

Special Board Meeting  
Monday, March 2, 2026 Immediately following  
work session

Thomson Primary School  
422 Ray Street  
Brush, CO 80723

1. Opening Meeting
  - 1.1. Call to Order
  - 1.2. Roll Call
  - 1.3. Pledge of Allegiance
2. Approval/Modification of Agenda
3. Superintendent's Report
  - 3.1. First Reading of Policy
4. Action Items
  - 4.1. 2026-2027 Brush School District Academic Calendar Revision
  - 4.2. Personnel
5. Debrief
  - 5.1. Clarification and/or Next Steps
6. Adjournment
  - 6.1. Meeting Adjourn

## BRUSH SCHOOL DISTRICT RE-2(J)

### Regulation: School Volunteers and Visitors

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#### I. Purpose and Rationale

The Brush School District RE-2(J) (BSD) is proud to welcome members of our community into our schools. Parents, family members, coaches, mentors, and community partners enrich the educational experience and strengthen the bond between school and home. We want you here, and we want you engaged. Nothing in this regulation is intended to discourage that involvement.

At the same time, BSD holds one obligation above all others: **the safety and protection of every student in our care**. Every child who walks through our doors deserves to be in the presence of adults whose backgrounds have been verified and who understand their legal duty to protect children from abuse and neglect. This is not a bureaucratic formality — it is a moral imperative.

**Why fingerprinting matters.** A fingerprint-based criminal history check through the Colorado Bureau of Investigation (CBI) reaches every jurisdiction in which a person has lived or worked. A name-based check does not. When an adult works independently with our students — coaching a team, chaperoning an overnight trip, leading a small reading group without a licensed teacher in the room — we owe those students, and their families, the highest level of assurance we can provide. A fingerprint clearance costs a fraction of what even a single hour of legal services would cost in the event of a preventable incident. More importantly, no legal cost can measure the harm done to a child. Fingerprints are valid for five years under BSD's program, making the investment modest and long-lasting.

**Why Mandatory Reporter Training matters.** Under Colorado law (C.R.S. § 19-3-304), every adult who works with children in a school setting is a mandated reporter — legally obligated to report reasonable suspicions of child abuse or neglect directly to authorities within 24 hours. This duty is *non-delegable*: it cannot be passed off to a supervisor or another adult. It belongs to the person who has firsthand knowledge of the situation. A volunteer who is properly trained knows the signs of abuse, understands the legal obligation, and is empowered — and protected — to act. We do not impose this training requirement on casual visitors who remain under constant staff supervision, but we do require it of every person who assumes an independent role with our students. Do we wish we lived in a world where this training was unnecessary? Absolutely. But we do not, and our students deserve better than wishful thinking.

#### II. Definitions

##### A. Visitor

A **Visitor** is any individual who is present at a BSD school site or school-sponsored event on an occasional or one-time basis and who remains under the **continuous, direct supervision** of a BSD employee at all times. A visitor does not assume supervisory authority over students and does not work independently with students or groups of students. Visitors are not required to complete fingerprinting, Mandatory Reporter Training, or Board approval prior to their visit.

##### Examples of Visitors Include:

- **Guest Speaker:** A community member, professional, or subject-matter expert who presents to a class or assembly. A BSD teacher or staff member is present in the room and in

supervision of students at all times. The guest speaker does not work independently with students and does not assume any disciplinary or supervisory role.

- **Guest Teacher or Guest Coach — Staff Present and Supervising:** A visiting educator, athlete, artist, or coach who demonstrates a skill or leads a brief session (e.g., a college coach demonstrating shooting technique, a visiting author leading a writing lesson, a chef demonstrating nutrition concepts). The BSD licensed teacher or coach of record remains present in the room or on the field and retains full supervisory responsibility. The guest does not take students out of sight of the BSD employee, does not manage student behavior independently, and does not have recurring access to students.
- **Parent or Family Member Attending an Event:** A parent, guardian, or family member who attends a performance, athletic event, PTO meeting, awards ceremony, or other public school function held during non-instructional time (e.g., evenings, after school). No screening is required for public events.
- **Classroom Visitor Accompanying Their Own Child:** A parent who visits specifically to observe their own enrolled child during the school day, remaining with or near their child under the general supervision of the building.
- **One-Time Volunteer with Licensed Staff Present:** An individual who assists with a single classroom party, school carnival, or similar event where a BSD employee is continuously present and directing all activities. There is no expectation of recurring service.

## B. Volunteer

A **Volunteer** is any individual who works with BSD students on a **recurring or ongoing basis**, or in any role in which they may have **independent supervisory authority** over students — including situations where students may be out of the direct line of sight of a BSD licensed employee. Volunteers must be approved by the Board of Education prior to beginning service and must complete all required screenings and training.

### Examples of Volunteers Include:

- **Field Trip Chaperone:** Any adult who accompanies students on a school-sponsored field trip, overnight trip, or off-campus excursion. Chaperones are frequently responsible for a group of students who may be out of direct sight of the classroom teacher. The supervisory nature of this role — including potential overnight or extended contact — requires full volunteer clearance. This includes parents chaperoning their own child's class.
- **Volunteer Coach (Athletic):** Any unpaid individual who assists with the coaching, instruction, or supervision of a CHSAA-sanctioned or district-sponsored athletic program. Per CHSAA Article 16 of the CHSAA Constitution and Bylaws, all coaches — regardless of compensation status — must be under contract to the school district. CHSAA further requires that volunteer coaches, like all coaches, complete annual certification requirements including the CHSAA Bylaws Test, Mandatory Reporter Training (completed through the CHSAA digital platform), CPR/First Aid certification (renewed every two years), Concussion Management Training, and the annual CHSAA-approved sport-specific rules clinic (required for all coaches regardless of role or compensation, per 2024-25 CHSAA bylaw amendment). Volunteer coaches may work with student-athletes in settings where a licensed coach is not continuously present (e.g., during individual skill development, warm-up drills, or weight room supervision) and therefore must complete all BSD volunteer requirements prior to beginning service.
- **Volunteer Coaching Assistant or Team Helper with Supervisory Duties:** A parent or community member who regularly assists with team management, player supervision during travel, equipment handling, or locker room supervision. Even if this person does not coach

directly, the recurring supervisory access to student-athletes requires full volunteer clearance.

- **Reading or Tutoring Volunteer:** A community member, grandparent, or business partner who regularly comes to a classroom to work with individual students or small groups. Because this role may involve one-on-one or small-group interaction outside the direct sight of the classroom teacher (e.g., in a hallway, resource room, or library), it constitutes a volunteer role.
- **Mentorship or Advisory Program Participant:** An individual participating in a structured district or school mentorship program who meets regularly with assigned students, potentially in one-on-one or small-group settings.
- **Before/After School Program Helper:** An adult who regularly assists with before-school or after-school programs, clubs, or activities where BSD staff may not be continuously present.
- **Activity Sponsor or Community Partner Providing Direct Services:** A contractor, organization representative, or community partner providing ongoing, direct instructional or supportive services to students during the school day or in after-school or summer programs, where supervisory authority over students is part of the role.
- **Crosswalk or Arrival/Dismissal Safety Volunteer:** A parent or community member regularly assigned to assist with student safety at crosswalks or during arrival and dismissal, who supervises students independently.

### III. Visitor vs. Volunteer — At a Glance

VISITOR	VOLUNTEER
<p><b>Definition:</b> A person present at a school site on an occasional or one-time basis who remains under the continuous, direct supervision of a BSD employee at all times and does not assume independent supervisory authority over students.</p>	<p><b>Definition:</b> A person who works on a recurring or ongoing basis, or in a role that places them in a position of supervisory authority over students, including situations where they may be out of the direct line of sight of a BSD employee.</p>
<p><b>Fingerprinting Required:</b> No  <b>Mandatory Reporter Training:</b> No  <b>Board Approval:</b> No</p>	<p><b>Fingerprinting Required:</b> Yes — valid 5 years  <b>Mandatory Reporter Training:</b> Yes — renewed annually  <b>Board Approval:</b> Yes</p>

### IV. Legal Basis and Statutory Authority

#### A. Mandatory Reporter Requirement — C.R.S. § 19-3-304

The Colorado Child Protection Act (C.R.S. § 19-3-304) designates school volunteers as mandatory reporters of child abuse and neglect. The statute requires that any person who has *reasonable cause to know or suspect* that a child has been subjected to abuse or neglect, or who has observed the child in circumstances that would reasonably result in abuse or neglect, must immediately report that fact directly to the Colorado Child Abuse and Neglect Hotline (1-844-CO-4-KIDS) or local law enforcement. The duty to report arises from firsthand knowledge and **cannot be delegated** to a supervisor, administrator, or any other individual who does not have that direct knowledge. Reporting to a building administrator satisfies internal communication obligations but does not

substitute for the legal requirement to contact the Hotline or law enforcement directly. Volunteers who report in good faith are immune from civil or criminal liability under state law.

All volunteers must complete the Mandatory Reporter Training provided by the Colorado Department of Human Services (available at *coloradocwts.com*) or through the CHSAA digital platform for athletic coaches, and must provide a printed certificate of completion. This training must be renewed **annually**.

## **B. Background Check / Fingerprinting Requirement — C.R.S. § 22-32-109.7**

C.R.S. § 22-32-109.7 authorizes and directs school districts to conduct background checks of prospective school employees and empowers boards to extend equivalent screening to volunteers. BSD has determined that any volunteer who may have supervisory access to students — including potential situations outside the direct line of sight of a licensed staff member — must submit to a fingerprint-based criminal history record check through the Colorado Bureau of Investigation (CBI) and, where applicable, the Federal Bureau of Investigation (FBI). Fingerprints are submitted through an authorized vendor approved by BSD. Results are reviewed by the District Office. The Board must approve all volunteers before service begins.

Fingerprint clearances are valid for **five (5) years** from the date of completion. A volunteer whose clearance has lapsed must repeat the fingerprinting process prior to resuming service. No volunteer shall begin service until clearance has been received and the Board has approved the volunteer's placement on the Personnel Report.

Disqualifying offenses include, but are not limited to: felony conviction, misdemeanor conviction involving unlawful behavior with children, unlawful sexual conduct, child abuse, domestic violence, or crimes of violence as defined under C.R.S. § 18-1.3-406 and related statutes.

## **C. CHSAA Requirements for Athletic Coaches and Volunteers — CHSAA Article 16**

The Colorado High School Activities Association (CHSAA), under **CHSAA Constitution and Bylaws, Article 16 (General School Rules)**, requires that **all coaches — paid and volunteer alike — be under contract to the school district** in which they coach. No coach may receive remuneration for coaching from any source other than the school district through a stipulated contract. Volunteer coaches who are not compensated are still subject to this contracting requirement and must be cleared by the district prior to working with student-athletes.

Effective with the **2024-25 CHSAA bylaw amendments**, all coaches regardless of role or compensation must annually attend or watch a CHSAA-approved sport-specific rules clinic prior to the first interscholastic contest. Failure to complete this requirement subjects the coach to probation for a first offense and restriction for subsequent offenses. BSD's Athletic Director is responsible for verifying that all volunteer coaches have met CHSAA certification requirements before permitting them to coach in any CHSAA-sanctioned contest or practice.

CHSAA certification requirements for volunteer coaches include: annual CHSAA Bylaws Test; annual Mandatory Reporter Training (completed through the CHSAA digital platform, which also satisfies the C.R.S. § 19-3-304 requirement); CPR/First Aid certification (renewed every two years); annual Concussion Management Training; and the annual sport-specific rules clinic. BSD's volunteer packet process works in conjunction with, but does not replace, CHSAA certification requirements.

## **V. Volunteer Approval Procedure**

The following steps are required for all volunteers. Steps must be completed in full and approved by the Board of Education before any volunteer begins service.

1. **Staff Request.** The requesting teacher, coach, or staff member completes the Volunteer Recommendation Form (IJOC-E3), documenting the rationale, supervision plan, and volunteer's duties. The form must be signed by the building Principal or Athletic Director.
2. **Volunteer Packet.** The building/athletic secretary provides the volunteer with the full Volunteer Packet, which includes the Volunteer Agreement and Waiver (IJOC-E1), fingerprinting instructions, and the link to complete Mandatory Reporter Training.
3. **Fingerprint Appointment.** The volunteer schedules and completes a fingerprint appointment through BSD's approved third-party vendor. Results are submitted directly to the District Office.
4. **Training Completion.** The volunteer completes Mandatory Reporter Training online and provides a printed certificate of completion to the building/athletic secretary.
5. **Packet Submission.** The building/athletic secretary reviews all documents using the Volunteer Checklist (IJOC-E1) and forwards the complete packet to the District Administrative Assistant.
6. **Board Approval.** The District Administrative Assistant places the volunteer on the Personnel Report for the next regularly scheduled Board of Education meeting (typically the third Monday of each month). The volunteer may not begin service until Board approval is granted.
7. **Notification.** Upon Board approval, the District Administrative Assistant notifies the building/athletic secretary, who then contacts the volunteer to schedule assignments.

## VI. Annual Renewal Requirements

Once approved by the Board, a volunteer remains eligible to serve for the duration of their five-year fingerprint clearance provided that the following annual requirement is met: **Mandatory Reporter Training must be completed annually.** If a volunteer's Mandatory Reporter Training lapses, their eligibility to volunteer — including to chaperone, coach, or otherwise serve in a volunteer capacity — is suspended until the training is renewed and documented. The District maintains a tracking spreadsheet of all volunteer certifications and clearance dates.

## VII. Visitor Procedure

Visitors during school hours must check in at the front office, present valid identification, and receive a visitor badge. All visitors must be accompanied by or within the continuous line of sight of a BSD employee at all times (except when visiting their own enrolled child). Visitors arriving for after-hours events such as athletic contests, performances, PTO meetings, or community gatherings are not required to check in or undergo screening. No visitor may be left unsupervised with students. If a visitor's role evolves to include recurring, independent contact with students, that individual must complete the full volunteer process before continuing.

## VIII. Legal References

- C.R.S. § 19-3-304 — Child abuse reporting; mandatory reporters (Colorado Child Protection Act)
- C.R.S. § 22-32-109.7 — Board duties regarding hiring inquiries and background checks
- C.R.S. § 8-40-202 et seq. — Workers' Compensation Act
- C.R.S. § 24-10-103(4)(a) — Colorado Governmental Immunity Act

- C.R.S. § 18-1.3-406 — Crimes of violence (disqualifying convictions)
- CHSAA Constitution and Bylaws, Article 16 — General School Rules (coaches under contract)
- CHSAA Constitution and Bylaws, 2024-25 Amendment — Rules clinic requirement for all coaches
- FERPA, 20 U.S.C. § 1232g — Student confidentiality obligations
- BSD Policy IJOC — School Volunteers

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Adopted: February 2026 | Cross-ref: IJOC (Policy), IJOC-E1 (Volunteer Agreement), IJOC-E2 (Flowchart), IJOC-E3 (Recommendation Form) | Brush School District RE-2(J)

## **KBA-E – School-Level Title I Parent and Family Engagement (School/Parent Compact)**

This policy and compact have been jointly developed and agreed upon by the \_\_\_\_\_ School and parents and families of students served in the school pursuant to Title I (hereafter referred to as “parents”).

### **Policy**

The administration, staff, parents and family members of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student’s family involved in the student’s education).

Parent and family engagement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student’s education
- Parents to participate in school decision-making
- Effective communication between the school and parents

### **Compact**

#### **Responsibilities of school**

The school will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the district’s academic standards.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

#### **School Parent and Family Engagement Policy, the administration will:**

- Facilitate and implement the Title I Parent and Family Engagement Policy.
- Involve parents in the planning, review and improvement of the School Parent and Family Engagement Policy at least annually.
- Provide notice to parents of the School Parent and Family Engagement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent and Family Engagement Policy available to the community.

#### **With regard to parent meetings, the administration will:**

- Convene annual meetings to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.
- Provide, at the beginning of each school year, an annual written notice to all parents at this Title I school informing them of their right under ESSA Section 1112(e)(1)(A) to request information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing instructional services to their child. Such information shall include whether the teacher holds valid Colorado licensure for the grade level and subject area assigned, whether the teacher is serving under an emergency or substitute authorization, and the qualifications of any paraprofessionals serving the child. The notice shall be provided, to the extent practicable, in a language the parent can understand, including in Spanish where applicable.

**With regard to Title I Programs and Plans, the administration will:**

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Involve parents in the planning, review and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the district's academic standards, state and district academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

**With regard to professional development, the administration will:**

With the assistance of parents, educate teachers, specialized instructional support personnel, building administrator and other school leaders and staff in:

- the value and utility of contributions of parents
- how to reach out to, communicate with, and work with parents as equal partners
- implementing and coordinating parent programs
- building ties between parents and the school

- [the ESSA requirement to provide timely notice to parents when a student has been assigned to or taught for four or more consecutive weeks by a teacher who does not hold appropriate Colorado state certification or licensure for the assigned grade level and subject area, including staff serving under only a substitute authorization](#)

**With regard to the coordination with other programs, the administration will:**

- To the extent feasible and appropriate, coordinate and integrate parent engagement programs and activities with other relevant federal, state and local laws and programs, (including public preschools), and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their students.

**Shared responsibilities of administration and staff**

Administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the district's academic standards, state and district academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology (including education about the harms of copyright privacy) as appropriate, to foster parental engagement.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.

*[Note: This may mean not only in a language that is something other than English, but also to address the education level and other factors that affect comprehensibility].*

- Provide such other reasonable support for parental engagement activities as parents may request.
- Provide access to educational resources for parents to use together with their students.
- [Ensure timely delivery to individual parents of the required ESSA four-consecutive-week notification when a student has been assigned to or taught for four \(4\) or more consecutive weeks by a teacher who does not meet applicable Colorado state certification or licensure requirements for the assigned grade level and subject area, including staff serving under only a substitute authorization. Notifications shall be provided in a format and, to the extent practicable, in a language the parent can understand.](#)

**Responsibilities of staff**

The staff will:

- Assist the administration in facilitating and implementing the Title I Parent and Family Engagement Policy and parent engagement activities.

- Advise parents of their student's progress on a regular basis.
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. For elementary schools, at least one parent/teacher conference shall be held each year during which the School-Level Title I Parent and Family Engagement Policy (School/Parent Compact) will be discussed as it relates to the student's achievement.
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.
- Ensure regular two-way, meaningful communication between parents and school staff, and, to the extent practicable, in a language that parents can understand.
- Notify the principal or designee promptly – and no later than the end of the third consecutive week – when a student is being taught by a staff member who does not hold appropriate Colorado state certification or licensure for the assigned grade level and subject area (including staff serving under only a substitute authorization), so that required ESSA parent notification can be prepared and delivered before or upon the student's fourth consecutive week in that assignment.

### Responsibilities of parents

Parents will:

- Support their student's learning at home by:
  - monitoring attendance
  - monitoring completion of homework
  - monitoring television watching
  - encouraging positive use of extracurricular time
- Volunteer in the classroom.
- Participate, as appropriate, in decisions related to their student's education.
- Participate in school activities on a regular basis.
- Actively communicate with school staff regarding their student's needs and circumstances.
- Be aware of and follow rules and regulations of the school and school district.

School staff member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

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

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Name (print)

Signature

Adopted: April 17, 2018

Revised: December 13, 2021

Revised: December 11, 2023

[Revised: \[DATE\] – Added ESSA teacher qualification notification provisions to parent meetings, professional development, shared responsibilities, and staff responsibilities sections.](#)

Brush School District RE-2, Brush, Colorado

**Brush School District RE-2J  
Board of Education  
527 Industrial Park Road  
Brush, CO 80723  
March 2, 2026 Personnel Report**

**Recommendations:**

1. Brett Stevens, BHS Girls Golf Volunteer

**Retirements:**

1. Wyne Lundy, Special Education Teacher at Thomson Primary retiring at the end of the 2025-2026 school year.

**Terminations:**

1. Graciela Lozano, Paraprofessional at Brush Secondary Campus effective 02/26/2026