0.43%
	1,070,994	1,175,000	104,006		91.15%
	0	0	0		N/A
	0	0	0		N/A
	0	0	0		N/A
	0	0	0		N/A
\$	1,078,761	2,975,000	1,896,239		36.26%
	600,000	800,000	800,000		75.00%
\$	600,000	800,000	200,000		75.00%
\$	1,089,315	(505,083)	1,594,398		(2)
	644,870	644,870			
\$	1,734,185	139,787	1,594,398		

(1)

Morgan County School District RE-3
 Quarterly Financial Summary
 Preschool Fund
 12/31/2025

Footnotes

		FY 25-26 YEAR-TO-DATE				Percentage
		YTD	Annual	Variance	Recvd or Used	
		Actual	Budget			
Revenues						
Local Revenue	29	100	(71)		29.00%	
State Revenue	198,139	790,000	(591,861)		25.08%	
Federal Revenue	0	30,000	(30,000)		0.00%	
Total Revenues	\$ 198,168	\$ 820,100	\$ (621,932)		24.16%	
Expenditures by Program						
Salaries	328,572	648,028	319,456		50.70%	
Employee Benefits	137,659	268,522	130,863		51.27%	
Professional Services	0	0	0		N/A	
Property Services	0	0	0		N/A	
Other Services	189	0	(189)		N/A	
Supplies & Materials	3,561	9,988	6,427		35.65%	
Equipment	0	308	308		0.00%	
Other Objects	814	2,319	1,505		35.10%	
Other Uses	0	0	0		N/A	
Total Expenditures	\$ 470,795	\$ 929,165	\$ 458,370		50.67%	
Other Financing Uses						
Transfers In/Out	0	0	0		N/A	
Total Other Financing Uses	\$ -	\$ -	\$ -		N/A	
Income (Loss)	\$ (272,627)	\$ (109,065)	\$ (163,562)		2	
Audited/Estimated Fund Balance, Beginning of Year	122,318	122,318				
Fund Balance, End of Period	\$ (150,309)	\$ 13,253	\$ (163,562)			

		FY 25-26 Dec-25			%
		1/12 x Annual	Variance	Used	
		Budget (1)			
Revenues					
Local Revenue	5	8	(3)	60.24%	
State Revenue	79,335	65,833	13,501	120.51%	
Federal Revenue	0	2,500	(2,500)	0.00%	
Total Revenues	\$ 79,340	\$ 68,342	\$ 10,998	116.09%	
Expenditures by Program					
Salaries	47,291	54,002	6,711	87.57%	
Employee Benefits	21,809	22,377	568	97.46%	
Professional Services	0	0	0	N/A	
Property Services	0	0	0	N/A	
Other Services	0	0	0	N/A	
Supplies & Materials	682	832	150	81.99%	
Equipment	0	26	26	0.00%	
Other Objects	21	193	173	10.61%	
Other Uses	0	0	0	N/A	
Total Expenditures	\$ 69,803	\$ 77,430	\$ 7,628	90.15%	
Other Financing Uses					
Transfers In/Out	0	0	0	N/A	
Total Other Financing Uses	\$ -	\$ -	\$ -	N/A	
Income (Loss)	\$ 9,537	\$ (9,089)	\$ 18,626		

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	410,063	88,414
Cash in Bank - Colo Trust	1,391	1,420
Cash in Bank - CSAFE	0	0
Other		
Total Cash in Bank	\$411,454	\$89,834

Footnotes:

(1) Funding is always a month behind. I am looking into the reporting to make sure we are getting fully funded

Morgan County School District RE-3
 Quarterly Financial Summary
 Food Service Fund
 12/31/2025

Footnotes

		FY 25-26 YEAR-TO-DATE				
		YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
		33,659	58,700	(25,041)	57.34%	
		155,372	338,599	(183,227)	45.89%	
		1,292,062	2,844,131	(1,552,069)	45.43%	
	\$	1,481,093	3,241,430	(1,760,337)	45.69%	
		460,478	912,965	452,487	50.44%	
		193,244	363,046	169,802	53.23%	
		4,899	8,510	3,611	57.57%	
		0	35,170	35,170	0.00%	
		275	2,250	1,975	12.22%	
		702,267	1,712,400	1,010,133	41.01%	
		43,577	222,800	179,223	19.56%	
		(22,231)	(13,145)	9,086	169.12%	
		0	0	0	N/A	
	\$	1,382,509	3,243,996	1,861,487	42.62%	
	\$	-	-	-	N/A	
	\$	98,584	(2,566)	101,150	(38)	
		618,803	618,803			
	\$	717,387	616,237	101,150		

		FY 25-26 Dec-25			
		1/12 x Annual Budget (1)	Variance	% Used	
		4,892	11,097	326.86%	
		28,217	(17,005)	39.74%	
		237,011	163,589	169.02%	
	\$	270,119	157,682	158.37%	
		76,080	8,265	89.14%	
		30,254	986	96.74%	
		709	342	51.75%	
		2,931	2,931	0.00%	
		188	(300)	259.73%	
		142,700	64,091	55.09%	
		18,567	(4,349)	123.43%	
		(1,095)	1,404	228.13%	
		0	0	N/A	
	\$	270,333	73,370	72.86%	
	\$	0	0	N/A	
	\$	-	-	N/A	
	\$	(214)	231,052		

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	204,933	11,561
Cash in Bank - Colo Trust	337,175	689,509
Cash in Bank - CSAFE	26,229	26,137
Other		
Total Cash in Bank	\$568,337	\$727,207

Revenues
 Local Revenue
 State Revenue
 Federal Revenue
Total Revenues

Expenditures by Program
 Salaries
 Employee Benefits
 Professional Services
 Property Services
 Other Services
 Supplies & Materials
 Equipment
 Other Objects
 Other Uses
Total Expenditures

Other Financing Uses
 Transfers In/Out
Total Other Financing Uses

Income (Loss)

Audited/Estimated Fund Balance, Beginning of Year

Fund Balance, End of Period

Footnotes:

Morgan County School District RE-3
 Quarterly Financial Summary
 Federal Funds
 12/31/2025

Footnotes

		FY 25-26 YEAR-TO-DATE				
		YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
		16,161	58,700	(42,539)	27.53%	
		515,675	714,113	(198,438)	72.21%	
		414,864	1,047,732	(632,868)	39.60%	
	\$	946,700	1,820,545	(873,845)	52.00%	
		428,075	791,886	363,811	54.06%	
		164,781	339,113	174,332	48.59%	
		64,618	153,299	88,681	42.15%	
		0	0	0	N/A	
		27,865	66,961	39,096	41.61%	
		66,944	395,914	328,970	16.91%	
		18,735	42,000	23,265	44.61%	
		61,597	31,372	(30,225)	196.34%	
		0	0	0	N/A	
	\$	832,615	1,820,545	987,930	45.73%	
		-	0	0	N/A	
		-	-	-	N/A	
	\$	114,085	-	114,085	N/A	
		364,767	364,767			
	\$	478,852	364,767	114,085		

		FY 25-26 Dec-25			
		1/12 x Annual Budget (1)	Variance	% Used	
	0	4,892	(4,892)	0.00%	
	0	59,509	(59,509)	0.00%	
	88,186	87,311	875	101.00%	
	\$	151,712	(63,526)	58.13%	
		65,991	8,692	86.83%	
		28,259	5,695	79.85%	
		12,775	(2,073)	116.23%	
		0	0	N/A	
		5,580	2,245	59.77%	
		32,993	24,182	26.71%	
		3,500	3,500	0.00%	
		2,614	(18,839)	820.59%	
		0	0	N/A	
	\$	151,712	23,402	84.57%	
		0	0	N/A	
		-	-	N/A	
	\$	(40,124)	(0)	(40,124)	

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	14,537	16,079
Cash in Bank - Colo Trust	796,569	675,516
Cash in Bank - CSAFE	29,136	0
Other		
Total Cash in Bank	\$840,242	\$691,595

Footnotes:

Morgan County School District RE-3
 Quarterly Financial Summary
 Student Activity Fund
 12/31/2025

Footnotes

		FY 25-26 Dec-25				FY 25-26 YEAR-TO-DATE			
Month	Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recy'd or Used	
Revenues									
Local Revenue	46,374	83,083	(36,709)	55.82%	499,959	997,000	(497,041)	50.15%	
State Revenue	0	0	0	N/A	0	0	0	N/A	
Federal Revenue	0	0	0	N/A	0	0	0	N/A	
Total Revenues	\$ 46,374	\$ 83,083	\$ (36,709)	55.82%	\$ 499,959	\$ 997,000	\$ (497,041)	50.15%	
Expenditures by Program									
Salaries	0	0	0	N/A	0	0	0	N/A	
Employee Benefits	0	0	0	N/A	0	0	0	N/A	
Professional Services	6,157	8,333	2,176	73.88%	48,104	100,000	51,896	48.10%	
Property Services	0	0	0	N/A	0	0	0	N/A	
Other Services	2,778	9,167	6,389	30.31%	43,518	110,000	66,482	39.56%	
Supplies & Materials	25,194	54,167	28,973	46.51%	161,256	650,000	488,744	24.81%	
Equipment	0	5,167	5,167	0.00%	8,285	62,000	53,715	13.36%	
Other Objects	4,415	6,250	1,835	70.64%	36,515	75,000	38,485	48.69%	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	\$ 38,544	\$ 83,083	\$ 44,539	46.39%	\$ 297,678	\$ 997,000	\$ 699,322	29.86%	
Other Financing Uses									
Transfers In/Out	0	0	0	N/A	0	0	0	N/A	
Total Other Financing Uses	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	
Income (Loss)	\$ 7,830	\$ -	\$ 7,830		\$ 202,281	\$ -	\$ 202,281	N/A	
Audited/Estimated Fund Balance, Beginning of Year					625,541	625,541			
Fund Balance, End of Period					\$ 827,822	\$ 625,541	\$ 202,281		

		FY 25-26 Dec-25		12/31/25	
Month	Actual	1/12 x Annual Budget (1)	Variance	% Used	
Cash in Bank					
Cash in Bank - BOC			120,283		130,105
Cash in Bank - Colo Trust			99,882		101,962
Cash in Bank - CSAFE			0		0
Other					
Total Cash in Bank			\$ 220,165		\$ 232,067

Footnotes:

Morgan County School District RE-3
 Quarterly Financial Summary
 Bond Redemption Fund
 12/31/2025

		FY 25-26 YEAR-TO-DATE				Footnotes
YTD Actual	Annual Budget	Variance	Percentage Recvd or Used			
150,587	2,717,339	(2,566,752)	5.54%			
0	0	0	N/A			
0	0	0	N/A			
\$ 150,587	\$ 2,717,339	\$ (2,566,752)	5.54%			
0	0	0	N/A			
0	0	0	N/A			
3,000	6,500	3,500	46.15%			
0	0	0	N/A			
0	0	0	N/A			
0	0	0	N/A			
0	0	0	N/A			
339,091	650,839	311,748	52.10%			
2,060,000	2,060,000	0	100.00%			
\$ 2,402,091	\$ 2,717,339	\$ 315,248	88.40%			
\$ -	\$ 0	\$ 0	N/A			
\$ -	\$ -	\$ -	N/A			
\$ (2,251,504)	\$ -	\$ (2,251,504)	N/A			
2,777,144	2,777,144					
\$ 525,640	\$ 2,777,144	\$ (2,251,504)				

		FY 25-26 Dec-25		% Used
Month Actual	1/12 x Annual Budget (1)	Variance		
11,880	226,445	(214,565)	5.25%	
0	0	0	N/A	
0	0	0	N/A	
\$ 11,880	\$ 226,445	\$ (214,565)	5.25%	
0	0	0	N/A	
0	0	0	N/A	
0	542	542	0.00%	
0	0	0	N/A	
0	0	0	N/A	
0	0	0	N/A	
0	0	0	N/A	
0	54,237	54,237	0.00%	
0	171,667	171,667	0.00%	
\$ -	\$ 226,445	\$ 226,445	0.00%	
\$ -	\$ 0	\$ 0	N/A	
\$ -	\$ -	\$ -	N/A	
\$ 11,880	\$ -	\$ 11,880		

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	0	0
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	0	0
Other - BOK	2,774,892	523,388
Total Cash in Bank	\$ 2,774,892	\$ 523,388

Footnotes:

Morgan County School District RE-3
 Quarterly Financial Summary
 Building Fund
 12/31/2025

	FY 25-26 Dec-25			% Used
	Month Actual	1/12 x Annual Budget (1)	Variance	
Revenues				
Local Revenue	5,483	13,486	(8,003)	40.66%
State Revenue	0	0	0	N/A
Federal Revenue	0	0	0	N/A
Total Revenues	\$ 5,483	\$ 13,486	\$ (8,003)	40.66%
Expenditures by Program				
Salaries	0	0	0	N/A
Employee Benefits	0	0	0	N/A
Professional Services	0	0	0	N/A
Property Services	0	0	0	N/A
Other Services	0	0	0	N/A
Supplies & Materials	0	0	0	N/A
Equipment	350	19,121	18,771	1.83%
Other Objects	0	0	0	N/A
Other Uses	0	0	0	N/A
Total Expenditures	\$ 350	\$ 19,121	\$ 18,771	1.83%
Other Financing Uses				
Transfers In/Out		5,750	5,750	0.00%
Total Other Financing Uses	\$ -	\$ 5,750	\$ 5,750	0.00%
Income (Loss)	\$ 5,133	\$ (11,385)	\$ 5,018	

**Audited/Estimated Fund Balance,
Beginning of Year**

Fund Balance, End of Period

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	0	0
Cash in Bank - Colo Trust	480,167	1,643,061
Cash in Bank - CSAFE	1,594,048	
Other		
Total Cash in Bank	\$2,074,215	\$1,643,061

	FY 25-26 YEAR-TO-DATE			
	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used
	38,274	161,837	(123,563)	23.65%
	0	0	0	N/A
	0	0	0	N/A
Total	\$ 38,274	\$ 161,837	\$ (123,563)	23.65%
	0	0	0	N/A
	0	0	0	N/A
	0	0	0	N/A
	0	0	0	N/A
	0	0	0	N/A
	0	0	0	N/A
	564,138	229,454	(334,684)	245.86%
	0	0	0	N/A
	0	0	0	N/A
Total	\$ 564,138	\$ 229,454	\$ (334,684)	245.86%
		69,000	69,000	0.00%
	\$ -	\$ 69,000	\$ 69,000	0.00%
	\$ (525,864)	\$ 1,383	\$ (527,247)	(380)
	641,920	641,920		
	\$ 116,056	\$ 643,303	\$ (527,247)	

Footnotes:

Morgan County School District RE-3
 Quarterly Financial Summary
 Private Purpose Fund
 12/31/2025

Footnotes

		FY 25-26 YEAR-TO-DATE				
		YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
		184,100	375,000	(190,900)	49.09%	
		0	0	0	N/A	
		0	0	0	N/A	
\$		184,100 \$	375,000 \$	(190,900)	49.09%	
		0	0	0	N/A	
		0	0	0	N/A	
		0	0	0	N/A	
		0	0	0	N/A	
		0	0	0	N/A	
		0	0	0	N/A	
		183,825	375,000	191,175	49.02%	
		0	0	0	N/A	
\$		183,825 \$	375,000 \$	191,175	49.02%	
			0	0	N/A	
\$		- \$	- \$	-	N/A	
\$		275 \$	- \$	275	N/A	
		161,443	160,868			
\$		161,718 \$	160,868 \$	275		

		FY 25-26 Dec-25		
Month Actual	1/12 x Annual Budget (1)	Variance	% Used	
0	31,250	(31,250)	0.00%	
0	0	0	N/A	
0	0	0	N/A	
\$	31,250 \$	(31,250)	0.00%	
0	0	0	N/A	
0	0	0	N/A	
0	0	0	N/A	
0	0	0	N/A	
0	0	0	N/A	
0	0	0	N/A	
0	0	0	N/A	
0	31,250	31,250	0.00%	
0	0	0	N/A	
\$	31,250 \$	31,250	0.00%	
\$	- \$	31,250	0.00%	
\$	0	0	N/A	
\$	- \$	- \$	N/A	
\$	- \$	- \$		

	6/30/25	12/31/25
Cash in Bank		
Cash in Bank - BOC	160,868	82,873
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	0	0
Other - Investment CD's	94,844	94,844
Total Cash in Bank	\$255,712	\$177,717

Revenues
 Local Revenue
 State Revenue
 Federal Revenue
Total Revenues

Expenditures by Program
 Salaries
 Employee Benefits
 Professional Services
 Property Services
 Other Services
 Supplies & Materials
 Equipment
 Other Objects
 Other Uses
Total Expenditures

Other Financing Uses
 Transfers In/Out
Total Other Financing Uses

Income (Loss)

Audited/Estimated Fund Balance, Beginning of Year

Fund Balance, End of Period

Footnotes:

**MORGAN COUNTY SCHOOL DISTRICT RE-3
MORGAN COUNTY, COLORADO**

**LEASE PURCHASE AGREEMENT DATED AS OF APRIL 14, 2026
BETWEEN MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO
AND BANK OF COLORADO**

CLOSING DOCUMENTS FOR THE DISTRICT

1. Site Lease Agreement
 - President signs
 - Secretary signs
 - Seal
 - Notary
2. Lease Purchase Agreement
 - President signs
 - Secretary signs
 - Seal
 - Notary
3. Sale Certificate
 - Chief Financial Officer signs
4. Omnibus Certificate
 - President signs
 - Secretary signs
 - Chief Financial Officer signs
 - Seal
5. Tax Compliance and No Arbitrage Certificate
 - Chief Financial Officer signs
6. I.R.S. Form 8038-G
 - Chief Financial Officer signs
7. Delivery Certificate and Cross-Receipt
 - Chief Financial Officer signs
8. Certificate designating District Representative
 - Chief Financial Officer signs
 - President signs
9. Certificate as to Permitted Encumbrances
 - Chief Financial Officer signs

IN WITNESS WHEREOF, the parties hereto have executed this Site Lease Agreement as of this 14th day of April, 2026.

MORGAN COUNTY SCHOOL DISTRICT
RE-3, MORGAN COUNTY, COLORADO,
as Lessor

By: _____
President,
Board of Education

(SEAL)

ATTEST:

By: _____
Secretary

Address of Lessor:

715 West Platte Avenue
Fort Morgan, Colorado 80701

STATE OF COLORADO)
) ss.
COUNTY OF MORGAN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Nancy Hopper, President of the Board of Education, Morgan County School District Re-3, Morgan County, Colorado.

WITNESS my hand and official seal.

[SEAL]

Notary Public, State of Colorado

STATE OF COLORADO)
) ss.
COUNTY OF MORGAN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Kati Jess, Secretary of the Board of Education of Morgan County School District Re-3, Morgan County, Colorado.

WITNESS my hand and official seal.

[SEAL]

Notary Public, State of Colorado

MORGAN COUNTY SCHOOL DISTRICT
RE-3, MORGAN COUNTY, DISTRICT,
COLORADO,
as Sublessee

By: _____
President, Board of Education

(SEAL)

ATTEST:

By: _____
Secretary

Address of Sublessee:

715 West Platte Avenue

Fort Morgan, Colorado 80701

STATE OF COLORADO)
) ss.
COUNTY OF MORGAN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Nancy Hopper, President, Board of Education, and Kati Jess, Secretary of the Board of Education, Morgan County School District Re-3, Morgan County, Colorado.

WITNESS my hand and official seal.

[SEAL]

Notary Public, State of Colorado

DATED April 14, 2026.

MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO

Chief Financial Officer

[Signature Page to Sale Certificate]

WITNESS our hands and the seal of the District this 14th day of April, 2026.

(SEAL)

President

Secretary

Chief Financial Officer

Dated April 14, 2026.

**MORGAN COUNTY SCHOOL DISTRICT RE-
4, MORGAN COUNTY, COLORADO**

By: _____
Toni Miller, Chief Financial Officer

[District's Signature Page to the Tax Certificate]

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) **35**
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions **36a**
- b** Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____
- c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units **37**
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ and enter the following information:
 - b** Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____
 - c** Enter the EIN of the issuer of the master pool bond ▶ _____
 - d** Enter the name of the issuer of the master pool bond ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶
- 41a** If the issuer has identified a hedge, check here ▶ and enter the following information:
 - b** Name of hedge provider ▶ _____
 - c** Type of hedge ▶ _____
 - d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box ▶
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ▶
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ▶ and enter the amount of reimbursement ▶ _____
- b** Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

▶ _____ Date ▶ **Toni Miller, Chief Financial Officer**
 Signature of issuer's authorized representative Type or print name and title

Paid Preparer Use Only	Print/Type preparer's name Kimberley K. Crawford	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN PO1067568
	Firm's name ▶ Butler Snow LLP			Firm's EIN ▶ 64-0331849	
	Firm's address ▶ 1801 California Street, Suite 5100, Denver, CO 80202			Phone no. 720-330-2354	

WITNESS our hands this 14th day of April, 2026.

MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO

By _____
Chief Financial Officer

BANK OF COLORADO

By _____
Authorized Officer

DISTRICT REPRESENTATIVE CERTIFICATE

IT IS HEREBY CERTIFIED THAT Toni Miller, Chief Financial Officer, a specimen of whose signature appears below, is hereby appointed as an “Authorized District Representative,” as that term is defined in the Lease Purchase Agreement dated as of April 14, 2026 (the “Lease”), between Bank of Colorado (the “Lender”), as sublessor, and Morgan County School District Re-3, Morgan County, Colorado (the “District”), as sublessee, and that such person is authorized to act on behalf of the District for the purpose of performing any act under the Lease and the Site Lease Agreement dated as of April 14, 2026, between the District, as lessor, and the Lender, as lessee. The above-named person shall serve in such capacity until his successor or successors are named in a certificate given to the Lender and executed by the President of the Board of Education of the District.

Set forth below is the specimen signature of each Authorized District Representative:

Toni Miller
Authorized District Representative

IN WITNESS WHEREOF, the District has caused this certificate to be executed this 14th day of April, 2026.

President

**MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO**

CERTIFICATE AS TO PERMITTED ENCUMBRANCES

The undersigned Authorized District Representative, as defined in the Lease Purchase Agreement dated as of April 14, 2026 (the “Lease”) between Morgan County School District Re-3, Morgan County, Colorado, and Bank of Colorado, hereby certifies that the encumbrances listed on **Exhibit A** hereto will not interfere with or impair the Leased Property (as defined in the Lease).

WITNESS my hand this 14th day of April, 2026.

Authorized District Representative

Federal Fiscal Compliance

Federal funds received by the District ~~will~~ shall be administered in accordance with this policy and applicable federal law, including but not limited to the federal Uniform Grant Guidance. The Board designates the Chief ~~Financial Officer~~ ~~School Business Official~~, Superintendent, Assistant Superintendent for Curriculum and Instruction, Director of ~~Special Student Services~~, and Director of ~~Culturally and Linguistically Diverse Education~~ ~~English Language Learning~~ as the District contacts for all federal programs and funding.

The superintendent or designee may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

Subrecipient Monitoring

If the District awards subgrants, the District ~~will~~ shall monitor grant subrecipients to ensure compliance with applicable law and Board policy.

Time and Effort Reporting

District employees paid with federal funds ~~will~~ shall document the time they expend in work performed in support of each federal program and/or such program's cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

Recordkeeping

The District ~~will~~ shall maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records ~~will~~ shall be retrievable and available for programmatic or financial audit.

Adopted November 5, 2018
Revised TBD

LEGAL REFS.: 2 C.F.R. Part 200 (*Uniform Grant Guidance*)
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFS.: BCB, School Board Member Conflict of Interest
DJB*, Federal Procurement
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

Budget Adoption Process

Following consideration of the budget proposal presented by the administration, the Board ~~will~~ ~~shall~~ approve a proposed budget.

Within 10 days of submission of a proposed budget to the Board, a notice ~~will~~ ~~shall~~ be published ~~on the District's website and~~ in a newspaper having general circulation within the school District that:

1. The proposed budget is available for inspection by the public at the ~~central administrative office~~ **District Support Center** during business hours.
2. The Board will consider the adoption of the proposed budget at a hearing to be held at the date, time, and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board ~~or designee~~ will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time, and place of such meeting ~~will~~ ~~shall~~ be entered in the minutes of the hearing.

The Board ~~will~~ ~~shall~~ officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year. The adopted budget ~~will~~ ~~shall~~ be posted online in accordance with the Public School Financial Transparency Act.

After adoption of the budget, the Board may review and change the budget with respect to both revenues and expenditures at any time prior to January 31 of the fiscal year for which adopted. After January 31 the Board ~~will~~ ~~shall~~ not review or change the budget except as otherwise authorized by state law including declaration of a fiscal emergency.

If money for a specific purpose other than *ad valorem* taxes becomes available to meet a contingency after January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

If the District is authorized to raise and expend additional local property tax revenues at an election, the Board may adopt a supplemental budget and appropriation resolution to cover the remainder of the fiscal year following the election based on the additional dollar amount authorized.

Adopted April 3, 2017
Revised TBD

LEGAL REFS.: See citations on exhibit coded DBG-E
C.R.S. 22-44-103

C.R.S. 22-44-107 through 111

C.R.S. 22-44-115

C.R.S. 22-44-115.5

C.R.S. 22-44-301 *et seq.* (*Public School Financial Transparency Act*)

CROSS REFS.: DAB*, Financial Administration
DBK*, Fiscal Emergencies
DEA, Funds from Local Tax Source

Budget Transfers

Unencumbered moneys ~~will~~ shall not be transferred from one fund to another unless authorized in advance by the Board. When a contingency occurs, the Board of Education by resolution may transfer any unencumbered moneys from the contingency reserve account, which is within the general fund, to any other fund or function.

The Board ~~will~~ shall not transfer moneys from the bond redemption fund, the special building fund, or ~~the~~ transportation fund.

School Budget Accounts

Principals and their designees are responsible for funds budgeted to that school and may transfer moneys between their discretionary accounts. The superintendent and/or business manager ~~will~~ shall be notified of such transfers.

Program Budget Accounts

Principals, assistant principals, administrators, and directors, along with their designees, are responsible for funds budgeted to their building or program and may transfer discretionary moneys to other funds according to procedures established by the superintendent or designee. The superintendent and/or ~~chief financial officer~~ (CFO) ~~will~~ shall be notified of such transfers.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised February 6, 2017; TBD

LEGAL REFS.: C.R.S. 22-32-107 (duties of treasurer)
 C.R.S. 22-44-102 (3) (definition of contingency)
 C.R.S. 22-44-112 (transfer of moneys)
 C.R.S. 22-44-113 (borrowing from funds)
 C.R.S. 22-45-103 (1)(a)(II) (general fund)
 C.R.S. 24-10-115 (authority for public entities to obtain insurance)

Bonded Employees and Officers

All school employees who are responsible for moneys controlled by the Board or who may have more than \$50 from such funds in their custody ~~will shall~~ be bonded under a group fidelity bond in individual amounts of \$10,000.

The secretary and treasurer of the Board and any custodian of moneys authorized and appointed by the Board ~~will shall~~, as required by Colorado statute, be individually bonded. This bond ~~will shall~~ be in an amount not less than \$5,000.

In lieu of a bond, the District may maintain equivalent insurance coverage for such District employees, Board officers and Board-appointed custodians.

The cost of bonding ~~will shall~~ be borne by the ~~school~~ District.

Current practice codified 1995
Adopted Date of manual adoption
Revised April 3, 2017; TBD

LEGAL REFS.: C.R.S. 22-32-104(4)(b),(c) (surety bond)
C.R.S. 22-32-109(1)(h) (bond requirement)
C.R.S. 22-32-121(3) (bond required if authorized to affix facsimile signature of treasurer)

Audits/Financial Monitoring

In accordance with state law, all funds and accounts of the District ~~will~~ shall be audited annually, following the close of the fiscal year.

The Board ~~will~~ shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit. The independent auditor ~~will also~~ ~~also~~ shall audit the activities accounts of the District ~~to~~ for report to the Board of Education.

The audit report ~~will~~ shall contain among other information:

1. Financial statements prepared insofar as possible in conformity with generally accepted governmental accounting principles. (The financial statements are the representation of the District whether prepared by the District or by the auditor.)
2. Disclosures in accordance with the *Financial Policies and Procedures Handbook*. The supplemental schedules of receipts and expenditures for each fund ~~will~~ shall be in the format prescribed by the State Board of Education and ~~will~~ shall be in agreement with the audited financial statements of the District.
3. All funds and activities of the ~~school~~ District.
4. A budget to actual comparison for each fund and activity.
5. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion ~~will~~ shall include general fixed assets.
6. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1994, irrespective of materiality.
7. A supplemental listing of all investments held by the District at the date of the financial statement.
8. A calculation of the ~~school~~ District's fiscal year spending in accordance with the state constitution.

The auditor ~~will~~ shall discuss the audit report with the Board, and also ~~will~~ shall make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable and ~~will~~ shall perform such other related services as may be requested by the Board.

The audit report must be completed and submitted by the auditor to the ~~school~~ District within five months after the close of the fiscal year unless a request for an extension of time is granted by the state auditor. Within 30 days after receiving the audit, the District ~~will~~ shall submit one copy each to the state auditor and the state commissioner of education.

The Board reserves the right to request an audit at more frequent intervals if desired.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised February 6, 2017; TBD

LEGAL REFS.: C.R.S. 22-32-109 (1)(k)
C.R.S. 24-75-601.3
C.R.S. 29-1-601 *et seq.*

Local/Competitive Purchasing

Fort Morgan **County** School District Re-3 reserves the right to give preference to local vendors, including an allowance not to exceed 5% above low bid, on a case-by-case assessment. Influential factors which may be involved but not binding in the decision-making process ~~will shall~~ include local service, delivery terms, maintenance service, and warranties.

Local vendors ~~will shall~~ be defined as those vendors within the boundaries of **Morgan County** School District Re-3.

Adopted June 23, 1980

Revised February 6, 2017; TBD

Environmental and Safety Program

Accidents are undesirable, unplanned occurrences which usually can be prevented, and which often result in bodily harm, loss of school time, property damage, possible expensive legal action, and even death. The Board of Education believes that safety education and accident prevention are important to everyone concerned with the schools not only as a protective measure during school hours but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Therefore, reasonable precautions will shall be taken for the safety of students, employees, visitors, and all others having business with this school Ddistrict.

The responsibility for developing the total safety program will shall be delegated to a safety committee directly responsible to the administrative team. This committee will acting in an advisory capacity to all heads of major units within the Ddistrict and is shall be responsible for the promotion and development of an aggressive loss prevention and safety education program for the students and employees of the Ddistrict.

General responsibilities of the committee will shall include but are not be limited to safety awareness, in-service training, development of accident prevention procedures, accident recordkeeping, plant inspection, vehicle safety programs, fire prevention, school site selection, emergency procedures, and traffic safety problems related to employees, students, and the community.

It is shall be the responsibility of the superintendent to execute this policy and to see that it best meets the needs of the Ddistrict.

Every principal is shall be responsible for the supervision of a safety program for his/her school. The superintendent has shall have overall responsibility for the safety program of the Ddistrict. It is shall be the responsibility of the superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Adopted January 26, 1987
Revised January 1996; TBD

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)
C.R.S. 22-3-101 through 22-3-104 (eye protective devices)
C.R.S. 22-32-109 (1)(w)
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-32-124 (2),(3) (building inspections)
C.R.S. 24-10-106.5 (duty of care)

Hazardous Materials

The Board of Education recognizes its responsibility for providing an environment which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard as more fully defined by law.

~~School~~ District employees who work with hazardous material ~~will~~ shall endeavor to:

1. Protect the environment and the health of employees, students, visitors, and community from hazardous material;
2. Reduce the present and future risks of hazardous material; and
3. Comply with federal, state, and local laws pertaining to hazardous materials.

The Board, through the superintendent, ~~will~~ shall ~~cause to be created~~ procedures which address the purchase, storage, handling, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. The hazardous materials/waste plan and procedures ~~will~~ shall include:

1. Terms and definitions
2. Responsibilities of individuals/groups
3. Acquisition of hazardous material
4. Receiving and warehousing of hazardous material
5. Transporting and delivery
6. Master emergency contingency plan
7. Use of hazardous material
8. Disposal of hazardous waste
9. Facilities design and renovation pertaining to hazardous material/waste

Appropriate school personnel ~~will~~ shall be trained to take precautions to prevent accidents and to handle them in the event one ~~they do~~ occurs.

It is not the intent of the Board to expand or modify the District's potential liability exposure through the adoption of this policy. The District's voluntary compliance with any statute or regulation to which it is not otherwise subject ~~will~~ shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation.

Adopted March 4, 1989
Revised January, 1996; TBD

LEGAL REFS.: 42 U.S.C. §6901 (1982 & Supp. III 1985) (Resource Conservation and Recovery Act [RCRA] and accompanying regulations)
42 U.S.C. §9601 (1982 & Supp. IV 1986) (Comprehensive Environmental Response Compensation and Liability Act [CERCLA] and accompanying regulations)
49 U.S.C. 1801 (Hazardous Materials Transportation Act)
C.R.S. 13-21-108.5 (persons rendering assistance relating to discharge of hazardous materials immune from civil liability)
C. R. S. 24-10-106.5 (duty of care in Colorado Governmental Immunity Act)
C.R.S. 25-15-101 *et seq.* (State Hazardous Waste Management Program)
C.R.S. 29-22-101 *et seq.* (Hazardous Substance Incidents)
C.R.S. 42-4-228 (vehicles transporting explosive or hazardous materials)
C.R.S. 42-4-234 (3)
C.R.S. 43-6-101 *et seq.* (Hazardous Materials Transportation Act of 1987)
6 CCR 1007-3, Part 261 (identification and listing of hazardous waste)
8 CCR 1507-1 (operation of commercial vehicles and transportation of hazardous materials)

Hazardous Materials

1. Terms and Definitions

- a. Hazardous material: Any material that presents a physical or health hazard or any material with one or more of the following characteristics: toxicity, flammability, corrosiveness, or reactivity (explosiveness)
- b. Hazardous waste: Any hazardous material that is no longer expected to be used. This may include contaminated materials or new materials that are not expected to be used. Only the safety committee chairman may declare a material hazardous waste.

2. Responsibilities of Individuals/Groups

- a. Overall coordination of the operation of all hazardous materials policies and procedures within the District will be the responsibility of the superintendent.
- b. Overall supervision of the operation of all hazardous materials policies and procedures within the District will be the responsibility of the superintendent who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the "supervisor."
- c. The District safety committee will assist the supervisor in implementing the hazardous materials/waste plan and procedures and report any unsafe condition to the appropriate administrator.
- d. Building principals will brief teachers on safe practices and will insure that these practices are complied with. The principal or designee will be the building inventory control representative and will be responsible for inventory of all hazardous materials in the building.
- e. The inventory control representatives will be responsible for logging in the receipt of all hazardous materials received at their locations. The inventory control representative will track and keep complete written records of the storage, use, and ultimate disposition of the hazardous materials. On or before May 31 of each year, the inventory control representative will provide a copy of the current inventory log and record of disposition of all hazardous materials to the supervisor.
- f. The superintendent will maintain a copy of each location's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire, and emergency service authorities. The superintendent will be responsible for establishing and maintaining the Material Safety Data Sheets (MSDS) system for the District.
- g. Purchasing agents will purchase only the hazardous materials needed, solely on need and not on bulk price discounts.
- h. Teachers will brief students on safe practices and insure that these practices are complied with in the classroom.
- i. The supervisor of transportation and supervisor of grounds and facilities management will brief those under their authority on safe practices and ensure that these practices are implemented.
- j. Nurses will be trained in first aid procedures to deal with hazardous waste incidents.

3. Acquisition of Hazardous Materials

- a. In addition to following the District's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the supervisor for use at a specific location. Only quantities that will be used in a reasonable length of time will be purchased. Cost of purchasing chemicals and other hazardous materials may be small compared to the cost of disposal, e.g., \$150 mercury costs \$350 for disposal. All purchases orders for

hazardous materials must require that the supplier furnish an MSDS with the materials. The shipment will be refused without it.

- b. Any unapproved purchase of hazardous materials is beyond the course and scope of the District employee's authority and is forbidden. Such a purchase may be grounds for termination.
- c. The supervisor, purchasing department, and warehouse will maintain a list of prohibited hazardous materials, and which will be updated the list at least once each year.

4. Receiving and Warehousing of Hazardous Materials

- a. Access to storage areas must be restricted not only to prevent the theft or loss of materials but to limit the exposure in an accident to a minimum number of people.
- b. Adequate ventilation must be provided.
- c. Appropriate storage equipment must be provided, e.g., steel shelves for nitric acid since a spill on wooden shelves produces extremely toxic fumes.
- d. Whenever possible, operations involving direct contact with hazardous material should allow for a minimum of two people. This will permit one to assist the other to take appropriate emergency action should an emergency occur.
- e. Storage compatibility must be established and maintained, e.g., acids must be kept separate from bases, flammables separate from corrosives, and reactives separate from everything else.
- f. First in, first out procedures will be used to reduce stockpiles of older material being accumulated. Shelf life should be considered when appropriate.

5. Transportation and Delivery

Transportation of hazardous materials will meet all local, state and federal requirements and will be coordinated by the supervisor. Federal regulation of the transportation of hazardous materials is extensive, complex, requires significant insurance protection, and involves specialized training of staff and special equipment. Because the District cannot meet these requirements economically with current staff, equipment and training, the District will arrange for qualified third parties to transport any hazardous waste or hazardous materials outside the state.

Once a hazardous material is under District control, each inventory control representative will be responsible for the material until it is passed to the control of another District location. The supervisor will verify that the transportation used meets all District, local, state, and federal transportation, financial responsibility and insurance requirements.

Subject to the same requirement, no student will be permitted by any District employee or volunteer to transport hazardous materials owned by or attributed to the District in any vehicle, including District vehicles.

Any unauthorized transportation of hazardous materials is beyond the course and scope of the District employee's or volunteer's authority and is forbidden.

6. Master Emergency Contingency Plan

In the event of an uncontrolled hazardous materials release, employees will use the following procedure:

- a. Evacuate the area

- b. Call 911 with the following information:
- (1) Your name
 - (2) **The** situation
 - What was released
 - Where (room number, building)
 - **Is anyone injured?** ~~Injuries.~~ Is ambulance required?
 - (3) Contact the building administrator
 - (4) Contact the supervisor

7. **Use of Hazardous Material**

Any employee of the school ~~D~~district who uses hazardous material must be aware of information on the MSDS pertaining to the product and must adhere to the instructions provided by the supplier. MSDS for all hazardous materials in a particular building will be on file in the nurse's office.

8. **Disposal of Hazardous Waste**

- a. Hazardous materials need to be disposed of for many reasons. Some of these are:
- (1) Chemicals degrade over time. Some ~~just~~ become unusable. Others become explosive.
 - (2) Labels fade, crumble, and fall off. Cans corrode and leak, ~~and the~~ **R**ust obliterates the labels. The analysis and disposal of unknowns is expensive.
 - (3) Rarely is there an up-to-date inventory. Without one, it is difficult to find the necessary chemical, but it is easy to order a fresh, ~~new~~ bottle.
 - (4) It is difficult to keep track of chemicals that should not be stored together.
 - (5) Most chemicals will need to be disposed of someday. The longer it is delayed, the harder and more expensive it becomes **to be disposed of**.
- b. Alternatives to disposal should be considered. Some of these are:
- (1) Redistribution to other labs
 - (2) Recycling
 - (3) Neutralizing and disposing as non-hazardous
 - (4) Evaporation
- c. Disposal of Hazardous Materials
- When a building control representative believes that **the supervisor** he has materials which may qualify as hazardous for which there is no immediate need for program or operation requirements or which may need to be disposed of, **the supervisor** he will contact the supervisor. Only the supervisor will be authorized to declare materials to be waste, excess, or surplus and to order their disposal.

When materials are determined to be ready for disposal, the supervisor will arrange for disposal in a manner that complies with all local, state, and federal laws and regulations. Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve small quantity generator status for each location and for any central storage area.

The supervisor will maintain written documentation of the disposal of hazardous materials from all locations in the ~~D~~district. This documentation will be retained in permanent form at **the transportation department** ~~the bus garage~~.

9. Facilities Design and Renovation

All storage and holding facilities must be designed to comply with Colorado Department of Health regulations.

Approved April 1989

Revised January 1996; TBD

CROSS REFS.: DJB, Purchasing Procedures
EBCA, Disaster Plans
EBCB, Safety Drills

Accident Prevention and Safety Procedures
(Fire Prevention)

Principals ~~will~~ shall be aware of all fire hazards including empty flammable containers, flammable fluid storage, closed storage areas, and housekeeping procedures which may cause fire hazards.

All buildings ~~will have~~ shall be provided with adequate fire extinguishers as prescribed by the Fort Morgan ~~Volunteer~~ Fire Department.

No flammable materials ~~are allowed~~ shall be used for decorating.

Each principal or other administrator when requesting modifications to buildings ~~will~~ shall make sure that all exterior and interior doors open out and are operable from the inside.

Adopted June 23, 1980
Revised TBD

CROSS REF.: EBCB, Safety Drills

Prevention of Disease/Infection Transmission (Handling Body Fluids)

All schools must provide a sanitary environment and must establish routines, recommended by appropriate health professionals, for handling body fluids.

All ~~school~~ District personnel must be advised of and follow routine procedures regarding handling body fluids. These procedures must provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures must be standard health and safety practices developed in consultation with medical personnel. No distinction may be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures must be published as ~~school~~ District regulations and distributed to all staff on a regular basis. Training and appropriate supplies must be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a District-wide basis, special emphasis must be placed in those areas of ~~school~~ District operation that potentially present a greater need for these precautions. Under no circumstances may students be directed or knowingly be allowed to handle body fluids other than their own.

Adopted date of manual adoption
Current practice codified 1995
Revised July 17, 2020; TBD

LEGAL REF.: 6 CCR 1010-6 (*department of public health and environment rules governing schools*)

CROSS REFS.: GBGA, Staff Health (And Medical Examination Requirements)
JLCC, Communicable/Infectious Diseases
JLCE, First Aid and Emergency Medical Care

NOTE: See "Guidelines for Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers, School Nurses and Other Personnel" published by the Colorado Department of Public Health and Environment (CDPHE). Visit CDPHE's Division of Disease Control and Environmental Epidemiology's website, www.cdphe.state.co.us, or call 303-692-2000 to access these guidelines and other information applicable to schools.

Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances)

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), and saliva.

The following infection control practices must be followed by all school district personnel in all situations involving potential contact with any body fluids and substances:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), and/or saliva ~~urine, feces, wound drainage, oral secretions, sputum, or vomitus~~). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for ~~bloody noses or~~ injuries.
 - a. If gloves are not available, the use of towels or ~~some~~ another clean material as a barrier may provide some protection.
 - b. Cuts and sores on your skin should be routinely covered to avoid infection.
 - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, ~~it~~ they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well with soap and water, paying particular attention to areas around and under fingernails and between fingers and scrubbing hands for at least 20 seconds.
4. Clean up as soon as possible after any skin contact with any body fluid or substance.
 - a. Wash skin with soap and water.
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectants. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.
 - d. Contaminated tissues, paper towels, and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

Although COVID-19/Coronavirus has received a great deal of attention, there are several other communicable diseases of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

1. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.
2. Personal prevention practices, such as handwashing, staying home when sick, and environmental cleaning and disinfection are encouraged to reduce the spread of COVID-19.
3. Cloth face coverings are meant to protect others in case the wearer is unknowingly infected by asymptomatic and are most essential in times when physical distancing is difficult.

TRANSMISSION CONCERNS—BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

Body Substance Source	Organism of Concern	Transmission
Blood – cuts/abrasions – nose bleeds – menses – contaminated needle	Hepatitis B virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
*Feces – incontinence	Hepatitis A virus Salmonella bacteria Shigella bacteria C. difficile	**Oral inoculation from contaminated hands
*Respiratory secretions – saliva – nasal discharge	Common cold virus Influenza virus ***Epstein-Barr virus COVID-19/Coronavirus	**Oral inoculation from contaminated hands
*Vomitus	Gastrointestinal viruses (e.g., Norwalk virus)	**Oral inoculation from contaminated hands

*Urine
– incontinence
Semen/vaginal fluids

***Cytomegalovirus
Hepatitis B virus
HIV/AIDS
Gonococcus bacteria

Bloodstream inoculation through
cuts and abrasions on hands
Sexual contact (intercourse)

*There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine, or feces.

**HAND WASHING IS VERY IMPORTANT!

***These agents cause mononucleosis-like illness.

Approved January 11, 1988

Revised to conform with practice: date of manual adoption

Revised July 17, 2020; TBD

Accident Reports

Adequate and prompt accident reporting is essential. If injuries or property damage occur, prompt reports are vital in assuring District staff, students, and others of insurance coverage. Such reports may be important in the event of litigation.

The Board requires that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students, or staff on school-sponsored trips or activities, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised January 12, 1987; July 1988; September 18, 2017; TBD

CROSS REF.: GBGD, Workers' Compensation

Disaster Plans

Each school principal should become familiar with and adhere to the policies described in **Section E: Support Services** ~~of the this subsection of the manual.~~ The principal also has the responsibility of developing a workable written plan for his/her building to complement the disaster emergency policies and of informing his/her ~~faculty and~~ staff of their content.

All disaster planning ~~will shall~~ be structured around three time phases:

Phase 1: Pre-emergency phase – What currently is being done at this time to prepare for a disaster.

Phase 2: Emergency phase – What will be done during a disaster to minimize loss of life and property.

Phase 3: Recovery phase – What will be done to return the school system to normal operation after a disaster.

In order to ensure that school building plans and the school ~~D~~istrict plans are complementary, all principals ~~will shall~~ use this general format in the development of their plans.

The ~~D~~istrict's disaster plan shall be reviewed and updated annually in October.

Responsibility for civil defense coordination ~~is shall be~~ assigned to the superintendent. The president of the Board of Education, the superintendent, and the **director of Office of Emergency Management** ~~will civil defense coordinator shall~~ report to the county emergency operations center if the severity of the emergency so requires. All policy decisions then ~~will shall~~ originate from the county emergency operations center.

Adopted June 23, 1980
Revised April 1999; TBD

CROSS REFS.: EBAB, Hazardous Materials
EBCB, Safety Drills
EBCC, Bomb Threats
EBCD, Weather-Related Emergencies
EBCF*, Civil Disturbances

Safety Drills

The ~~school~~ District shall cooperate with local fire department officials and other emergency response personnel in the examination of school buildings and the establishment of safety, security, and evacuation procedures.

Appropriate emergency response procedures, including but not limited to, the safe and orderly evacuation and/or lockdown of all ~~school~~ buildings in the event of an emergency situation **will** ~~shall~~ be developed by the administration. Emergency Response drills **will** ~~shall~~ be held in each school at the intervals specified in the procedures.

Adopted October 19, 2009
Revised TBD

Safety Drills

1. The District will develop and maintain a set of Emergency Response Procedures. These procedures will be reviewed with staff at the start of each school year. Each principal will provide ~~for posting of~~ notices indicating the location of fire escapes and/or evacuation routes in each classroom.
2. The District will establish a schedule of required monthly drills to be implemented in each school and **auxiliary building** ~~the District Support Center~~.
3. Each **location** ~~school and the District Support Center~~ will keep a record of **all** drills. ~~completed and the date completed.~~ Each **location** ~~school and the District Support Center~~ will also complete an Incident Report for each drill including a description of the incident, the action taken, the outcome of that action and **any** corrective actions needed.
4. In the event of an evacuation, every person will evacuate the building during the drill.
5. Copies of Incident Reports will be forwarded by the principals to the superintendent **or designee** monthly. The annual summary of drills will be submitted to the superintendent at the end of each school year. The superintendent will update the Board of Education regarding emergency preparedness annually.

In the event of an actual emergency, the building must be inspected by school officials and insurance adjusters before classes resume.

Approved June 23, 1980

Revised February 1996; April 1999; October 2009; TBD

Bomb Threats

The Board of Education acknowledges that its basic responsibility is to ensure the safety of the students under its care. Concurrently, the Board wishes to deal firmly with bomb threats in order to discourage this type of unwarranted disruption of the educational process.

Therefore, the Board requires that procedures for dealing with bomb threats ~~will shall~~:

1. Aim first toward insuring the safety of students and personnel.
2. Aim also toward identification of the person or persons making the threat.
3. Require immediate reporting of any incident to the superintendent and law enforcement agencies.
4. Not require evacuation of the threatened building. The principal will make the decision to evacuate, complying with a direction given by the superintendent or any order given for evacuation by the ~~law enforcement~~ police.
5. Establish staff responsibilities for searching the building for UTOs (unidentified threatening objects). The request of an employee to refuse to participate in a search ~~will shall~~ be honored.
6. Provide that students ~~will shall~~ not be dismissed from school until the end of the school day. Instead, if evacuated, they ~~will shall~~ remain in designated areas until the principal and the ~~law enforcement~~ police are satisfied that no danger exists. Teachers ~~will shall~~ remain with their students and be responsible for them.

~~The personnel of the District~~ ~~will shall~~ cooperate fully with ~~law enforcement~~ the police in planning and carrying out procedures for dealing with bomb threats. All ~~personnel, including office and switchboard staff and custodians,~~ ~~will shall~~ be given instructions for carrying out their responsibilities in the event of such situations.

Adopted January 1996
Revised TBD

Bomb Threats

Phase 1

The principal will:

- Advise office staff of the content of this plan. (Do not print this plan for general distribution.)
- Place signs on each entrance to the building requiring visitors to report to the office and state their business.
- Alert all ~~faculty and~~ staff to be aware of strangers on school property.

Phase 2

The person who answers the phone will:

- Attempt to identify the caller by stalling or asking questions.
- Listen for background noise that may locate the source of the call.

If a staff member receives a call or finds a suspect item in the building, he/~~she~~ must contact the principal or immediate ~~supervisor~~ ~~subordinate~~.

The principal will contact ~~law enforcement~~ ~~city police~~ and the superintendent.

The building will be evacuated as follows:

- The principal or designee will ~~notify staff by all means available and necessary~~ ~~pull the fire alarm or use the public address system.~~
- In fair weather, all persons will remain outside at least 200 feet away from the nearest building.
- ~~In the event of an evacuation during inclement weather, students will initially exit the building to designated assembly areas. If a pre-arranged, secured nearby facility is available, students will be directed there immediately. Staff will prioritize the safety sweep of the gymnasium, auditorium, or other adjoining wings of the main building; once these areas are cleared and deemed safe, students will be relocated back indoors to those specific sections. In bad weather, students first will go outside. The gymnasium or auditorium or other adjoining part of the main building will be cleared first, and then will students moved back into that part of the building.~~
- Teachers will be instructed to give their rooms a quick visual check as they leave with their students. They must not touch or move a suspected bomb.
- The principal will have ~~the proper~~ authorities check the building.

Phase 3

If no bomb is found, all persons will return to classes.

If a bomb explodes or is found, the principal will:

- Dismiss the students
- ~~Turn the scene over to appropriately trained law enforcement, who are responsible for disarming~~ the weapon

- Have the building inspected by the **facilities management director** ~~buildings and grounds~~ supervisor before resuming classes
- **Work with the superintendent or designee to obtain** Get an estimate of the cost of the damage from an appropriate source

Approved June 23, 1980
Revised TBD

Weather-Related Emergencies (Tornadoes)

Phase 1

All principals will identify the best tornado shelter in their buildings.

An explanation of the tornado plan will be ~~distributed~~ **provided** to parents/**guardians**.

Each building will specify the alarm to be used to identify a tornado alert.

A **two-way** ~~battery-operated radio~~ will be kept **at all locations**. ~~in the school office and tuned to KFTM during any tornado watch.~~

Employees ~~A faculty member should be~~ **informed** ~~designated to be on the alert for funnel clouds in the event of a tornado~~ **watch or warning**.

Tornado survival techniques should be included in the class curriculum at all levels.

Phase 2

At the warning, all students and staff will take protective shelter in the designated areas, basements, halls, passage tunnels, etc., inside the building or, if outside, lie flat in ditches, culverts, or ravines.

Teachers will keep classes together and maintain full accounting for each student.

Phase 3

All employees will follow the District's Emergency Response Protocols handbook. This handbook will be provided to employees upon employment and updated biannually.

~~Principals will provide the school civil defense coordinator with damage and cost assessments.~~

No damaged building will be used until inspected and declared safe by school, city, and county officials.

The principal will work with the superintendent in procuring needed classroom space.

Approved June 23, 1980
Revised April 1999; TBD

School Closings and Cancellations

The superintendent is empowered to close the schools or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities.

Parents, **guardians**, students, and staff ~~will members~~ must be informed early in each school year as to how they will be notified in the event of emergency closings or early dismissals.

Employees whose contracts are limited to student contact days or teacher workdays are exempt from reporting unless otherwise notified by their immediate supervisor. All year-round and essential personnel are required to report to work as soon as safely possible during emergency closures. This requirement applies to staff at Facilities Management, the District Support Center, and all custodial personnel. All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified must be required to report to work as soon as possible on emergency days.

In the event school is physically closed due to a public health emergency, all staff will physically report to work unless notified otherwise. The ~~D~~istrict will utilize a form of remote instruction. Remote instruction allows students to access lessons provided by, and supported by, their regular teachers and allows students to continue their sequence of learning despite their inability to access facilities.

In the event school is physically closed due to a public health emergency and tTo ensure all students have the ability to access their lessons via remote instruction, ~~the district will maintain a supply of hotspots and~~ all students in grades 1-12 will be provided a Chromebook.

During days of remote instruction, teachers will take attendance and monitor student participation Infinite Campus. For situations that are out of the control of the student, days of remote instruction will be treated with the same exceptions as an excused absence in regard to work assigned.

The superintendent or their designee will develop administrative regulations or a plan for implementing this policy.

Adopted October 26, 1981

Revised to conform with practice: date of manual adoption;

Revised 1989; September 18, 2017; July 17, 2020; TBD

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)
C.R.S. 22-32-109 (1)(n) (*Board's duty to determine number of instructional/contact hours/days*)
C.R.S. 22-33-101 *et seq.* (*school attendance law*)

1 CCR 301-39, Rules 2254-R-2.06 (*Board may reduce teacher-pupil instructional/contact time; closings deemed by Board necessary for health, safety or welfare of pupils*)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JLIB, Student Dismissal Precautions

CONTRACT REF.: ACP Agreement, Article 12–Salaries, Section G–Snow Days and Section K–
Report-in Pay

School Closings and Cancellations

The following procedures will be adhered to when weather conditions deteriorate to the extent that it becomes necessary to temporarily close school or suspend ~~the~~ operation of buses.

Monitoring of Weather Conditions

At the beginning of each school year, the transportation ~~director supervisor~~ will develop a list of ~~designated~~ ~~rural~~ contact persons. These individuals may be ~~consulted to provide information regarding local weather and road conditions to assist in decision-making~~ used to advise district staff regarding the severity of weather and road conditions.

~~Other sources of information will include bus drivers, radio broadcasts, law enforcement agencies, and county and state highway departments.~~

Responsibility

The superintendent or designee will be responsible for making decisions regarding the temporary closing of schools, cancellation of school activities, suspension of bus routes, ~~modification and/or alteration~~ of bus schedules, and ~~adjustments to school starting and ending times.~~

The transportation ~~director supervisor~~ will be responsible for advising the superintendent and assist in the collection of information. ~~In situations requiring immediate action, and if the Superintendent or designee cannot be reached, the transportation director is authorized to suspend one or more bus routes.~~ The transportation supervisor may suspend the operation of a bus route or routes if an immediate decision is necessary and the superintendent cannot be reached.

School Closings

When weather and road conditions deteriorate ~~prior to the start of the school day~~ before the school day begins, the superintendent or designee will ~~determine whether to close schools.~~ ~~notify local radio stations and key personnel including principals and the BOCES director.~~ ~~Staff and families will be notified of the decision as soon as possible, with a determination made no later than 6:15 a.m.~~

~~Staff members and other citizens are encouraged to monitor radios if they are in doubt about schools being open.~~

~~A decision will be made no later than 6:15 a.m.~~

Early Dismissals

Occasionally it will be necessary to dismiss school earlier than normal or ~~release students transported by bus ahead of schedule~~ to dismiss certain transported students. Once the decision is made, dismissal times ~~will be~~ ~~and anticipated bus arrival times will be communicated promptly to staff and families~~ set to coincide with the anticipated arrival of buses.

~~The building principals, BOCES director, Head Start director and local radio stations will be notified as soon as possible.~~

Instructional staff, **paraprofessionals** ~~teacher assistants~~, and food service personnel may be dismissed ~~15 minutes~~ after students depart, unless otherwise directed by the superintendent or designee. **Other staff may be dismissed at the discretion of the building principal or immediate supervisor, depending on conditions.** ~~Depending on the severity of conditions, all other staff may be dismissed at the discretion of the building principal or immediate supervisor.~~

Athletic Practices and Games

Middle School

All middle school practices and games will be cancelled when schools are closed.

High School

All practices and games for ninth and tenth grade teams will be cancelled when schools are closed.

Decisions regarding **varsity and junior varsity practices and games** ~~the cancellation of practice and games of varsity and junior varsity teams will be made by~~ rest with the principal or designee. **Transportation decisions for all activities will be made by the transportation director.** ~~Decisions regarding transportation to and from all games will rest with the transportation director supervisor. B~~The bus drivers **are** is responsible for safe transportation of students and will have the authority to make decisions regarding the return trips. ~~B~~The bus drivers will check weather conditions at the destination prior to departing.

On days when school is closed, or during weekends and vacation periods with questionable weather, the status of games and activities will be communicated electronically. ~~The status of games on days when schools have been closed or on weekends and vacation days when marginal weather conditions exist will be announced over local radio stations.~~

Special Events

Decisions regarding the cancellation of evening events, such as performances and concerts, will be made by the respective building principals and communicated electronically. ~~Decisions regarding the cancellation of special events held in the evening such as plays and concerts will rest with the respective building principals and will be announced over local radio stations.~~

Approved June 23, 1980

Revised October 26, 1981; 1989; January 1996; TBD

Civil Disturbances

Phase 1

All principals will be aware of the following and ensure that adequate security (law enforcement police protection, if necessary) is available:

- Athletic events
- Major school social activities
- Community or college activities
- Racial tension
- Influx of outside agitators
- Circulation of inflammatory literature among students

Student council officers are requested to inform the principal of any increase in tension among the students.

Phase 2

The principal will:

- Determine that there is a threat to the staff and the students.
- Notify the superintendent of the tension building up and advise him/her of the situation if time permits.
- Notify law enforcement the authorities immediately if the situation is critical.

If the situation warrants, the following actions may be considered:

- Arrange for relocation or cancellation of the event
- Request government officials to establish a curfew
- Request assistance from law enforcement the city police, the sheriff's office or the Colorado National Guard, as necessary through the District Support Center school administration office

Phase 3

School principals will work with the superintendent to see that the following are accomplished:

- Restoration of facilities
- Resumption of classes
- Assistance to the community for restoration of damaged areas

Approved June 23, 1980

Revised January 1996; April 1999; TBD

Security/Access to Buildings

Security for District buildings and **properties**, grounds (during regular school hours as well as non-school hours,) contributes to the well-being and safety of students and staff as well as to that of the sites themselves. For safety and security purposes, access to school buildings, whether by students, staff members or visitors, **will shall** be limited as deemed appropriate for each **location school building**.

Each school building **will shall** be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

Visitors **will shall** be required to check in to show proper identification and reason for being at the school.

Alarm systems and other devices designed to protect buildings against illegal entry and vandalism **will may** be installed where appropriate.

Approved August 1999

Revised August 2001; September 18, 2017; TBD

LEGAL REF.: C.R.S. 18-9-112 (definition of loitering)
C.R.S. 18-9-117 (unlawful conduct on public property)
C.R.S. 22-32-109.1(5) (Board must adopt safety and security policy)

CROSS REF.: KI, Visitors to School

Use of Video and Audio Monitoring

Placement and Notification

1. Video surveillance equipment ~~is may~~ be installed in and around schools, ~~D~~istrict buildings, and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the superintendent or designee.
2. Equipment will not be used or installed in areas where the public, students, and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video recording equipment may be in operation 24 hours per day on a year round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video surveillance equipment ~~will shall not~~ be located in ~~areas approved by the superintendent and building administrators an administrative office or in the school's or district's central security office.~~
5. Video monitors ~~will shall~~ not be located in an area that enables public viewing.
6. Conduct and comments in publicly accessible places on ~~D~~istrict property (e.g. school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.
7. The ~~D~~istrict ~~will shall~~ notify students, staff, and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the ~~D~~istrict.
8. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or designee. The use of video surveillance equipment on school vehicles shall be supervised and controlled by the transportation ~~director supervisor.~~ The use of video surveillance equipment at sites other than schools or school vehicles will be supervised and controlled by the superintendent or designee.
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action ~~will shall~~ be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion, or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.

3. The superintendent or designee will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member, or other person has engaged in behavior that violates state law, Board policies and/or school rules.

Storage/Security

1. The District will shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls, and controlled physical access to protect the video surveillance system from hackers, unauthorized users, and unauthorized use.
2. Video recordings will be stored for a minimum of 30 school days after the initial recording. If the designated District administrator and/or designee know no reason for continued storage, such recordings will be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized District personnel.
5. Video recordings held by the District as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing Requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff, and/or District officials with a direct interest in the recording as authorized by the designated district administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing may be made to the designated District administrator within 20 school days of the date of recording.
3. Approval or denial for viewing will be made within five (5) school days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within five (5) school days of the approval of the request.

5. Actual viewing will be permitted only at **D**istrict sites including a school building or **D**istrict administrative office, unless otherwise required by law.
6. All viewing will include the designated **D**istrict administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made, and the viewer's signature.
8. Recordings will remain the property of the **D**istrict and may be reproduced only in accordance with applicable law and Board policy.

Adopted September 18, 2017
Revised TBD

Student Transportation

The school District's transportation program is shall be designed to transport get students who live an unreasonable walking distance from school to and from school and back in an efficient, safe, and economical manner.

~~Oversight of the transportation system is appointed to the transportation department. All personnel involved in the transportation department report to the transportation director. The transportation department will provide the Board with regular reports regarding the program's conduct and operational efficiency. General responsibility for the transportation system is vested with the transportation department. All other people engaged in the transportation program are responsible to that administrator.~~

~~It shall be the duty of the transportation department to provide the Board with regular reports and information regarding the efficiency and conduct of the transportation program.~~

The District will shall maintain and operate its own fleet of buses and other types of vehicles as needed.

~~If the Board determines that unreimbursed transportation expenses are negatively impacting the instructional budget, the Board may elect to offset these costs by imposing a transportation fee in accordance with state law. In the event the Board determines that the unreimbursed expenses associated with providing student transportation are impacting the budget for instructional programs, the Board may explore opportunities to offset those costs through imposition of a transportation fee in accordance with state law.~~

~~Alternatively, the District may seek voter approval for a mill levy increase to fund excess transportation costs. If approved, these revenues will be deposited into the District's transportation fund. Alternatively, the district may submit to the voters the question of whether to impose a mill levy increase for the payment of excess transportation costs in accordance with state law. If the mill levy increase is approved, the revenues shall be deposited in the transportation fund.~~

The District will shall waive any transportation fee for any student eligible for reduced price or free lunches as determined by federal regulations.

Adopted June 23, 1980

Revised 1989; January 1996; April 2018; TBD

LEGAL REFS.: C.R.S. 22-32-110 (1)(a) (*hold real property in name of district*)
C.R.S. 22-32-113 (*transportation of pupils and imposition of fee for excess transportation costs*)
C.R.S. 22-32-114 (*transportation by parents of own children*)
C.R.S. 22-51-101 *et seq.* (*Public School Transportation Fund*)

CROSS REFS.: DEA, Fund from Local Tax Services

EEA subcodes (all relate to the district's transportation program)

EFC, Free and Reduced Price Food Services

JFBA, Intra-District Choice/Open Enrollment

JQ, Student Fees, Fines and Charges

LBD-R, Relations with District Charter Schools (Procedures for Establishment, Review, Renewal, Revocation and Closure) - Regulation

Bus Safety Program

Student safety is the District's top priority in all transportation operations. To maintain a safe environment, the District adheres to the following standards: ~~The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Safety precautions shall include the following:~~

1. Students ~~will~~ ~~shall~~ be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills ~~will~~ ~~shall~~ be conducted at least ~~twice~~ ~~two~~ times a year to acquaint student riders with procedures in emergency situations.
3. Passengers of any school bus used on mountainous terrain ~~will~~ ~~shall~~ not occupy the front row of seats and any seats located next to emergency doors unless the bus is equipped with ~~a~~ ~~braking~~ retarders ~~which supplement the bus brake system or the passengers are adequately restrained in a fixed position.~~
4. All vehicles used ~~for student transportation to transport students~~ ~~will~~ undergo regular safety inspections to ensure they meet or exceed all state and federal safety regulations ~~shall be inspected periodically to see that they meet safety regulations.~~

~~When~~ A bus driver ~~who~~ observes a vehicle ~~illegally~~ passing the school bus when the signal lights are activated, ~~the bus driver will~~ ~~shall~~ notify the transportation ~~director~~ ~~supervisor~~. ~~The bus driver will provide all legally required information, which the transportation director will then convey to the appropriate law enforcement agency.~~ ~~of the violation and provide him/her with the basic information required by law. The transportation supervisor shall convey this information to the appropriate law enforcement agency.~~

The school ~~D~~district ~~will~~ ~~shall~~ comply with all state laws and regulations pertaining to ~~school bus~~ the operation ~~of school buses and~~ ~~will ensure all bus drivers are fully informed of these requirements.~~ ~~shall make these requirements known to bus drivers. The District will also~~ ~~It also~~ shall cooperate with local safety officials in formulating and ~~implementing~~ ~~accomplishing~~ its school bus safety program.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

Revised April 1989; August 2014; TBD

LEGAL REFS.: 1 CCR 301-26, Rules 4204-R-200 *et seq.*
C.R.S. 42-4-707 (certain vehicles must stop at railroad grade crossings)
C.R.S. 42-4-1901-1904

CROSS REF.: EEAE, Use of Wireless Communication Devices by School Transportation Vehicle Operators

School Transportation Vehicle Operator Requirements and Training

School transportation vehicle operators ~~will~~ shall conform to state laws and federal laws licensing and other requirements and ~~will~~ shall participate in required in-service training programs.

This ~~will~~ shall apply to all operators including those on regular ~~trips~~, and activity ~~trips~~, and/or other special trips.

Adopted June 23, 1980

Revised April 1989; January 1996; July 2014; TBD

LEGAL REFS.: C.R.S. 42-2-401 *et seq.* (*Commercial Driver's License Act*)
1 CCR 301-26, Rules 4204-R-200 *et seq.*

CROSS REF.: EEAEA*, Drug and Alcohol Testing for Bus Drivers

Note: Refer to the "Colorado Rules and Regulations Governing Operation of School Transportation Vehicles" for information concerning driver permits, physical standards, experience, training and other character requirements.

Drug and Alcohol Testing for Bus Drivers

In accordance with federal law and regulations, the District will shall be responsible for implementing a drug and alcohol testing program for school bus drivers. The purpose of the testing program is shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by bus drivers.

Prohibited Conduct

Bus Drivers are shall be prohibited from any alcohol misuse that could affect performance on the job including use on the job, use during the four hours before driving, having prohibited concentrations of alcohol in their systems while driving, and use during eight hours following an accident.

No bus driver will shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the bus driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the bus driver that the substance does not adversely affect his or her ability to safely operate a motor vehicle.

Required Testing

Bus Drivers will shall be subject to pre-employment/pre-duty drug testing and to reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services is shall be required.

Pre-employment drug testing will shall be administered to an applicant offered a position in the District prior to the first time the bus driver performs any safety-sensitive function for the District.

Random alcohol testing will shall be limited to the time period surrounding the performance of safety-related functions which includes just before or just after the employee performs the safety-related function. Controlled substances testing may be performed at any time while the bus driver is at work.

An employee covered by the federal regulations may not refuse to take a required test.

Consequences if Testing Indicates Drug or Alcohol Misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee will shall be immediately removed immediately from safety-related functions in accordance with the federal regulations. Before a bus driver is reinstated, if at all, the bus driver will shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation, and undergo a return-to-duty test with verified test results.

A bus driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the bus driver complies with the requirements for returning to duty.

The Board retains the authority consistent with state and federal law to discipline or discharge any employee who is dependent on alcohol ~~an alcoholic~~ or chemically dependent and whose current use of alcohol or drugs effects the employee's qualifications for and performance of his or her job.

The District is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment, or to reinstate the employee. All employment decisions involving reinstatement, termination, or dismissal will ~~shall~~ be made in accordance with applicable District policies and negotiated agreements.

Record Retention

The District will ~~shall~~ maintain records in compliance with the federal regulations in a secure location with controlled access. With the bus driver's consent, the District may obtain any of the information concerning drug and alcohol testing from the bus driver's previous employer. A bus driver will ~~shall~~ be entitled, upon written request, to obtain copies of any records pertaining to the bus driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records will ~~shall~~ be made available to a subsequent employer upon receipt of a written request from a bus driver only as expressly authorized by the terms of the bus driver's request.

Other Provisions

The District will ~~shall~~ take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program and employees receive the notifications required by federal regulations.

Adopted December 11, 1995
Revised July 14, 2014; TBD

LEGAL REFS: 49 U.S.C. App. 2717 *et seq.* (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 40 (procedures for transportation workplace drug and alcohol testing programs)
49 C.F.R. Parts 382 (controlled substance and alcohol use and testing)
49 C.F.R. 391 (qualification of drivers)
C.R.S. ~~25-1.5-106~~(12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)
C.R.S. 42-2-401 *et seq.* (Commercial Driver's License Act)

CROSS REFS: GBEC, Alcohol and Drug Free Workplace
EEAEA, School Transportation Vehicle Operator Requirements and Training
GDQD, Discipline, Suspension and Dismissal of Support Staff

Drug and Alcohol Testing for Bus Drivers

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

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

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines).

Pre-Employment Drug Tests

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

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

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

Post-Accident Tests

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

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

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

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

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

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

Random Tests

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

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

Reasonable Suspicion Tests

Tests must be conducted when a properly trained supervisor or District official has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of chronic and withdrawal effects of controlled substances.

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

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

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

Return-to-Duty Tests

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

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

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

Follow-Up Tests

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

Records

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

Notifications

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

1. The person designated by the District to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and insure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.

11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life, external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

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

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

Enforcement

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

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

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

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

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.

4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

Adopted July 14, 2014
Revised TBD

Bus Purchasing and Maintenance

Replacement and Purchase

Specifications for the purchase of new or replacement buses ~~will~~ shall conform with the standards established by the Colorado Department of Education and the Colorado Department of Revenue Division of Motor Vehicles.

~~The District will maintain a school bus replacement schedule based on vehicle age, mileage, and overall mechanical condition. To ensure a safe fleet, the District aims to purchase a minimum of two buses annually. The Board reserves the right to waive or adjust this replacement schedule in response to budgetary constraints or other fiscal priorities. In the event of a total loss due to an accident, or upon other sufficient justification regarding student safety or operational efficiency, the Board may authorize the immediate replacement of vehicles as needed. Buses shall be replaced on schedule on the basis of mileage and/or age. At least two buses should be purchased annually. In the event of serious accident or other sufficient justification, buses shall be replaced as needed by action of the Board of Education.~~

~~All vehicle purchases will be made through a competitive bidding process. The District may solicit separate bids for the chassis and body or combined bids for integrated chassis-body units. Surplus or retired units will be disposed of through trade-in, public auction, or direct sale. The District will select the disposal method that provides the greatest financial advantage or is in the best fiscal interest of the District. Purchases shall be made on the basis of competitive bids with separate bids for chassis and body or bids on chassis-body units. Old units shall be disposed of either by trade on chassis or body or both or by direct sale, whichever method provides the best financial procedure for the district.~~

Maintenance

~~All District-owned buses will be maintained in safe and optimal operating condition. Maintenance responsibilities include both the chassis and the body. Whenever possible, repairs and routine maintenance shall be performed by District mechanics. However, the District may contract with external vendors for specialized services when it is determined to be more cost-effective or when the complexity of the work exceeds in-house capabilities. Buses shall be maintained in a safe and satisfactory operating condition by school mechanics. This shall include body and chassis. Mechanics shall do all work, unless it clearly is evident that the work can be contracted for more profitably.~~

Adopted February 9, 1987
Revised April 1989; TBD

CROSS REF.: DN, School Properties Disposition

Use of Wireless Communication Devices by School Transportation Vehicle Operators

The Board recognizes that wireless communication is essential for student safety, emergency response, and efficient coordination. However, the primary responsibility of every vehicle operator is the safe operation of the vehicle. To minimize distractions and ensure the safety of students and the public, the following restrictions apply to all District transportation staff. While the Board of Education believes the use of wireless communication devices by district transportation vehicle operators is important to provide instant communication regarding emergencies as well as to convey other important information, vehicle operators shall be subject to the following restrictions to ensure safe use:

For the purposes of this policy, wireless communication device is defined as any electronic device intended to facilitate communication or data transfer. This includes, but is not limited to:

- Cellular phones and smartwatches;
- Two-way radios and walkie-talkies;
- Portable computers, tablets, and Chromebooks;
- Headphones, earbuds, or other audio-listening devices.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, beepers, pagers, etc.

Vehicle operators are prohibited from using personally owned wireless communication devices for any purpose while the vehicle is in motion or while passengers are boarding or exiting the vehicle. Vehicle operators shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the school transportation vehicle or while the vehicle is in motion.

The use of District-owned communication devices is permitted to facilitate necessary communication between operators and dispatchers for the safe and timely transport of students. To the extent possible, operators should avoid using these devices while the vehicle is in motion. Under usual circumstances, the use of district owned wireless communication devices shall be allowed when used to assist a vehicle operator and/or dispatcher in the necessary communications periodically needed to safely deliver children home to school, school to school, school to home and on activity trips. Use of such devices while the vehicle is in motion shall be limited whenever possible.

Vehicle operators **must not**, shall under no circumstances, place or receive communications unrelated to District business while on duty.

Any violation of this policy may subject the vehicle operator to disciplinary action, **up to and including termination of employment.**

Adopted August 2014
Revised TBD

LEGAL REFS.: C.R.S. 42-4-239 (*using a wireless telephone for text messaging while driving is prohibited*)

1 CCR 301-26, Rule 4204-R-232.00

CROSS REFS.: EDB, Maintenance and Control of Materials and Equipment

EEAE, Bus Safety Program

Extracurricular Activity Buses/Field Trips/Special Events Transportation

The transportation ~~supervisor~~ **director is** ~~will be~~ responsible for approving and scheduling the use of school district transportation equipment for school budgeted activities or special activities within the school district.

Those activities involving students and sponsors will be charged the rate per mile established according to existing cost plus the driver's salary. Existing cost per mile will include maintenance, gas, and oil.

All requests must be submitted in writing two calendar weeks prior to the date of use.

Approved June 23, 1980

Revised 1989

Revised to conform with practice: date of manual adoption

Revised TBD

Use of School Vehicles by Community Groups

The general philosophy of the Board of Education is that school vehicles purchased by the school district are to be used primarily for school purposes and that taxpayers are shall not be expected to subsidize the expense of providing school vehicles or personnel not necessary for school district purposes. Nevertheless, it is the policy of the Board of Education to make available for use by appropriate community groups school vehicles to the extent that such use does not impinge upon or impair use for school district purposes.

Among community groups that qualify for the use of school vehicles are those composed of citizens 65 years of age and older. Such groups will shall be given special consideration as required by the statute relating to community use of school vehicles. As permitted by law, all groups will shall be expected to pay the actual costs involved in the use of school vehicles.

Non-school use of school vehicles will shall not be intermingled with student transportation, nor will shall it interfere with:

1. Student transportation to, from, or between schools.
2. Student transportation for school activities and functions.
3. Emergency transportation for students.
4. Time required for maintenance and service of vehicles.
5. Provision of standby vehicles for school purposes.

Regulations for community use of school vehicles will shall be developed by the administration and approved by the Board.

Adopted July 14, 2014

Revised TBD

LEGAL REFS.: C.R.S. 22-32-128 (*use of school vehicles by residents of district*)

Use of School Vehicles by Community Groups

The transportation director or designee ~~will shall~~ determine the hours and days when school vehicles may be used by non-school community groups. This information will be made available to community groups through the office of the superintendent of schools.

The transportation director or designee ~~will shall~~ be responsible for approving and scheduling in the time available the use of school vehicles by community groups. In approving and scheduling such use, ~~such official will apply~~ the following criteria ~~will apply~~:

1. No use by groups of less than five will be approved.
2. Insurance coverage must:
 - a. be provided by the users
 - b. be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the school vehicle is being used for transportation of students
3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the vehicle or for which the vehicle is inappropriate.
4. Use will not be approved if the fuel consumption involved adversely affects the fuel availability for school ~~D~~district purposes.
5. ~~The District reserves the right to cancel any approved vehicle use at its sole due to adverse road or weather conditions that may pose a risk to passengers, drivers, or equipment; emergency school needs or unexpected mechanical issues; or any other condition deemed hazardous. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions which could reasonably present a danger to passengers, drivers, or vehicles, or in the event of unexpected or emergency school needs.~~
6. ~~Approval for vehicle use is contingent upon the designation of a specific group leader or coordinator who formally agree to serve as the primary point of contact for the District; supervise the group's conduct; and assumes the responsibility for the collection and timely remittance of all required reimbursements or fees to the District. Use will not be approved unless some individual identifies himself/herself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the district of the required reimbursement.~~
7. ~~To be considered for approval, any group requesting the use of District transportation must submit a written request to the transportation department at least ten (10) business days prior to the date of use. All requests must include the following information:~~
 - ~~The total number of passengers;~~
 - ~~The specific dates and hours of the requested use;~~
 - ~~Precise pickup and delivery locations;~~

- Any additional information required by the transportation director or their designee.

Every request must be accompanied by a deposit. The deposit amount will be an estimate of the total reimbursement cost, as determined by the superintendent or designee. Following the completion of the trip, the District will determine the exact cost of the transportation services provided. If the final cost exceeds the initial deposit, the requesting group must pay the remaining balance to the District. If the final cost is less than the deposit, the District will issue a refund for the difference to the group.

~~Use will be approved only where the group requesting such use submits a written request ten (10) [insert desired number of days] days prior to the use, designating the number of riders, the dates and hours of use, the pickup and delivery points, and such other information as the transportation director or designee deems appropriate. Each such request must be accompanied by a deposit in the approximate amount of the reimbursement which will be required as determined by the business officer or designee. Upon final determination of reimbursement required, the deposit will be supplemented by the users or a refund made by the district as is appropriate.~~

8. Use will not be approved if it is for partisan political activity, activity promoting, or opposing any sectarian views, activity which is potentially disruptive or dangerous, activity which if uniformly extended would result in uses which would impinge upon school use, or activities of a similar nature which are inappropriate for school District participation.
9. Special consideration will be given to groups comprised primarily of persons 65 years of age or older.
10. Use will be approved only where the vehicle and service available are appropriate to the physical condition of the users.
11. Use will be approved only where the group requesting such use is open to all persons who may be reasonably and appropriately included in the group.

All such use will be subject to the availability of appropriate vehicles and District personnel. The transportation director or designee may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing school vehicles. School vehicles may only be driven by school vehicle operators in compliance with policy EEAEA.

Any group availing itself of use pursuant to these regulations ~~will shall~~ agree to and ~~will shall~~ reimburse the school District for all of the expenses for operation of such school vehicles as determined by the school District business official. Such expenses in addition to any others approved by the business official will, upon approval of the business official, include the following:

1. The actual cost of salaries of vehicle operators and other personnel involved in providing or facilitating the transportation by the non-school group.
2. The actual pro rata cost to the District, if any, of the insurance required to be provided.
3. The actual cost of fuel and oil consumed.

4. A reasonable pro rata assessment to cover maintenance.
5. A reasonable assessment to cover a pro rata share of depreciation.
6. A reasonable assessment to cover a pro rata share of driver preparation and training cost.
7. All costs resulting from vandalism occurring during the use.

Incidental costs such as but not limited to alternative transportation in the event of a breakdown, feeding and housing of users, and similar costs will be the responsibility of the group using the school vehicle.

Adopted July 14, 2014
Revised TBD

Student Transportation in Private Vehicles

A staff member may transport a student or group of students in his own car for school-related purposes only if he has standing authorization to do so or with special permission covering the specific trip.

Standing authorization ~~may~~ shall be granted by the Board of Education to school administrators, school nurses, and other student services personnel designated by the superintendent.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers, and activity sponsors. Exceptional cases ~~may~~ shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage ~~will~~ shall be placed on file with the appropriate administrative official.

Approved January 1996

Revised TBD

LEGAL REFS.: C.R.S. 22-32-113 (4)
C.R.S. 42-7-101 *et seq.* (Motor Vehicle Financial Responsibility Act)

CROSS REFS.: EEBB, Use of Private Vehicles of School Business

School Nutrition Program

The District will operate a school nutrition program which ~~will shall~~ be under the overall supervision of the District's director of nutrition services.

The director of nutrition services ~~will shall~~ cooperate with each school principal in matters essential to the proper functioning of each school's nutrition program. The responsibility for control of students using the school cafeteria ~~will shall~~ rest with the building principal.

Nutrition services shall provide lunches and breakfasts, through participation in the National School Lunch Program and School Breakfast Program.

The Board ~~will shall~~ approve the prices set for meals and the price of beverages **if applicable**.

Adopted June 23, 1980

Revised January 1996; July 17, 2017; May 4, 2020; TBD

LEGAL REFS.: 42 U.S.C. 1751 *et seq.* (National School Lunch Act)
7 C.F.R. Part 210 (National School Lunch Act regulations)
7 C.F.R. Part 220 (School Breakfast Program regulations)
C.R.S. 22-32-120 (food services)
C.R.S. 22-32-134.5 (healthy beverage requirement)
C.R.S. 22-32-136.3 (trans fat ban)
C.R.S. 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced priced meals pay in school breakfast program)
C.R.S. 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through twelfth grade pay for school lunch program, if they qualify for reduced price meals)
1 CCR 301-3 (State Board of Education – competitive food services rules)
1 CCR 301-79 (State Board of Education – healthy beverages rules)

CROSS REFS.: EFC, Free and Reduced-Price Food Services
EFEA*, Nutritious Food Choices

School Meal Payments

The District is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the District's school food service account.

Colorado provides free breakfast and lunch to all Kindergarten through 12th grade students through the Healthy School Meals for All (HSMA) program. This was established by voters in 2022. The HSMA program ensures better nutrition, less family stress, and better focus for students by providing students with a standard meal, with *a la carte* and additional (seconds) entrees still costing money.

In the event the HSMA ends or is repealed, the following applies.

Student Meal Accounts and Meal Charges

Student meal accounts ~~will shall~~ be established by the District.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The District ~~will shall~~ ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. At the time funds are distributed into student accounts, parents will be permitted to limit the amount of funds that a student may use daily, including for *à la carte* purchases.

Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money ~~will may~~ not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

A meal account balance remains with the student until the student is no longer enrolled in the District. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit. ~~This credit can also be transferred to a family member enrolled at or employed by the District.~~

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge *à la carte* or "extra" items, such as a second milk or additional entrée.

All students, regardless of payment status, will be charged for *a la carte* or "extra" items, such as a second milk or additional entrée.

Each school year, elementary students will be permitted to charge a maximum of five (5) meals, middle school students will be permitted to charge a maximum of two (2) meals and high school students will be permitted to charge a maximum of two (2) meals. Students at the meal charge maximum will be provided a complimentary replacement meal. Students will be limited to five (5) complimentary replacement meals per school year.

Notification of Low or Negative Balances

Notification of a low balance and negative balances on a student account will be provided privately by payment notices sent directly to the parent's email address, telephone calls through the automated dialer system, and/or **by electronic means** ~~automated text messages~~.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the **D**istrict's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Collection of Meal Charge Debt

In collecting debt, the **D**istrict **will** ~~shall~~ ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases.

For students with delinquent meal charges, the following process will be used to collect debt. The notification continues to the parent through the automated dialer system, monthly statements showing a balance owing are mailed to the parent at the address on file, and a monthly statement is emailed to the parent.

Collection efforts from one school year may continue into the following school year, including when students transfer to a school outside of the **D**istrict.

Annual Notice

The **D**istrict **will** ~~shall~~ notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the **D**istrict during the school year. Information about this policy will also be included in student handbooks, student enrollment or registration packets, and/or back-to-school packets, and posted on **D**istrict and school websites.

This policy will also be communicated to school and **D**istrict-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Adopted July 17, 2017
Revised TBD

LEGAL REF.: USDA Guidance SP 46-2016 (*requires written policy regarding unpaid meal charges*)

Free and Reduced-Price Food Services

The District ~~will~~ ~~shall~~ take part as feasible in the National School Lunch and other food programs which may become available to ensure that all students in the District receive proper nourishment.

The administration ~~will~~ ~~shall~~ establish regulations regarding participation in programs for free and reduced price meals and supplementary food in accordance with applicable state and federal law.

Adopted July 17, 2017

Revised May 4, 2020; TBD

LEGAL REFS.: 42 U.S.C. 1751 *et seq.* (National School Lunch Act)
7 C.F.R. 245.5 (must inform families of the availability of reimbursable school meals and provide information about applying for free or reduced price meals)
C.R.S. 22-32-120 (food services)
C.R.S. 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced price meals pay in school breakfast program)
C.R.S. 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate the amount students in preschool through twelfth grade pay for school lunch program, if they qualify for reduced price meals)

CROSS REF.: EF, School Nutrition Program

Nutritious Food Choices

At every possible eating occasion, students will have opportunities to practice what they are taught in nutrition education and choose nutritious snacks that are low in fat, sodium, and added sugars.

Schools are encouraged to take steps to ensure:

- nutritious foods are always available as an affordable option whenever food is served or sold;
- students have limited opportunities to eat snacks high in fat, sodium, or added sugars; and
- competition with nutritious meals served by the school food service program is minimized.

The emphasis on healthy choices applies to:

- a la carte items (separate food choices) offered by the food service program;
- "competitive foods" which are snacks and beverages sold from vending machines, school stores, and fund-raising activities that compete with the food service program; and
- refreshments that are available at school parties, celebrations, and meetings.

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores, and fund-raising activities conducted on school grounds, ~~will~~ shall satisfy the minimum nutritional standards for beverages adopted by the State Board of Education.

These standards ~~will~~ shall apply to beverages sold on campus during the regular school day and extended school day, including but not limited to extracurricular activities such as clubs, year book, band, student government, and drama as well as childcare programs.

These standards ~~will~~ shall not apply to the sale of beverages at school-related events where parents and other adults are invited attendees. Such activities include but are not limited to interscholastic sporting events, school plays, and band concerts.

Adopted July 13, 2009
Revised July 17, 2017; TBD

LEGAL REFS.: C.R.S. 22-32-134.5 (*healthy beverage requirement*)
1 CCR 301-79 (*State Board of Education – healthy beverages rules*)
C.R.S. 22-32-136.3 (trans fat ban)

Copyright Compliance

It is the intent of the Board to adhere to the provisions of current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentive for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school District.

The Board prohibits the District's employees from copying materials not specifically allowed by the copyright law, "fair use" guidelines, licenses or contractual agreements, or other permission. All other copying will shall require the written permission of the District's copyright officer.

The Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this policy are in violation of Board policy and do so at their own risk and assume all liability.

The Board requires that appropriate copyright notices be placed on or near all equipment capable of duplicating copyrighted materials and that appropriate records regarding the use of copyrighted materials be kept by school District employees.

Though there continues to be controversy regarding interpretation of copyright laws, this policy represents a sincere effort to operate legally. Copies of this policy and accompanying regulations will shall be included in all staff handbooks.

Adopted June 1991

Revised to conform with practice: date of manual adoption

Revised TBD

LEGAL REF.: 17 U.S.C. §101 *et seq.*

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions, 3/19/76, printed as H.R. Rep. No 1476, 94th Cong., 2d Sess. 81 (1976)

Copyright Compliance (Computer Software)

The Board recognizes that computer software piracy is a major problem for the software industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. All of these results are detrimental to the development of effective educational uses of computers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. The ethical and practical problems caused by software piracy will be taught in all schools in the ~~D~~district.
2. District employees will be allowed the use of software on ~~the school~~ ~~D~~district computers (including laboratories, classrooms, offices, and off-site locations) under the following conditions:
 - it is public domain (freeware) and written statement describing this exists, or
 - it is covered by a licensing agreement with the software author, vendor, or developer whichever is applicable, or
 - if it has been donated to the ~~school~~ ~~D~~district a copy of the software license must also be donated to be used, or
 - it has been purchased by the ~~school~~ ~~D~~district and a record of the bona fide purchase exists, or
 - it is being reviewed or demonstrated by the user in order to reach a decision about possible future purchase within the guidelines or at the request of the software author, vendor, or developer (beta test) and a written record of the agreement between the ~~school~~ ~~D~~district and the appropriate person exists, or
 - it has been written or developed by a ~~school~~ ~~D~~district employee or specific purpose of being used at the ~~school~~ ~~D~~district and a written record of an agreement between the ~~school~~ ~~D~~district and employee exists.
3. The copyright law allows for one backup of the software program, if a program is installed on the hard drive the originals are considered as a backup. ~~If the program runs off a floppy diskette an additional copy should be made for backup.~~
4. Illegal copies of copyrighted programs may not be made using school equipment.
5. All software will be registered by the technology **director or designee** coordinator or delegated person ~~and. It shall be registered to the Morgan County School District Re-3.~~
6. **The District will maintain an electronic inventory of all hardware, including computers, tablets, and mobile devices, as well as all licensed software. The technology director or designee is responsible for the ongoing maintenance and accuracy of these records.** ~~There shall be a designated lockable file cabinet located in each building of the school district. It will contain a file for each computer in that building, software license(s) plus any software that is not needed at the users workstation will be stored in this file. Setup of this file system is the responsibility of the technology coordinator, this will be completed over a three year period. When new software is received by the technology coordinator, the license will be removed~~

~~and filed. If requested, the technology coordinator will install software, if not it will be sent for the user to install.~~

7. The superintendent or his designee will be designated as the only individuals who may sign the license agreements for software for schools in the District.

Current practice codified 1995
Approved date of manual adoption
Revised June 1996; TBD

Electronic Mail

Electronic communication, including e-mail, is defined as the transmission of messages, data, or information between two or more computers or electronic devices. This encompasses all messages transmitted through local, regional, or global networks. A communication is considered an electronic record regardless of whether it is viewed upon receipt or subsequently converted to a hard-copy format. ~~Electronic is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional, or global computer network.~~

All District electronic communication systems are owned by the District and are intended for the purpose of conducting official District business only. District electronic communication systems are not intended for personal use by employees of the District. Employees should have no expectation of privacy when using the District's electronic mail systems.

Electronic communication sent or received by the Board, the District, or the District's employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever the District is a party in litigation or reasonably anticipates being a party in litigation, Board members and District employees in possession of electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation ~~will shall~~ retain all such documents, e-mails, and other evidence until otherwise directed by the superintendent or designee.

To ensure compliance with applicable law and District policy, the District retains the right to review, store, and disclose all information sent over the District electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence the District's functions, policies, decisions, procedures, operations, or other activities of the District or that contain valuable District data.

Electronic communication on District computers or district electronic communication systems ~~will shall~~ be retained only as long as necessary. Such electronic communication ~~will shall~~ be deleted on a routine basis unless otherwise required to be retained by District policy, or state or federal law.

The custodian of records for the District will assist the public in locating any specific public electronic record requested and will ensure public access to public electronic records in accordance with state law. The District's records custodian ~~will~~ **shall** also be responsible for assisting the District's schools and other sites in complying with record retention requirements.

Any violation of this policy may subject the employee to disciplinary action, up to and including termination of employment. ~~District employees may be subject to disciplinary action for violation of this policy.~~

Approved August 4, 1997
Revised June 2, 2014; TBD

LEGAL REFS.: C.R.S. 24-72-203(1)(b)(I) (*district must adopt policy regarding the retention, archival and destruction of electronic records*)
C.R.S. 24-72-204.5 (*district must adopt policy on monitoring of electronic mail*)
CRS 24-80-101 et seq. (State Archives and Public Records Act)

CROSS REFS.: JRA/JRC, Student Records/Release of Information on Students
EHB, Records Retention
GBEE*, Staff Use of Internet and Electronic Communications
GBJ, Personnel Records/Files
JS*, Student Use of Internet and Electronic Communications
KDB, Public's Right to Know/Freedom of Information

Records Retention

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

The District ~~will~~ ~~shall~~ retain records for the time periods specified by the Records Management Manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. District employees and ~~the Board members are~~ ~~shall be~~ responsible for adhering to the Records Management Manual.

Whenever the District is a party in litigation or reasonably anticipates being a party in litigation, ~~the Board members and~~ District employees in possession of hard copy or electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation ~~will~~ ~~shall~~ retain all such documents, emails, and other evidence until otherwise directed by the superintendent or designee.

Documents and other materials that are not "records" required to be retained by District policy, the Records Management Manual, 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 emails that do not contain information otherwise required to be retained by District policy, the Records Management Manual, or state or federal law.

~~Any violation of this policy may subject the employee to disciplinary action, up to and including termination of employment. District employees may be subject to disciplinary action for violation of this policy.~~

Adopted November 17, 2014

Revised TBD

LEGAL REF.: C.R.S. 24-80-101 *et seq.* (*State Archives and Public Records Act*)
C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)
2 C.F.R. 200.333 (*retention requirements for federal fiscal records*)

CROSS REFS.: EGAEA, Electronic Communication
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students

Safeguarding Personal Identifying Information

The Board is committed to protecting the confidentiality of Ppersonal Iidentifying Iinformation (PII) obtained, created, and/or maintained by the Ddistrict. The Board directs Ddistrict staff to safeguard PII in accordance with this policy, other Board policies concerning the creation, use, storage or destruction of PII, and applicable law.

The Ddistrict will shall implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure, or destruction. The Ddistrict will shall require third parties that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure, or destruction.

The Ddistrict will shall ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as ~~that term is~~ defined by state law, the Ddistrict will shall conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's Office, and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

Adopted July 15, 2019
Revised TBD

LEGAL REF.: C.R.S. 24-73-101 *et seq.* (consumer data privacy laws applicable to governmental entities, including school districts)

CROSS REFS.: EGAEA, Electronic Communication
EHB, Record Retention
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students
JRCB*, Privacy and Protection of Confidential Student Information

Insurance Program/Risk Management

The Board has the responsibility for maintaining an adequate insurance program covering its buildings and grounds, fleet of school vehicles, and employees carrying out official duties for the District. The Board ~~also~~ may also authorize and participate in insurance programs for employees and students.

The administration ~~will~~ shall make reasonable efforts to obtain insurance at the best available rates consistent with required coverage and service through obtaining quotations or bids.

Adoption date May 15, 2017

Revised TBD

LEGAL REFS.: C.R.S. 8-44-110 (*notice of cancellation of insurance coverage*)
C.R.S. 22-32-110 (1)(s),(t),(u),(v) (*board to procure insurance coverage*)
C.R.S. 22-45-103 (1)(c),(e) (*risk management reserves*)
C.R.S. 22-54-105 (2) (*funding requirements*)
C.R.S. 24-10-115 (*authority to obtain insurance*)
C.R.S. 24-10-115.5 (*self-insurance pool*)
C.R.S. 29-13-101 *et seq.* (*insurance on property*)

CROSS REF.: BID/BIE, School Board Member Compensation/Expenses/Insurance/Liability

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

Collection Development Policy

Library Resource Selection, Adoption, and Reconsideration

Library resources are intended to support the District's instructional programs and content standards and should include up-to-date, high quality, and varied literature. Library resources mean material, both print and non-print, found in a public school library. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits. Library resources do not include materials in an individual classroom library.

Selection

The Board delegates to the Superintendent the authority and responsibility of selection of library resources in all formats. Responsibility for actual selection rests with professionally trained personnel using the Board's adopted criteria and procedures. The following criteria will be used to guide school library professionals in the selection of library resources:

1. Be appropriate for the subject area, age, ability level, social, emotional, and intellectual development of the students for whom the materials are selected;
2. Represent differing viewpoints on controversial issues;
3. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures;
4. Include a variety of resources in physical and virtual formats.

In selecting library resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources, which could include recommendations from administrators, teachers, students, District personnel, and community members. Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Gift materials will be judged by the same criteria and will be accepted or rejected in the same manner.

Reconsideration

Despite the careful selection of library resources, objection to library resources that are deemed offensive or inappropriate may occur. Any parent or guardian of a student enrolled in the school

may express a concern and request for reconsideration of a library resource. The school library must not remove, discontinue, or restrict a library resource as the result of a request for reconsideration, until the determination regarding the library resource has been made available to the public.

Informal Complaint. Parents or guardians with a complaint about a library resource should state their concerns to the principal. The principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the principal will explain the library's selection policy, selection criteria, and the selection process. Each parent/guardian has the right to determine the appropriateness of library resources for their own child.

Formal Complaint. If the complaint is not resolved informally, the complainant may file a formal request for reconsideration to the Superintendent within ten business days of the informal complaint discussion. The formal complaint must be filed in writing and should include the library resource of concern and reasons for the concern. Upon receipt of the formal request, the Superintendent will convene a Reconsideration Committee, which will consist of school and District staff knowledgeable about the issues raised in the complaint (e.g., teacher, principal, teacher librarian, media specialist, curriculum director) and a parent/community member, if appropriate and available. Generally, the Committee will schedule a meeting with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party should make statements and produce evidence relating to the complaint. The Committee may also request presentations from the supervisor, other parties involved, and/or experts in the area, and it may accept statements from interested persons. When reviewing the library resource of concern, the Committee will consider the following principles established by the Board:

1. The Board recognizes the right of a parent/guardian to request that their child not borrow a particular library resource. Parents/guardians can present the request in writing to the teacher and/or school administrator who will implement reasonable measures to restrict the student from borrowing the library resource;
2. The Board recognizes the right of a parent/guardian of a student who is enrolled in the public school for which the request is made to request that the school withdraw from school use a library resource unless the same library resource has been reconsidered in the last two years;
3. A library resource will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, nationality, or political or religious views;
4. A library resource will not be obscene, as defined by law;
5. Students have a First Amendment right to read, view, and listen to library resources;
6. The Board directs that no school library staff member will be subject to termination, demotion, discipline, or retaliation for refusing to remove a library resource before the review process is complete or for making decisions that the school library staff member believes in good faith are in accordance with Board Policy;

8. All written requests for reconsideration of a library resource in a public school are open records under Colorado law.

Within ten working days of the meeting, unless additional time is needed, the Committee will deliver recommended findings and a proposed decision in writing to the Superintendent, who will then promptly release a final decision to the complainant, which will be made publicly available. The decision will identify the process followed, the information received and the final determination of the resource.

Approved April 1989

Revised June 1996; TBD

LEGAL REF.: C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)
C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)
C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

CROSS REF.: ~~DN, School Properties Disposition~~
IJ, Instructional Resources and Materials
~~IJC, Resource Centers/Media Centers/School Library~~
KEC, Public Concerns/Complaints about Instructional Resources

Collection Development Policy

I. Introduction

In Fort Morgan schools, the concept of a school library/media center is instruction, service, relevancy and accessibility of materials for students and staff.

II. Philosophy

Selection of materials shall be guided by the procedures stated in the American Library Association's Bill of Rights* as follows:

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan and doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

III. Goals and Objectives

- A. The goal of the library media program is to ensure that students and staff become effective users of ideas and information and to promote the skills necessary for life long learning.
 1. To provide and maintain a collection of books and nonprint media materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturation levels of the students served.
 2. To provide instruction and guidance in the use of library and research materials; including the skills necessary to utilize new technological resources.
 3. To provide a pleasant, efficient environment for study, research, and recreational reading.
 4. To provide a full range of printed and audiovisual materials, cataloged and available to all students and staff, to stimulate growth in factual knowledge, literary appreciation, and the enjoyment of reading.
 5. To provide a background of information, including opposing sides of issues, which will enable students to practice and develop analytical thinking and reading skills.

IV. Analysis of General Objectives

- A. The community to be served shall be:
 - 1. Students enrolled in the district (K-12)
 - 2. Staff
 - a. Certified
 - b. Classified
 - 3. Parents
 - 4. General Public
- B. General Subject Boundaries
 - 1. School Curriculum
 - 2. Special Interest
 - a. Local/School history
 - 3. Professional Collection
- C. Programs and User Needs Supported
 - 1. Instructional and curricula based materials
 - 2. Informational and research materials
 - 3. Recreational reading needs
 - 4. Special Users
 - a. ESL
 - b. Special Education
 - c. Enrichment
 - d. At-Risk

V. Selection Responsibility

The Board of Education is legally responsible for all matters relating to the operation of district schools. Responsibility for selection of library materials is delegated to the professionally-trained library/media personnel and school library personnel employed by the district.

VI. Guidelines for Selection

- A. First consideration in selection of materials shall be given to the needs of Fort Morgan students and staff based on the curriculum, student interest, and the existing collection of materials.
- B. Before purchasing materials, the library/media personnel shall evaluate the existing collection and may consult reputable professionally-prepared selection tools, faculty, administrators, students and/or parents.
- C. Requests from administrators, faculty, students and parents shall be given consideration.
- D. Cooperative sharing arrangements through the N.E. Colorado Bookmobile Service, the High Plains Regional Library Service System, the South Platte Valley BOCES, and other library systems shall be considered when making selections.
- E. Criteria:

Materials recommended for purchase shall be considered on the basis of the following criteria: overall purpose, timeliness, permanent value, importance of subject matter, authoritativeness, readability, popular appeal, quality of the writing or product, reputation of the author/composer/producer, publisher, format, and price.

Additionally, in maintaining and augmenting library collections, persons responsible for selection of materials shall strive to:

- 1. Provide a balanced collection, with fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staffs at all levels.

2. Provide a wide range of materials with diversity of appeal and different points of views.
3. Provide materials that are appropriate for the subject area and age, emotional development, ability level, and social development of the students for whom the materials were selected.

VII. Forms to Be Selected

In specific areas, the library personnel shall:

1. Periodically replace worn out, missing or outdated standard items
2. Withdraw outdated materials from the collection
3. Purchase multiple copies of much-in-demand media as needed
4. Gift materials shall be judged on basic selection standards and accepted or rejected accordingly.

VIII. Acquisitions

All materials will be obtained from the most cost effective and/or efficient source. Preference will be given to major book jobbers that can provide a large percentage of a given order in a reasonable amount of time. The library/media personnel may purchase materials from a local source in order to purchase local publications or if time is limited. Magazines shall be purchased through the services of a subscription agency unless the titles can only be obtained directly through the publisher.

IX. Evaluation of the Collection

A media center is only as alive as its collection. Regular weeding of materials as well as regular purchases of new materials is a way of keeping the collection alive. The American Library Association standards state that the systematic removal of materials that are no longer useful is essential in maintaining the purpose and quality of library resources. The total number of materials does not necessarily indicate a library meets basic standards unless the quality of the collection also is up to standard. It is better for shelves to be only partially filled than to have them full of books and other materials which either are so out-of-date or so worn that they never circulate.

In order to insure an inviting collection that effectively uses space, the following procedures for selecting, weeding and discarding materials will be carried out. This process will be conducted annually in accordance with a collection plan based on subject or whole collection. Materials will be disposed of according to district procedures.

Criteria

1. Timeliness

Reference may be to:

- a. Out-of-date materials, particularly in the sciences and technology, if the material is more than three to five years old
- b. Materials no longer in demand or that do not support the curriculum or current programs
- c. Older editions no longer needed
- d. Dated textbooks which are part of the collection (see age and circulation guidelines)

2. Curriculum

Materials which are no longer in demand or do not support the curriculum or current programs need to be removed from the collection.

3. Last date of circulation
Materials which have not been used in the last five to 10 years need to be removed (see age and circulation guidelines).
4. Physical condition
If the material in question is in bad condition, it should be weeded. Examples of bad physical condition include:
 - a. Books which are unattractive because of fine print, yellowed paper, narrow margins
 - b. Books with missing, defaced or badly water-damaged pages
 - c. Books whose covers are loose and beyond repair
5. Reliability
Viewpoints change and must be reflected in the collection. Yesterday's reliable explanation may no longer be useful.
6. Language
Where changes in the teaching program or the activity of the library no longer require books in foreign languages, they should be discarded. Also translations of works in languages other than English should be checked periodically.
7. Of Temporary Interest
Certain subject areas go out of fashion and use. This type of fad literature should be weeded, particularly when it is found that a title no longer circulates, is no longer timely or the information seems unreliable.
8. Duplicates
Where there are many duplicates and none seems to be circulating or used or are seldom used, all but a single copy is discarded. At a later date (one to two years), the single copy should be reconsidered for weeding.

What Not to Weed

1. School, state and local history
Items in this area would include the school's scrapbooks and annuals. These items should be retained no matter what their condition or lack of use.
2. Balance
When the weeding of a title is going to throw off the balance of materials in a subject area, careful thought should be given to the decision.
3. Listing
If the material is listed in a standard current core bibliography, it may be retained. The librarian should not follow lists blindly, but they can be a help when a difficult decision must be made about replacement.
4. Classics
If in appropriate condition and format, classics should be evaluated according to the district selection policy.

Periodicals

1. All periodicals may be discarded after five years. The *Readers' Guide to Periodical Literature* may be used to order older articles from interlibrary loan should a patron make such a request.
2. Non-research periodicals may be discarded after one year.

Textbooks

1. Department chairmen will determine if a book is to be kept or discarded.

2. Department chairmen will decide whether a book is to be sent to the department offices for storage or disposed of at the librarian's discretion.
3. If a book has resale value, an attempt should be made to sell it.
4. Books should be offered to the alternative school and/or other schools in the area which may find them useful.
5. Books may be sent to the land fill at the media specialist's discretion.

Disposal

1. Stamp *DISCARD* on materials and adjust records.
2. Decide which items are to be replaced.
3. Offer the materials to teachers, students and staff.
4. Offer materials to the alternative school and other schools or libraries in the area which may find the materials useful.
5. Recycle materials, if feasible.
6. Send materials to the land fill to prevent storage problems.

These guidelines for weeding were adapted in part from Katz, W.A. (1980) *Collection Development: The Selection of Materials for Libraries*. New York: Holt, Rinehart & Winston.

Approved April 1989

Revised June 1996

LEGAL REF.: C.R.S. 22-32-110 (1)(r)

CROSS REF.: DN, School Properties Disposition
IJ, Instructional Resources and Materials
IJNC, Resource Centers/Media Centers/School Library
KEC, Public Concerns/Complaints about Instructional Resources

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and Custody of Student Education Records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that related directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health and medical information, family background information, teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or District that are created by that unit for the purpose of law enforcement.

Nothing in this policy will prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records and requests for copies of such records, and disclosure of personally identifiable information, must be maintained as a part of each student's record.

School personnel must use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures will be required.

Access to Student Education Records by Parent and Eligible Students

A parent or guardian (referred to as "parent") has the right to inspect and review the student's education files, if the student is under 18 years of age. If a student is 18 years old or older (eligible student), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent or guardian is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent

for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students will be in accordance with the regulation accompanying this policy.

Request to Amend Education Records

A parent or eligible student may ask the District to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. The request to amend a student's education records must be in accordance with the regulation accompanying this policy.

Disclosure with Written Consent

Whenever the District requires by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student will contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent is only valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program does not constitute the specific written consent required by this policy.

All signed consent forms will be retained by the District.

Disclosure Without Written Consent

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy will be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or

functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

- b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement, (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility, (3) relevant to the accomplishment of some task or to a determination about the student, and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
 3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
 4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
 5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information will only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
 6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, to administer student aid programs, or to improve instruction.
 7. The disclosure is to accrediting organizations for accrediting functions.
 8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
 9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
 10. The disclosure is to comply with a judicial order or lawful subpoena. The District will make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or

- b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released may include the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee will communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported must maintain the confidentiality of the information and will not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to Military Recruiting Officers

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students must be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the District must release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The District will obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the District will:

- Include a consent form with the "start of school" information each fall.
- Include a consent form with IEP packet materials.
- Include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the District will disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual Notification of Rights

The District will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is a language other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the Office of the Superintendent during normal business hours.

~~A copy of the Family Educational Rights and Privacy Act and this policy on student records shall be on file in the Office of the Superintendent during normal business hours.~~

Governing Law

The District will comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The District is entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law will control.

Adopted August 18, 1997

Revised October 1997; October 1998; April 2000; November 2014; July 2018;
September 15, 2025

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 7908 (*military recruiter access to student records information contained in No Child Left Behind Act of 2001*)
34 C.F.R. 99.1 *et seq.* (FERPA Regulations)
34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)
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*)
C.R.S. 22-32-109 (1)(ff) (*duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education*)
C.R.S. 22-32-109.1 (6) (*duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe*)
C.R.S. 22-32-109.3 (2) (*duty to share disciplinary and attendance information with criminal justice agencies*)
C.R.S. 22-33-106.5 (*court to notify of conviction of crime of violence and unlawful sexual behavior*)
C.R.S. 22-33-107.5 (*school District to notify of failure to attend school*)
C.R.S. 24-72-204 (2)(e) (*denial of inspection of materials received, made or kept by Safe2Tell Program*)
C.R.S. 24-72-204 (3)(a)(VI) (*schools cannot disclose address and phone number without consent*)
C.R.S. 24-72-204 (3)(d) (*information to military recruiters*)
C.R.S. 24-72-204 (3)(e)(I) (*certain FERPA provisions enacted into Colorado Law*)
C.R.S. 24-72-204 (3)(e)(II) (*disclosure by staff of information gained through personal knowledge or observation*)
C.R.S. 24-72-205 (5) (*fee for copying public record*)
C.R.S. 25.5-1-116 (*confidentiality of HCPF records*)

CROSS REF.: JK, Student Discipline
JLC, Student Health Services and Records

JRCA*, Sharing of Student Records/Information between School District and State Agencies

KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

KLG-R, Relations with Federal Immigration Officials

NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials, and has established policies pertaining to the selection process. The Board assumes final responsibility for all textbooks and instructional materials it makes available to students. The Board holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children.

Complaints about instructional materials should be initiated by directly contacting the people at the building level, including the teacher and principal. Review at this initial level is informal and should follow a discussion format.

If the complaint is not resolved satisfactorily, or in a timely manner, by the school, the complainant may request review of the curriculum, instructional activity, or material by submitting a written request. The request must be submitted within a reasonable period of time, generally not more than 30 days after the item or activity was identified.

Within 15 business days of receiving the request, the Superintendent will designate an employee who, together with the appropriate instructional personnel, will review the complaint, make a decision, and issue a written recommendation within 45 days of the date the request for review was initially received. When reviewing the complaint and issuing a decision, the designated employee should review the learning objectives, criteria, and procedure for initial selection of the instructional material, any information received, and the process followed to make the determination.

If the complainant is dissatisfied with the decision of the designated employee, they may appeal to the Board of Education within ten days of the designated employee's decision. The appeal should be in writing and directed to the Secretary of the Board and the Superintendent and must include (1) all prior decisions, (2) a statement of the complaint, and (3) reasons for the appeal. The Board has discretion in whether or not to take the appeal.

Adopted April 15, 2013

Revised July 17, 2023; September 15, 2025

LEGAL REF.: C.R.S. 22-32-110 (1)(R)

CROSS REF.: IJ Instructional Resource and Materials
IMB, Teaching about Controversial Issues and Use of Controversial
Materials
FMEA Master Agreement

Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials including library books and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Board policies regarding these areas will be as follows:

1. Religion - Factual, unbiased material on all major religions has a place in school libraries.
2. Ideologies - Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education, and other phases of life.
3. Profanity/obscenity - Materials shall be subjected to a test of literary merit by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent/guardian to request that his/her child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the board has adopted.
2. The Board will not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at all times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or material withdrawn from school use, the following procedures will be followed:
 - a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which that person will document the criticism. Any person requesting to have any book or material go through a reevaluation process must reside within the boundaries of Morgan County School District Re-3.
 - b. Following receipt of the formal complaint, the superintendent will provide for a reevaluation of the material in question.
 - c. The reevaluation will be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:

- i. A book will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, or nationality, or political or religious views.
 - ii. The value of any book or other material will be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.
- d. The superintendent or designee will review the complaint and reevaluation and will render a decision in the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. The Board holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers shall be respected.

Adopted April 15, 2013
Revised July 17, 2023; September 15, 2025; TBD

LEGAL REF.: C.R.S. 22-32-110 (1)(R)

CROSS REF.: IJ Instructional Resource and Materials
IMB, Teaching about Controversial Issues and Use of Controversial
Materials
FMEA Master Agreement

RETIRE

Staff/Student Identification Procedures

Photo identification cards shall be issued to all high school students at the beginning of each school year. These cards shall be carried while on school grounds and when attending school functions. Failure to show an identification card to a staff member when requested shall constitute a violation of discipline policy and shall result in disciplinary action.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REF.: JK, Student Discipline, and Subcodes

RETIRE

Materials and Equipment Receiving and Warehousing

A receiving/warehousing operation and delivery system shall be maintained to facilitate a steady flow of commonly used supplies to schools and departments. Every effort shall be made to stock good quality materials and make them conveniently available to schools and departments at the lowest possible cost.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

CROSS REF.: DJB, Purchasing Procedures

RETIRE

Maintenance and Control of Materials and Equipment

Staff members shall be responsible for books and materials checked out for personal use from libraries and classrooms.

Records shall be kept of all books and equipment issued to students. Losses shall be reported to the principals. Students shall be charged for lost items.

Re-adopted October 1989

CROSS REFS.: DID, Inventories
 JQ, Student Fees, Fines and Charges

RETIRE

School Attendance Areas (Attendance Boundaries and Bus Routes)

Baker Elementary School:

- ❖ Students in grades one through five who live east of Main Street and south of Platte Avenue to the railroad tracks; east of the alley between Karen Street and Nancy Street and south of East 8th Avenue; east of Barlow Road and south of I-76; east of Sherman Street including the homes on the southwest corner of Sherman Street and County Road Q.

Columbine Elementary School:

- ❖ Students in grades one through five who live west of Main Street, north of the railroad tracks and south of I-76.

Green Acres Elementary School:

- ❖ Students in grades one through five who live east of Main Street and north of Platte Avenue; west of the alley between Karen Street and Nancy Street and north of East 8th Avenue; west of Barlow Road; and north of I-76.

Pioneer Elementary School:

- ❖ Students in grades one through five who live south of the railroad tracks and west of Sherman Street with the exception of the homes on the southwest corner of Sherman Street and County Road Q.

Sherman Early Childhood Center:

- ❖ All kindergarten students.

Fort Morgan Middle School:

- ❖ All students in grades six, seven, and eight.

Fort Morgan High School:

- ❖ All students in grades nine through twelve.

Rural students may be eligible to ride the established bus routes. All bus routes are evaluated on an annual basis and modified as needed.

Adopted August 18, 1997

Revised August 15, 2022

REFERENCE ONLY

School Attendance Areas

Attendance areas for each elementary school of the District shall be drawn up by the administration and approved by the Board in order to adapt school enrollments to building capacities.

A student's designated attendance area shall be based on the legal residence of his parents/guardian.

Adopted June 23, 1980

Revised to conform with practice: date of manual adoption

LEGAL REF.: C.R.S. 22-32-110 (1)(m)

CROSS REF.: JFBA, Intra-District Choice/Open Enrollment

**MORGAN COUNTY SCHOOL DISTRICT RE-3
PERSONNEL ACTION REPORT
BOARD MEETING: MARCH 23, 2026**

ADMINISTRATIVE HIRING – 2026-2027 SCHOOL YEAR

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Shelly Carlson	Principal	AD-B-2	Columbine Elementary School	07/22/2026

CLASSIFIED HIRING

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Tottianna Clough	Cook	III-1	Fort Morgan Middle School	03/12/2026
Yolanda Garcia	Custodian	III-1	Columbine Elementary	03/23/2026

CERTIFIED RETIREMENT

NAME	POSITION	LOCATION	EFFECTIVE DATE
Kimberly Miller	Teacher	Green Acres Elementary	05/29/2026

CERTIFIED RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Adara Duong	Teacher – SPED	Fort Morgan Middle School	05/29/2026
Lilibeth Saceda	Teacher	Fort Morgan Middle School	05/29/2026
Rick Agan	Counselor	Fort Morgan Middle School	05/29/2026
Mary Annabe Yangzon	Teacher	Fort Morgan High School	05/29/2026
Stephanie Kerns	Autism Coordinator	District Wide	05/29/2026
Holly Davisson*	Teacher	Baker Elementary	05/29/2026
Charlize Archuleta	Teacher	Columbine Elementary	05/29/2026
Tammy Mosqueda	Teacher	Fort Morgan Middle School	05/29/2026
Melissa Ricks	Teacher	Fort Morgan Middle School	05/29/2026
Lilibeth Bendol	Teacher	Fort Morgan High School	05/29/2026
Lisa James**	Teacher – SPED	Fort Morgan High School	05/29/2026

***RESIGNING FROM CRITICAL SHORTAGE**

****RETURNING ON CRITICAL SHORTAGE**

Recommend
for Action

Signature on File

Assistant Superintendent of Human
Resources

Recommend
for Action

Signature on File

Superintendent of Schools

CLASSIFIED RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Sabrina Bedolla	Paraprofessional – SPED	Green Acres Elementary	03/02/2026
Millie Musgrave	Paraprofessional	Sherman Early Childhood Center	03/06/2026
Briana Ansbach	Paraprofessional	Baker Elementary School	05/29/2026

STIPEND RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Nicole Bowles	Head Coach Gymnastics	Fort Morgan High School	03/02/2026

Checks Issued

Bank Account: BOC CL			MORGAN CO SCHOOL DISTRICT RE-3					
Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00001043	ARBITERPAY	FEBRUARY 5, 2026 AP CHECK RUN	R	W		02/05/2026	02/05/2026	5,000.00
00001044	CAPITAL ONE N.A.	FEBRUARY 5, 2026 AP CHECK RUN	R	W		02/05/2026	02/05/2026	1,930.95
00001045	WCF SELECT INSURANCE COMPANY	FEBRUARY 5, 2026 AP CHECK RUN	R	W		02/05/2026	02/05/2026	16,240.52
00001046	WEX BANK	FEBRUARY 12, 2026 AP CHECK RUN	R	W		02/12/2026	02/12/2026	8,623.05
00001047	BANK OF COLORADO (VISA CARD)	FEBRUARY 19, 2026 AP CHECK RUN	R	W		02/19/2026	02/19/2026	25,705.29
00001048	CAPITAL ONE N.A.	FEBRUARY 19, 2026 AP CHECK RUN	R	W		02/19/2026	02/19/2026	3,383.73
00009198	BRUSH MIDDLE SCHOOL	BRUSH SPELLING BEE- 02.03.26	R	R		02/03/2026	02/05/2026	40.00
00009199	GENERAL FUND - LUNCH PROGRAM	MIGRANT-INV 30215 AP CHECK RUN	R	R		02/05/2026	08/01/2025	41.00
00009200	AKRON HIGH SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	200.00
00009201	AMAZON CAPITAL SERVICES	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	1,298.95
00009202	AUTOZONE	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	669.14
00009203	BENNETT HIGH SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	400.00
00009204	BEYOND TECHNOLOGY DBA: SOURCENOW LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	315.46
00009205	BLICK ART MATERIALS-REMIT	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	542.79
00009206	BLOEDORN LUMBER	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	173.40
00009207	SHANA BOKELMAN	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	1,283.75
00009208	BRADY INDUSTRIES	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	227.11
00009209	BRUSH MIDDLE SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	130.00
00009210	BUCKEYE WELDING SUPPLY CO.,INC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	54.42

Checks Issued

Bank Account: BOC CL			MORGAN CO SCHOOL DISTRICT RE-3					
Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009211	CASH-WA DISTRIBUTING	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	3,143.44
00009212	CENTRAL AUTO PARTS	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	141.16
00009213	CITY OF FORT MORGAN	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	80,955.86
00009214	CUSTOM COMPUTER SPECIALISTS, LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	16,808.50
00009215	DATASHIELD CORPORATION	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	125.00
00009216	DEMCO INC.	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	235.71
00009217	DEPARTMENT OF LABOR AND EMPLOYMENT	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	40.00
00009218	DOUBLE R EMBROIDERY COMPANY	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	78.36
00009219	ELIZABETH SCHOOL DISTRICT	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	225.00
00009220	ENVIROPEST	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	116.00
00009221	FLESHER HINTON MUSIC CO.	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	17.03
00009222	FORT COLLINS HS SPEECH AND DEBATE	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	12.00
00009223	FORT MORGAN ACKLEY ACE LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	21.32
00009224	FORT MORGAN CULLIGAN	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	22.45
00009225	FREEZING POINT LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	1,547.00
00009226	FRONTLINE TECHNOLOGIES GROUP, LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	25.81
00009227	GENERAL FUND - LUNCH PROGRAM	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	9.76
00009228	GENERAL FUND - PRINTING	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	494.31
00009229	GENERAL FUND - PRINTING SUPPLIES	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	120.30

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009230	GENERAL FUND - TRANSPORTATION	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	7,088.50
00009231	GENERAL FUND - WAREHOUSE	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	2,203.50
00009232	HEIDI LYNN GOTTO	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	165.18
00009233	GREAT COPIER SERVICE	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	4,342.55
00009234	JULIANNA GREENLEAF	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	382.50
00009235	HAJOCA CORPORATION	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	2,767.87
00009236	DBA: HOWIES ATHLETIC TAPE	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	291.13
00009237	INTERSTATE RESTORATION LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	1,710,788.39
00009238	BETTY JANE JAMES	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	2,452.43
00009239	GOLDEN HIGH SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	10.00
00009240	JORDAN PAGE JOHNSON	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	59.32
00009241	K&S DISTRIBUTING INC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	4,407.24
00009242	LANGUAGE LINE SERVICES	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	88.27
00009243	MEAD HIGH SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	200.00
00009244	MEDCO SUPPLY COMPANY	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	427.75
00009245	MIDWEST BUS SALES, INC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	425.98
00009246	ODP BUSINESS SOLUTIONS, LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	216.70
00009247	OTIS ELEVATOR COMPANY	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	1,732.50
00009248	PARTS SMART CARQUEST	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	50.53

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Bank Account: BOC CL		MORGAN CO SCHOOL DISTRICT RE-3						
Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009249	PEPSI-COLA	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	1,270.85
00009250	PERMA-BOUND	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	2,136.87
00009251	PETTY CASH - AMBER VONFELDT	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	85.00
00009252	ROCKY MOUNTAIN H.S. FORENSICS	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	48.00
00009253	POUDRE HIGH SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	300.00
00009254	QUILL LLC (ACCT 1003767)	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	308.35
00009255	RUHL DISTRIBUTING	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	755.34
00009256	SCHOOL SPECIALTY, LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	430.50
00009257	SHAMROCK FOODS COMPANY	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	28,805.82
00009258	SHERWIN WILLIAMS	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	152.36
00009259	SMITH AGENCY	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	13,415.90
00009260	STONE LEAF POTTERY	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	310.20
00009261	TRANSLATELIVE LLC	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	22,491.00
00009262	ULINE	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	220.36
00009263	UNIVERSITY SCHOOLS	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	60.00
00009264	VIAERO WIRELESS	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	803.78
00009265	WICKHAM TRACTOR COMPANY	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	290.88
00009266	WINDSOR MIDDLE SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	250.00
00009267	WRAY JUNIOR SENIOR HIGH SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	120.00

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009268	WRAY HIGH SCHOOL	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	125.00
00009269	YUMA SCHOOL DISTRICT-1	FEBRUARY 5, 2026 AP CHECK RUN	R	R		02/05/2026	02/05/2026	75.00
00009271	AFFILIATED BENEFITS CONSULTANTS, INC.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	2,430.00
00009272	AMAZON CAPITAL SERVICES	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	1,917.15
00009273	JENNIFER M ARMAGOST	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	327.73
00009274	BIMBO BAKERIES USA	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	2,314.74
00009275	BLOEDORN LUMBER	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	147.09
00009276	STACEY BROWN	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	2,580.83
00009277	CAPLAN AND EARNEST, LLC	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	189.00
00009278	CASH-WA DISTRIBUTING	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	371.46
00009279	CENTRAL AUTO PARTS	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	45.98
00009280	DEEPA MATHEW, LLC	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	13,776.00
00009281	DMC AUDITING & CONSULTING LLC	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	47,700.00
00009282	DOUBLE R EMBROIDERY COMPANY	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	16.70
00009283	EDWARDS RIGHT PRICE MARKET	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	12.19
00009284	EQUIFAX WORKFORCE SOLUTIONS	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	60.85
00009285	DANICA M FARNIK	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	1,036.00
00009286	FORT MORGAN ACKLEY ACE LLC	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	15.53
00009287	FORT MORGAN ROTARY CLUB	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	176.00

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009288	RENA D FRASCO	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	22.56
00009289	GREAT COPIER SERVICE	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	559.64
00009290	HAJOCA CORPORATION	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	13.67
00009291	NANCY MARIE HOPPER	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	44.00
00009292	HSS SECURITY, LLC	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	5,400.00
00009293	AMANDA KNOX	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	29.00
00009294	MEADOW GOLD DAIRIES	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	15,428.28
00009295	ROSA E MERAZ	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	38.28
00009296	MORGAN COUNTY SIGNS	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	700.00
00009297	MORGAN COUNTY SOLID WASTE	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	112.50
00009298	NEVCO SPORTS, INC.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	20,581.00
00009299	NEWCO, INC.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	237.25
00009300	NCS PEARSON, INC.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	87.70
00009301	MY HEARING CENTER	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	65.00
00009302	PLATTE VALLEY MIDDLE SCHOOL	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	150.00
00009303	JOHN T. PROUTY	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	369.10
00009304	DBA: LEGACY RENOVATION	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	6,852.00
00009305	QUILL LLC (ACCT 1003767)	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	243.54
00009306	EZEKIEL C REYNOLDS	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	36.17

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009307	SAILSBERY SUPPLY	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	39.29
00009308	ELIZABETH R SCHMIDT	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	21.28
00009309	SEMPLE, FARRINGTON, EVERALL & CASE, P.C.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	772.20
00009310	SHAMROCK FOODS COMPANY	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	30,634.02
00009311	SHERWIN WILLIAMS	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	255.06
00009312	SIGNUPGENIUS, INC.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	5,923.17
00009313	SINGLEPOINT, LLC	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	975.60
00009314	TK ELEVATOR CORP	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	306.97
00009315	VIAERO WIRELESS	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	1,085.60
00009316	WELLABLE LLC	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	750.00
00009317	WESTERN STATES FIRE PROTECTION CO.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	1,510.00
00009318	XESI XEROGRAPHIC EQUIPMENT SYSTEM, INC.	FEBRUARY 12, 2026 AP CHECK RUN	R	R		02/12/2026	02/12/2026	597.74
00009319	AMAZON CAPITAL SERVICES	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	1,122.49
00009320	JENNIFER M ARMAGOST	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	95.61
00009321	LERESA LEE ATWOOD	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	8.44
00009322	AUTOZONE	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	255.41
00009323	BERTHOUD HIGH SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	400.00
00009324	SOURCENOW LLC	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	115.23
00009325	BIGSIGNS.COM, INC	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	2,538.00

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009326	BLOEDORN LUMBER	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	405.16
00009327	BRUSH HIGH SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	385.00
00009328	BUCHANAN CONSTRUCTION	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	1,950.36
00009329	TABITHA KAY CASTEEL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	3.49
00009330	CENTRAL AUTO PARTS	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	30.02
00009331	CF-ADVERTISING	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	577.75
00009332	CHSAA	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	200.00
00009333	CITY OF FORT MORGAN	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	639.36
00009334	COLLEGE COUNSELING SERVICE	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	16,000.00
00009335	TERRI S CONTRERAZ	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	15.00
00009336	MARK E D'ALOIA	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	127.54
00009337	DENVER SCHOOL OF SCIENCE & TECHNOLOGY INC	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	70.00
00009338	DOUBLE R EMBROIDERY COMPANY	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	242.88
00009339	ELV COLORADO ALLIANCE	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	100.00
00009340	EDWARDS RIGHT PRICE MARKET	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	76.10
00009341	ENVIROPEST	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	266.00
00009342	FBLA	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	26.40
00009343	FLOWER PETALER	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	24.00
00009344	FORT MORGAN ACKLEY ACE LLC	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	330.15

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009345	FORT MORGAN HIGH SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	110.00
00009346	DBA: PAXTON HARDWOODS	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	875.80
00009347	RENA D FRASCO	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	104.98
00009348	GENERAL FUND - LUNCH PROGRAM	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	21.66
00009349	GENERAL FUND - PRINTING	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	305.43
00009350	GENERAL FUND - TRANSPORTATION	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	13,093.50
00009351	GENERAL FUND - WAREHOUSE	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	1,401.39
00009352	GILLEM STAFFING - ACCOUNTS RECEIVABLE	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	52,097.00
00009353	MATTHEW GOHEEN	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	250.00
00009354	EDITH GONZALEZ	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	160.68
00009355	GREAT COPIER SERVICE	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	570.45
00009356	GREELEY WEST HIGH SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	400.00
00009357	HAJOCA CORPORATION	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	205.96
00009358	K&S DISTRIBUTING INC	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	1,197.27
00009359	CAMILLE MARIE KRAL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	119.55
00009360	DENCIA D KUDRON	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	70.00
00009361	M & S ELECTRIC MOTOR REPAIR	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	186.66
00009361	M & S ELECTRIC MOTOR REPAIR	VOID CH#9361 M&S INCORRECT AMT	V	V		02/19/2026	02/19/2026	-186.66
00009362	MURDOCHS FARM AND RANCH	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	146.27

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00009363	PARTS SMART CARQUEST	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	48.29
00009364	PEPSI-COLA	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	4,079.95
00009365	ZAMUEL J REYNOLDS	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	7.99
00009366	THERESE V RICH	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	14.51
00009367	ROBERT G RICKS	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	37.85
00009368	JEAN A RIDL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	191.83
00009369	ROOSEVELT HIGH SCHOOL ATHLETICS	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	400.00
00009370	RUHL DISTRIBUTING	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	2,034.91
00009371	REBECCA R SCHMIDT	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	24.99
00009372	SINGLEPOINT, LLC	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	3,801.07
00009373	LONGMONT HIGH SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	300.00
00009374	VALLEY HIGH SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	300.00
00009375	PRAIRIE HEIGHTS MIDDLE SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	150.00
00009376	WIGGINS HIGH SCHOOL	FEBRUARY 19, 2026 AP CHECK RUN	R	R		02/19/2026	02/19/2026	250.00
00009377	NORTHERN COLORADO ENERGY SOLUTIONS LLC	FEB.24, 2026 AP CHECK RUN-NOCO	R	R		02/24/2026	02/24/2026	16,321.00
Grand Totals: 186 Total Checks								2,273,008.71

**MORGAN COUNTY SCHOOL DISTRICT RE-3
MORGAN COUNTY, COLORADO**

**LEASE PURCHASE AGREEMENT DATED AS OF APRIL 14, 2026
BETWEEN MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO
AND BANK OF COLORADO**

CLOSING DOCUMENTS FOR THE DISTRICT

1. Site Lease Agreement
 - President signs
 - Secretary signs
 - Seal
 - Notary
2. Lease Purchase Agreement
 - President signs
 - Secretary signs
 - Seal
 - Notary
3. Sale Certificate
 - Chief Financial Officer signs
4. Omnibus Certificate
 - President signs
 - Secretary signs
 - Chief Financial Officer signs
 - Seal
5. Tax Compliance and No Arbitrage Certificate
 - Chief Financial Officer signs
6. I.R.S. Form 8038-G
 - Chief Financial Officer signs
7. Delivery Certificate and Cross-Receipt
 - Chief Financial Officer signs
8. Certificate designating District Representative
 - Chief Financial Officer signs
 - President signs
9. Certificate as to Permitted Encumbrances
 - Chief Financial Officer signs

IN WITNESS WHEREOF, the parties hereto have executed this Site Lease Agreement as of this 14th day of April, 2026.

MORGAN COUNTY SCHOOL DISTRICT
RE-3, MORGAN COUNTY, COLORADO,
as Lessor

By: _____
President,
Board of Education

(SEAL)

ATTEST:

By: _____
Secretary

Address of Lessor:

715 West Platte Avenue
Fort Morgan, Colorado 80701

STATE OF COLORADO)
) ss.
COUNTY OF MORGAN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Nancy Hopper, President of the Board of Education, Morgan County School District Re-3, Morgan County, Colorado.

WITNESS my hand and official seal.

[SEAL]

Notary Public, State of Colorado

STATE OF COLORADO)
) ss.
COUNTY OF MORGAN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Kati Jess, Secretary of the Board of Education of Morgan County School District Re-3, Morgan County, Colorado.

WITNESS my hand and official seal.

[SEAL]

Notary Public, State of Colorado

MORGAN COUNTY SCHOOL DISTRICT
RE-3, MORGAN COUNTY, DISTRICT,
COLORADO,
as Sublessee

By: _____
President, Board of Education

(SEAL)

ATTEST:

By: _____
Secretary

Address of Sublessee:

715 West Platte Avenue

Fort Morgan, Colorado 80701

STATE OF COLORADO)
) ss.
COUNTY OF MORGAN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Nancy Hopper, President, Board of Education, and Kati Jess, Secretary of the Board of Education, Morgan County School District Re-3, Morgan County, Colorado.

WITNESS my hand and official seal.

[SEAL]

Notary Public, State of Colorado

DATED April 14, 2026.

MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO

Chief Financial Officer

[Signature Page to Sale Certificate]

WITNESS our hands and the seal of the District this 14th day of April, 2026.

(SEAL)

President

Secretary

Chief Financial Officer

Dated April 14, 2026.

**MORGAN COUNTY SCHOOL DISTRICT RE-
4, MORGAN COUNTY, COLORADO**

By: _____
Toni Miller, Chief Financial Officer

[District's Signature Page to the Tax Certificate]

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) **35**
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions **36a**
 - b** Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____
 - c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units **37**
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ and enter the following information:
 - b** Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____
 - c** Enter the EIN of the issuer of the master pool bond ▶ _____
 - d** Enter the name of the issuer of the master pool bond ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶
- 41a** If the issuer has identified a hedge, check here ▶ and enter the following information:
 - b** Name of hedge provider ▶ _____
 - c** Type of hedge ▶ _____
 - d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box ▶
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ▶
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ▶ and enter the amount of reimbursement ▶ _____
 - b** Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

▶ _____ Date _____ ▶ **Toni Miller, Chief Financial Officer**
 Signature of issuer's authorized representative Type or print name and title

Paid Preparer Use Only	Print/Type preparer's name Kimberley K. Crawford	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN PO1067568
	Firm's name ▶ Butler Snow LLP			Firm's EIN ▶ 64-0331849	
	Firm's address ▶ 1801 California Street, Suite 5100, Denver, CO 80202			Phone no. 720-330-2354	

WITNESS our hands this 14th day of April, 2026.

MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO

By _____
Chief Financial Officer

BANK OF COLORADO

By _____
Authorized Officer

DISTRICT REPRESENTATIVE CERTIFICATE

IT IS HEREBY CERTIFIED THAT Toni Miller, Chief Financial Officer, a specimen of whose signature appears below, is hereby appointed as an “Authorized District Representative,” as that term is defined in the Lease Purchase Agreement dated as of April 14, 2026 (the “Lease”), between Bank of Colorado (the “Lender”), as sublessor, and Morgan County School District Re-3, Morgan County, Colorado (the “District”), as sublessee, and that such person is authorized to act on behalf of the District for the purpose of performing any act under the Lease and the Site Lease Agreement dated as of April 14, 2026, between the District, as lessor, and the Lender, as lessee. The above-named person shall serve in such capacity until his successor or successors are named in a certificate given to the Lender and executed by the President of the Board of Education of the District.

Set forth below is the specimen signature of each Authorized District Representative:

Toni Miller
Authorized District Representative

IN WITNESS WHEREOF, the District has caused this certificate to be executed this 14th day of April, 2026.

President

**MORGAN COUNTY SCHOOL DISTRICT RE-3,
MORGAN COUNTY, COLORADO**

CERTIFICATE AS TO PERMITTED ENCUMBRANCES

The undersigned Authorized District Representative, as defined in the Lease Purchase Agreement dated as of April 14, 2026 (the “Lease”) between Morgan County School District Re-3, Morgan County, Colorado, and Bank of Colorado, hereby certifies that the encumbrances listed on **Exhibit A** hereto will not interfere with or impair the Leased Property (as defined in the Lease).

WITNESS my hand this 14th day of April, 2026.

Authorized District Representative

RESOLUTION

RESOLUTION FOR NONRENEWAL OF CONTRACT

WHEREAS, the Board of Education of the Morgan County School District Re-3 has reviewed the status of Ms. Efrosini Krokos and has duly considered the matter of the continued employment of said teacher for the 2026-2027 school year;

NOW, THEREFORE, BE IT RESOLVED that Ms. Efrosini Krokos will not be offered a contract for the 2026-2027 school year; and

BE IT FURTHER RESOLVED that the Superintendent of Schools or designee is hereby directed to give timely written notice of said nonrenewal to the teacher.

Adopted this 23rd day of March, 2026.

BOARD OF EDUCATION

MORGAN COUNTY SCHOOL DISTRICT RE-3

FORT MORGAN, COLORADO

BY: _____
PRESIDENT, BOARD OF EDUCATION

ATTEST: _____
SECRETARY, BOARD OF EDUCATION

cc: Minutes, Board of Education

FORT MORGAN MIDDLE SCHOOL				
CERTIFIED STAFF				
CONTINUED EMPLOYMENT FOR 2026-2027 SCHOOL YEAR				
Less than one year: Not eligible to advance to 2nd year probationary	First year: Eligible to advance to 2nd year probationary	Second year: Eligible to advance to 3rd year probationary	Third year: Eligible to advance to continuous employment	Continuing employment: Non probationary certified staff
Heepke-Laws, Isabella	Felber, Mary	Christensen, Erik	Bell, Kendra	Armagost, Jennifer
	Michel, Amber	Garcia, Sheronia	Reed, Derek	Bell, Stacy
	Schneider, Taylor	Vermillion, Dallas	Tuballa, Bregette	Brobst, Clarissa
				Cheney, Dianna
				Cooksey, Damaris
				Davies, Rachael
				Defeo, Monnette
				Ekstrom, Casandre
				Farley, Teresa
				Gotto, Greg
				Gray, Samantha Arteaga
				Harmon, Katherine
				Hawley, Matthew
				Holtquist, Amy
				Kamanga, Rabson
				Langford, Shelli
				Malone, Kennedy
Not Returning	Reason			Martin, Jonathan
Agan, Rick	Resignation			Maul, Ryan
Duong, Adara**	Resignation	Permanent Substitute Authorization	Critical Shortage	Oberts, Jarred
Garapan, Antonio	Resignation	Serrano, Cyd	Sharp, Heather - Year 2 of 6	Paris, Itamari
Krokos, Efrosini	Non-Renewal			Pearcey, Evanee
Miranda, Jonathan	Resignation			Porter, Matthew
Mosqueda, Tammy	Resignation	Supplemental Contract		Robison, Becky
Punsalan, Lourene	Resignation	Lawrey, Linda (110 Contract)		Sewell, Jennifer
Ricks, Melissa	Resignation			Silz, Kristina
Rollo Leoveras, Zyra Bea	Resignation			Unrein, Audra
Rosenbrock, Audrey - Year 6 of 6	Resign/End of Critical Shortage			Vander Ven, Julie
Saceda, Lilibeth	Resignation		* Alternative Program	Wright, Jennifer
Stalker, Melissa	Resignation		** Interim Authorization	Zerna, Karene Ecel

FORT MORGAN HIGH SCHOOL

CERTIFIED STAFF

CONTINUED EMPLOYMENT FOR 2026-2027 SCHOOL YEAR

Less than one year: Not eligible to advance to 2nd year probationary	First year: Eligible to advance to 2nd year probationary	Second year: Eligible to advance to 3rd year probationary	Third year: Eligible to advance to continuous employment	Continuing employment: Non probationary certified staff
Goumas, Riley	Gessley, Vaughn**	Crowder, TiAnna	Gerken, Devin	Andersen, Brett
Pharaoh, James Tanner	Lewis, Michelle	De La Vega Polanco, Maria "Elisa"	Luark, Meena	Andersen, Nicole
	Meehan, Ryan	Ewing, Kelly	McDaniel, Cory	Babcock, Madalyn
	Mickey, Victoria	Harper, Randi	Waugh, Cullen	Blunn, Jacob
	Neill, Drake	McPhillips, Spencer		Boodakian, Carol
	Norris, Saadiqah	Miya, Kate		Cangro, Elise
		Robertson, Caleb		Carrillo, Nora
		Tahay, Katie**		Davies, Andrew
		Tiscareno-Maston, Adam		Davies, Gail
		Wilson, Sarah		DeVries, Cherelle
				Farnik, Danica
				Flores, Araceli
				Graulus, Kyle
				Hodson, Ian
				Jamieson, Lynell
				LeMaire, Nicholas
				Muana, Froilan
				Newens, Kelly
				Norris, Jacob
				Partney, James
				Prouty, Amy
Not Returning	Reason	Permanent Substitute Authorization	Critical Shortage	Rich, Therese
Bendol, Lilibeth	End of Assignment - J1		James, Lisa - Year 1 of 6	Ridl, Jean Anne
Harris, Courtney	Resignation		Hochanadel, Lance - Year 2 of 6	Schmidt, Elizabeth
Yangzon, Mary Annabe	End of Assignment - J1		Kreikemeier, Jim - Year 4 of 6	Schmidt, Rebecca
		Supplemental Contract	McCourt, James - Year 5 of 6	Schneider, T.J. (Todd)
		Frasco, Linda (140 Contract)	Smith, Angela - Year 4 of 6	Sharma, Himanshu
		Reeves, Traci (140 Contract)		Stream, Zach
				Villalobos, Adriana
			* Alternative Program	Whitman, Lori
			** Interim Authorization	Whitney, Brian



MONTHLY

Newsletter

March

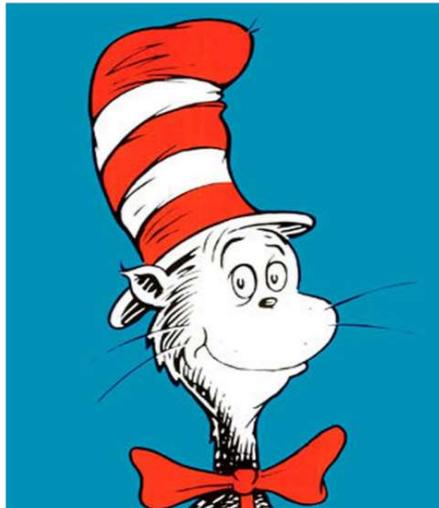
MARCH 3-6 DR. SEUSS WEEK

Tuesday, March 3 - Cat in the Hat Day (wear stripes and hats)

Wednesday, March 4 - Wacky Wednesday (wear clothes backwards, mismatched, inside out etc...)

Thursday, March 5 - One Fish Two Fish Day (wear red and blue)

Friday, March 6 - Fox in Socks Day (wear crazy socks)



IMPORTANT INFORMATION

March 10-13 Spring Break

March 20 Kindergarten Report Cards go home

Registration Information

Preschool Registration for UPK (Universal Preschool)application window is open for 26-27 school year. You may apply at upk.colorado.gov

Registration for the 2026 - 2027 school year is now OPEN. PLEASE ADD ALL OF YOUR STUDENTS TO ONE APPLICATION WHEN REGISTERING THEM. For more information, please call the district (970)-867-5633.

BAKER BULLDOGS NEWSLETTER MARCH 2026

CALENDAR:

BSL: None in March due to Spring Break

PTO: 3/18 in Library @ 3:40

YEARBOOK: 3/5, 3/19, 3/26, 4/2

SPIRIT WEEK: March 3-6

SPRING BREAK: March 10-13, Return March 17th

DAYLIGHT SAVINGS: 3/8 clocks move forward 1 hour

CMAS TESTING: 4/7–4/24 Come well rested and eat a good breakfast!



****Please continue to have your student bring a water bottle and a warm coat for outside recess plus warm shoes as it is still cold outside.**

****Check Lost & Found for any missing items your student may have misplaced: coat, water bottle, lunch box, backpack, etc.**

****Call the office @ 867-8422 for any changes in address, phone number, and pick up information for your student. Thank you!**

****Keep your student home if they have a fever of 100, a sore throat, persistent cough, runny nose, body aches vomiting or diarrhea. If they go home ill it is a 24 hr. period required, without Medications, before they can return.**

****Please schedule an appointment if your student received a referral for Vision or needed Immunizations as this is important for their health! When completed bring note back to the office.**

SPIRIT WEEK March 3-6

3rd Tuesday—Disney Day

4th Wednesday—Anything But A Backpack

5th Thursday—Anything But Your Normal Clothes

6th Friday—Beach Day but School Appropriate

JOIN THE FUN!!!



CALENDARIO:

BSL: Ninguno en marzo debido a las vacaciones de primavera

Comite de Padres: 3/18 en la Biblioteca @ 3:40

Club de Anuario: 3/5, 3/19, 3/26, 4/2

SEMANA DE ESPIRITU: March 3-6

VACACIONES DE PRIMAVERA: 10-13 de Marzo, Regrazar el 17 de Marzo

HORARIO DE VERANO: 3/8 los relojes se adelantan 1 hora

EXAMENES ESTATALES: 4/7–4/24 ¡Ven bien descansado y disfruta de un buen desayuno!

**Por favor, continúe pidiendo a su estudiante que traiga una botella de agua y un abrigo para el recreo al aire libre, además de zapatos abrigados, ya que todavía hace frío afuera.

**Consulte Objetos perdidos para ver si su estudiante tiene algún artículo faltante.

**Llame a la oficina al 867-8422 para cualquier cambio de dirección, número de teléfono o información de recogida de su estudiante.
¡Gracias!

**Mantenga a su estudiante en casa si presenta fiebre de 38 °C, dolor de garganta, tos persistente, goteo nasal, dolor corporal, vómitos o diarrea. Si se va a casa enfermo, deberá esperar 24 horas sin medicamentos antes de poder regresar.

**Por favor, programe una cita si su estudiante recibió una derivación para una evaluación de la vista o si necesita vacunas, ya que esto es importante para su salud. Al finalizar, devuelva la nota a la oficina.

SEMANA DE ESPIRITU ESCOLAR 3 - 6 DE MARZO

3 DE MARZO– MARTES—DIA DE Disney

4 DE MARZO—CUALQUIER COSA QUE NO SEA UNA MOCHILA

5 DE MARZO—CUALQUIER COSO EXCEPTO TU VESTIMENTA HABITUAL

6 DE MARZO—DIA DE PLAYA—*adecuado para la escuela*

¡¡¡UNETE A LA DIVERSIÓN!!!



Columbine

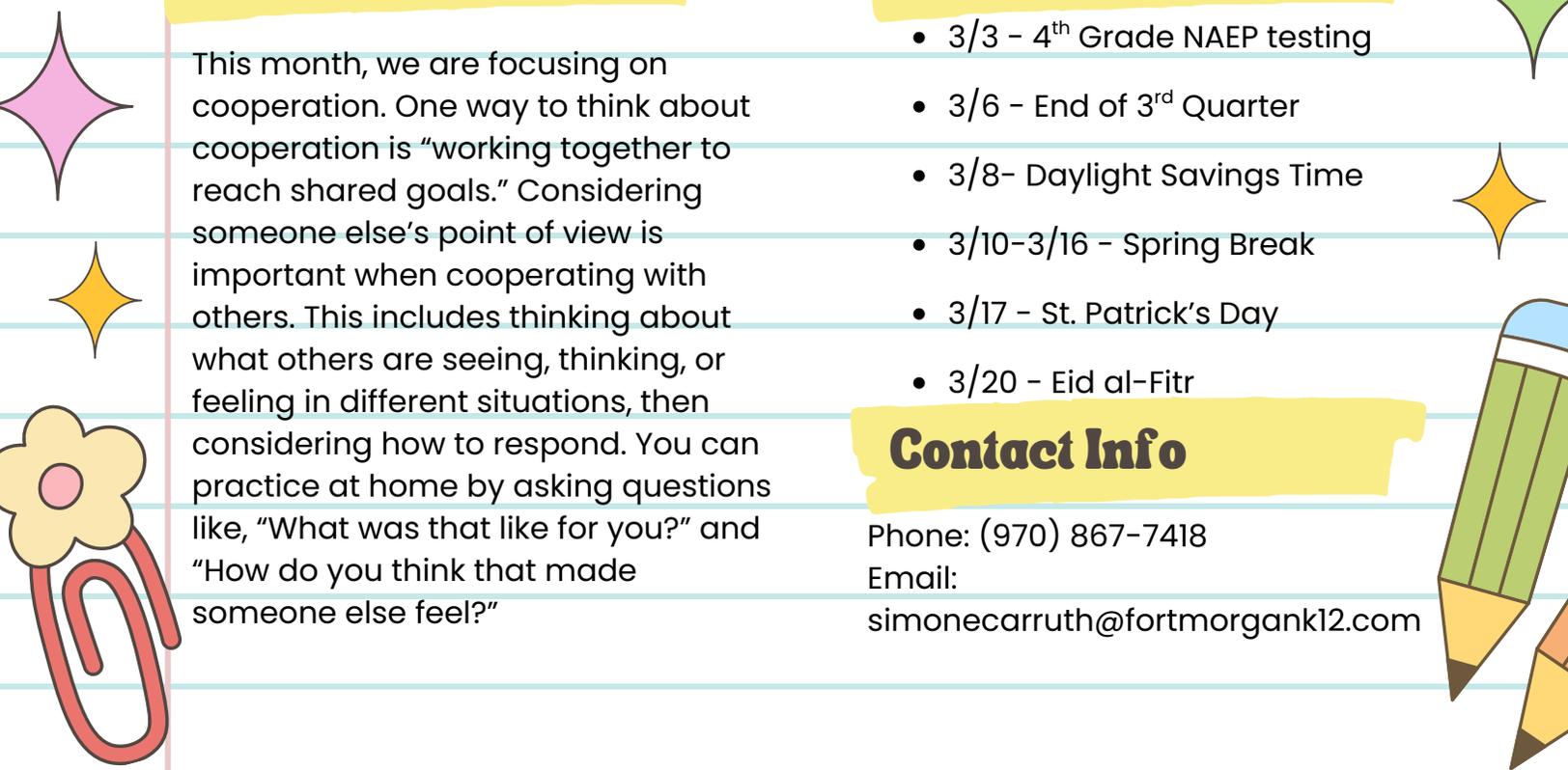
NEWSLETTER

MARCH 2026

Principal's Notes

Welcome Spring! Although we have had such a mild winter, we welcome Spring at Columbine. The fourth quarter is a busy one! After we return from Spring Break, we will begin preparation for state testing. Additionally, Columbine is pleased to introduce a new club for 3rd, 4th, and 5th graders: sketching and writing club. It will meet Tuesdays after school. If your student is interested, he or she can get a permission slip at the main office.

Wellness



This month, we are focusing on cooperation. One way to think about cooperation is "working together to reach shared goals." Considering someone else's point of view is important when cooperating with others. This includes thinking about what others are seeing, thinking, or feeling in different situations, then considering how to respond. You can practice at home by asking questions like, "What was that like for you?" and "How do you think that made someone else feel?"

Jokes

-What kind of spells do leprechauns use?

-Lucky charms

Why do leprechauns love to garden?

-They have green thumbs

-What is St. Patrick's favorite drink?

-Green tea

-Why are the Irish so healthy?

-They eat so many greens

Upcoming Events

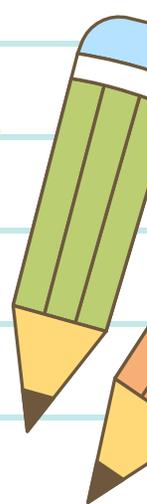
- 3/3 - 4th Grade NAEP testing
- 3/6 - End of 3rd Quarter
- 3/8- Daylight Savings Time
- 3/10-3/16 - Spring Break
- 3/17 - St. Patrick's Day
- 3/20 - Eid al-Fitr

Contact Info

Phone: (970) 867-7418

Email:

simonecarruth@fortmorgank12.com



Columbine

CAPSULA INFORMATIVA

MARZO DE 2026

Notas de la directora

¡Bienvenida la primavera! Aunque hemos tenido un invierno tan suave, le damos la bienvenida a la primavera en Columbine. ¡El cuarto trimestre está muy ajetreado! Después de regresar de las vacaciones de primavera, comenzaremos a prepararnos para los exámenes estatales. Además, Columbine se complace en presentar un nuevo club para estudiantes de 3.º, 4.º y 5.º grado: el club de dibujo y escritura. Se reunirá los martes después de clases. Si un estudiante está interesado, puede obtener un permiso en la oficina principal.

Bienestar

Este mes nos centramos en la cooperación. Una forma de entenderla es "trabajar juntos para alcanzar objetivos comunes". Considerar el punto de vista de los demás es importante al cooperar. Esto incluye pensar en lo que los demás ven, piensan o sienten en diferentes situaciones y luego considerar cómo responder. Puedes practicar en casa haciendo preguntas como "¿Cómo te sentiste al respecto?" y "¿Cómo crees que eso hizo sentir a la otra persona?".

Chistes

- ¿-¿Qué tipo de hechizos usan los duendes?
- Amuletos de la suerte
- ¿Por qué a los duendes les encanta la jardinería?
- Tienen pulgares verdes.
- ¿Cuál es la bebida favorita de San Patricio?
- Té verde
- ¿Por qué los irlandeses son tan saludables?
- Comen tantas verduras

Próximos eventos

- 3/3 - Pruebas NAEP de 4.º grado
- 3/6 - Fin del tercer cuarto
- 3/8 - Horario de verano
- 3/10-3/16 - Vacaciones de primavera
- 17/3 - Día de San Patricio
- 20/3 - Eid al-Fitr

Información de contacto

Teléfono: (970) 867-7418
Correo electrónico:
simonecarruth@fortmorgank12.com



GREEN ACRES MARCH NEWSLETTER



March Events!

- ◆ Friday, March 6th—Parents & Pastries @ 7:30am-8:30am! 
- ◆ Tuesday, March 17th @ 3:45pm please come join us in the school library for our PTO meeting.
- ◆ Thursday, March 26th—Cookie Day! If your student would like a cookie, please send 50¢ with them. 

Online Registration for the 2026-2027 School Year is Now Open!

Please log in to the Parent Portal to complete your child’s online registration. Registration for the 2026–2027 school year must be completed online for all students. If you do not have your username or need assistance resetting your password, please contact the school office at 970-867-5460.

April Events!

- ◆ Thursday, April 2nd @ 5-6pm—Family Literacy Night! We hope to see you there!
- ◆ Friday, April 3rd—No School!
- ◆ CMAS state testing will take place Tuesday, April 7th-Friday, April 24th. It is very important for 3rd, 4th & 5th grade to attend school on these days as these tests will need to be made up if a student is absent. Please notify the office ahead of time if you know your student will be absent and we will make arrangements.
- ◆ Tuesday, April 14th @ 3:45pm please come join us in the school library for our PTO meeting.
- ◆ Thursday, April 23rd—1st and 2nd Grade Music Program at the Fort Morgan High School Auditorium. 1st and 2nd grade will perform at 6pm. Doors will open at 5:45pm.
- ◆ Thursday, April 30th—Cookie Day! If your child would like to purchase a cookie, please send 50¢ with them. 

A Message From Our Principal!

The final quarter is fast approaching - Let’s finish strong and continue to work hard! Thank you to all the parents who attended parent teacher conferences last week! We had a great turnout and connected with over 90% of our families. We love our families and getting to partner with you for your child’s success. Let’s see if we can have great attendance to finish out the school year. Please keep your student home if they are ill but otherwise, we would love to have them at school.

- Two more challenges this month:
1. Relax over spring break and plan some quality family time together, maybe even something outdoors with this beautiful weather.
 2. Continue to read and practice math facts. These two activities continue to strengthen your child’s educational foundation.
- Thanks for sharing your child with us each day!
Together we’ll move mountains this year!

Spring Break!!
March 10th-March 13th





Noticias de Marzo de Green Acres



Eventos de Marzo!

- ◆ **Viernes, 6 de Marzo a las 7:30am-8:30am—Dia de Pasteles y Padres!**
- ◆ **Martes, 17 de Marzo a las 3:45pm—Junta de PTO en la biblioteca de la escuela.**
- ◆ **Jueves, 26 de Marzo—Dia de Galleta!**
Si su hijo/a le gustaria comprar una galleta por favor de mandar 50¢ con ellos.



La Inscripción en Linea para el Año Escolar 2026–2027 ya Está Abierta!

Por favor, inicie su sesión en el Portal para Padres para completar la inscripción en línea de su estudiante. La inscripción para el año escolar 2026–2027 debe completarse en línea para todos los estudiantes. Si no tiene su nombre de usuario o necesita ayuda para restablecer su contraseña, comuníquese con la oficina al 970-867-5460.

Eventos de Abril!

- ◆ **Jueves, 2 de Abril a las 5-6pm—Noche de Familia de Literatura!** Esperamos verlos ahí!
- ◆ **Viernes, 3 de Abril—No Hay Clases!**
- ◆ **Exámenes Estatales de CMAS estan programados para el Martes, 7 de Abril-Viernes, 24 de Abril.** Es muy importante que los estudiantes de 3ro, 4to & 5to grado asistan estos dias ya que estos exámenes deberán recuperarse si un alumno no asiste. Por favor notifique a la oficina con anticipación si sabe que su estudiante no asistirá a la escuela estos dias y haremos los arreglos necesarios.
- ◆ **Martes, 14 de Abril a las 3:45pm** por favor únase a nosotros en la biblioteca de la escuela para nuestra **junta de PTO.**
- ◆ **Jueves, 23 de Abril—Programa de Música de 1er y 2do grado en el Auditorio de Fort Morgan High School.** 1er y 2do grado a las 6pm. Las puertas se abren a las 5:45pm.
- ◆ **Jueves, 24 de Abril—Dia de galleta!**
Si su hijo/a le gustaria comprar una galleta por favor de mandar 50¢ con ellos.

Un Mensaje de Nuestra Directora!

El ultimo trimestre se acerca rapidamente. Terminemos con fuerza y sigamos trabajando duro! Gracias a todos los padres que asistieron a las conferencias de padres y maestros la semana pasada! Tuvimos una gran participacion y conectamos con mas del 90% de nuestras familias. Amamos a nuestras familias y nos encanta colaborar con ustedes para el exito de sus hijos. Veamos si podemos tener una excelente asistencia para terminar el año escolar. Por favor, mantengan a su estudiante en casa si esta enfermo; de lo contrario, nos encantaria tenerlo en la escuela. Dos desafios mas para este mes :

1. Relajense durante las vacaciones de primavera y planifiquen tiempo de calidad en familia, tal vez incluso algo al aire libre con este hermoso clima
2. Sigán leyendo y practicando matematicas. Estas dos actividades continúan fortaleciendo la base educativa de su hijo .

Gracias por compartir a su hijo con nosotros todos los dias!
Juntos moveremos montañas este año!



Vacaciones de Primavera! Marzo 10-Marzo 13





March 2026 Newsletter

March 8, 2026



NO Kids at Their Best activities the week of spring break.

Upcoming Events:

Mar. 6 - 2nd grade field trip to Denver Museum
Mar. 10 - 13 - NO SCHOOL /Spring Break
Mar. 16 - End of 3rd quarter
Mar. 20 - Science Fair competition & Fair

MARCH 10-13, 2026



Parents, you are invited to eat lunch with your child on Wednesday, March 18. The menu is Frito Chili Pie with cinnamon rolls. Cost is \$5 per adult. Please call the office no later than 9 a.m. on the 18th.

The Brain Bowl participants competed well and gave it their all. They celebrated their hard work with an afterschool party.

The following students are in the Science Club:

Maggie Gabriel Francisco, Adilene Ayala Orona, Lilly Castillo and Logan Fisher
Parents are invited to attend the Science Fair on March 20 from 2:30 - 3:30.

2025-26 Yearbook

Be on the lookout for yearbook purchasing options being sent home soon.

Nickell's news

Dear Families,

March is officially here, and the school year is flying by! It is hard to believe that the **3rd Quarter ends on March 6th**. Our students have been working incredibly hard, and I am so proud of the growth we are seeing in every classroom. As we head into a busy month, please take note of these important dates and updates:

Important Dates

- **March 10-13: Spring Break.** There will be no school. We hope you enjoy this time to rest and recharge!
- **March 20:** Report cards will be sent home in Friday Folders.

Food Program Update: Help Us Practice!

When we return from Spring Break on **Monday, March 17**, we will be implementing a new "tray-in-hand" checkout process for our lunch program. This change is required by federal regulations to ensure we can continue providing meals at **no cost** to all students.

To keep our lunch lines moving quickly, **every student needs to memorize their 6-digit Student ID number**. * You will find your child's ID number in their Friday Folder this week.

- **Our Challenge:** Please help your child practice "typing" or saying their 6-digit code over Spring Break so they are ready to go on the 17th!

Just for Fun

To start the month with a smile, here is a quick joke to share with your kids:

Q: Why shouldn't you ever iron a four-leaf clover? A: *Because you don't want to press your luck!*

Wishing you all a wonderful, restful Spring Break!

Counselor's Corner

As we prepare for spring break, we remain dedicated to our mission of **building purposeful people**. This March, our focus is **Cooperation**, which we define as "**working together to reach shared goals**." Cooperation is a superpower that helps our students turn big, overwhelming tasks into fun, manageable ones.

How students can build cooperation (on the playground): A great example is **cleaning up recess equipment**. When the whistle blows, instead of one student struggling to carry a heavy bag of balls alone, they can cooperate by **teaming up**. One student holds the bag open while others gather the soccer balls and jump ropes. By communicating and helping each other, the goal is reached faster, and everyone gets back to class on time!

You can strengthen these teamwork "muscles" at home with these quick activities:

1. **"The Kitchen Crew"**: Involve your child in a simple task like setting the table or making a snack. Give everyone a specific role and ask: "How did having a 'job' help our whole family finish the goal?"
2. **"The Balloon Challenge"**: Try to keep a balloon (or a soft ball) in the air as a family for one minute. Afterward, discuss: "What did we have to say or do to make sure we worked together and didn't let it drop?"

We look forward to cooperating with all of you on our purposeful people mission!



Boletín de marzo 2026

Próximos eventos:

6 de mar – viaje escolar de 2do grado al museo en Denver
 10 - 13 de mar – NO HAY CLASES/descanso de primavera
 16 de mar – fin del tercer cuarto
 20 de mar – competición y feria de ciencias

Los participantes del Brain Bowl compitieron bien y lo dieron todo. Celebraron su esfuerzo con una fiesta extraescolar.

March 8, 2026



NO hay actividades de Kids at Their Best la semana de las vacaciones de primavera.

10-13 DE MARZO DE 2026



Padres, están invitados a comer con su hijo el miercoles, 18 de marzo. El menú es chili Frito con pan de canela. El coste es \$5 por adulto. Por favor avise antes de las 9 a.m. el 18 de marzo.

Los siguientes estudiantes forman parte del Club de Ciencias:
 Maggie Gabriel Francisco, Adilene Ayala Orona, Lilly Castillo y Logan Fisher
 Se invita a los padres a asistir a la Feria de Ciencias el 20 de marzo de 2:30 a 3:30.

Anuario 2025-26

Estate atento a las opciones de compra del anuario que pronto te enviarán a casa.

Noticias de Nickell

Queridas familias,

¡Marzo ha llegado oficialmente y el curso escolar pasa volando! El **tercer trimestre termine el 6 de marzo**. Nuestros estudiantes han estado trabajando increíblemente duro y estoy muy orgullosa del crecimiento que estamos viendo en cada aula.

Al entrar en un mes ajetreado, por favor, toma nota de estas fechas y actualizaciones importantes:

1. 10-13 de marzo: Vacaciones de primavera. No habrá escuela. ¡Esperamos que disfrutes de este tiempo para descansar y recargar energías!

2. 20 de marzo: Los boletines se enviarán a casa en las carpetas de los viernes.

🍎 Cuando regresemos de las vacaciones de primavera el **lunes 17 de marzo**, implementaremos un nuevo proceso de salida "bandeja en mano" para nuestro programa de almuerzos. Este cambio está obligado por la normativa federal para garantizar que podamos seguir proporcionando comidas **gratuitas** a todos los estudiantes.

Para que nuestras colas para el comedor avancen rápidamente, **cada estudiante debe memorizar su número de identificación de estudiante de 6 dígitos**. * Esta semana encontrarás el número de identificación de tu hijo en su carpeta de los viernes.

Nuestro reto: ¡Por favor, ayuda a tu hijo a practicar "tecleando" o decir su código de 6 dígitos durante las vacaciones de primavera para que esté listo para el día 17.

🍀 Para empezar el mes con una sonrisa, aquí tienes un chiste rápido para compartir con tus hijos:

P: ¿Por qué nunca deberías planchar un trébol de cuatro hojas? R: ¡Porque no quieres arriesgarte!

¡Os deseo a todos unas vacaciones de primavera maravillosas y relajantes!

Rincón del consejero

Mientras nos preparamos para las vacaciones de primavera, seguimos dedicados a nuestra misión de **formar personas con propósito**. Este marzo, nuestro enfoque es la **Cooperación**, que definimos como **"trabajar juntos para alcanzar objetivos compartidos"**. La cooperación es un superpoder que ayuda a nuestros estudiantes a convertir tareas grandes y abrumadoras en tareas divertidas y manejables.

Cómo los estudiantes pueden fomentar la cooperación (en el patio de recreo): Un gran ejemplo es limpiar el equipo del recreo. Cuando suena el silbato, en vez de que un estudiante tenga que cargar solo una bolsa pesada de pelotas, pueden cooperar haciendo equipo. Un estudiante sostiene la bolsa abierta mientras otros recogen los balones de fútbol y las cuerdas para saltar. Comunicándonos y ayudándonos mutuamente, el objetivo se alcanza más rápido y todos vuelven a clase a tiempo.

Puedes fortalecer estos "músculos" del trabajo en equipo en casa con estas actividades rápidas:

1. "El equipo de cocina": Involucra a tu hijo en una tarea sencilla como poner la mesa o preparar un tentempié. Asigna a cada uno un rol específico y pregunta: **"¿Cómo ayudó tener un 'trabajo' a toda nuestra familia a terminar el objetivo?"**

2. "El Reto del Globo": Intenta mantener un globo (o una pelota blanda) en el aire en familia durante un minuto. Después, hablamos: **"¿Qué tuvimos que decir o hacer para asegurarnos de trabajar juntos y no dejarlo caer?"**

¡Esperamos cooperar con todos vosotros en nuestra misión de personas con propósito!