



Mapleton Public Schools Board of Education

Regular Meeting
Administration Building

June 22, 2021
6:00 p.m.

DISTRICT MISSION

... Ensure that each student is empowered to achieve his or her dreams and contribute to his or her community and world ...

BOARD PURPOSE

Providing highly effective governance for Mapleton's strategic student achievement effort.

CORE ROLES

Guiding the district through the superintendent
Engaging constituents
Ensuring effective operations and alignment of resources
Monitoring effectiveness
Modeling excellence

2020 - 2021

FOCUS AREAS

Student Achievement
Exceptional Staff
Character Development
Learning Environment
Communication
Community Involvement
Facilities Management
District Image

BOARD MEMBERS

Cindy Croisant
Steve Donnell
Daisy Lechman
Thomas Moe
Sheila Montoya

SUPERINTENDENT

Charlotte Ciancio

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Board Business
 - 5.1 Board Study Comments
6. What's Right in Mapleton
7. Public Participation
8. Approval of Minutes
 - 8.1 Approval of June 8, 2021, Board Meeting minutes
9. Report of the Secretary
10. Consent Agenda
 - 10.1 Personnel Action, Policy GCE/GCF – Ms. Branscum
11. Focus: Exceptional Staff
 - 11.1 Administrative Assignments, Policy GCE/GCF – Ms. Ciancio
12. Focus: Student Achievement
 - 12.1 Grant Acceptance – Early Childhood, Policy DD – Ms. Branscum
13. Focus: Communication
 - 13.1 Supplemental Budget, Policy DBG – Mr. Janak
 - 13.2 Annual Budget, Temporary Reduction Operating Reserve, Policy DB – Mr. Janak
 - 13.3 Budget Adoption, Policy DBG – Mr. Janak
 - 13.4 Fund Balance Reconciliation – FY 2020, Policy DAB – Mr. Janak
 - 13.5 Use of Fund Balance, Policy DAB – Mr. Janak
 - 13.6 Interest Free Loan, Policy DBG – Mr. Janak
 - 13.7 Interfund Borrowing, Policy DBJ – Mr. Janak
 - 13.8 IGA for Election Services, Policy CBA/CBC – Ms. Ciancio
14. Focus: Community Involvement
 - 14.1 Community Engagement, Policy CBA/CBC - Dr. Brown
15. Discussion of Next Agenda
16. Superintendent's Comments
17. Board Committee Update
18. School Board Discussion/Remarks
19. Next Business Meeting Notification – Tuesday, August 24, 2021
20. Adjournment

Welcome to a meeting of the Mapleton Public School Board of Education!

The Board's meeting time is dedicated to addressing Mapleton's mission and top-priority focus areas. "Public Participation" is an opportunity during the business meeting to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to 3 minutes. If you are interested in helping Mapleton's efforts, please talk with any member of the district leadership team or call the district office at 303-853-1015. Opportunities abound. Your participation is desired.

1.0 CALL TO ORDER

President Cynthia Croisant called the meeting of the Board of Education – Mapleton Public Schools to order at 6:05 p.m. on Tuesday, June 8, 2021, at the Administration Building Boardroom.

2.0 ROLL CALL

Cynthia Croisant - President	Present
Steve Donnell - Treasurer	Present
Tom Moe - Vice President	Present
Sheila Montoya - Secretary	Present

3.0 PLEDGE OF ALLEGIANCE

Ms. Croisant led the Pledge of Allegiance.

4.0 APPROVAL OF AGENDA

MOTION: By Mr. Donnell, seconded by Mr. Moe, to approve the Board Agenda dated June 8, 2021, as presented.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, and Ms. Montoya.
Motion carried: 4-0

5.0 BOARD BUSINESS

5.1 Board Member Appointment

Ms. Croisant said that Board members declared a vacancy for the Director, District B position at the April 27 meeting. One applicant applied for the position and was interviewed by the Board on May 11. The Board selected Daisy Lechman to represent Director District B. Therefore, by resolution, the Board agreed to appoint Ms. Lechman to serve until the regular biennial school district election results are certified in November 2021.

MOTION: By Mr. Moe, seconded by Ms. Montoya, to appoint Daisy Lechman to fill the vacancy of Director, District B, as presented.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, and Ms. Montoya
Motion carried: 4-0

5.2 Oath of Office

Ms. Croisant administered the Oath of Office to newly appointed Board member, Daisy Lechman.

5.3 Certificate of Appointment

Ms. Croisant, read the Certificate of Appointment for Ms. Lechman:
I, Cynthia Croisant, Board President, within and for said School District, Mapleton Public Schools, do hereby certify that at a Regular Meeting of the Board of Education, you were officially appointed Director, District B and for Mapleton Public Schools, which shall commence on this 8th day of June, 2021, until the Election of the Board of Education in November, 2021.

5.4 Re-Election of Board Officers

MOTION: By Mr. Moe, seconded by Ms. Montoya, to nominate the following slate of officers:

President – Ms. Croisant, Vice President – Mr. Moe, Secretary – Ms. Montoya, Treasurer – Mr. Donnell and Assistant Secretary/Treasurer – Ms. Lechman.

AYES: Ms. Croisant, Mr. Donnell, Ms. Lechman, Mr. Moe, and Ms. Montoya
Motion carried: 5-0

5.5 Resolution to Authorize Use of Facsimile Signatures

RESOLUTION AUTHORIZING USE OF FACSIMILE SIGNATURE

WHEREAS, **Stephen Donnell** has been duly appointed as Treasurer and **Daisy Lechman** as Assistant Treasurer of the Board of Education of Mapleton Public Schools at an organizational meeting of the Board held on June 8, 2021; and

WHEREAS, **Sheila Montoya** has been duly appointed as Secretary of the Board and **Jayna Burtner** as Secretary to the Board of Education of Mapleton Public Schools at an organizational meeting of the Board held on June 8, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education, acting under the authority of C.R.S. 22-32-121 does hereby authorize and approve the use of a facsimile signature for **Stephen Donnell** as Treasurer of the Board of Education of Mapleton Public Schools under the terms of the Consent to Use Facsimile Signature; and

BE IT FURTHER RESOLVED that the Board of Education does hereby authorize David Janak, Chief Financial Officer, to affix the facsimile signature of the Board Treasurer to warrants, orders, or checks issued in the conduct of the official fiscal business of Mapleton Public Schools and to negotiate and implement financial transactions of the District; and

BE IT FURTHER RESOLVED that the administration of the School District is directed to purchase a surety bond in an amount prescribed by law for the Treasurer, Secretary, and Secretary to the Board of Education of Mapleton Public Schools

MOTION: By Mr. Donnell (who read the resolution), seconded by Mr. Moe, to approve the resolution authorizing the consent to use facsimile signatures of the Board of Education.

AYES: Ms. Croisant, Mr. Donnell, Ms. Lechman, Mr. Moe, and Ms. Montoya
Motion carried: 5-0

5.6 Confidentiality Compliance Affidavit

MOTION: By Mr. Moe, seconded by Ms. Montoya, that the Board comply with all confidentiality requirements and restrictions as required by Colorado law.

AYES: Ms. Croisant, Mr. Donnell, Ms. Lechman, Mr. Moe, and Ms. Montoya
Motion carried: 5-0

5.7 Board Comments

Ms. Croisant, on behalf of the Board, welcomed Ms. Lechman as a member of the Mapleton Public Schools Board of Education.

6.0 WHAT'S RIGHT IN MAPLETON

Dr. Brown said that What's Right in Mapleton would celebrate the work of the COVID Response Teams. From staff testing to student testing, to vaccination clinics, to often daily work with our Tri-County epidemiologist, our partners helped to enhance our response to the pandemic with relevant and effective evolutions in services. Our ability to do what we could, as soon as we could, was the key to our successful school year and continues to be instrumental in helping our entire community find health, safety, and a sense of normalcy.

Board members said that they appreciated the efforts of these teams to ensure that Mapleton students and staff could safely return to classrooms. Ms. Croisant said that it is apparent to the Board that "What's Right in Mapleton" is that we held strong as a District and brought our students back for full time, in-person learning.

7.0 PUBLIC PARTICIPATION

None

8.0 APPROVAL OF MINUTES

MOTION: By Mr. Moe, seconded by Mr. Donnell, to approve the minutes as stated on the Board Agenda dated June 8, 2021: 8.1 Board Meeting minutes of May 25, 2021; and 8.2 Special Board Meeting minutes of May 27, 2021, as presented.

AYES: Ms. Croisant, Mr. Donnell, Ms. Lechman, Mr. Moe, and Ms. Montoya
Motion carried: 5-0

9.0 REPORT OF THE SECRETARY

None

10.0 CONSENT AGENDA

MOTION: By Ms. Montoya, seconded by Mr. Donnell, to approve Agenda item 10.1 Personnel Action, as stated on the Board Agenda dated June 8, 2021.

AYES: Ms. Croisant, Mr. Donnell, Ms. Lechman, Mr. Moe, and Ms. Montoya
Motion carried: 5-0

11.0 FOCUS: STUDENT ACHIEVEMENT

11.1 MAP Data

Mr. Fuller presented the Measurement of Academic Progress (MAP) assessment data for the winter testing session, comparing the data to previous years.

11.2 Student Travel Request

Ms. Ansley requested that the Board approve an in-state, overnight trip for students attending the Girls and Boys Basketball Camps at MESA State College in Grand Junction, Colorado.

MOTION: By Ms. Montoya, seconded by Mr. Donnell, to approve the student travel request for the Girls and Boys basketball teams, with the following conditions:

- If the incident rate for Covid cases in Grand Junction is above 300 (orange level), the teams may not attend the camp.
- If the incident rate is at yellow level in Grand Junction, coaches must submit a plan for the trip detailing precautions and procedures to keep students safe.

- If the incident rate is at blue level in Grand Junction, the teams may attend the camp.

AYES: Ms. Croisant, Mr. Donnell, Ms. Lechman, Mr. Moe, and Ms. Montoya
Motion carried: 5-0

12.0 FOCUS: COMMUNICATION

12.1 Proposed Budget FY 2022

Mr. Janak reported that Colorado law required the proposed budget be submitted to the Board not later than June 23, 2021. A copy of the proposed budget was delivered to the Board on June 2, 2021.

Mr. Janak said the public hearing regarding the proposed budget was being held that evening, June 8, with final adoption of the budget scheduled for the Board meeting on June 22, 2021, at 6:00 p.m. at the District Administration Building.

Mr. Janak then reviewed a PowerPoint presentation with the Board regarding information relevant to the preparation of the proposed 2021-2022 budget.

A copy of Mr. Janak's presentation is attached as a part of these minutes.

12.2 Grant Acceptance - Monterey

Mr. Crawford requested that the Board approve the acceptance of \$330,000 from the Adams County Open Space grant program, pending funding allocation by the Board of County Commissioners. The funds would support the construction of the Rainbow Park at Monterey.

MOTION: By Mr. Donnell, seconded by Mr. Moe, to approve the acceptance of Adams County Open Space funds, as presented.

AYES: Ms. Croisant, Mr. Donnell, Ms. Lechman, Mr. Moe, and Ms. Montoya
Motion carried: 5-0

12.3 Transportation Dashboard

Mr. Sauer presented a Dashboard on the District Transportation Services, including data related to the reporting requirements of the Colorado Department of Education.

13.0 DISCUSSION OF NEXT AGENDA

Ms. Croisant said agenda items for the June 22 Board meeting would include adoption of the 2021-2022 budget.

14.0 SUPERINTENDENTS COMMENTS

During the Superintendent's report, Superintendent Ciancio:

- Wished Deputy Superintendent, Mike Crawford, a happy birthday.
- Welcomed new Board member, Daisy Lechman. Thanked her for volunteering to serve on the Board of Education.
- Welcomed her newest grandbaby born that day and celebrated the upcoming addition of 5 adopted grandchildren to her family.
- Reminded everyone that there is just one more board meeting for the school year.

15.0 BOARD COMMITTEE UPDATE

Mr. Moe reported that the Mapleton Education Foundation (MEF) met May 26. He said that members selected a new Co-executive Director, Chris Byrd. Mr. Moe said that they are very excited to have Mr. Byrd and Ms. Kersey leading the Foundation.

16.0 SCHOOL BOARD DISCUSSION / REMARKS

Ms. Croisant welcomed Ms. Lechman to the Board and said that they look forward to working with her to support students and staff in Mapleton.

17.0 NEXT MEETING NOTIFICATION

The next Board Business meeting will be at 6:00 p.m. on Tuesday, June 22, 2021, at the Administration Boardroom.

18.0 ADJOURNMENT

Ms. Croisant noted the Board would meet in a staff debrief session following the business meeting.

The Board motioned to adjourn at 7:13 p.m.

Cynthia Croisant, Board President

Sheila Montoya, Board Secretary

Submitted by Jayna Burtner, Recording Secretary for the Board of Education

Memo

TO: Charlotte Ciancio, Superintendent
FROM: Erica Branscum, Deputy Superintendent, Talent Management
DATE: June 17, 2021

Policy: Professional Staff Recruiting and Hiring, Policy GCE/GCF
Report Type: Decision Making (Consent)
SUBJECT: Personnel Action

Policy Wording: The Board of Education for Mapleton Public Schools directs the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

Decision Requested: The Office of Human Resources recommends following personnel information to be approved by Board Action at the regular meeting on the June 22, 2021.

CLASSIFIED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>HIRE DATE</u>	<u>REASON</u>
<u>RESIGNATIONS/TERMS</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>TERM DATE</u>	<u>REASON</u>
Monge, Ma	Custodian	York	06/18/2021	Resignation

CLASSIFIED REQUESTS

No requests at this time

LICENSED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>HIRE DATE</u>	<u>REASON</u>
Aguilar, Yasmin	1 st Grade	Welby	08/04/2021	New Hire
Barringer, Brandon	P.E.	Meadow	08/04/2021	New Hire
Berry, Melissa	MS ELA	Explore	08/04/2021	New Hire
Bice, Nicholas	English	York	08/04/2021	Re-Hire
Blevins, Kaylee	ECE	Preschool on Poze	08/04/2021	New Hire
Buck, Alexander	MS Social Studies	York	08/04/2021	New Hire
Correll, JoAnn	6th Grade	Achieve	08/04/2021	New Hire
Gonzales, Caroline	Orchestra	Performing Arts	08/04/2021	New Hire
Iacobelli, Melanie	Social Studies	Academy	08/04/2021	New Hire
Johnson, Nicholas	Orchestra	Performing Arts	08/04/2021	New Hire
Johnson, Kayla	Spanish	Academy	08/04/2021	New Hire
McCarty, Tanya	ECSE	Preschool on Poze	08/04/2021	New Hire
Ripsom, Evelyn	Choir	Performing Arts	08/04/2021	New Hire
Sanford, Amanda	ECSE	Preschool on Poze	08/04/2021	New Hire
<u>RESIGNATIONS/TERMS</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>TERM DATE</u>	<u>REASON</u>
Fields, Elizabeth	3rd Grade	York	05/28/2021	Resignation

LICENSED REQUESTS

No requests at this time

ADMINISTRATION STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>HIRE DATE</u>	<u>REASON</u>
Forbes, Sharon	Assistant School Director	Achieve	07/01/2021	New Hire
Fuss, Ryan	Assistant School Director	MESA	07/01/2021	New Hire
<u>RESIGNATIONS/TERMS</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>TERM DATE</u>	<u>REASON</u>
Harris Veronica	Assistant Director	Business Services	06/30/2021	Resignation

ADMINISTRATION REQUESTS

No requests at this time

SUBSTITUTE TEACHERS/OTHER ON CALL

ADDITIONS

DELETIONS

Gorman, Jennifer
Graham, Charles
Holling, Dominique
Starns, Lynda
Thomas, Leia
Xu, Sabrina

LEAVE REQUESTS

NAME

Imondi-Iannuccillo, Drew
Menk, Stephanie
Staniszewski, Andrew
Wellin, Oona

DATES

08/04/2021 – 09/26/2021
08/31/2021 – 12/12/2021
08/11/2021 – 08/25/2021
08/04/2021 – 09/17/2021

Memo

TO: Board of Education
FROM: Charlotte Ciancio, Superintendent
DATE: June 8, 2021

Policy: Professional Staff Recruiting and Hiring, Policy GCE/GCF
Report Type: Decision Making
SUBJECT: Administrative Assignments

Policy Wording: The Board of Education for Mapleton Public Schools directs the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

Decision Requested: The Superintendent recommends the following administrative plan for the 2021-2022 school year:

Academy High School	School Director	Ronald Salazar
	Asst. Director	Matt Coates
Achieve Academy	School Director	Chua Vue
	Asst. Director	Sharon Forbes
Adventure Elementary	School Director	Amber von der Hofen
	Asst. Director	Janelle Pepple
Big Picture College & Career Academy	School Director	Brian Barringer
Clayton Partnership School	School Director	Toni Booth
	Asst. Director	Julie Barton
Explore Elementary	School Director	Jim Lefebvre
	Asst. Director	Lindzy Molinaro
Global Campus		
Global Primary	School Director PK-3	Laura Nelson
Global Intermediate/Leadership	School Director	A.J. Staniszewski
	Asst. Director	Julianne Hazah
Global Leadership	School Director	Tiffany Dragoo
	Asst. Director	David LeNoble
Mapleton Early College	School Director	Robin Graham
Mapleton Expeditionary School of the Arts	School Director	Annaleah Bloom
	Asst. Director	Ryan Fuss
	Asst. Director	Pat Weir
Mapleton On-Line School	School Director	Gayle Dunlap
	Asst. Director	Lanaye Smith
Meadow Community School	School Director	Jill Bolton
Monterey Community School	School Director	Connie Io
	Asst. Director	Janel Lawson
North Valley School for Young Adults	School Director	Ronaldo Ortiz
Poze Preschool	School Director	Ryan Fiore
Trailside Academy	School Director	Jessie Massey
	Asst. Director	Sarah Kopperud

Welby Community School

School Director

Jackson Westenskow

York International

Asst. Director

Megan Kirby

School Director

Eriksen Van Etten

Asst. Director

Danielle Dickson

Asst. Director

Ben Schneider

Sr. Deputy Superintendent

Mike Crawford

Deputy Superintendent, School Improvement & Leadership Development

Karla Allenbach

Deputy Superintendent, Talent Management

Erica Branscum

Deputy Superintendent, Organizational Systems & Community Engagement

Damon Brown

Chief Academic Officer

Michell Ansley

Chief Financial Officer

David Janak

Chief Operations Officer

Dave Sauer

Executive Director, Accreditation/Accountability/Assessment

Brian Fuller

Executive Director, Integrated Services

Jill Fuller

Director, Performing Arts

Robin Cutting

Director, Security

Jonathan Epstein

Director, Athletics and Student Activities

Susan Gerhart

Director, Transportation

Ronna Gerst

Director, Teaching & Learning Services

Karla Gruenwald

Director, Nutrition Services

Lindsay Hull

Director, School & Community Engagement

Melissa Johnson

Director, Integrated Services, Health Services

Kathleen Keelan

Director, Teaching & Learning Services

Allyson Mallory

Director, Early Childhood

Kristen Morel

Director, Technology

Todd Pugliese

Director, Integrated Services, Special Populations

Angie Van Decar

Assistant Director, Talent Management

Ingrid Marin

Assistant Director, Teaching & Learning Services

Brad Russell

Assistant Director, Operations/Custodial

Billy Wright

Memo

TO: Charlotte Ciancio, Superintendent
FROM: Erica Branscum, Assistant Superintendent
DATE: June 18, 2021

Policy: Financial Condition and Activity, Policy DD
Report Type: Decision Making
SUBJECT: REQUEST TO ACCEPT GRANT FUNDS – Office of Early Childhood Emerging and Expanding Grant

Policy Wording: The superintendent shall neither cause nor allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in “District Ends” policies.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval to accept grant funds in excess of \$50,000.

Decision Requested: District administration is requesting Board approval to accept grant funds in the amount of \$50,000 from the state of Colorado’s Office of Early Childhood Emerging and Expanding Grant. The grant will pay for the classroom materials and furniture needed to expand the preschool program at Preschool on Poze.

The Emerging and Expanding Child Care Grant Program has been created for the purpose of expanding access and availability of licensed childcare throughout Colorado. Particularly in areas where there are childcare deserts. The grant will support the expansion of three classrooms, totaling an additional 48 students served in a full day preschool environment.

District administration recommends Board acceptance of these funds. Following a motion by the Board, I would be happy to answer any questions you may have.

Memo

TO: Charlotte Ciancio, Superintendent
FROM: David Janak, Chief Financial Officer
DATE: June 22, 2021

Policy: Budget Adoption Process, Policy DBG
Report Type: Decision Preparation
SUBJECT: Supplemental Budget 2 FY 2021

Policy Wording: 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.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for the second supplemental budget.

Report: This supplemental budget reflects the following:

1. Additional State Revenue and additional beginning fund balance appropriation for General Fund.
2. Additional appropriation to pay for settlement on cell towers for Insurance Fund.
3. Additional appropriation for CPP.

Decision Requested: District administration is requesting that the Board approve the supplemental budget for fiscal year 2020-2021.

Supplemental Budget

General Fund

Revenues

Account Name or Category	FY 21 Adopted	FY 21 Supp
State Revenue	\$52,713,808	\$53,120,671

Insurance Fund

Revenues

Account Name or Category	FY 21 Adjusted	FY 21 Supp
Transfers in	\$1,324,665	\$1,431,949

CPP Fund

Revenues

Account Name or Category	FY 21 Adopted	FY 21 Supp
Transfers in	\$3,561,773	\$3,657,326

Supplemental Budget

APPROPRIATION RESOLUTION SUPPLEMENTAL BUDGET 2 - FISCAL YEAR 2021

BE IT RESOLVED by the Board of Education of Mapleton Public Schools in Adams County that the amounts shown in the following schedule be appropriated to each fund as specified in the Supplemental Budget for the ensuing fiscal year beginning July 1, 2020 and ending June 30, 2021.

Fund	Appropriation Amount
General Fund	\$86,477,193
Insurance Fund	\$1,403,545
CPP Fund	\$3,657,326

Date of Adoption

Signature of President of the Board

Memo

TO: Charlotte Ciancio, Superintendent
FROM: David Janak, Chief Financial Officer
DATE: June 22, 2021
POLICY: Annual Budget (DB)
REPORT TYPE: Decision
SUBJECT: Temporary Reduction Operating Reserve

Policy Wording: The Board of Education for Mapleton Public Schools recognizes that maintaining a fiscal year-end fund balance as an operating reserve in the general fund is a beneficial and sound financial management practice. The Board therefore assigns to the Superintendent (or designee) the responsibility of accumulating and maintaining a general fund balance amounting to 10% of the District's current fiscal year adopted budget as an operating reserve. Accumulation of the full 10% general fund balance was completed by the end of the 2011 fiscal year. This amount will be inclusive of the emergency reserve required by Article X, Section 20 of the Colorado Constitution (TABOR) and other required reserves.

Policy Interpretation: This policy is interpreted to direct the Superintendent (or designee), to maintain a general fund balance amounting to 10% of the District's current fiscal year adopted budget, unless the Board approves a reduction that permits the balance to be no less than the emergency reserve required by TABOR and other externally enforceable legal restrictions.

Decision Requested: District Administration is requesting temporary approval for the reduction to the operating reserve that permits the fund balance to be reduced to the legal level required by TABOR and other externally enforceable legal requirements.

Report: During the 2020-2021 fiscal year Mapleton public schools used the operating reserve to fund in person learning during the pandemic. The use of these emergency funds has reduced the overall fund reserve. Mapleton schools is also reporting to the State Treasurer and Commissioner of Education the intent to use real property to satisfy the emergency reserve required by Article X Section 20 of the Colorado Constitution (TABOR).

Memo

TO: Charlotte Ciancio, Superintendent
FROM: David Janak, CFO
DATE: June 22, 2021

POLICY: Budget Adoption Process, Policy DBG
REPORT TYPE: Decision Preparation
SUBJECT: Budget Adoption FY 2021-22

Policy Wording: The Board shall officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year. The adopted budget shall be posted online within 60 days in accordance with the Public School Financial Transparency Act.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for the annual budget adoption.

Decision Requested: District administration requests adoption of the proposed budget as presented at the June 8, 2021 board meeting, with the updates described.

Report: Colorado law requires the Board of Education of each school district to adopt an appropriation resolution at the time it adopts the annual budget. The appropriation resolution shall specify the amount of money appropriated to each fund; except that the operating reserve authorized by section 22-44-106 (2) shall not be subject to appropriation for the fiscal year covered by the budget, and except that the appropriation resolution may, by reference, incorporate the budget as adopted by the board of education for the current fiscal year.

The amounts appropriated to a fund shall not exceed the amount thereof as specified in the adopted budget. (1C.R.S. 22-44-107).

General Fund	\$ 89,770,068
Insurance Reserve Fund	\$ 1,320,342
CPP Preschool Fund	\$ 4,947,010
Food Service Fund	\$ 3,292,607
Governmental Grants Fund	\$ 17,209,628
Student Activities Fund	\$ 287,017
Bond Redemption Fund	\$ 12,207,479
Building Fund	\$ 20,539,876
Capital Reserve Fund	\$ 898,804
Total FY 2021-22 Budget Appropriation	\$ 150,472,831

Be it resolved by the Board of Education of Mapleton Public Schools in Adams County, Colorado, that the amounts shown in the schedule above be appropriated to each fund as specified in the "Adopted Budget" for the ensuing fiscal year beginning July 1, 2021 and ending June 30, 2022.

Signature, Board President (1C.R.S. 22-44-110(4)) Date of Budget Adoption

Memo

TO: Charlotte Ciancio, Superintendent
FROM: David Janak, CFO
DATE: June 22, 2021

POLICY: Financial Administration, Policy DAB
REPORT TYPE: Monitoring
SUBJECT: FUND BALANCE RECONCILIATION FOR FY 2020-2021

Policy Wording: The Superintendent (or designee) shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting...

Policy Interpretation: This policy is interpreted to include updates to the Board on the District's fund balance over the course of the fiscal year.

Report: Under state law, school districts are required to "prepare an itemized reconciliation between the fiscal year end fund balances based on the budgetary basis of accounting used by the school district and the fiscal year end fund balances based on the modified accrual basis of accounting." Although Mapleton Public Schools already uses a modified accrual basis for its budget setting, the following report is prepared to ensure the Board of Education is kept fully informed of the District's current financial status.

The following table details any variances between the budgeted beginning fund balance and the actual beginning fund balance for FY 2020-2021. These figures are represented on the basis of generally accepted accounting principles and do reflect the accrued salaries liability for the months of July and August.

Fund	Budgeted Beginning Fund Balance FY 2020-2021	Audited Beginning Fund Balance FY 2020-2021	Variance Actual to Budget
General	\$10,280,131	\$9,678,265	\$(601,866)
Insurance Reserve	\$466,149	\$848,583	\$382,434
CPP Fund	\$0	\$80,815	\$80,815
Food Service	\$1,227,251	\$1,306,444	\$461,627
Student Activity	\$309,049	\$291,341	\$17,708
Bond Redemption	\$9,597,898	\$9,454,684	\$(143,214)
Building Fund	\$40,378,627	\$40,165,685	\$(356,156)
Capital Reserve	\$0	\$169,367	\$169,367
Total Fund Balance	\$62,259,105	\$61,995,184	\$(263,921)

All fund balances were adjusted to match the audited fund balance in the supplemental budget process.

This item is submitted for information only. No Board action is required.

Memo

TO: Charlotte Ciancio, Superintendent
FROM: Mike Crawford, Deputy Superintendent
DATE: June 22, 2021

POLICY: Financial Administration, Policy DAB
REPORT TYPE: Decision Preparation
SUBJECT: Use of Fund Balance Report

Policy Wording: The Superintendent shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

Policy Interpretation: This policy is interpreted as requiring District administration seek board approval when any portion of the fund balance is to be spent.

Decision Requested: District administration requests Board approval for the use of fund balance as set forth in this document.

Report: Colorado law states: "if any portion of the beginning fund balance is used to cover expenditures, interfund transfers, or reserves, a specific resolution must be adopted by the local board of education authorizing the use of that portion of the beginning fund balance in the school district's budget. The resolution shall specify at a minimum:

- The amount of the beginning fund balance to be spent under the budget.
- The purpose for which the expenditure is needed.
- The district's plan to ensure the use of beginning fund balance will not lead to an ongoing deficit.

General Fund: No projected use of fund balance.

Insurance Reserve Fund: No projected use of fund balance.

Colorado Preschool Program Fund: No projected use of fund balance.

Food Service Fund: The projected beginning fund balance in this fund is \$1,572,354. The FY 21-22 budget appropriation includes the use of \$603,932 of fund balance as part of a planned capital investment. The Food Service Fund is required by CDE to limit the amount of fund balance it carries over from year to year.

Student Activity Fund: The projected beginning fund balance in this fund is \$287,017. The FY 21-22 budget appropriation includes the use of all the fund balance. No revenue budget has been estimated for this fund. The use of fund balance is for activities determined by the student organizations and district administration to be appropriate.

Bond Redemption Fund: No projected use of fund balance.

Building Fund: The projected beginning fund balance in this fund is \$12,127,222. The FY 21-22 budget appropriation includes the use of \$8,888,460 of fund balance. The use of fund balance is for the continuation of board approved construction projects.

Capital Reserve Fund: The projected beginning fund balance for the Capital Reserve Fund is \$218,848. The FY21-22 budget contains an appropriation of approximately \$217,703 of fund balance. The use of fund balance is priorities identified by the board of education.

Memo

TO: Charlotte Ciancio, Superintendent
FROM: David Janak, CFO
DATE: June 22, 2021

POLICY: Loan Programs (Funds From State Tax Sources), Policy DEB
REPORT TYPE: Decision
SUBJECT: Participation in the State Treasurer's Interest Free Loan Program FY 2021-22

Policy Wording: When it becomes evident that a general fund cash deficit will occur in any month, the Superintendent of Mapleton Public Schools (the "District") shall notify the Board of Education (the "Board"). The notice shall explain the need for a loan and the requested amount. Under such circumstances the Board may elect to participate in an interest-free or low-interest loan program through the State Treasurer's Office by adopting a resolution approving the amount of the loan prior to the loan being made. The loan may not exceed the amount certified by the District's Superintendent. However, the Superintendent may not apply for such loan without a resolution of the Board. The State Treasurer shall determine the method for calculating cash deficits and appropriate reporting mechanisms.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for participation in the State Treasurer's Interest Free Loan Program with repayment due within the current fiscal year.

Decision Requested: District administration is recommending approval for participation in this program in the amount up to but not to exceed \$17,789,571.

Report: Each year, the district reviews its cash-flow projections to determine if there will be enough cash on hand in every month to meet the needs of our payroll and expenditure accounts. Because the district is projected to receive over 70% of its General Fund revenue through property taxes in the months of March, April, and May, it is possible for the district to run low on cash until the next tax collection cycle starts in March. Current analysis has determined this will once again be the case.

To address this problem, the district is recommending participation in the State Treasurer's Interest Free Loan Program again this year. Pursuant to C.R.S. 29-15-112 and 22-54-110, the State Treasurer is authorized to issue short term debt in order to make interest-free loans to participating Colorado school districts to alleviate temporary general fund cash flow deficits expected to be experienced by such participating districts during each fiscal year. Each District must adopt a resolution pledging repayment of its loan from ad valorem property-tax revenues received by the Participating District during the period of March through June of the fiscal year and must execute a promissory note to the Treasurer to evidence its repayment obligation.

District administration has completed the estimation spreadsheet provided by the state and is recommending a resolution authorizing \$17,789,571. The amount borrowed will be directly attributed to actual need but may not exceed the amount authorized by the Board in this resolution.

The District Superintendent and Chief Financial Officer must sign and submit a draw request form by the 10th working day of each month listing dollar amounts to be drawn during each predetermined period. At the same time, the District must electronically submit an updated cash-flow spreadsheet with actual expenditures/revenues for the preceding month. Beginning in March, school districts must remit all property taxes received to the Treasury, up to current loan balances. All outstanding loans MUST be repaid no later than June 25th or the following business day if the 25th falls on a weekend.

The District successfully participated in the program for the first time in FY 2014-15 and it is estimated that participation in this program will continue to save the District over \$50,000 in banking fees and interest.

Memo

TO: Charlotte Ciancio, Superintendent
FROM: David Janak, Chief Financial Officer
DATE: June 22, 2021

POLICY: Budget Transfers (DBJ)
REPORT TYPE: Decision Preparation
SUBJECT: Authorization for Interfund Borrowing 2021-2022

Policy Wording: This policy governs the transfer of funds within Mapleton Public Schools. Unencumbered monies shall not be transferred from one fund to another unless authorized in advance by the Board of Education for Mapleton Public Schools.

Policy Interpretation: The Superintendent shall not cause or allow the District to conduct interfund shifting without approval from the Board of Education and in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues, by the end of the fiscal year.

Report: Under state law 22-44-113, CRS, the district must receive authorization from the Board of Education in order to borrow available unencumbered cash balances in the General, Colorado Preschool Project, Capital Reserve, and Insurance Reserve Funds, to be used to fund short term cash needs of the district during fiscal year 2021-22.

In order to ensure cash balances are available to timely pay district liabilities, we are requesting the board authorize short-term interfund cash borrowing for FY 2021- 22. The term of this borrowing is for the current fiscal year, July 1, 2021-June 30, 2022. The interfund borrowing will be repaid upon receipt of sufficient property taxes and other revenues. Balances will only be transferred as needed and only at amounts needed. Repayments will likely be made before June 30, 2022; however, in extenuating circumstances the District has up to three months after the end of the fiscal year to restore the funds.

District administration recommends the authorization of interfund borrowing for FY 2021-22.

Memo

TO: Board of Education
FROM: Charlotte Ciancio, Superintendent
DATE: June 22, 2021

Policy: Qualifications/Powers and Responsibilities of Superintendent, Policy CBA/CBC
Report Type: Decision Making
SUBJECT: INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

Policy Wording: The Superintendent for Mapleton Public Schools shall exercise general authority to direct actions and affairs of the District.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for any contracts or agreements.

Decision Requested: The request for an Intergovernmental Agreement for Election Services is being presented for Board approval.

Under consideration this evening is the Intergovernmental Agreement between Mapleton Public Schools and Adams County for the costs associated with collecting and tabulating School Board election results in November of 2021.

The agreement spells out the duties of the Adams County Clerk and Recorder and the amount of money Mapleton will reimburse for these duties. The amount is based on the number of registered voters in the district. An election was not held in 2019. The actual invoice will not be received from the county until after the election.

Mike Crawford, Sr. Deputy Superintendent, will be designated as the election official for the 2021 election cycle. The Intergovernmental Agreement will be vetted by legal counsel, Caplan & Earnest.

Upon signing the agreement, it will be forwarded to Adams County to meet the county submittal deadline of August 24, 2021.

Memo

TO: Charlotte Ciancio, Superintendent
FROM: Dr. Damon Brown, Deputy Superintendent
DATE: June 22, 2021

POLICY: Qualifications/Powers and Responsibilities of Superintendent, Policy CBA/CBC
REPORT TYPE: Informational
SUBJECT: 2020-2021 Community Engagement Report

Policy Wording: The Superintendent shall provide necessary reports to the Board as directed.

Policy Interpretation: This policy is interpreted to include updates to the Board on the status of community engagement and outreach efforts.

Report: Tonight's report is intended to provide the Board with information regarding current community engagement and the status of Mapleton's communications initiatives.