



SCHOOL DISTRICT NO. 1
IN THE CITY AND COUNTY OF DENVER
DENVER, COLORADO

AGENDA

BOARD OF EDUCATION MEETING

ADMINISTRATION BUILDING
900 GRANT STREET
FIRST FLOOR BOARD ROOM
September 18, 2008

SINFONIA DSA PERFORMANCE

OPENING OF MEETING – 5:00 p.m.

Call to Order
Pledge of Allegiance
Roll Call

BOARD MEMBER REPORTS

Celebrating Support Teams for Opening of Schools {Page 4}
School Leadership Program Grant Update {Page 6}
*Colorado School Counselor Corps Grant Program Update and Elementary and
Secondary School Counseling Program Grant Update {Page 8}*

SUPERINTENDENT REPORTS

Sustainability Update

CONSENT AGENDA*

Board of Education

Minutes of August 21, 2008 {Page 12}
Minutes of August 24, 2008 {Page 17}
Minutes of September 2, 2008 {Page 18}
*Motion to Approve Revised 2008-2009 Calendar – The Board of Education will be
asked to approve the Revised 2008-2009 School Year Calendar. {Page 19}*
*Motion to Ratify Amendment to 2008 General Obligation Bond Ballot Language –
The Board of Education will be asked to ratify the amendment to the language on the
2008 General Obligation Bond. {Page 22}*

* Items scheduled for action at this meeting are noted in italics

** Items for information only

Finance and Audit

Motion to Approve Contract between Denver Public Schools and the City and County of Denver – The Board of Education will be asked to approve the contract with the City regarding the TANF Agreement at Emily Griffith Opportunity School.

{Page 24}

Motion to Ratify Contract for Natural Gas – The Board of Education will be asked to ratify the Facilities Department to negotiate and establish Natural Gas Purchase/Transport Rates in Behalf of the District's Natural Gas Requirements.

{Page 26}

Motion to Approve Pricing Agreement PA090015, with the Tattered Cover Book Store – The Board of Education will be asked to approve the contract with the Tattered Cover. **{Page 29}**

Motion to Approve Pricing Agreement PA090016 with The Wright Group - The Board of Education will be asked to approve the contract with the Wright Group for Teaching Aids. **{Page 31}**

Motion to Approve Pricing Agreement PA090011, with Bookies - The Board of Education will be asked to approve the contract with the Bookies store for Teaching aids. **{Page 33}**

Motion to Approve BD1291, White Fleet Vehicles - The Board of Education will be asked to approve the purchase of District vehicles with Daniel Chevrolet and Burt Chevrolet. **{Page 35}**

Motion to Approve Contract with Cayenta – The Board of Education will be asked to approve issuing a Purchase Order to Cayenta to renew software support and maintenance for the 2008-2009 year. **{Page 37}**

Motion to Approve UMB Vehicle Lease Funding- The Board of Education will be asked to approve the contract with UMB for the leases of District vehicles. **{Page 39}**

Chief Operating Officer

Budget and Finance

Resolution Authorizing Filing of Forms and Other Documents with the Colorado Department of Education for Federal and State Designated Purpose Grants – The Board of Education will be asked to approve designation of authorized representatives. **{Page 41}**

Motion to Approve an Appointment to the Denver School Facilities Leasing Corporation Board of Directors - The Board of Education will be asked to appoint James T. Holmes to a 10-year term on the Denver School Facilities Leasing Corporation Board of Directors to expire September 30, 2018. **{Page 42}**

Resolution-Adopting the Supplemental Budget for the Fiscal Year Beginning July 1, 2007, and Ending June 30, 2008 - The Board of Education will be asked to approve this resolution to adopt the supplemental budget as presented. The District received a greater amount of property taxes thru August 2008 than anticipated, thus, requiring an increase in General Fund mill levy override taxes to transfer to the Special Revenue Pro Comp Trust Fund. **{Page 44}**

Resolution-Approving the Supplemental Budget Appropriation for Expenditures During the Fiscal Year Beginning July 1, 2007, and Ending June 30, 2008- The Board of Education will be asked to approve this resolution to appropriate the moneys to be expended in each fund. **{Page 50}**

Resolution-Setting Forth the Identification and Filing of Supplemental Adopted Budget and Appropriation Resolution and Copies Thereof- The Board of Education

* *Items scheduled for action at this meeting are noted in italics*

** *Items for information only*

will be asked to approve this resolution to direct that the Supplemental Budget be labeled as such and signed by the Board President and to cause the Board Secretary to have this Supplemental Budget on file for public inspection. {Page 51}

Facilities

Motion to Approve Construction Contract for Slavens and University Park – The Board of Education will be asked for an Increased Contingency – Construction Contract for Slavens and University Park – ADA Projects. **{Page 52}**

Motion to Approve Construction Contract for Cole – The Board of Education will be asked for an Increased Contingency – Construction Contract for Cole ECE-8 Realignment Project. **{Page 53}**

Human Resources

Motion to Approve the Personnel Transaction Report – The Board of Education will be asked to approve the Personnel Transaction Report for September, 2008, which contains information regarding employee activity such as appointments, resignations, and transfers.

OLD BUSINESS

NEW BUSINESS**

Policy Review

Amendment to Policy DJ – Purchasing; Amendment to Policy DJA – Purchasing Authority; Amendment to Policy DJC – Petty Cash; Amendment to Policy DJD – Cooperative Purchasing; Amendment to Policy DJE – Bidding Procedures – The Board of Education will be given a first reading of proposed amendments to Policies DJ, DJA, DJC, DJD and DJE regarding procurement. **{Page 54}**

ADJOURNMENT

PUBLIC COMMENT – 6:30 – 7:30 p.m.

7:30 p.m. – **PROPOSED EXECUTIVE SESSION**

The Board of Education will enter into executive session following the Work Session Meeting on September 18, 2008 for the purpose of legal counsel regarding (1) personnel matters as authorized by C.R.S. § 24-6-402(4)(f); and (2) discussions determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators as authorized by C.R.S. § 24-6-402(4)(e).

* *Items scheduled for action at this meeting are noted in italics*

** *Items for information only*

Celebrating Support Teams for Opening of Schools

Comments:

- As a part of the Reforms voted on by the BoE last November, we closed 10 schools (8 buildings). We committed to providing better options to those students displaced by the closures, and to opening 3 new E-8 schools and a new Montessori program for the 2008-09 school year, and an Arts Academy for the 2009-10 school year (note that many displaced students also went to Greenlee, Smith & Stedman).
- We're very pleased to proclaim the successful opening of these schools, and the response from the communities served so far has been extremely positive.
 - o Cole Arts & Science Academy (E-7 in 2008; E-8 next year)
 - o Place Bridge Academy (E-8 and District Newcomer program for Elementary grades)
 - o Trevista @ Horace Mann (E-8)
 - o Gilpin Montessori (3-4-5 program in 2008)
- To move from a Board decision in mid-November of 2007 to successfully opening new schools 9 months later takes a tremendous effort on the part of many people. Significant accomplishments included:
 - o Development of new programs at each of the schools, and hiring and developing over 150 educators.
 - o Constructing ~20 ECE & Kinder classrooms and dedicated playgrounds at these former middle schools.
 - o Getting curriculum, technology and other critical materials in-place at schools to support 2,000+ students; this included sorting and relocating hundreds of thousands of dollars worth of reusable materials from the schools which were closed.
- The Board would like to thank the many people, inside and outside of the district who helped to make this happen.
- Thank the leadership of the principals and staff at the schools – we will be hearing from them on their status in a couple of months.
- Tonight, we would like to recognize and thank a group of people, primarily from our central operational and school-support departments, who went above-and-beyond to ensure these school openings were a success.
- If any of these people are here tonight, I invite you to stand and be recognized.

People to be Recognized

Jody Gehrig (Director, Library Services)
Alisa Antony (Library Services Technician)
Mike Anderson (Distribution/Warehousing)
Irene Martinez Jordan (Project Lead - Place)
Allen Balczarek (Project Lead - Trevista)
Liz Mendez (Project Lead - Cole)
Maggie Wolfe (Purchasing)
John Crawford (Early Education)
Cheryl Karstaedt (Student Services/Special Education)
Dan Villescas (Inventory & Curriculum ordering)
Daniel Furman (Planning)
Louise Barela-Meier (School of Choice)
Lisa Schiff (Marketing)
Pauline Gervais (Transportation)
Gary Frantz (Facilities Project Manager, Cole)
Troy Garner (Facilities Project Manager, Trevista @ Horace Mann & Gilpin)
Renee Verspoor (Facilities Project Manager, Place)
Kipp Bentley (DoTS)
Jason Rand (DoTS)
Ron Buckner (Furniture Manager)
Larry Williams (Facilities Planning)
Bart Muller (HR)
Mark Bollinger (Facilities)
Mike Thomas (Director of Purchasing)
Cheryl Caldwell (Early Education)
Gilbert Gonzales (Facilities Manager – Place Bridge Academy)
Wayne Brown (Facilities Manager @ Cole Arts & Science Academy)
Jeff Leija (Facilities Manager – Trevista @ Horace Mann)
Danny Reid (Manager of Facility Maintenance)
Kevin Corcoran (Facilities Manager of Operations)
Kerry Berens (Combines sites Area Supervisor) – Cole
Rich Archuletta (NW Area Supervisor) – Horace Mann
Elbert Maxey (SE Area Supervisor) - Place
Trena Deane (Exec Director Facilities Management)
Michael Gaither (Project Lead)

Denver Public Schools
Urban Principal Leadership Program
United States Department of Education
Office of Innovation and Improvement

Amount of Award: \$3,736,224

Length of Award: 5 years @ approx \$746,900 per year

Number of applicants: 169 applicants

Number of Awards: 22 Awards across the United States

Points Possible per Evaluator: 115

DPS Points Received: 110, 110, 115

Strengths Cited:

- Evaluators will work with DPS to use the SPF to assess increases in student status and growth after the second year of Ritchie graduate principals.
- Principals two week institute will also occur during the summer months. The principals will provide feedback to the superintendent in areas such as assessment, data team findings, standards based reporting, family engagement, teacher support and human resources. The district also responds to their concerns during these monthly meetings
- There are 8 instructional network meetings for a half-day each month for professional development. Project will lead to improvements of students as measured against academic standards
- To ensure achievement of stated goals and objectives, DPS has assembled a strong management team to implement the proposed program and has engaged district leaders and key stakeholders in every stage of its planning efforts. The team will conduct due diligence to ensure that progress is made and that directions taken are aligned with DPS strategic plan. A detailed time line is included
- The applicant describes the use of quality, relevant, and research-based training and professional development activities that will be conducted in some form daily, weekly, monthly
- Applicant makes the connection to show alignment of goals and objectives with student achievement needs. Practical application and theory are threaded throughout activities and services and measured by SPF. This grant has an innovative plan for providing support for instructional support team
- Management team to implement proposed program used by district leaders, key stakeholders. Adequate backgrounds of team is noted and timeline for responsibilities is outlined.
- On page 10, UPLP documents its comprehensive effort to improve teaching and learning by incorporating various programs whose aim is to improve the quality of the DPS workforce, including a DOE Transition to Teaching Grant and the Janus Education Initiative to create a Teacher Residency Program to attract and retain teachers, the target pool of UPLP. There are incentives for improved student academic achievement via ProComp and a Teacher Incentive Fund.

- Pages 19-20 details project activities to assure increased student academic achievement by offering differentiated instruction to students in schools with project Ritchie Program graduates. District developed benchmark assessments of students will be examined to determine mastery and increase in academic skills in reading, writing and mathematics.

Weaknesses Cited:

- DPS may need to ensure that the overlap of projects using the same personnel are clearly separated for clarity of feedback, benchmarks, and improvement processes
- No evidence of collaboration with more than one university

Summary

Denver Public Schools (DPS) in partnership with the University of Denver's Ritchie Program for School Leaders, seeks to expand and enhance innovative strategies to recruit, train and retain highly qualified instructional leaders to serve as principals and assistant principals through the proposed Urban Principal Leadership Program (UPLP).

The award will expand the program for the next five years by allowing for:

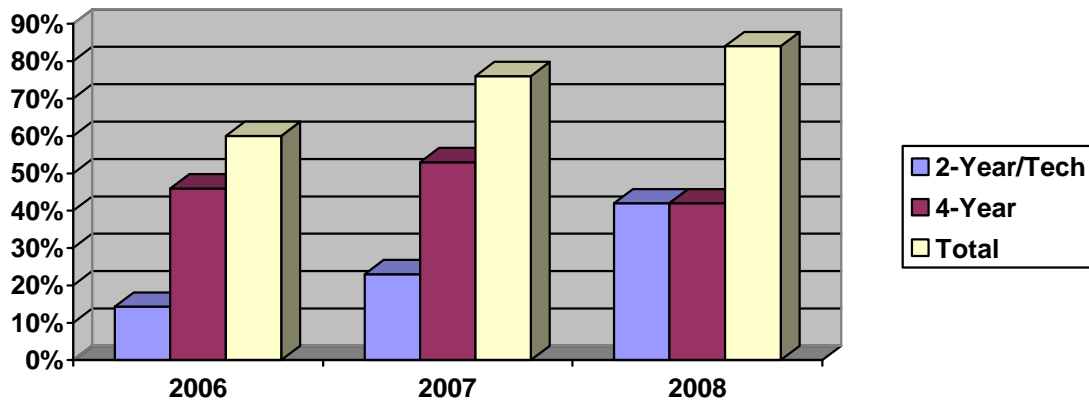
- Principal Internships
- Scholarships for Tuition to enhance our minority recruitment strategies
- Mentor Stipends for Principals
- Program Redesign
- Program Facilitation Enhancement
- Program Evaluation

Key Milestones for year one, effective October 1, 2008:

- Five individuals will be selected and placed in a full time internship position
- Scholarship application process established and awarded
- Mentors selected and Stipends awarded
- Curriculum Revision & Facilitation timelines established and Stipends Awarded
- Mentor training established



Post-Secondary Educational Plans of JFK Graduates



Strategies

Guidance Curriculum: In classrooms each semester, grades 9-12

- Graduation Requirements
- Credits/G.P.A.
- Post-Secondary Options
- College/Career Exploration
- 6-Year Planning & Goal Setting
- College Entrance Requirements
- Course Selection
- ACT Preparation
- College Application Process
- Resume Writing
- College Essay Writing
- Mock Interviews
- Middle School Visits

Individual Planning

- Monitor grades/academic progress each 6-weeks
- Conference with students and families
- Senior Contract Meetings with every senior and parents
- Coordinate with Future Center Coordinator
- Match students with opportunities, i.e. college visits, pre-collegiate programs, AVID, scholarships

Responsive Services

- Intervention conferences with students, families, support personnel (Future Center Coordinator, Nurse, Social Worker, Deans, Administrators)
- Small support groups

System Support

- Develop lessons
- Identify intervention targets
- Data management
- Parent Information Nights
- College Fair coordination
- College Visit coordination
- Professional Development
- Middle School Articulation
- Counseling Advisory Council

Jeannie Peppel, Principal
 Gust Athanas, Counselor
 Angela Feather, Counselor
 Patricia Martínez, Counseling Support

Linda Gherardini, Assistant Principal
 Laura DeMoulin, Counselor
 Emily Rivera, Counselor
 Danette Gonzales, Records Secretary

Renaë Bruninga, Future Center Coordinator

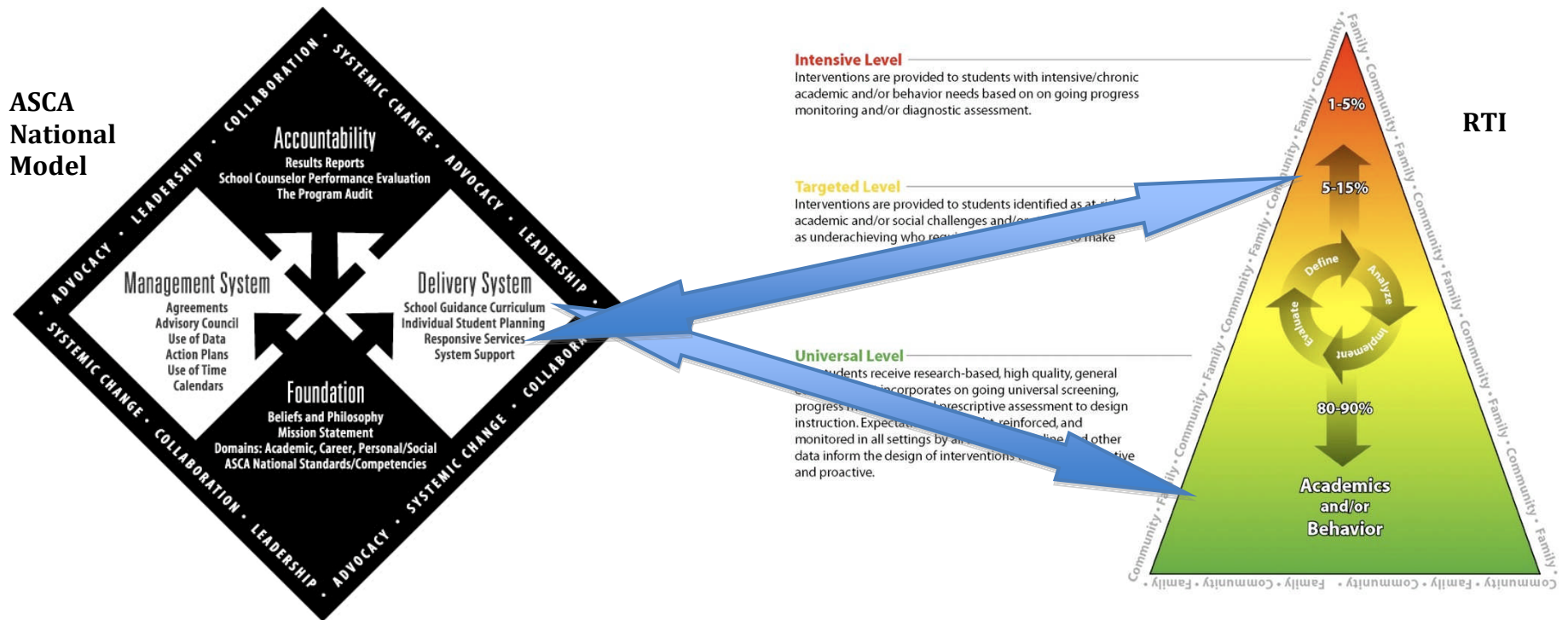
DPS School Counseling Grants

2008-2009

<p>Elementary and Secondary School Counseling Program</p> <p>US Department of Education grant</p> <p>Receiving Schools:</p> <ul style="list-style-type: none">• Grant Middle School• Kepner Middle School• Lake Middle School• Merrill Middle School• Rachel B. Noel Middle School• Skinner Middle School	<p>Colorado Counseling Corps Program</p> <p>Colorado Department of Education grant</p> <p>Receiving Schools:</p> <ul style="list-style-type: none">• Grant Ranch K-8• Skinner Middle School• Contemporary Learning Academy High School• George Washington High School• Martin Luther King Early College• North High School• Thomas Jefferson High School
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*DPS Counseling Department
Post Secondary Pathways, CTE & Arts Dept.
September, 2008*

School Counseling Model alignment with District/State Initiatives

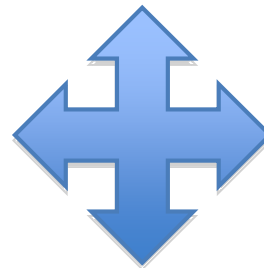


DPS Mission Statement

"...to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our society."

DPS School Counseling Mission Statement

Our mission as professional school counselors is to provide a comprehensive, developmental counseling program designed to promote the formation of productive and responsible citizens by assisting all students to develop academic, career, and personal/social competencies.



EXCEerator Philosophy

Students in EXCEerator Schools will achieve academic success throughout their four years of high school and all students will be prepared for college. Schools will demonstrate a culture focused on college readiness for all students and greater student engagement with challenging, meaningful content. The goal is to increase academic achievement, high school graduation rates, and college-readiness rates and to decrease college remediation rates.

The Denver Plan

DPS Professional School Counselors have aligned their roles with the goals, objectives, and strategies of The Denver Plan.

Four Components of a Comprehensive Counseling and Guidance Program

School counselors *are professional advocates for schools*, who are expected to develop comprehensive programs that improve student learning, to devote 70% of their time in direct delivery of services to students (curriculum, individual planning and responsive services), and to operate within a school culture that maintains a recommended counselor-student ratio of 1:250. As student advocates, as members of the educational team, and as professionals integral to the school effort to teach students, school counselors are guardians of the safety of the school environment and of the rights of all members of the school community.

Guidance Curriculum Recommended Time Allocations Elementary: 35%-45% Middle School: 25%-35% High School: 15%-25%	Individual Planning Recommended Time Allocations Elementary: 5%-10% Middle School: 15%-25% High School: 25%-35%	Responsive Services Recommended Time Allocations Elementary: 30%-40% Middle School: 30%-40% High School: 25%-35%	System Support Recommended Time Allocations Elementary: 10%-15% Middle School: 10%-15% High School: 15%-20%
Provides guidance content in a systematic way for the purpose of skill development and application of skills learned.	Assists students in planning, monitoring and managing their educational, personal/social, and career development goals.	Addresses the immediate concerns of learners. The purpose is prevention, interventions, and referral as needed.	Includes program, staff, and school support activities and services. The purpose is to provide support in program delivery.
<p>Academic Development:</p> <ul style="list-style-type: none"> • Organizational skills • Study skills • Test taking skills • Co-operative learning • Transitioning <p>Personal/Social Development:</p> <ul style="list-style-type: none"> • Conflict Resolution • Substance Awareness • Feelings/Friendship • Violence Prevention • Individual Differences • Self Concept • Problem solving <p>Career Planning</p> <ul style="list-style-type: none"> • Career Education 	<p>Academic Development</p> <ul style="list-style-type: none"> • Setting educational goals • Transitioning needs • Educational options <p>Personal/Social Development</p> <ul style="list-style-type: none"> • Setting personal goals • Improvement planning <p>Career Planning</p> <ul style="list-style-type: none"> • Identifying skills relating to career interests 	<p>Academic Development</p> <ul style="list-style-type: none"> • Academic • Attendance • Behavior • Special needs • Accommodations <p>Personal/Social Development</p> <ul style="list-style-type: none"> • Peer Conflicts • Coping with stress • Crisis management • Grief/loss/death • Relationship concerns • Abuse <p>Career Planning</p> <ul style="list-style-type: none"> • Assistance in identifying support systems • Addressing special needs 	<ul style="list-style-type: none"> • Guidance program development, implementation and assessment • Parent education • Staff development for educators • Counselor professional development • Incorporation of educational initiatives into one of the four guidance components • Community outreach • Public relations • Building Assistance teams • Crisis management plans • Special initiatives to address behavior and learning • Consultation
Counselor's Role Structured Groups Classroom Instruction Leadership and Consultation	Counselor's Role Assessments, planning, placement, individual conference planning, implementation and assessment.	Counselor's Role Individual and small group, crisis and development counseling Consultation Referral	Counselor's Role Provide leadership, facilitate and organization skills in: Program management Leadership and consultation

MINUTES OF THE REGULAR MEETING (08-14) OF THE
BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 1,
IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO
HELD IN THE BOARD ROOM, 900 GRANT STREET
5:00 P.M., THURSDAY, AUGUST 21, 2008

I. Call to Order – 5:00 p.m.

Pledge of Allegiance

Roll Call

President Theresa Peña called the meeting to order at 5:04 p.m. The following Board of Education members were present: Ms. Jill Conrad, Mr. Bruce Hoyt, Mr. Arturo Jiménez, Mrs. Jeannie Kaplan, Mrs. Michelle Moss, Mr. Kevin Patterson, and Ms. Theresa Peña.

II. Board Member Reports

Recognition of Michael Clem as Colorado Online Teacher of the Year

Mr. Jiménez introduced Michael Clem and read a Proclamation in recognition of his award as the Colorado 2008 Online Secondary Teacher of the Year.

III. Superintendent's Report

CSAP Update

Dr. Jaime Aquino, Chief Academic Officer, presented the CSAP Update. He introduced and recognized the following schools for their CSAP performance improvement:

- Lowry Elementary School – Carolyn Riedlin, Principal, and staff members
- Smith Renaissance School – Betty Johnson, Principal, and staff members
- Hill Campus of Arts and Sciences – Don Roy, Principal, and teacher Beth Douma
- Abraham Lincoln H.S. – Principal Antonio Esquibel & teacher Andrew Swanson
- Escuela Tlatelolco – Nita Gonzales, Principal

Welcome to Jennifer Stern as Executive Director of Janus Education Alliance

Ms. Peña introduced Jennifer Stern as the new Executive Director of Janus Education Alliance, a new initiative created to improve the recruitment, development, and retention of high-performing teachers.

Mr. Patterson announced that he has been appointed Manager of the Parks and Recreation Department for the City and County of Denver.

IV. Consent Agenda

Assistant Secretary Jacquie Lucero read the Agenda items. In accordance with Consent Agenda procedures, the following items were removed from the Consent Agenda and held for discussion:

Motion to Approve Name Change for Hispanic Education Advisory Council

Motion to Amend Policies: Policy JKF – Discipline for Students with Disabilities; Policy JK – Student Discipline; Policy JK-R – Student Conduct and Discipline Procedures

Mr. Hoyt moved that all matters on the Consent Agenda not held be approved. Mr. Patterson seconded the motion. The motion passed unanimously and the following items were approved:

Board of Education

Minutes of the Special Public Comment Session of June 17, 2008; Minutes of the Regular Meeting of the Board of Education of June 19, 2008; Minutes of the Special Meeting of the Board of Education of June 26, 2008; and Minutes of the Special Meeting of the Board of Education of August 7, 2008 – Copies are appended to the minutes of this meeting.

Gift Report – A copy is appended to the minutes of this meeting.

Finance and Audit

Motion to Approve Increase of AG Software Contract – A copy of this motion is appended to the minutes of this meeting.

Chief Academic Officer

Motion to Ratify Grant Application for Read to Achieve at Cole Arts & Science Academy – A copy of this motion is appended to the minutes of this meeting.

Motion to Ratify Grant Application for Read to Achieve at Place Bridge Academy
A copy of this motion is appended to the minutes of this meeting.

Motion to Approve Charter School Contract with Challenges, Choices, & Images Literacy and Technology Learning Center - A copy of this motion is appended to the minutes of this meeting.

Chief Operating Officer

Budget and Finance

Motion to Approve Amendment to the Denver Public Schools Retiree Health Benefit Trust Agreement – A copy of this motion, approval of the amendment to the agreement for technical amendments required by the IRS Private Letter Ruling, is appended to the minutes of this meeting.

Motion to Approve Amendment to the Denver Public Schools Retiree Life Insurance Trust Agreement – A copy of this motion, approval of the amendment to the agreement for technical amendments required by the IRS Private Letter Ruling, is appended to the minutes of this meeting.

Resolution Concerning the Preparation of General Obligation Bond Transaction – A copy of this resolution, to approve directing district staff to select legal and financial firms to prepare a General Obligation Bond transaction, is appended to the minutes of this meeting.

Human Resources

Motion to Approve the Personnel Transaction Report – A copy of this report is appended to the minutes of this meeting.

Motion to Approve Memorandum of Understanding between Denver Federation for Paraprofessionals (DFP) and the Denver Public Schools – A copy of this motion, approval of 2008-2009 Salary Negotiations between the Denver Federation for Paraprofessionals and the Denver Public Schools, is appended to the minutes of this meeting.

Motion to Approve Memorandum of Understanding between Association of Building, Grounds, and Warehouse Personnel (ABGW) and the Denver Public Schools – A copy of this motion, approval of 2008-2009 Salary Negotiations between the Association of Building, Grounds, and Warehouse Personnel and the Denver Public Schools, is appended to the minutes of this meeting.

Motion to Approve Memorandum of Understanding between Communication Workers of America (CWA) and the Denver Public Schools – A copy of this motion, approval of 2008-2009 Salary Negotiations between the Communication Workers of America and the Denver Public Schools, is appended to the minutes of this meeting.

Motion to Approve Memorandum of Understanding between Denver School Nutrition Association (DSNA) and the Denver Public Schools – A copy of this motion, approval of 2008-2009 Salary Negotiations between the Denver School Nutrition Association and the Denver Public Schools, is appended to the minutes of this meeting.

Motion to Approve Memorandum of Understanding between Amalgamated Transit Union, Division 1563 (ATU) and the Denver Public Schools – A copy of this motion, approval of 2008-2009 Salary Negotiations between the Amalgamated Transit Union and the Denver Public Schools, is appended to the minutes of this meeting.

Motion to Approve Memorandum of Understanding between Facility Managers Association (FMA) and the Denver Public Schools – A copy of this motion, approval of 2008-2009 Salary Negotiations between the Facility Managers Association and the Denver Public Schools, is appended to the minutes of this meeting.

Motion to Approve the Recommendation of the Hearing Officer and Enter Order of Dismissal – A copy of this motion, approval of the recommendation of the hearing officer In the Matter of Denver Public Schools v, Judy Palomino, Case No. TA 2008-0002 and enter its written order of dismissal.

Policy Change

Motion to Amend Policy GCBC – Professional Staff Supplementary Pay Plans/Overtime (Athletic Coaches); Policy JJIC – Eligibility/Minimum Standards for Participation; Policy GCF-2 – Professional Staff Hiring (Athletic Coaches); and Policy IKF – Graduation Requirements – A copy of this motion, proposed amendments to Policies GCBC, JJIC, GCF-2, and IKF regarding student athletics, is appended to the minutes of this meeting.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

Ms. Peña recessed the Regular Meeting at 6:31 p.m.

PUBLIC COMMENT SESSION

The Public Comment Session began at 6:44 p.m. and ended at 7:38 p.m. A copy of the Speakers List is appended to the minutes of this meeting

Ms. Peña re-convened the Regular Meeting at 7:38 p.m.

DISCUSSION OF HELD AGENDA ITEMS

Motion to Approve Name Change for Hispanic Education Advisory Council

After discussion, Mr. Jiménez moved approval of the motion. Mr. Hoyt seconded the motion. The motion passed unanimously. A copy of this motion is appended to the minutes of this meeting.

Motion to Amend Policies: Policy JKF – Discipline for Students with Disabilities; Policy JK – Student Discipline; Policy JK-R – Student Conduct and Discipline Procedures

After discussion, Mrs. Moss moved approval of the motion. Mr. Patterson seconded the motion. Voting “Yes,” Ms. Conrad, Mr. Hoyt, Mrs. Moss, Mr. Patterson, and Ms. Peña. Voting “No,” Mr. Jiménez and Mrs. Kaplan. The motion passed. A copy of this motion is appended to the minutes of this meeting.

Ms. Peña adjourned the meeting at 8:00 p.m.

Jill Conrad, Secretary
Board of Education

MINUTES OF THE SPECIAL MEETING (08-15) OF THE
BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 1,
IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO
HELD IN THE BOARD ROOM, 900 GRANT STREET
11:00 A.M., SUNDAY, AUGUST 24, 2008

I. Call to Order – 11:00 a.m.

Roll Call

President Theresa Peña called the meeting to order at 11:06 p.m. The following Board of Education members were present: Ms. Jill Conrad, Mr. Bruce Hoyt, Mrs. Jeanne Kaplan, Mrs. Michelle Moss, and Ms. Theresa Peña. Mr. Arturo Jiménez and Mr. Kevin Patterson were absent and excused.

IV. Consent Agenda

Resolution in Support of Agreement between the Denver Public Schools and the Denver Classroom Teachers Association (DCTA) – A copy of this resolution, approval of the tentative agreement collectively bargained by respective bargaining teams of the Denver Public Schools and the Denver Classroom Teachers Association, is appended to the minutes of this meeting.

Mr. Hoyt moved approval of the resolution. Mrs. Moss seconded the motion. Voting “Yes,” Ms. Conrad, Mr. Hoyt, Mrs. Kaplan, Mrs. Moss, and Ms. Peña. Mr. Jiménez and Mr. Patterson were absent and excused. The motion passed. A copy of this resolution is appended to the minutes of this meeting.

Ms. Peña adjourned the meeting at 11:15 a.m.

Jill Conrad, Secretary
Board of Education

MINUTES OF THE SPECIAL MEETING (08-16) OF THE
BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 1,
IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO
HELD IN THE BOARD ROOM, 900 GRANT STREET
4:30 P.M., TUESDAY, SEPTEMBER 2, 2008

I. Call to Order – 4:30 p.m.

Roll Call

President Theresa Peña called the meeting to order at 4:40 p.m. The following Board of Education members were present: Ms. Jill Conrad, Mr. Bruce Hoyt, Mr. Arturo Jiménez, Ms. Theresa Peña; Mrs. Jeanne Kaplan and Mrs. Michelle Moss by telephone. Mr. Kevin Patterson was absent and excused.

II. Consent Agenda

Motion to Approve Resolution for the 2008 GOB - A copy of this resolution, calling an election on November 4, 2008, to authorize the issuance of General Obligation Bonds (GOB), is appended to the minutes of this meeting.

Mr. Hoyt moved approval of the resolution. Mrs. Moss seconded the motion. Voting “Yes,” Ms. Conrad, Mr. Hoyt, Mr. Jiménez, Mrs. Kaplan, Mrs. Moss, and Ms. Peña. Mr. Patterson was absent and excused. The motion passed. A copy of this resolution is appended to the minutes of this meeting.

Motion to Approve Agreement and Partnership between School District No. 1, in the City and County of Denver, State of Colorado, and the Denver Classroom Teachers Association (DCTA) effective September 1, 2008, through August 31, 2011 – A copy of this resolution, approval of the Agreement with DCTA effective September 1, 2008, through August 31, 2011, is appended to the minutes of this meeting.

Motion to Approve Amendments to the Professional Compensation System (ProComp) for Teachers Agreement between School District No. 1, in the City and County of Denver, State of Colorado, and the Denver Classroom Teachers Association (DCTA)
A copy of this motion is appended to the minutes of this meeting.

Mr. Hoyt moved approval of the motions. Ms. Conrad seconded the motion. Voting “Yes,” Ms. Conrad, Mr. Hoyt, Mr. Jiménez, Mrs. Kaplan, Mrs. Moss, and Ms. Peña. Mr. Patterson was absent and excused. The motion passed. Copies of these motions are appended to the minutes of this meeting.

Ms. Peña adjourned the meeting at 4:50 p.m.

Jill Conrad, Secretary
Board of Education

MOTION

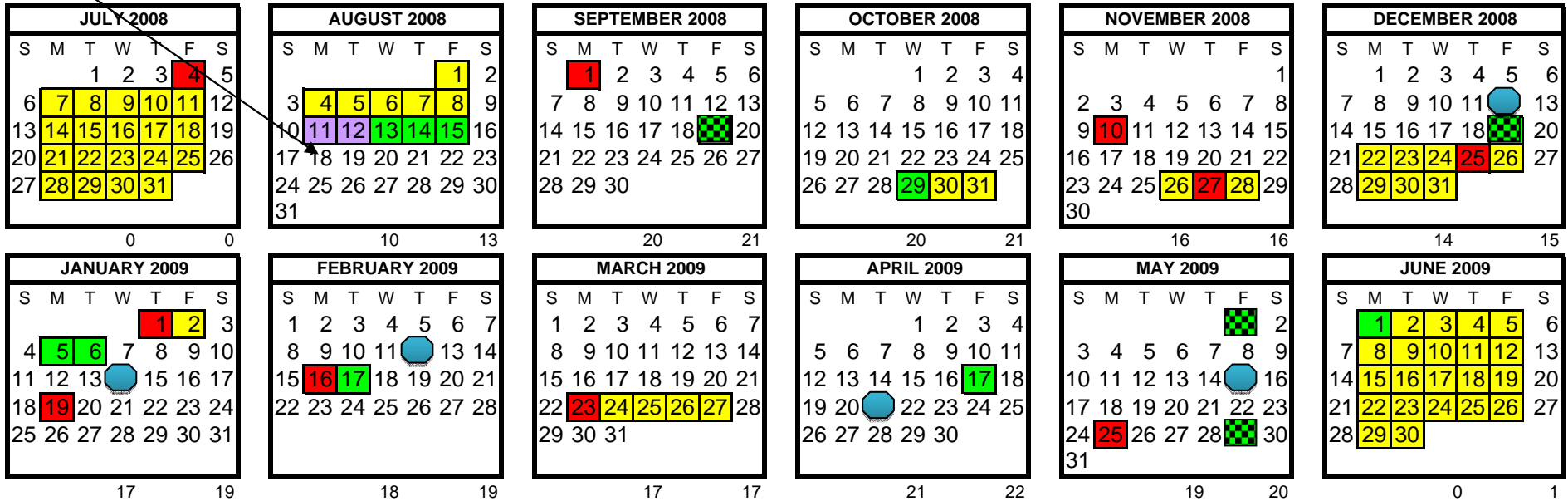
I move that the Board of Education approve the Revised 2008-2009 Calendar.

First day of school

DENVER PUBLIC SCHOOLS 2008-2009 AMENDED School Year Calendar

Draft

Adopted by School District No. 1 in the City and County of Denver and the State of Colorado



- NO CLASSES FOR STUDENTS**
Non-Student Contact Days (No classes for students)
August 13, 14, 15; January 5, 6; February 17; April 17; June 1
Total of 4.5 planning days - teacher self-directed planning. Total of 3.0 professional days - principal directed professional development. SLT to determine which non-student contact days are planning and which are professional.
- VACATION/NO CLASSES**
- MS/HS WALK-IN REGISTRATION**
August 11, 12
- HOLIDAY/NO CLASSES**
Independence Day - July 4
Labor Day - September 1
Veterans' Day - November 11
(Observed November 10)
Thanksgiving Day - November 27
Christmas Day - December 25
New Year's Day - January 1
Martin Luther King - January 19
Presidents' Day - February 16
Cesar Chavez Day - March 23
Memorial Day - May 25
- LATE START FOR STUDENTS**
December 12; January 14;
February 12; April 21; May 15.
School begins 3 hours later than regular bell schedule.
- Assessment Days (No classes for students. See * and ** below for exceptions.)**
September 19; December 19, May 1*, 29**
- *May 1--No Classes for Elementary, K-8, and Middle School Students**
- **May 29--No Classes for High School Students**

Semester Dates	Student Report Days	Teacher Report Days	End of Term-To be followed by Report Cards
First Semester Begins 8/18; Ends 12/19	80 Days	86 Days	ES, ECE-8 and MS Trimester: November 7; February 20; May 29
Second Semester Begins 1/7; Ends 5/29	92 Days	98 Days	6-12, High School 6 Weeks: Sept. 26; Nov. 7; Dec. 19; February 13; April 3; May 29
	172 Total Days	184 Total Days	6-12, High School 9 Weeks: October 17; December 19; March 6; May 29
Mid-term and End of Course Assessments	Benchmark Assessments		
December 8-18; May 6-27	September 8-18; December 1-11; April 20-30		

The Calendar for the 2008-2009 school year is adopted by the Board of Education subject to the provision that if for any reason the School District must close schools for more than the time provided by the statutes, the adopted 2008-2009 calendar may be amended by the Board of Education to provide enough additional school days on Saturdays, during vacation, or at the end of the present calendar to meet legal requirements as required by the statutes.

First day of school

DENVER PUBLIC SCHOOLS

2008-2009 AMENDED Student/Family Calendar

Draft

Adopted by School District No. 1 in the City and County of Denver and the State of Colorado

JULY 2008 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 2008 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2008 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	OCTOBER 2008 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER 2008 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER 2008 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JANUARY 2009 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2009 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MARCH 2009 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL 2009 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	MAY 2009 S M T W T F S * 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 **	JUNE 2009 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

STUDENT CONTACT DAYS

80 Days 1st Semester
92 Days 2nd Semester
172 Total Days

LATE START FOR STUDENTS

December 12; January 14; February 12; April 21; May 15. School begins 3 hours later than regular bell schedule.

NON-STUDENT CONTACT DAYS

August 13
August 14
August 15
September 19
October 29
December 19
January 5
January 6
February 17
April 17

* May 1 **No classes for Elementary, K-8, and Middle School students**

** May 29 **No classes for High School students**

SEMESTER DATES

1st Semester Begins August 18; Ends December 19
2nd Semester Begins January 7; Ends May 29

END OF TERM-TO BE FOLLOWED BY REPORT CARDS

ES, ECE-8 and MS -- Trimester: November 7; February 20; May 29
6-12, and HS -- 6 Weeks: Sept. 26; Nov. 7; Dec. 19; February 13; April 3; May 29
6-12, and HS -- 9 Weeks: October 17; December 19; March 6; May 29

HOLIDAYS/NO CLASSES

Independence Day - July 4
Labor Day - September 1
Veterans' Day - November 11
(Observed November 10)
Thanksgiving Day - November 27
Christmas Day - December 25
New Year's Day - January 1
Martin Luther King - January 19
Presidents' Day - February 16
Cesar Chavez Day - March 3
(Observed March 23)
Memorial Day - May 25

BOARD OF EDUCATION – 2008 General Obligation Bond Language Amendment

MOTION

I move that the Board of Education ratify the 2008 General Obligation Bond ballot language as amended by the Designated Election Official; and further that the amendments accurately reflect the Board's intent and are consistent with the Board's September 2, 2008 Resolution calling an election on November 4, 2008 to authorize the issuance of General Obligation Bonds.

GENERAL OBLIGATION BOND BALLOT ISSUE

SHALL DENVER PUBLIC SCHOOLS (SCHOOL DISTRICT NO. 1) DEBT BE INCREASED \$454 MILLION, WITH A MAXIMUM REPAYMENT COST OF \$990 MILLION, AND SHALL DISTRICT TAXES BE INCREASED \$59 MILLION ANNUALLY (ESTIMATED TO RESULT IN A TAX INCREASE OF APPROXIMATELY \$5 DOLLARS PER YEAR FOR EVERY \$100,000 OF RESIDENTIAL PROPERTY VALUE) TO COMPLETE NECESSARY RENOVATIONS AND IMPROVEMENTS DISTRICTWIDE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- MAKING CRITICAL REPAIRS AND RENOVATIONS, THAT TOUCH ALMOST EVERY SCHOOL BUILDING OR GROUNDS IN THE DISTRICT
- IMPROVING COMPUTER TECHNOLOGY ACROSS THE DISTRICT
- REPLACING DETERIORATING SCHOOL PLAYGROUNDS WITH NEW ONES THAT ARE SAFER
- CONSTRUCTING A NEW KINDERGARTEN-THROUGH-EIGHTH GRADE AND NEW HIGH SCHOOL TO ACCOMMODATE THE RAPID STUDENT GROWTH IN FAR NORTHEAST DENVER
- EXPANDING ELEMENTARY SCHOOL CLASSROOM CAPACITY TO ACCOMMODATE THE INCREASING DEMAND OF PRESCHOOL AND KINDERGARTEN PROGRAMS

BY THE ISSUANCE AND PAYMENT OF GENERAL OBLIGATION BONDS, INSTALLMENT OR LEASE PURCHASE AGREEMENTS OR OTHER MULTIPLE FISCAL YEAR OBLIGATIONS WHICH MAY BE USED AS MATCHING MONEYS FOR FINANCIAL ASSISTANCE FROM THE STATE UNDER THE BUILDING EXCELLENT SCHOOLS TODAY ACT, WHICH DEBT SHALL BEAR INTEREST AT A MAXIMUM NET EFFECTIVE INTEREST RATE NOT TO EXCEED 7.322% AND MATURE, BE SUBJECT TO REDEMPTION, WITH OR WITHOUT PREMIUM, AND BE ISSUED, DATED AND SOLD AT SUCH TIME OR TIMES, AT SUCH PRICES (AT, ABOVE OR BELOW PAR) AND IN SUCH MANNER AND CONTAINING SUCH TERMS, NOT INCONSISTENT HERewith, AS THE BOARD OF EDUCATION MAY DETERMINE; SHALL AD VALOREM PROPERTY TAXES BE LEVIED IN ANY YEAR, WITHOUT LIMITATION AS TO RATE OR AMOUNT OR ANY OTHER CONDITION, TO PAY THE PRINCIPAL OF, PREMIUM, IF ANY, AND INTEREST ON SUCH BONDS AND TO FUND ANY RESERVES FOR THE PAYMENT THEREOF; AND SHALL ANY EARNINGS FROM THE INVESTMENT OF THE PROCEEDS OF SUCH DEBT AND SUCH TAXES BE A VOTER-APPROVED REVENUE CHANGE THAT THE DISTRICT MAY COLLECT, RETAIN AND EXPEND WITHOUT LIMITATION UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION (TABOR) OR ANY OTHER LAW?

Board of Education
September 18, 2008

GRANTS – West High School & Emily Griffith Opportunity School

MOTION

I move that the Board of Education ratify the Agreement between the City and County of Denver and Denver Public Schools to provide a grant for enrollment of high school drop outs between the ages of 16 and 21 into a career academy.

DENVER PUBLIC SCHOOLS
Interdepartmental Communication

To: Board of Education

From: Legal Department / West High School & EGOS

Date: September 18, 2008

Subject: Grant Agreement

Scope of Grant

Provide funds to West High School and Emily Griffith Opportunity School for enrollment of high school drop outs between the ages of 16 and 21 into a career academy.

Rationale for Grant

The term of the contract is from July 1, 2008 through June 20, 2009 and will provide funds in the amount of \$467,000.

Source of Funding

Grant is 100% funded by the United States Government pursuant to the Workforce Investment Act of 1998.

Grant Process

The Agreement has been approved.

Approval Request

Approval is being requested to ratify the Agreement in order to receive funds for enrollment of students into a career academy program from July 1, 2008 through June 20, 2009.

MOTION

I move that the Board of Education ratify the award of the bid for Natural Gas/Transport Rates to Asgard Energy LLC for the period November 1, 2008, through October 31, 2009, for an estimated contract value of \$4,300,000.00.

DENVER PUBLIC SCHOOLS
INTERDEPARTMENTAL COMMUNICATION

To: Board of Education

From: Michael Thomas, Director of Purchasing
Kathy Rinkel, Executive Director of Finance

Date: August 28, 2008

Subject: Approval To Negotiate And Establish Natural Gas Purchase/Transport Rates In Behalf Of The District's Natural Gas Requirements.

Scope Of Bid/Rational

Historically, Denver Public Schools has purchased approximately 711K Dekatherms, ~\$6.5M annually of Natural Gas for buildings and schools. These Natural Gas needs are then awarded on an annual contract basis to a Natural Gas transport supplier. This practice has been occurring since 1994.

These yearly bulk purchases normally cover $\frac{3}{4}$ of our total facilities. Some of our newer facilities and smaller schools, are metered differently in response to prior budget restrictions and as such, cannot participate in a bulk purchase plan. The remaining $\frac{1}{4}$ of our facilities 'float' on the monthly metered gas rate.

The last DPS contract 'locked in' bulk pricing for a 2 year period: 2006-2007 and 2007-2008 school years, resulting in a bulk purchase natural gas cost of \$6,552,000 and \$4,002,000 (through January of 2008).

Pricing is dependent upon weather, market speculation and environmental conditions. Based on current market conditions and our estimations, Natural gas prices are expected to increase 28% for 2008-09 over prior year average market prices.

Source Of Funding

These operating expenditures are budgeted and will be paid out of the Facilities operating budget.

Recent Bid Process

- In April of 2008, the Facilities and Construction department issued a 'Request For Qualification' for the supply of transport natural gas based upon the above mentioned demand.
- The following prequalification award criteria was used to establish a list of prequalified suppliers- experience, number of years supplying transport gas, financial capacity, letter of credit or performance bond, interruption history.

- Based upon the above criteria the following suppliers have emerged as being prequalified to furnish natural gas to the District- Tiger Natural Gas, Sparks Energy, BP Energy, Kerr McGee Energy, Seminol Energy, Asguard Energy.
- In a continual effort to be proactive to market conditions (rising prices) and to leverage current low market pricing, DPS will implement a strategy to 'lock-in' bulk purchases of natural gas pricing for one year on 80% of anticipated volume needs and purchase the final 20% at end-of-month local pricing or market rates. Local end-of-month pricing has historically been below available 'lock-in' rates, but is much more responsive to market/weather/capacity conditions in either direction. This strategy would provide a stable pricing base for DPS, while allow for further opportunity on a portion of our purchases, should pricing become more favorable.

Recommendation


- The Facilities and Construction Department in conjunction with the Purchasing department seeks approval on the following actions:
 - Issuance of a 'Final RFP' to fix 80 % of Natural Gas pricing within the upcoming 2-3 weeks of September, in response to low market rates for this commodity.
 - To allow acceptance of the resulting bid on behalf of the District and to enter into various purchase agreements with qualified bidders Not-to-Exceed \$7M annually based on the strategy above for the bulk portion of our Natural Gas purchases. Typically, these final bid rates require a '30 minute' approval cycle in response to very rapid market changes. This rapid cycle requires advance board approvals to react to low prices for this commodity which will assist the district in acquiring the lowest possible price for Natural Gas.
- Based upon this aforementioned discussion, Board of Education approval is recommended for this strategy of bulk purchases and establishment of fixed rates for this commodity. The final agreed upon rates will be briefed to the Board of Education.

MOTION

I move that the Board of Education approve Price Agreement #PA090015 with Tattered Cover Book Store for the purchase of Teaching Aids and Instructional Supplies by schools and departments.

DENVER PUBLIC SCHOOLS
Interdepartmental Communication

To: Board of Education

From: Michael Thomas, Director of Purchasing 

Date: September 2, 2008

Subject: Price Agreement Approval – Tattered Cover – Teaching Aids and Instructional Supplies

Scope of Agreement

Purchase of teaching aids and instructional supplies for the period August 1, 2008, through July 31, 2009.

Rationale for Agreement

To provide schools and departments with a vendor from which they can easily purchase requested items on an as-needed basis. The vendor has a large inventory, which reduces the need for special orders, and offers discounts from 15 to 30 percent.

Source of Funding

Expenditures will be paid from various school and department funds.

Agreement Process

On August 5, 2008, Purchasing sent Price Agreement #PA090015 to the Tattered Cover Book Store, whose authorized representative signed it on August 12, 2008.

Detail

The District has the option to renew the contract for two additional one-year periods, which will potentially extend the contract through July 31, 2011. This option will be exercised only when such a continuation is clearly in the best interest of the District.

No guarantee is expressed or implied as to quantities to be ordered or expenditures to be made during the term of this Agreement. The Tattered Cover Book Store will be listed as a Requirements Contract Vendor on Purchasing's website.

Agreement Approval

Approval is requested to approve this Agreement with **Tattered Cover Book Store**. The estimated annual contract value is \$119,473.29, which will increase to **\$358,419.87** if the two renewal options are exercised.

The agreement is to be reviewed by the Finance and Audit Committee on September 15, 2008.


lz

MOTION

I move that the Board of Education approve Price Agreement #PA090016 with The Wright Group for the purchase of Teaching Aids and Instructional Supplies by schools and departments.

DENVER PUBLIC SCHOOLS
Interdepartmental Communication

To: Board of Education

From: Michael Thomas, Director of Purchasing 

Date: September 2, 2008

Subject: Price Agreement Approval – The Wright Group – Teaching Aids and Instructional Supplies

Scope of Agreement

Purchase of teaching aids and instructional supplies for the period August 1, 2008, through July 31, 2009.

Rationale for Agreement

To provide schools and departments with a vendor from which they can easily purchase requested items on an as-needed basis. The vendor has a large inventory, which reduces the need for special orders and provides a 25% discount off list price.

Source of Funding

Expenditures will be paid from various school and department funds.

Agreement Process

On August 5, 2008, Purchasing sent Price Agreement #PA090016 to The Wright Group whose authorized representative signed it on August 7, 2008.

Detail

The District has the option to renew the contract for two additional one-year periods, which will potentially extend the contract through July 31, 2011. This option will be exercised only when such a continuation is clearly in the best interest of the District.

No guarantee is expressed or implied as to quantities to be ordered or expenditures to be made during the term of this Agreement. The Wright Group will be listed as a Requirements Contract Vendor on Purchasing's website.

Agreement Approval

Approval is requested to approve this Agreement with **The Wright Group**. The estimated annual contract value is \$194,079.50, which will increase to **\$582,238.50** if the two renewal options are exercised.

The agreement is to be reviewed by the Finance and Audit Committee on September 15, 2008.

MOTION

I move that the Board of Education approve Price Agreement #PA090011 with Bookies for the purchase of Teaching Aids, Instructional Supplies and Library Books by schools and departments.

DENVER PUBLIC SCHOOLS
Interdepartmental Communication

To: Board of Education

From: Michael Thomas, Director of Purchasing *MST*

Date: September 2, 2008

Subject: Price Agreement Approval – Bookies – Teaching Aids, Instructional Supplies and Library Books

Scope of Agreement

Purchase of teaching aids, instructional supplies and library books for the period August 1, 2008, through July 31, 2009.

Rationale for Agreement

To provide schools and departments with a vendor from which they can easily purchase requested items on an as-needed basis. The vendor has a large inventory, which reduces the need for special orders, and offers discounts from 15 to 25 percent.

Source of Funding

Expenditures will be paid from various school and department funds.

Agreement Process

On August 4, 2008, Purchasing sent Price Agreement #PA090011 to Bookies, whose authorized representative signed it on August 7, 2008.

Detail

The District has the option to renew the contract for two additional one-year periods, which will potentially extend the contract through July 31, 2011. This option will be exercised only when such a continuation is clearly in the best interest of the District.

No guarantee is expressed or implied as to quantities to be ordered or expenditures to be made during the term of this Agreement. The Bookies will be listed as a Requirements Contract Vendor on Purchasing's website.

Agreement Approval

Approval is requested to approve this Agreement with **Bookies**. The estimated annual contract value is \$232,694.11, which will increase to **\$698,082.33** if the two renewal options are exercised.

The agreement is to be reviewed by the Finance and Audit Committee on September 15, 2008.

lz

MOTION

I move that the Board of Education approve the award of Invitation to Bid #BD1291, White Fleet Vehicles, to Daniels Chevrolet and Burt Chevrolet.

DENVER PUBLIC SCHOOLS
Interdepartmental Communication

To: Board of Education

From: Michael Thomas, Director of Purchasing *MST*

Date: September 10, 2008

Subject: Award Approval – Invitation to Bid (ITB) #BD1291 – White Fleet Vehicles

Scope of Bid

Purchase of forty-three vehicles to replace white fleet vehicles for the period September 19, 2008, through December 31, 2008.

Rationale for Bid

The ITB was requested by Transportation in order to solicit responses from qualified vendors to purchase vehicles to replace aging white fleet vehicles used daily by Facility Management and Safety and Security departments.

Source of Funding

Expenditures will be paid from the Transportation Department's Capital Reserve Fund through municipal lease financing, acquired on Request for Proposal #BD1265.

Bid Process

On July 7, 2008, ITB #BD1291 was posted on the Purchasing Department's web site to contact potential sources.

Four majority vendors submitted bids by the due date of July 25, 2008. Responses were reviewed and Purchasing is recommending award to the lowest responsive, responsible vendor based on vehicle and options pricing.

Recommended Award

Approval is requested to award this bid to the following vendors:

<u>VENDOR</u>	<u>TOTAL EXPENDITURE</u>
Daniels Chevrolet	\$663,025.00
Burt Chevrolet	\$473,471.00
Total	\$1,136,496.00


The award recommendation is to be reviewed by the Finance and Audit Committee on September 15, 2008.

MOTION

I move that the Board of Education approve issuing a Purchase Order in the amount of \$300,957.90 to Cayenta so payment can be made to renew software support and maintenance for the District's financial systems software for the 2008-2009 fiscal year.

DENVER PUBLIC SCHOOLS
Interdepartmental Communication

To: Board of Education

From: Michael Thomas, Director of Purchasing 

Date: September 10, 2008

Subject: Sole Source Approval – Renew Software Support and Maintenance for Cayenta

Scope of Procurement

Renew the software support and maintenance for the period July 1, 2008, through June 30, 2009.

Rationale for Procurement

The District began using the financial systems software, currently known as Cayenta, in January, 1996. The software is meeting all of the District's needs and there is no economic or technical reason to purchase new software. Renewal of the support and maintenance agreement allows the District to continue using the software, to receive system fixes and upgrades and provides the technical assistance that is crucial in maintaining the functionality of the system.

Source of Funding

Expenditures will be paid from the Capital Reserve Fund for Technology Services.

Approval Request

Approval is being requested to issue a purchase order to **Cayenta** in the amount of **\$300,957.90**.

The procurement request is to be reviewed by the Finance and Audit Committee on September 15, 2008.

lz

MOTION

I move that the Board of Education approve the award of Request for Proposal #BD1265, Municipal Lease Financing, to UMB and to authorize the President of the Board of Education to sign the master lease agreement on behalf of Denver Public Schools.

DENVER PUBLIC SCHOOLS
Interdepartmental Communication

To: Board of Education

From: Michael Thomas, Director of Purchasing *MST*

Date: September 9, 2008

Subject: Award Approval - Request for Proposal (RFP) #BD1265 – Municipal Lease Financing

Scope of Proposal

Provide financing for replacement of the District's white fleet for the period September 18, 2008, through September 17, 2013.

Rationale for Proposal

The RFP was requested by Transportation in order to solicit responses from qualified lenders to establish lease financing for a rapid and broader replacement of the aging white fleet. The white fleet consists of vehicles used on a daily basis by the Facility Management department and the Safety and Security department. This lease program will allow the District to replace vehicles at a quicker rate and in higher quantities than if they were being purchased outright; it is anticipated that 43 vehicles can be replaced at one time. This rapid replacement of vehicles will save money in maintenance and fuel costs for the District.

Source of Funding

Expenditures will be paid from the Capital Reserve Fund (DURA payments) and Transportation funds.

Proposal Process

On April 14, 2008, RFP #BD1265 was e-mailed to six banks and posted on the Purchasing Department's web site to contact additional potential sources

Six lenders attended a mandatory pre-bid conference on April 21, 2008, with two additional lenders participating via a conference call. Seven lenders submitted proposals by the due date of May 2, 2008. Responses were reviewed by a three-person evaluation committee representing the Departments of Transportation and Purchasing. The responses were scored on specific criteria identified in the RFP. The evaluation committee is recommending award of this financing to the lender with the best evaluative score based on written response and oral presentation.

Recommended Award

Approval is requested to award this proposal to UMB, the District's present banking source, to finance approximately \$1.136 million. Their vehicle purchase proposal provided an interest earning escrow account that can be drawn on as needed. The interest rate was 3.26% for the interest charges and 3.25% for interest earned.

The award recommendation is to be reviewed by the Finance and Audit Committee on September 15, 2008.

September 18, 2008
Finance

Authorizing Filing of Documents with Colorado Department of Education

RESOLUTION_____

**AUTHORIZING FILING OF FINANCIAL FORMS AND OTHER DOCUMENTS WITH THE
COLORADO DEPARTMENT OF EDUCATION FOR FEDERAL AND STATE DESIGNATED
PURPOSE GRANTS**

WHEREAS, under the terms of the State of Colorado, Department of Education, financial and other forms for the application, reimbursement and reporting of Federal and State grants submitted to the State of Colorado must be signed by authorized representatives of the Board of Education of the School District submitting the forms, and

WHEREAS, Denver Public Schools submits various forms to the State of Colorado for application, reimbursement and reporting of Federal and State grants,

NOW, THEREFORE, BE IT RESOLVED BY the Board of Education, the governing body of the Denver Public Schools, as follows:

1. That the Controller represent such Board of Education in preparing and filing financial forms on behalf of School District No. 1 in the City and County of Denver and State of Colorado in conformity with guidelines set forth by the Colorado Department of Education, and
2. That the administrator designated in the preceding paragraph is hereby designated as the authorized representative of the School District for the purpose of furnishing to the Colorado Department of Education such information, data and documents pertaining to financial forms as may be required and otherwise to act as the authorized representative of the School District in connection with such financial forms, and
3. That in the absence of the Controller, the responsibilities identified in the preceding paragraphs may be fulfilled by the Chief Financial Officer, and
4. That for all other forms that are non-financial in nature in connection with the application, reimbursement and reporting of Federal and State grants to the State of Colorado, the Board of Education designates the Superintendent or his designee, as the authorized representative of the School District.

September 18, 2008
Finance
DSFLC Board Appointment

ACTION

TO: Michael F. Bennet, Superintendent
FROM: Velma A. Rose, Chief Financial Officer
DATE: September 11, 2008
SUBJECT: Denver School Facilities Leasing Corporation Board of Directors Appointment

Currently, James T. Holmes' position on the Denver School Facilities Leasing Corporation Board of Directors expires September 30, 2008. As a community member from Northeast Denver and currently the Business Manager of Northeast Academy Charter School, Mr. Holmes has served on the Corporation's Board for many years. It is recommended that James T. Holmes be appointed for an additional ten-year term to expire September 30, 2018.

When we issue COPS, we issue them through the Corporation. The Corporation Board approves entering into leases with the District, entering into mortgage and indenture of trusts with a trustee bank, issuing certificates of participation, making any substitutions of property subject to the leases, and approving any refunding of certificates of participation.

Below is background information on the Corporation, the terms of the Board of Directors, and who currently serves on the Board of Directors as appointed by the Board of Education.

BACKGROUND ON THE CORPORATION

The Denver School Facilities Leasing Corporation was incorporated as Northeast Denver School Facilities Corporation in January of 1984 as a nonprofit corporation pursuant to the Colorado Nonprofit Corporation Act, Section 7-20-101 et seq, Colorado Revised Statutes, as amended. The articles of incorporation (the "Articles") of the Corporation provide that the Corporation was formed to purchase, lease or otherwise acquire real estate and to construct, install or acquire and place thereon any and all public improvements, within the boundaries of the City and County of Denver, Colorado, and to purchase, lease or otherwise acquire personal property of any kind, for the use and benefit of the District, and to lease, convey, sell, transfer or otherwise make available such real estate, improvements and personal property to the District, subject to the following restrictions: (i) no part of the profits or net income of the Corporation shall inure to the benefit of any director, trustee, officer, shareholder, member or other private individual; (ii) no substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in (including the publishing or distribution of statements regarding) any political campaign on or on behalf of any candidate for public office; and (iii) the Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(4) or Section 501(c)(3) of the Internal Revenue Code of 1986.

The Corporation is empowered to exercise all powers, privileges and rights necessary or advisable to carry out the purposes described in the immediately preceding paragraph, subject to the restrictions set forth in the immediately preceding paragraph.

The Articles provide that, upon the dissolution of the Corporation, any property of the Corporation not required to pay corporate debts and expenses will be distributed to the District.

The Articles also provide that the Corporation shall have perpetual existence. The Articles may be amended from time to time by the Corporation, acting by the affirmative vote of a majority of the members of its board of directors. The Corporation has, however, agreed in the Indenture that the provisions of the Articles relating to the distribution of the assets of the Corporation upon dissolution of the Corporation and the appointment and removal of directors may not be amended without the consent of the Board of Education of the District.

BOARD OF DIRECTORS

The business and affairs of the Corporation are managed by a board of directors composed of five directors. The present directors of the Corporation serve terms staggered to expire in different years. Successors to the present directors will be appointed for ten-year terms by the Board of Education of the District and any director may be removed at any time by the Board of Education of the District for cause. Each director has one vote in the conduct of the Corporation's affairs. The directors may not receive a salary or compensation for their services.

Denver School Facilities Leasing Corporation Current Board of Directors

Board Member	Expiration of Term
James T. Holmes	September 30, 2008
Sherry Eastlund	September 30, 2010
Lynn D. Coleman	September 30, 2012
Susan G. Edwards	September 30, 2014
Mike Langley	September 30, 2016

The Articles provide that, to the extent allowed by law, the Board of Directors of the Corporation shall be fully indemnified by the District for any liability incurred in connection with its duties under the Articles.

SUGGESTED MOTION

I MOVE THAT JAMES T. HOLMES BE APPOINTED TO SERVE ON THE DENVER SCHOOL FACILITIES LEASING CORPORATION BOARD OF DIRECTORS FOR A TERM TO EXPIRE ON SEPTEMBER 30, 2018.

ACTION

**September 18, 2008
Finance
2007-08 Supp Bud-Adopt**

RESOLUTION NO.

Supplemental Budget for the Fiscal Year
Beginning July 1, 2007, and
ending June 30, 2008

BE IT RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO that the supplemental budget for the fiscal year beginning July 1, 2007, and ending June 30, 2008, as presented at this meeting as set forth in the attached Schedules, be and it hereby is, an official supplemental budget of School District No. 1 in the City and County of Denver and the State of Colorado for said fiscal year.

TO: Michael Bennet, Superintendent
THROUGH: Tom Boasberg, Chief Operating Officer
FROM: Velma A. Rose, Chief Financial Officer
DATE: September 5, 2008
SUBJECT: Fiscal Year 2007-2008 Supplemental Budget

Adjustments to the May 15, 2008 Fiscal Year 2007-2008 Supplemental Budget

Adjustments are recommended in order to reflect the impact of the following new information:

- Receipt of greater property taxes thru August 2008, thus, requiring an increase in General Fund mill levy override taxes to transfer to the Special Revenue Pro Comp Trust Fund.

Below is a table denoting the aggregate of the adjustments for each fund:

	<u>May 15, 2008</u> <u>Budget</u>	<u>Adjustments</u>	<u>September 18,</u> <u>2008 Budget</u>
General Fund	\$1,495,322,378	\$395,553	\$1,495,717,931
Government Designated Purpose Grants Fund	113,446,544	---	113,446,544
Special Revenue Fund	47,603,002	---	47,603,002
Special Revenue ProComp Trust Fund	74,275,801	394,564	74,670,365
Pupil Activity Fund	2,176,242	---	2,176,242
Bond Redemption Fund	107,089,456	---	107,089,456
Building Fund	25,098,333	---	25,098,333
Capital Reserve Fund	27,783,467	---	27,783,467
Food Services Fund	28,924,108	---	28,924,108
Self-Insurance Internal Service Fund	12,765,828	---	12,765,828
Warehouse/Reproduction Internal Service Fund	2,035,840	---	2,035,840
Department of Technology Services Service Bureau Internal Service Fund	560,660	---	560,660
Private Purpose (Trust) Fund	27,710,456	---	27,710,456
Governmental Permanent Fund	42,992	---	42,992
Student Activity Fund	<u>8,919,308</u>	<u>---</u>	<u>8,919,308</u>
 Total of all Fifteen Funds	 <u>\$1,973,754,415</u>	 <u>\$790,117</u>	 <u>\$1,974,544,532</u>

Attached Documents

Attached are the following documents:

<u>Page</u>	<u>Description</u>
3	Summary of the Adjustments by Revenue Source and Expenditure/Reserve Category to the May 15, 2008, General Fund Supplemental Budget

- 4 Revenue and Expenditure Adjustments to the May 15, 2008, General Fund Supplemental Budget
- 5 Revenue and Expenditure Adjustments to the May 15, 2008, Special Revenue ProComp Trust Supplemental Budget

Requested Board of Education Action

The Board of Education is requested to approve the following three Resolutions:

- **Resolution to Approve Supplemental Budget for the Fiscal Year Beginning July 1, 2007, and Ending June 30, 2008** – to identify the specific adjustments to the revenues and expenditures of the General Fund as they pertain to the collection of property taxes transferrable to the Special Revenue Pro Comp Trust Fund; and to record the receipt and reserve of the additional property taxes transferred from the General Fund in the Special Revenue Pro Comp Trust Fund.
- **Resolution to Approve Supplemental Budget Appropriation for Expenditures During the Fiscal Year Beginning July 1, 2007, and Ending June 30, 2008** - to change the appropriation for the General Fund and Special Revenue Pro Comp Trust Fund based on the adjustments.
- **Resolution to Approve Identification and Filing of Supplemental Adopted Budget and Appropriation Resolution and Copies Thereof** - to direct that the Supplemental Budget be labeled as such and signed by the Board President and to cause the Board Secretary to have this Supplemental Budget on file for public inspection.

GENERAL FUND SUPPLEMENTAL BUDGET

SUMMARY OF ADJUSTMENTS TO FY 2007-2008 SUPPLEMENTAL BUDGET
As of September 18, 2008

FY 2007-2008						
Adjusted Budget (@9/18/08)					Adjustments (@ 9/18/08)	Supplemental Budget (@ 9/18/08)
General Operating Fund	1998 Override Mill Levy Fund	2003 Override Mill Levy Fund	2005 Override Mill Levy Fund	Total Proposed Budget		
AVAILABLE RESOURCES						
Beginning Balance	\$ 110,283,815	\$ 4,857,556	\$ 22,879,053	\$ -	\$ 138,020,424	\$ 138,020,424
Local Support:						
Current Property Taxes						
School Finance Act	252,330,257				252,330,257	252,330,257
Mill Levy Override	11,962,202	16,808,628	19,771,919	26,124,753	74,667,502	75,063,055
Tax Abatement Recovery	5,265,166				5,265,166	5,265,166
Delinquent Taxes	662,723	29,745	30,000	50,000	772,468	772,468
Specific Ownership Taxes						
School Finance Act	19,018,699				19,018,699	19,018,699
Other Specific Ownership Taxes	10,975,189				10,975,189	10,975,189
Income from Temporary Investments	1,676,783	40,000	40,000		1,756,783	1,756,783
Tuition	1,266,137				1,266,137	1,266,137
Transfer in from Bond Redemption Fund	1,103,137				1,103,137	1,103,137
Charges for services	4,797,162				4,797,162	4,797,162
Proceeds from issuance of Pension COP	750,000,000				750,000,000	750,000,000
Other Receipts	2,894,707				2,894,707	2,894,707
State Support:						
State Equalization	208,963,317				208,963,317	208,963,317
Special Education	(23,699)				(23,699)	(23,699)
Pupil Transportation	13,494,704				13,494,704	13,494,704
Social Services Reimbursement	4,199,486				4,199,486	4,199,486
Vocational Education	98,060				98,060	98,060
Declining Enrollment Districts with New Charter Schools	621,006				621,006	621,006
Amendment 23 Funding-Charter School Capital Const	1,057,016				1,057,016	1,057,016
Federal Support:						
Federal ROTC	675,178				675,178	675,178
Other Support						
Indirect Cost Reimbursements from Other Funds	3,369,679				3,369,679	3,369,679
Total Current Year Revenues	1,294,406,909	16,878,373	19,841,919	26,174,753	1,357,301,954	1,357,697,507
Total Available Resources	\$ 1,404,690,724	\$ 21,735,929	\$ 42,720,972	\$ 26,174,753	\$ 1,495,322,378	\$ 1,495,717,931
EXPENDITURES AND RESERVES						
Full-Time Salaries	264,553,862	8,875,779	8,248,601		281,678,242	281,678,242
Daily-Hourly and Overtime Salaries	34,410,372	536,500	1,201,533		36,148,405	36,148,405
Purchased Services	81,920,089	1,379,170	3,819,707	65,405	87,184,371	87,185,360
Supplies-Materials	48,492,773	3,278,354	5,872,800		57,643,927	57,643,927
Capital Outlay	2,115,377	772,509	334,112		3,221,998	3,221,998
Other Expenses	4,286,214	26,429	289,153		4,601,796	4,601,796
Interfund Transfers	22,640,210		945,261	26,109,348	49,694,819	50,089,383
Lease Payments - Pension COPs	41,895,452				41,895,452	41,895,452
Payment to DPSRS for UAAL from Pension COP	397,800,000				397,800,000	397,800,000
Employee Benefits	73,602,822	2,548,433	2,627,559		78,778,814	78,778,814
Contingency Reserve--earmarked	95,767				95,767	95,767
Contingency Reserve	16,270,008	4,318,755	19,382,246		39,971,009	39,971,009
PCOPs Reserves and Issuance Expenses	414,775,000				414,775,000	414,775,000
TABOR Reserve	1,664,770				1,664,770	1,664,770
TABOR Reserve Letter of Credit Fees and Expenses	168,008				168,008	168,008
Total Expenditures and Reserves	\$ 1,404,690,724	\$ 21,735,929	\$ 42,720,972	\$ 26,174,753	\$ 1,495,322,378	\$ 1,495,717,931
Full-Time Personnel	5,525,47	159,22	154,23	0.00	5,838,92	5,838,92
Mill Levy	27,282	1,696	1,995	2,638	33,611	33,611

GENERAL FUND

The General Fund includes the following sub-funds: the General Operating Fund which is used for general operations; the 1998 Mill Levy Override Fund (November 1998 voter-approved mill levy override) which is used to support student literacy, computers in schools and deferred building maintenance; the 2003 Mill Levy Override Fund (November 2003 voter-approved mill levy override) which is used for arts/music teachers in all elementary schools, textbooks, repairs and maintenance, all-day kindergarten and early education, improving high school graduation rates, and improving student achievement; and the 2005 Mill Levy Override Fund receipt and transfer of November 2005 voter-approved mill levy override property taxes to the Special Revenue ProComp Trust Fund.

REVENUE

Supplemental FY 2007-2008 at 5/15/08		\$ 1,495,322,378
Adjustments:		
Property Taxes	Increase in tax collection thru 8/10/08 attributable to the Pro Comp Trust mill levy.	395,553
Total Adjustments		\$ 395,553
Supplemental FY 2007-2008 at 9/18/08		\$ 1,495,717,931

EXPENDITURES

		\$s	FTEs
Supplemental FY 2007-2008 at 5/15/08		\$ 1,495,322,378	5,838.92
Adjustments:			
Property Tax Collection Fees		989	
Transfer to Special Revenue Pro Comp Trust Fund		394,564	
Total Adjustments		\$ 395,553	
Supplemental FY 2007-2008 at 9/18/08		\$ 1,495,717,931	5,838.92

SPECIAL REVENUE PRO COMP TRUST FUND

The ProComp Trust is supported by the General Fund mill levy approved by the voters in November 2005 to fund the ProComp share of teacher salaries and benefits for those teachers who have opted in. As more teachers opt in the reserves will be spent down.

REVENUE

Supplemental FY 2007-2008 at 5/15/08		\$74,275,801
Adjustments:		
Transfer from the General Fund	Increase due to greater tax collections thru 8/10/08 than anticipated.	394,564
Total Adjustments		\$ 394,564
Supplemental FY 2007-2008 at 9/18/08		\$ 74,670,365

EXPENDITURES

		\$s	FTEs
Supplemental FY 2007-2008 at 5/15/08		\$ 74,275,801	2.00
Adjustments:			
Reserves		394,564	
Total Adjustments		\$ 394,564	
Supplemental FY 2007-2008 at 9/18/08		\$ 74,670,365	2.00

ACTION

**September 18, 2008
Finance**

2007-08 Supp Bud Appropriator

RESOLUTION NO.

Appropriation for Expenditures During the Fiscal Year
Beginning July 1, 2007, and Ending June 30, 2008

WHEREAS, THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO has duly adopted an official supplemental budget for the fiscal year beginning July 1, 2007, and ending June 30, 2008, as required by law;

WHEREAS, said Board of Education is required by law to adopt a resolution appropriating the moneys to be expended during such ensuing fiscal year in each fund;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO that the amounts shown below be appropriated for the ensuing fiscal year beginning July 1, 2007, and ending June 30, 2008.

GENERAL FUND	\$ 1,495,717,931
GOVERNMENT DESIGNATED PURPOSE GRANTS FUND	\$ 113,446,544
SPECIAL REVENUE FUND	\$ 47,603,002
SPECIAL REVENUE PROCOMP TRUST FUND	\$ 74,670,365
PUPIL ACTIVITY FUND	\$ 2,176,242
BOND REDEMPTION	\$ 107,089,456
BUILDING FUND	\$ 25,098,333
CAPITAL RESERVE FUND	\$ 27,783,467
FOOD SERVICES FUND	\$ 28,924,108
SELF-INSURANCE INTERNAL SERVICE FUND	\$ 12,765,828
WAREHOUSE/REPRODUCTION INTERNAL SERVICE FUND	\$ 2,035,840
DOTS SERVICE BUREAU INTERNAL SERVICE FUND	\$ 560,660
PRIVATE PURPOSE (TRUST) FUND	\$ 27,710,456
GOVERNMENTAL PERMANENT FUND	\$ 42,992
STUDENT ACTIVITY FUND	\$ 8,919,308

ACTION

**September 18, 2008
Finance
2007-08 Supp Bud Filing**

RESOLUTION NO.

Identification and Filing of
Supplemental Adopted Budget and
Appropriation Resolution and Copies Thereof

BE IT RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO that the following action be taken with respect to the Supplemental Budget and Adopted Appropriation Resolution:

- (1) That the words "Supplemental Budget ", and the name of the school district, the date of adoption, and the signature of the President of the Board be entered upon the Supplemental Budget.
- (2) That a copy of the Supplemental Budget and the Appropriation Resolution be placed on file with the Secretary of this District in her office in the School Administration Building, 900 Grant Street, Denver, Colorado and shall be open for inspection during reasonable business hours.

**Denver Public Schools
Interdepartmental Communication**

To: Board of Education
Through: Trena A. Deane, Executive Director, Facility Management
Mark Bollinger, Associate Executive Director
From: Miguel Lander, Construction Project Manager
Date: September 15, 2008
Subject: Increased Contingency – Construction Contract for Slavens and University Park – ADA Projects

Scope of Procurement/Contract

- Pursuant to the Americans with Disabilities Act, these improvements are required in order to serve and accommodate a wider range of students with disabilities.
- Scope includes installation of elevator equipment to satisfy service requirements and technical specifications

Rationale for Procurement/Contract

This project is conducted and funded in support of the Denver Plan and the Americans with Disability Act

Source of Funding

2003 GOB

Rationale for Increased Contingency

The original contract amount of \$617,375 was awarded to Joyce L. Williams Construction. The original contingency amount is 10% - \$61,738.

The numerous unforeseen conditions and pending site requirements exceed the 10% contingency approved for this project. The requested pending changes are necessary due to safety requirements, design errors, and code requirements not previously anticipated.

Recommendation

Additional contingency in the amount of \$40,000 to fund all pending work necessary to complete this project.

Approved Disapproved See Comments

Theresa Pena, President, Board of Education Date

**Denver Public Schools
Interdepartmental Communication**

To: Board of Education
Through: Trena A. Deane, Executive Director, Facility Management
Mark Bollinger, Associate Executive Director
David Suppes, Chief Strategy Officer
From: Gary Frantz, Construction Project Manager
Date: September 15, 2008
Subject: Increased Contingency – Construction Contract for Cole ECE-8 Realignment Project

Scope of Procurement/Contract

- Remodeling of existing spaces to create Early Childhood Education and Kindergarten rooms including the construction of appropriately sized toilets
- Remodeling of site areas to accommodate playground apparatus areas consistent with Elementary school standards
- Code related construction items for fire protection requirements (stair enclosure, fire suppression, building compartmentalization, etc.)
- Miscellaneous repairs and finishes

Rationale for Procurement/Contract

In support of the Denver Plan this procurement is necessary due to the school realignment based on A+ Committee recommendation for school consolidation and realignment.

Source of Funding

Initial CRF with future reimbursement

Rationale for Increased Contingency

The original contract amount of \$1,112,540 was awarded to Brown Schrepferman Construction Company. The original contingency amount is 7% - \$77,877. The numerous unforeseen conditions and pending site requirements exceed the 7% contingency approved for this project. The requested changes are necessary due to program requirements, safety requirements, design errors, and code requirements not previously anticipated.

Recommendation

Additional contingency in the amount of \$70,000 to fund all pending work necessary to complete this project. This amount is in line with previously approved budgets for the Cole ECE-8 realignment reviewed by the Board.

<hr style="width: 100%;"/> Approved	<hr style="width: 100%;"/> Disapproved	<hr style="width: 100%;"/> See Comments
<hr style="width: 100%;"/> Theresa Pena, President, Board of Education	<hr style="width: 100%;"/> Date	<hr style="width: 100%;"/>

::POLICY DJ - PURCHASING

Purpose

The purpose of SCHOOL DISTRICT #1, Board of Education policies DJ, DJA, DJB, DJC, DJD, DJE, DJG and DJGA is to provide for the fair and equitable treatment of all persons involved in purchasing by the District, to maximize the purchase value of District funds, to codify and standardize the District's purchasing policies for the orderly and efficient administration thereof, to provide safeguards for maintaining a procurement system of quality and integrity, to foster effective, broad-based competition within the free enterprise system, and to ensure that historically underutilized businesses have the opportunity to compete for and participate in contracts. ADDITIONALLY, THESE STANDARDIZED POLICIES WILL PROMOTE EFFICIENCY, EFFECTIVENESS, AND ECONOMY IN ALL OF THE DISTRICT'S PURCHASING PRACTICES.

Scope

Board of education policies DJ, DJA, DJB, DJC, DJD, DJE, DJG and DJGA shall apply to the procurement of all goods and services required or used by the schools and departments of the District, whether used in the construction of capital improvements or otherwise, irrespective of the source of funds, except for public utility services, litigation expenses, city and state licensing fees, postage, contracts with governmental and nonprofit community organizations, goods and services purchased in compliance with provisions of grants, gifts, bequests or cooperative agreements, and ongoing principal and interest payments on prior Board of Education approved lease-purchase and general obligations. When any procurement involves the expenditure of federal or state funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws or regulations. These policies do not create or confer any right or entitlement upon any person to bid on or receive an award of any District contract. Approval for a procurement also represents approval for the payments of such procurement.

Ethical Practices

No employee of the District nor his/her spouse nor any other relative who resides in the same household shall have a material interest, or have any personal beneficial interest, directly or indirectly, in any contract or purchase of goods or services used by or furnished to the District or to District students, nor shall any employee accept or receive directly from any person, firm or corporation to whom any contract or purchase order for goods or services may be awarded, by rebate, gift or otherwise, any money or anything other than the nominal value, or any promise, obligation or contract for future reward or compensation.

No employee of the District, and no firm owned by an employee or his/her spouse or any other relative who resides in the same household shall be allowed to sell to the District or to the students of the District goods or services of any kind without express prior written consent of the Board of Education.

FOR THE PURPOSES OF THIS POLICY, IMMEDIATE FAMILY IS DEFINED AS FOLLOWS: SPOUSE; CHILDREN, STEP-CHILDREN, AND THEIR SPOUSES; BROTHERS AND BROTHERS-IN-LAW; SISTERS AND SISTERS-IN-LAW; PARENTS AND PARENTS-IN-LAW; GRANDPARENTS AND GRANDPARENTS-IN-LAW; GRANDCHILDREN AND THEIR SPOUSES; AND MEMBERS OF THE IMMEDIATE HOUSHOLD.

NOTE: ANY FAMILIAL RELATIONSHIP BETWEEN EMPLOYEES WITHIN A DEPARTMENT OR SCHOOL SHOULD BE DISCLOSED TO THE EMPLOYEE'S DIRECT SUPERVISOR.

Right to Protest

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract, or has a controversy with the District based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission, or has been debarred or suspended from consideration for award of contracts may protest to the Superintendent or his/her designee in compliance with criteria set forth in procedures governing the District's purchasing functions established in accordance with Board of Education policy DJA.

Procurements Contrary to Board of Education Policy

Except as may be otherwise provided by law, it shall be a violation of Board of Education policy for any District officer or employee to order a procurement contrary to the provisions of Board of Education policies DJ, DJA, DJB, DJC, DJD, DJE, DJG and DJGA and the procedures governing the District's purchasing functions established in accordance with Board of Education policy DJA. Any procurement or contract so made shall be void and wholly without effect and shall not be binding upon the District in any manner. The employee may be held personally responsible for such procurements.

Global Exception

Any contract or procurement approved by the Board of Education which was entered into contrary to the provisions of Board of Education policies DJ, DJA, DJB, DJC, DJD, DJE, DJG and DJGA and the procedures governing the District's purchasing functions established in accordance with Board of Education policy DJA shall, nevertheless, be deemed to have complied with Board of Education policies.

The Board of Education reserves the right to modify any or all parts of these policies without notice.

Adopted: January 22, 2004

REVISED: AUGUST 27, 2008

:::POLICY DJA – PURCHASING AUTHORITY

The Board of Education's authority for the purchase of materials, equipment, supplies, services and construction is extended to the Superintendent.

The Director of Purchasing referred to in Board of Education policy shall be appointed by the Superintendent and shall have the following powers and duties through delegation from the Superintendent. Any powers and duties not so delegated remain with the Superintendent or his/her designee.

The Director of Purchasing shall serve as the public purchasing official for the District;

The Director of Purchasing shall establish procedures governing the District's purchasing functions with the written approval of the Superintendent or his/her designee;

The Director of Purchasing shall procure or supervise the procurement of all materials, equipment, supplies, services and construction needed by the District;

The Director of Purchasing shall establish and maintain programs for the inspection, testing, and acceptance of materials, equipment, supplies, services and construction;

The Director of Purchasing shall ensure compliance with Board of Education policies and the procedures governing the District's purchasing functions established in accordance with Board of Education policy DJA by reviewing and monitoring procurements conducted by any designee, school, department or official delegated authority under this policy;

THE DIRECTOR OF PURCHASING SHALL ENSURE THAT THE DISTRICT POLICIES, PROCEDURES AND PRACTICES CONFORM TO ACCEPTED PUBLIC PURCHASING POLICIES AND PROCEDURES.

THE DIRECTOR OF PURCHASING SHALL INFORM UPPER DISTRICT MANAGEMENT OF PURCHASING ACTIVITIES, PROJECTS COST SAVINGS AND POLICY VIOLATIONS AS REQUIRED.

The Director of Purchasing may delegate authority to designees or to any school, department or official as required to assist in the performance of his/her duties;

The Superintendent may delegate, in writing, the authority to procure the following supplies, services, and construction to a department other than Purchasing; nevertheless, said supplies, services, and construction shall be procured subject to the applicable requirements of Board of Education policies DJ, DJA, DJB, DJC, DJE, DJF, DJG and DJGA and the procures governing the District's purchasing functions established in accordance with Board of Education policies DJA and DJB:

Capital construction (design, construction, remodeling, and renovation of facilities);

Library books.

Except for capital construction, the Board of Education shall approve all procurements that exceed ~~\$250,000~~ \$1,000,000, and hereby delegates its authority to approve contracts and purchases of ~~\$250,000~~ \$1,000,000 or less as follows:

Superintendent AND CHIEF OPERATING OFFICER– procurements not to exceed ~~\$250,000~~ \$1,000,000

~~Assistant Superintendent of Budget and Finance– procurements not to exceed \$250,000~~

~~Assistant Superintendent of Administrative Services– procurements not to exceed \$100,000~~

CHIEF OF STAFF, CHIEF ACADEMIC OFFICER AND CHIEF FINANCIAL OFFICER – procurements not to exceed \$500,000;

EXECUTIVE DIRECTOR OF FINANCE- BUDGET REVIEW AND APPROVALS, NOT TO EXCEED \$250,000 (BUDGET CHECK)

Director of Purchasing - procurements not to exceed ~~\$50,000~~ \$250,000.

PURCHASING STAFF- MANAGER OF PURCHASING-PROCUREMENTS NOT TO EXCEED \$100,000

*DISTRICT OPERATING DEPARTMENT HEADS (REPORTING TO COO)- PROCUREMENTS NOT TO EXCEED \$100,000
**ALL INDEPENDENT CONTRACTOR AGREEMENTS GENERATED BY THE DISTRICT REQUIRE THE APPROVAL OF THE DIRECTOR OF PURCHASING OR DESIGNEE.

***THESE APPROVE LIMITS DO NOT REMOVE RESPONSIBILITIES THAT DISTRICT GUIDELINES WILL BE FOLLOWED CONCERNING PROCESSING OF PURCHASES THROUGH THE PURCHASING DEPARTMENT, LEGAL, AND FINANCE DEPARTMENTS AS REQUIRED.

For capital construction, the Board of Education shall approve all procurements that exceed ~~\$500,000~~ ~~\$500~~1,000,000, and hereby delegates its authority to approve contracts and purchases of ~~\$500,000~~ \$1,000,000 or less as follows:

Superintendent AND CHIEF OPERATING OFFICER – procurements not to exceed ~~\$500,000~~ \$1,000,000;

Executive Director of Facility Management - procurements not to exceed ~~\$250,000~~ \$500,000;

EXECUTIVE DIRECTOR OF FINANCE-PROCUREMENTS NOT TO EXCEED \$250,000 (BUDGET CHECK)

DIRECTOR OF PURCHASING- PROCUREMENTS NOT TO EXCEED \$250,000

PURCHASING STAFF- MANAGER OF PURCHASING, NOT TO EXCEED \$100,000

*THESE APPROVE LIMITS DO NOT REMOVE RESPONSIBILITIES THAT DISTRICT GUIDELINES WILL BE FOLLOWED CONCERNING PROCESSING OF PURCHASES THROUGH THE PURCHASING DEPARTMENT, LEGAL, AND FINANCE DEPARTMENTS AS REQUIRED.

No procurement shall be artificially divided to avoid approval by the appropriate authority as defined above.

~~The Superintendent shall provide quarterly reports to the Board of Education on all procurements in excess of \$100,000.~~

AS PERIODICALLY REQUESTED BY THE BOARD, THE- SUPERINTENDENT OR DELEGATED STAFF, SHALL PROVIDE QUARTERLY REPORTS TO THE BOARD OF EDUCATION ON ALL PROCUREMENTS IN EXCESS OF \$ 1,000,000.

REVISED: AUGUST 27, 2008

~~ADOPTED: NOVEMBER 2008~~

Policy DJB- Purchasing Procedures

The Director of Purchasing shall establish, and the Superintendent or his/her designee shall approve, in writing, procedures governing the District's purchasing functions. These procedures shall include, but are not limited to, the following topics:

Architectural and Engineering Services	Modification and Termination of Contracts
Authority to Debar and Suspend Vendors	Multi-Year Contracts
Award of Solicitations	Preferred Source Procurements
Bidders Lists	Prequalification of Suppliers
Bonds, Insurance, Guarantees	Public Access to Procurement Information
Competitive Negotiation	Purchase Requisitions/Purchase Orders
Competitive Sealed Bids	Purchasing Cards
Competitive Sealed Proposals	Purchasing Ethics
Confidential Information	Qualification and Duties of Bidders
Construction Contracts	Requests for Information
Controversies, Resolution of	Requirements Contracts/Contract Release Requests
Cooperative Purchasing	Small Purchases
Documented Quotes	Sole Source Procurements
Emergency Procurements	Specification Preparation
Historically Underutilized Businesses, Assistance to	Student Activity Funds
Imprest Checking Accounts	Unsolicited Offers
Independent Contractor Agreements	Vendor Database
Inspection of Vendors Plant and Audit Records	Warehouse Stock

Purchasing Procedures shall be published on the Denver Public Schools Purchasing Department web site.

Adopted: September 2, 1958

Revised: August 21, 1980

Revised: to conform with practice: date of manual adoption

Revised: May 5, 1998

Revised: January 22, 2004

☐☐☐POLICY DJC – PETTY CASH

The District does not maintain petty cash funds. Schools and departments should use the following for small purchases (LESS THAN \$500 IN VALUE) :

Imprest Checks

A principal or department head may apply to Financial Services for an imprest checking account. Imprest checks may be used for small purchases within restricted dollar limits (<\$500 IN VALUE) established by Financial Services. All imprest checking account holders must comply with account holder requirements defined in accounting procedures established by Financial Services.

Purchasing Cards

A principal or department head may apply to the Purchasing Department for the issuance of purchasing cards to authorized employees. ~~The~~ THESE CHARGE cards may be used for small purchases within restricted dollar and commodity limits established by the Purchasing Department and Financial Services. All purchasing card holders must comply with the terms and conditions in the purchasing card handbook and cardholder agreement established by the Purchasing Department and Financial Services. ALL USERS SHALL ATTEND A MANDATORY TRAINING CLASS ON HOW THE CARD IS TO BE USED AND WHY.

Student Activity Funds

A principal may utilize student activity funds for small purchases following the guidelines and procedures developed and monitored by the Internal Auditing Department.

REVISED: August 27, 2008

~~Adopted: November 2008~~

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||:POLICY DJD – COOPERATIVE PURCHASING

The District may participate in, sponsor, conduct, or administer cooperative purchasing agreements for the procurement of any materials, equipment, supplies, services or construction with one or more other units of government.

All cooperative purchasing shall be conducted in compliance with procedures governing the District's purchasing functions established in accordance with Board of Education policy DJA.

VARIOUS COOPERATIVE AGENCIES ARE- OTHER SCHOOL DISTRICTS, STATE, LOCAL AGENCIES OR OTHER COOPERATIVE AGENCIES- MULTIPLE ASSEMBLY OF PURCHASING OFFICIALS (MAPO), OR COOPERATIVE EDUCATIONAL PROCUREMENT COUNCIL (CEPC), STATE OF COLORADO PURCHASING AGREEMENTS

REVISED: August 27, 2008

:::POLICY DJE - BIDDING PROCEDURES

Procurements shall be awarded by formal competitive solicitation as follows, unless otherwise authorized by the Board of Education:

Competitive Sealed Bids. Award is made to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid.

Competitive Sealed Proposals. Award is made to the responsible offeror whose proposal is determined to be the most advantageous to the District, taking into consideration price and other evaluation factors set forth in the request for proposal.

Exceptions to use of formal competitive solicitations

Small purchases: under ~~\$20,000~~ \$25,000

The Director of Purchasing shall have the authority to contract in the open market without formal competition for the purchase of materials, equipment, supplies, and services ~~and construction~~ not exceeding a cost of twenty FIVE thousand dollars ~~\$20,000~~(\$25,000). (S)he may, by rule, delegate this authority to designees or to any school, department or official. IN CONSTRUCTION SERVICES THIS LIMIT IS \$50,000.

Wherever practical or advantageous, the Director of Purchasing, OR DESIGNATED STAFF, shall obtain quotes, BIDS, from at least three suppliers for purchases in excess of ~~Five Thousand dollars~~ TEN thousand dollars ~~\$5,000~~ (\$10,000), awarding the contract(s) to the vendor(s) supplying the lowest responsive and responsible quote(s). IN CONSTRUCTION SERVICES THE BID LIMIT IS \$50,000.

No contract shall be divided so as to constitute a small purchase under this subsection.

Emergency purchases. In the case of an emergency requiring the immediate purchase of goods or services, the Superintendent or his/her designee shall have the authority to authorize the purchase of necessary goods or services in the open market regardless of the amount of the expenditure. Emergency situations shall be defined as those instances which may adversely affect the health or safety of any person, or when delay would cause irreparable harm to the District. A full written report of the circumstances of all emergency purchases shall be made to the Board of Education.

Cooperative purchases. The Director of Purchasing shall have the authority to join with other units AS DEFINED IN THE COOPERATIVE PURCHASING POLICY (DJD) for cooperative procurements. Competitive solicitations received by any other governmental agency may be the basis for purchasing by the District.

Professional services. Services that require a high degree of professional skill, such as engineering, architectural, medical and legal services, professional management, educational consulting, technology services and other services as determined by the Director of Purchasing.

Construction change orders. One or more change orders to an existing construction contract which do not exceed a cumulative cost of seven percent (7%) for new construction and/or ten percent (10%) for remodeling projects of the original contract awarded pursuant to a competitive solicitation.

Unsolicited offers. An unsolicited offer may be evaluated and a contract awarded on criteria set forth in procedures governing the District's purchasing functions established in accordance with Board of Education policy DJA.

Revenue generating contracts. A contract may be awarded without competition if, in exchange for consideration, the District supplies goods and/or services, or grants permission to vendors to market goods and/or services to faculty, students and staff on District property, or if a school or department purchases items to be sold to the general public to generate revenue for the school (fundraisers).

Special circumstances. A contract for goods or services may be awarded without competition if the appropriate purchasing authority as defined in Board of Education policy DJA determines that one or more of the following conditions exists:

There exists only one responsible source (e.g., textbooks, tests, teaching aids, certain publications, videos, films, software);

A competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the District, will otherwise injure the District's financial interests or will substantially impede the District's administrative functions or the delivery of services;

A particular supply or service is required to maintain interchangeability or compatibility as a part of an existing integrated system;

A particular supply or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration;

The supply is perishable (e.g., live specimens for science class);

The product or service is the subject of an insurance claim or a change order;

A particular supply is required to match goods in use, so as to produce visual harmony;

A particular purchase is required to enable use by a specific individual; or

An unusual or unique situation exists that makes the application of competitive solicitation requirements contrary to the best interests of the District.

NOTE: SINGLE SOURCE JUSTIFICATIONS SHALL BE DOCUMENTED IN MEMO FORM OR ON THE SINGLE SOURCE FORM. THIS FORM SHALL BE UTILIZED FOR ITEMS ABOVE \$25,000 IN VALUE AND REVIEWED BY THE DIRECTOR OF PURCHASING OR DESIGNEE.

REVISED: AUGUST 27, 2008

:::Policy DJG- Vendor Relations

No favoritism shall be extended to any vendor. All employees of the district must exercise sound judgment in avoiding conflicts of interest or the appearance of impropriety in dealing with vendors. Gifts or gratuities of other than nominal value or which might obligate a district employee in any manner shall be politely and firmly refused.

Any vendor or bidder who offers items in excess or in violation of the spirit of this policy may be disqualified indefinitely.

No person officially connected with or employed in the public schools shall be an agent or be in any way pecuniary or beneficially interested in or receive any compensation or reward of any kind from any vendor for the sale of supplies, material, equipment or services to the district without the express prior written consent of the Board of Education.

Adopted September 1, 1956

Revised to conform with practice: date of manual adoption

LEGAL REF.: C.R.S. 24-18-104

CROSS REFS.: BC, Board Member Conduct

GBEB, Staff Conduct

GBEBC, Gifts to and Solicitations by Staff

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∴POLICY DJGA - SALES CALLS AND DEMONSTRATIONS

To protect the staff and program against undue invasion of the school or work day, sales representatives shall not be permitted in schools or other departments for the purpose of making sales unless authorized to do so by the Director of Purchasing or his/her designee. If special or technical details concerning goods or services to be purchased are required, the involvement of vendors should be coordinated through the Purchasing Department.

Principals and department heads may, however, contact fundraising vendors who are approved by the Department of Community Partnerships without any involvement from the Purchasing Department.

Adopted: JANUARY 22, 2004