Performance by the Farrell B. Howell Choir

OPENING OF MEETING – 5:00 p.m.
   Call to Order
   Pledge of Allegiance
   Roll Call

BOARD MEMBER REPORTS
   Colorado Association of Partners in Education (CAPE) Recognitions*
   Recognition of Denver Public School student Linda Castillo**
   English Language Acquisition Program Implementation Report
   Manual High School Final Report

SUPERINTENDENT'S REPORTS

CONSENT AGENDA*

   Board of Education
   Minutes of October 19, 2006

   Gift Report – The Board of Education will be asked to accept gifts having a value of $500 or more.

   *Motion to Adopt a Resolution Recognizing Hogan & Hartson, Community Resources, Inc. and Susan Renick as the School District No. 1’s recipients of the 28th Annual Colorado Association of Partners in Education (CAPE) Volunteer of the Year Awards – The Board of Education would like to express its deep and sincere appreciation to Hogan & Hartson, Community Resources, Inc., and Susan Renick for their dedication and inspiration to connect families,
providing educational opportunities and bringing the necessary resources to students and the community of Denver Public Schools.

**Motion to Adopt a Resolution Recognizing Linda Castillo, Senior in the Denver Center for International Studies at West High School and Brigade Commander for the Denver Public Schools Reserve Officer Training Corps** – The Board of Education would like to honor Linda for being an outstanding DPS student and JROTC cadet and for receiving the Legion of Valor award.

**Motion to Approve Agreement between DPS Foundation’s School Partners Program and Denver Public School.** – The Board of Education will be asked to approve the School-Based Sponsorship Agreements between the respective schools and business entities listed in the attached exhibit, and to authorize the Superintendent or his designee to finalize appropriate agreements with those business entities, including extension of rights to use Denver Public Schools or sponsored school logos for recognition or advertising purposes.

**Resolution to Approve or Deny the Colorado Agricultural and Natural Sciences High School Charter Application** - The Board of Education will act on the resolution to approve or deny the Colorado Agricultural and Natural Sciences High School charter application.

**Resolution to Approve or Deny the Denver Collegiate Academy Charter Application** - The Board of Education will act on the resolution to approve or deny the Denver Collegiate Academy charter application.

**Resolution to Approve or Deny the Ricardo Flores Magón Academy Charter Application** - The Board of Education will act on the resolution to approve or deny the Ricardo Flores Magón Academy charter application.

**Finance and Audit Committee**

**Motion to Approve Award of Request for Proposal #BD1161 to Loomis Fargo** – The Board of Education will be asked to approve this motion to provide district-wide armored car services for a one-year period with an annual renewal option not to exceed three years.

**Chief Financial Officer**

**Motion to Approve the Comprehensive Annual Financial Report for the Year Ended June 30, 2006** – The Board of Education will be asked to approve this report in order to comply with a reporting statutory deadline of November 30, 2006.

**Motion to Approve an Amendment to the Trust Agreement for the Denver Public Schools Professional Compensation System for Teachers** – The Board of Education will be asked to approve this amendment in order to comply with IRS Private Letter Ruling to ensure the tax exempt status of the trust.

**Chief Operating Officer**

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

Policy Review

Motion to Approve the Revised Policy ILBA – District Student Assessment – The Board of Education will be asked to approve the revisions made to the policy in order to be consistent with the changes made to the applicable laws, regulations and rules. The revisions will address district staff expectations and behavior in an ethical manner with respect to assessment.

Motion to Approve Repealing/Reenacting Policy KF-R – Community Use of School Facilities – The Board of Education will be asked to repeal and reenact this policy in order to support the Denver Plan which will establish a more open, community friendly, and less costly community environment.

OLD BUSINESS

Revised Policy DFA – Investment and Cash Policy – The Board of Education has been asked to review for first reading revisions to District Policy DFA to reflect statutory changes, the role of an investment advisor, and staff title changes.

NEW BUSINESS

Early Childhood Education Tuition Fee Schedule – The Board of Education will receive a recommendation for an increase for tuition fees for preschool and full-day kindergarten.

Revised Policy IJOC - The Board of Education will receive for 1st reading a revised Policy IJOC – School Volunteers for consideration. The revisions are intended to broaden the scope of the policy and align it with The Denver Plan. (Comments are invited at the Public Comment session. Comments may also be delivered to the Denver Board of Education, Denver Public Schools, 900 Grant Street, Room 105, Denver, CO, 80203, faxed to: 720-423-3216, or emailed to board@dpsk12.org. Comments must be received by December 1, 2006.)

ADJOURNMENT

PUBLIC COMMENT – 6:30 – 7:30 p.m.

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

** Items for information only
School District No. 1, City and County of Denver
Resolution# _____________

WHEREAS, Linda Castillo, Senior in the Denver Center for International Studies at West High School is ranked fourth in her class with a GPA of 4.49.

WHEREAS, Linda as the Brigade Commander for the Denver Public Schools Reserve Officer Training Corps is responsible for the success of the Denver Brigade and its 1,687 cadets.

WHEREAS, Linda received the Junior Internationalist Award in recognition of outstanding achievement in international academic pursuits, commitment towards CIS experiential goals, and overall contribution to the Center for International Studies.

WHEREAS, for six semesters, Linda received the Renaissance Award from West High School for academic excellence by maintaining a 4.0 GPA.

WHEREAS, Linda is a member of the National Honor Society.

WHEREAS, Linda has been the team commander for the West High School rifle team.

WHEREAS, Linda received the JROTC Academic Achievement Certificate in 2005 for academic excellence and a high GPA throughout the year.

WHEREAS, Linda is the Team Commander for the Honor Platoon at West High School.

WHEREAS, Linda has completed over 155 hours of community service during her high school years.

WHEREAS, Linda is being honored with the prestigious Legion of Valor Bronze Cross for Outstanding Achievement in the Junior Reserve Officers Training Corps.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of School District No. 1 in the City and County of Denver, State of Colorado, wholeheartedly recognizes and supports this Resolution in honor of Linda Castillo to honor her for being an outstanding DPS student and JROTC cadet and for receiving the Legion of Valor award.

Adopted this 16th day of November, 2006

By: ____________________________________________
   Theresa Pena, President
I. Call to Order – 5:01 p.m.

Pledge of Allegiance

Roll Call

President Theresa Peña called the meeting to order at 5:01 p.m. The following Board of Education members were present: Rev. Lucia Guzman, Mr. Bruce Hoyt, Mrs. Jeannie Kaplan, Mrs. Michelle Moss, and Ms. Theresa Peña. Jill Conrad arrived at 5:05 p.m. Kevin Patterson was absent and excused.

II. Board Member Reports

. District School Improvement and Accountability Council (DSIAC) Presentation on Charter School Applications

Toni Knight, Member of the District School Improvement and Accountability Council (DSIAC) presented the report. A copy of the report is appended to the minutes of this meeting.

Board Member Recognitions

Ms. Conrad introduced members of the Student Board of Education in attendance: President Zena Price Broncucia from East High School, and Joe LaFollette from Denver School of the Arts; and staff member Nicole Tembrock from the Office of Character and School Culture.

III. Superintendent’s Report

Ms. Peña reported that Superintendent Bennet was out of town on school business.

School Safety Report

Ed Ray, Director of Safety and Security, presented the report. A copy of that report is appended to the minutes of this meeting.

Ms. Peña recognized Peggy Lamm, Executive Director for the Citizen’s for Denver Schools, a committee formed to support the district’s Denver Plan.
IV. Consent Agenda

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

Motion to Approve a Resolution to Oppose Amendment 40

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

Board of Education

Minutes of the Regular Board of Education Meeting of August 24, 2006, the Special Meeting of September 18, 2006, the Regular Meeting of September 21, 2006; and the Special Meeting of October 5, 2006 – Copies are appended to the minutes of this meeting.

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

Motion to Approve the Teaching of American History Award – This is a grant award from the U.S. Department of Education; this award will improve performance for all students in U.S. History. A copy of this motion is appended to the minutes of this meeting.

Finance and Audit Committee

Motion to Approve Issuing a Purchase Order to Microsoft Corporation – This motion allows the Department of Technology Services to renew the licensing agreement for Microsoft Office and Microsoft Windows for district computers. A copy of this motion is appended to the minutes of this meeting.

Motion to Approve Issuing a Purchase Order to Rocky Mountain Independent Electrical Contractors (IEC) – This motion will allow Emily Griffith Opportunity School to pay the instructor and rent the facility, supplies, and equipment required for apprenticeship training classes during the 2006-2007 school year. A copy of this motion is appended to the minutes of this meeting.

CHIEF OPERATING OFFICER

Human Resources

Motion to Approve the Personnel Transaction Report – A copy of this report is appended to the minutes of this meeting.
Motion to Ratify the Updated Contract Language between the Denver Association of Educational Office Professionals (DAEOP) and the Denver Public Schools – This motion approves a 2.445 percent cost-of-living (COLA) increase to the salary for all eligible DAEOP employees as outlined in the attached revision to Article 14.1.1; also to approve changes to the Article 14—Service Increment as outlined in the attached revision to the Article. A copy of this motion is appended to the minutes of this meeting.

CHIEF FINANCIAL OFFICER

Motion to Approve Resolution Authorizing Banking Transactions – This resolution will re-designate signature authority as a result of the resignation of Richard Allen, the former Assistant Superintendent of Budget and Finance, and the reclassification of Jack Warren to Disbursing Manager. A copy of this resolution is appended to the minutes of this meeting.

Motion to Approve ProComp Trust Board Composition – This motion will approve that the three district representatives on the Board of Directors of the Professional Compensation System (ProComp) for teachers trust fund be the Treasurer of the Board of Education, the Chief Financial Officer, and the Budget Director. A copy of this motion is appended to the minutes of this meeting.

HELD CONSENT AGENDA ITEMS DISCUSSION

Motion to Approve a Resolution to Oppose Amendment 40

Mrs. Kaplan moved adoption of the resolution. Mrs. Moss seconded the motion. The motion passed unanimously. A copy of this resolution is appended to the minutes of this meeting.

OLD BUSINESS

Repeat/Reenact Policy KF-R – Community Use of School Facilities – Staff is recommending that the district Policy KF-R be repealed and reenacted in order to support the Denver Plan which will establish a more open, community-friendly, and less costly community use environment. A copy of this policy is appended to the minutes of this meeting.

Ms. Peña reminded the audience that there is still time to comment on the redesign of the Community Use policy before the Board votes on it in November.
NEW BUSINESS

Policy Review

Revised Policy ILBA – District Student Assessment – Staff is submitting a revised policy, for first reading, in order to be consistent with the changes made to the applicable laws, regulations, and rules which authorize the implementation of this policy. The revised policy addresses district staff expectations and behavior in an ethical manner with respect to assessment. A copy of this policy is appended to the minutes of this meeting.

Bob Good, Director of Planning, Assessment, and Research, reported on the revisions of the policy update correcting legal citations and allowing for development of internal assessments.

Revised Policy DFA – Investment and Cash Policy – This is a review for first reading of revisions to district Policy DFA to reflect statutory changes, the role of an investment advisor, and staff title changes. A copy of this policy is appended to the minutes of this meeting.

Velma Rose, Chief Financial Officer, reported on the revisions to the policy.

Ms. Peña adjourned the Regular Meeting at 6:10 p.m.

PUBLIC COMMENT SESSION – 6:31 P.M.

Colorado Agricultural and Natural Science High School

Students Hillary McLean, Sidney McLean, and Alexis Haynes; and Khadija Haynes, Steering Committee Member, spoke about the Colorado Agricultural and Natural Science High School’s request for a charter.

Ricardo Flores Magón Academy

Marcos Martinez and Scott Flores, Founding Board members; and Richard Barrett, Principal of Kipp Sunshine Peak Academy, spoke about the Ricardo Flores Magón Academy’s request for a charter.

Denver Collegiate Academy

Angele Davenport and Ken Glickstein, Founding Team members; and Omar Montgomery, Director of Black Studies at CU Denver, spoke about the Denver Collegiate Academy’s request for a charter.
National History Day at George Washington High School

Rita Gibson, parent of a student at International Baccalaureate, commented on George Washington student’s non-participation at National High Day and the Model UN competitions. A copy of her comments is appended to the minutes of this meeting.

Ms. Peña adjourned the meeting at 7:16 p.m.

Jeanne S. Kaplan, Secretary
Board of Education
## NOVEMBER 2006
### GIFT REPORT

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$23,273.32

*It is recommended that these gifts be accepted and that appropriate letters of thanks be sent by the Board of Education President to the donors.*
RESOLUTION ___

A RESOLUTION RECOGNIZING HOGAN & HARTSON, COMMUNITY RESOURCES, INC., AND SUSAN RENICK AS THE DISTRICT 1 CAPE AWARD WINNERS.

WHEREAS, Hogan & Hartson, Community Resources, Inc., and Susan Renick are the most recent recipients of the 28th Annual Colorado Association of Partners in Education (CAPE) Volunteer of the Year Awards; and

WHEREAS, Hogan & Hartson’s primary role is tutoring students. In addition, for the past two school years, Hogan & Hartson has conducted extensive school supply drives which included backpacks and all the items on the school supply list. In addition, the firm has made financial contributions of $10,000 a year for three years to support an intensive reading intervention program.

WHEREAS, Community Resources Inc. (CRI) has provided programs for DPS, its students, staff, and families since 1972. Its purpose is to strengthen the education of children in our community.

WHEREAS, last year, CRI provided programs for 71,000 students utilizing volunteers in more than 2000 hours of service.

WHEREAS, CRI provides education opportunities for DPS through four major program areas: Classroom Speakers Project; The Horizons – Family Involvement Project; Academic Mentors Project; and the Special Events Project.

WHEREAS, since the first Afghani and Somali-Bantu children started arriving at Whiteman Elementary School, Mrs. Susan Renick has been instrumental in making their adjustment to life in a new country less daunting.

WHEREAS, Susan created a volunteer program “Wings for Refugee Children.” She has been an active volunteer with Whiteman students and their families for the last 3 years. Her purpose is to act as a bridge connecting refugee students and their families with schools, educational opportunities, and other resources in the community. She brings together people and programs, helping families access and use the services available to them.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of District No. 1 expresses its deep and sincere appreciation for the dedication and inspiration that Hogan & Hartson, Community Resources, Inc., and Susan Renick have brought to students and the broader community of Denver Public Schools.

Adopted this 16th day of November 2006.

By: _________________________________

Theresa Peña, President
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WHEREAS, on September 5, 2006, the Board of Education received an application for consideration of a charter school referred to as “COLORADO AGRICULTURAL AND NATURAL SCIENCES HIGH SCHOOL”; and

WHEREAS, on September 21, 2006, the applicant presented to the Board of Education; and

WHEREAS, on September 26, 2006, the Board of Education, through District staff, informed the applicant of any missing contents required by statute in the application; and

WHEREAS, the applicant was provided reasonable opportunity to provide additional information; and

WHEREAS, the District School Improvement and Accountability Council reviewed the application; and

WHEREAS, on October 19, 2006, the District School Improvement and Accountability Council presented to the Board of Education its recommendation to deny the application; and

WHEREAS, on September 21, 2006, October 19, 2006, and November 16, 2006, after giving reasonable public notice, the Board of Education held public hearings in which the applicant and other interested parties provided information regarding the application; and

WHEREAS, on November 13, 2006, the District staff presented its recommendation to deny the application to the Board of Education; and

WHEREAS, following reasonable public notice, the Board of Education has considered the application submitted by “COLORADO AGRICULTURAL AND NATURAL SCIENCES HIGH SCHOOL”, the comments and all additional information provided by the applicant, the report of the District School Improvement and Accountability Council, information received at public hearings, and the report from the District staff.

NOW, THEREFORE, be it resolved that:

The charter application for “COLORADO AGRICULTURAL AND NATURAL SCIENCES HIGH SCHOOL” as proposed, is incomplete or insufficient in addressing the
application requirements; is not in the best interests of the pupils, school district, or community; and is therefore denied for the following reasons:

I. The applicant did not submit a fully developed, research-based educational program that is proven to be effective with the population the applicant intends to serve as follows:

   A. The applicant explicitly acknowledges that the college prep program is not fully developed as evidenced by the following statements in the application:

      1. The applicant will work with the Future Farmers of America and Colorado State University to develop a four year college prep program;

      2. The applicant will align the curriculum with all disciplines of the Colorado State Standards;

      3. While the applicant has researched a number of math and science programs, no decisions about the curriculum have been made;

      4. In the description of ninth grade courses, the applicant notes that texts and supplemental materials have not been selected; and

      5. Teachers will develop course syllabi and course expectations after they are hired in July.

   B. In addition, when staff requested further description of the educational program, the applicant’s response was deficient; and

   C. The applicant will not adopt any nationally recognized curricula nor will it adopt a preexisting agricultural program.

II. The applicant is not prepared to meet the needs of English language learners as follows:

   A. Denying admission to English language learners with limited formal education is not in compliance with federal and state law;

   B. Given the number of English language learners the applicant is likely to enroll from the surrounding area, the human and fiscal resources required to meet the needs of English language learners are insufficient as evidenced by the proposed .2 FTE allocation to serve English language learners;

   C. The applicant does not describe a professional development plan to support teachers in the instruction of English language learners; and

   D. It is unrealistic that the applicant will be able to hire teachers in the core academic areas that have a bilingual Spanish background.
III. The application failed to demonstrate community and parent demand for the proposed educational program as follows:

A. To date, there are only 18 letters of intent to enroll in the proposed school;

B. There is no evidence that the applicant is viewed as an attractive educational option that reflects the community’s needs and interests as substantiated by the following statement included in the application, “We are enlightening people in the Denver metropolitan area about an educational option versus addressing an extant or perceived need in a local neighborhood”; and

C. The District School Improvement and Accountability Council recommended a denial of this application.

IV. The educational program is unlikely to be implemented as proposed as follows:

A. Based on the proposed enrollment, course offerings, staff allocations, and budget, compounded with the federal requirement that staff be highly qualified in core and elective classes (i.e. zoology, art), it appears that there may be an insufficient number of highly qualified staff to implement a comprehensive high school program;

B. It is unlikely that the needs of students with disabilities and students in need of corrective action can be met with the proposed .2 FTE learning specialist allocation; and

C. Given the target population, it is unlikely that the applicant will be able to offer all honors level courses without significant intervention. The necessary fiscal and human resources for such assistance are not identified.

V. The budget is not economically sound as follows:

A. The initial budget depends on 39 percent of the revenue from grants and fundraising; and

B. Budget projections for capital development needs are greater than $4.5 million.
WHEREAS, on September 5, 2006, the Board of Education received an application for consideration of a charter school referred to as “DENVER COLLEGIATE ACADEMY”; and

WHEREAS, on September 21, 2006, the applicant presented to the Board of Education; and

WHEREAS, on September 26, 2006, the Board of Education, through District staff, informed the applicant of any missing contents required by statute in the application; and

WHEREAS, the applicant was provided reasonable opportunity to provide additional information; and

WHEREAS, the District School Improvement and Accountability Council reviewed the application; and

WHEREAS, on October 19, 2006, the District School Improvement and Accountability Council presented to the Board of Education its recommendation to approve the application; and

WHEREAS, on September 21, 2006, October 19, 2006, and November 16, 2006, after giving reasonable public notice, the Board of Education held public hearings in which the applicant and other interested parties provided information regarding the application; and

WHEREAS, on November 13, 2006, the District staff presented its recommendation to approve the application to the Board of Education; and

WHEREAS, following reasonable public notice, the Board of Education has considered the application submitted by “DENVER COLLEGIATE ACADEMY”, the comments and all additional information provided by the applicant, the report of the District School Improvement and Accountability Council, information received at public hearings, and the report from the District staff.

NOW, THEREFORE, be it resolved that:

The charter application for “DENVER COLLEGIATE ACADEMY” is approved with the following conditions:

A. The curricula identified in the application will be the primary curricular supplemented by internally developed curricula;
B. By February 28, 2007, the applicant shall secure a location in Far Northeast Denver, which is acceptable to the District;

C. By February 28, 2007, the applicant shall provide an estimate of necessary construction and/or renovation expenses for the school facility, such estimate shall be prepared by a professional architect;

D. By February 28, 2007, the applicant shall provide a revised budget for the school that includes projected costs for the facility and identifies startup funds necessary to implement the school's educational program;

E. By February 28, 2007, the applicant shall establish an enrollment process that ensures that the school is open to all students and a recruitment plan to attract and enroll a diverse student population which shall include but not be limited to, enrolling at least 30 percent of students who are eligible for free/reduced price lunch, and make annual progress towards achieving this goal;

F. By February 28, 2007, the applicants shall establish benchmarks for implementation of the proposed educational program for English language learners, including, but not limited to:

   1. A more clearly defined structured English immersion program that the school proposes to implement; and

   2. A detailed description of the professional development activities that will help all teachers meet the needs of diverse learners, particularly English language learners.

These benchmarks are to be developed by the applicant and subject to District approval. Opening of the proposed charter school for the 2007-2008 school year shall be subject to attainment of these benchmarks;

G. By February 28, 2007 or a date otherwise agreed to by the District, the applicant shall provide the District with written enrollment commitments from at least 75 students, setting forth names and other information necessary to enroll those students in the charter school for the 2007-2008 school year;

H. By March 31, 2007, the applicant shall provide the District with written commitments for at least 75 percent of the funds necessary to renovate the proposed facility, and for at least 50 percent of necessary startup funds;

I. By April 30, 2007, the applicant shall obtain written commitments for all funds necessary to construct or renovate the facility and for startup funds;

J. Enrollment shall be limited to students in grades six through eight except that enrollment in 2007-2008 shall be limited to students in grade six and that the school may add one additional grade each year;

K. The maximum number of students who may be enrolled in the school shall be
limited to 300 (consistent with facilitating the academic success of students enrolled in the charter school, facilitating the charter school’s ability to achieve the other objectives specified in the charter contract, and ensuring that the school does not exceed the capacity of the charter school facility); and

L. The term of the charter shall be granted for three years.

II. The applicant and school district staff shall develop and submit to the Board of Education a charter contract consistent with the application, the Charter Schools Act, and the foregoing conditions.
WHEREAS, on September 5, 2006, the Board of Education received an application for consideration of a charter school referred to as “RICARDO FLORES MAGÓN ACADMEY”; and

WHEREAS, on September 21, 2006, the applicant presented to the Board of Education; and

WHEREAS, on September 26, 2006, the Board of Education, through District staff, informed the applicant of any missing contents required by statute in the application; and

WHEREAS, the applicant was provided reasonable opportunity to provide additional information; and

WHEREAS, the District School Improvement and Accountability Council reviewed the application; and

WHEREAS, on October 19, 2006, the District School Improvement and Accountability Council presented to the Board of Education its recommendation to deny the application; and

WHEREAS, on September 21, 2006, October 19, 2006, and November 16, 2006, after giving reasonable public notice, the Board of Education held public hearings in which the applicant and other interested parties provided information regarding the application; and

WHEREAS, on November 13, 2006, the District staff presented its recommendation to deny the application to the Board of Education; and

WHEREAS, following reasonable public notice, the Board of Education has considered the application submitted by “RICARDO FLORES MAGÓN ACADMEY”, the comments and all additional information provided by the applicant, the report of the District School Improvement and Accountability Council, information received at public hearings, and the report from the District staff.

NOW, THEREFORE, be it resolved that:

The charter application for “RICARDO FLORES MAGÓN ACADMEY” as proposed, is incomplete or insufficient in addressing the application requirements; is not
in the best interests of the pupils, school district, or community; and is therefore denied for the following reasons:

I. The applicant did not submit a fully developed educational program as follows:

A. Although the educational program includes nationally recognized curricula such as Open Court and Saxon Math and is based on practices from high performing schools throughout the nation, the applicant does not have a coherent and consistent instructional program;

B. The applicant failed to define a scope and sequence by course and grade level aligned to the state content standards; and

C. The applicant failed to adequately define the educational program at the middle grades. The proposed middle school program is, at best, a listing of possible curricula identified in the footnotes of the application.

II. The applicant is not prepared to meet the needs of English language learners as follows:

A. The applicant indicates that it will provide a developmentally appropriate and highly structured approach to teaching English to English language learners in core classes but it does not sufficiently define who will deliver the instruction, how the instruction will be delivered and what materials will be used to deliver the instruction;

B. The applicant does not describe a professional development plan to support teachers in the instruction of English language learners;

C. It is unrealistic that the applicant will be able to hire all teachers who are either bilingual/proficient in Spanish or endorsed in ESL or Bilingual Education; and

D. The applicant failed to provide any research based authority to support the applicant’s claim that English Language Learners will reach English proficiency in 5 to 7 months in kindergarten and first grade.

III. The educational program is unlikely to be implemented as proposed as follows:

A. The applicant intends to hire teachers with limited to no experience (0 to 3 years) to serve a highly impacted student population. Such limited experience will compromise the applicant’s ability to deliver an academically rigorous educational program;

B. It is unlikely that the applicant will be able to attract and hire highly qualified and competent teachers who are either bilingual or proficient in Spanish or have an endorsement in ESL or Bilingual Education and who
are required to work extra hours and an extended school year for a salary of $36,000 a year; and

C. The contingency budget, which provides a way for the school to operate without fundraising, compromises the academic program by substituting the Waterford Early Reading Program, a computer-based literacy program, with an inferior product.

IV. The budget is not economically sound as follows:

A. Each year the school depends upon fundraising and grants to sustain its operating costs; therefore the applicant’s proposal does not appear fiscally sound; and

B. Given the high mobility rate among the targeted population, natural attrition, and the proposed enrollment practice prohibiting new students after grade 4, the fiscal model is not reasonably sustainable.

V. As the proposed location of the school is outside of Denver and there is no plan for addressing the transportation needs of low-income and academically low-achieving pupils, it is unlikely that the applicant’s enrollment will sustain a fiscally sound and viable school as follows:

A. The location of the proposed school is not within a reasonable or safe walking distance to the area in which the targeted student population resides. Highways (I-70 and I-76) pose physical boundaries;

B. The proposed school location is in a commercial, not a residential area;

C. The proposed school is a drive-in only school that is targeting a population that is not likely to have the resources to provide its own transportation; and

D. It is unlikely parents will rely on public transportation for elementary school students.

VI. It would not be fiscally prudent for the District to approve opening another school to serve students from Northwest Denver, the targeted population as follows:

A. The recent shift in demographics in Northwest Denver has resulted in excess program capacity. Specifically two thirds of the elementary schools in the area are operating at less than eighty percent of capacity and two middle schools are operating at less than fifty percent of capacity;

B. There already are a variety of choice options in the area to be served (i.e. PYP program at Brown, dual language at Academia Ana Marie Sandoval and Bryant-Webster, K-8 at Centennial, Core Knowledge at
Remmington and the Denver Arts and Technology Academy Charter School); and

C. Approval of this application would result in additional expenditures that could not be made without reduction in other recently enacted programs, consequently impeding the implementation of the Denver Plan.

VI. The plan to prohibit enrollment after 4th grade may not be in compliance with state law.

VII. The District School Improvement and Accountability Council recommended a denial of this application.
MOTION

I move that the Board of Education approve the award of Request for Proposal BD 1161 for District Wide Armored Car Services to Loomis Fargo for a four-year period with an estimated contract value of $600,000.00.
To: Board of Education

Through: André Pettigrew, Chief Operating Officer

From: Michael Thomas, Director of Purchasing

Date: November 2, 2006

Subject: Award Approval Request for Proposal (RFP) BD 1161 District Wide Armored Car Services

**Scope**
Purchase of armored car services for a one year period, December 16, 2006, through December 15, 2007.

**Rationale**
The RFP was requested by the Department of Food Services in order to solicit responses from qualified vendors to establish a contract from which schools and departments can purchase the required services.

**Source of Funding**
Expenditures will be paid from various school and department funds as well as various Food Services funds.

**Process**
On August 25, 2006, RFP BD 1161 was posted on the Purchasing Department's web site to contact potential sources.

Three majority vendors submitted proposals by the due date of September 22, 2006. Responses were reviewed by an eight-person evaluation committee representing an elementary school, a middle school, a high school, E.G. Opportunity School, the Disbursing Office, and the Departments of Food Services and Purchasing. Each member of the committee individually scored each proposal based on specific criteria identified in the RFP. The evaluation committee is recommending award to the vendor with the best evaluative score based on written response.

**Detail**
The District has the option to renew the contract for three additional one-year periods, which will potentially extend the contract through December 15, 2010. This option will be exercised on an annual basis only when such a continuation is clearly in the best interest of the District.

**Recommended Award**
Approval is requested to award this bid to Loomis Fargo. The estimated annual contract value is $150,000.00. If the District exercises the three renewal options the estimated contract value will increase to $600,000.00.

The evaluation committee's recommendation is to be reviewed by the Finance and Audit Committee on November 13, 2006.
TO: Michael Bennet, Superintendent

FROM: Velma A. Rose, Chief Financial Officer

DATE: November 8, 2006

SUBJECT: Receipt of the June 30, 2006, Comprehensive Annual Financial Report

STATUTORY REQUIREMENT FOR RECEIPT

ROLES OF THE AUDITORS AND DISTRICT
The role of Clifton Gunderson LLP, the District’s independent auditor, is to audit the financial statements to determine if the basic financial statements are free of material misstatements and to assess the accounting principles used. Based on the results of their work, their opinions on the financial statements for FY 2005-06 were unqualified. For FY 2001-02 the Denver Public Schools implemented the Governmental Accounting Standards Board (GASB) Statement 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments, generally referred to as GASB 34. The District is responsible for the accuracy of the data presented as well as completeness and fairness of this report. The GASB 34 Financial Reporting Model is mandatory for all state and local governments and dramatically changed the presentation and contents of governments’ external financial statements.

STATUS OF THE AUDITORS’ REPORT
At the time of the printing of the attached CAFR, the Auditors’ Report was only in draft form as not all of the fieldwork has been completed. On Monday, November 13, the independent auditor will verbally state if there are any changes to this draft Auditors’ Report. At this time, no issues are contemplated that would warrant anything but unqualified opinions.

CONTENTS OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT
The CAFR is presented in three sections: introductory, financial and statistical. The state’s Colorado Department of Education report will be submitted prior to the December 31, 2006, statutory deadline.
- The introductory section includes the transmittal letter, a list of principal officials and an organization chart.
- The financial section includes the independent accountants’ report, the basic financial statements and notes, combining statements by fund type and other schedules providing detailed information relative to the basic financial statements. As a result of the new reporting model, this section also includes a simple narrative introduction, overview and analysis of the basic financial statements in the form of Management’s Discussion and Analysis.
- Finally, the statistical section contains financial trends information, revenue capacity information, debt capacity information, demographic and economic information, and operating information based on the new GASB 44.
The contents of the CAFR are in conformance with the program standards for the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting, from which the District has received the Certificate of Achievement for the last twenty-one fiscal years. In addition, the CAFR complies with the principles and standards of financial reporting set forth by the Association of School Business Officials, from which the District received a Certificate of Excellence in Financial Reporting for the last eight fiscal years.

**BASIS OF ACCOUNTING IN CAFR VERSUS THE ANNUAL BUDGET**

The CAFR contains government wide financial statements prepared on the full accrual basis and fund financial statements prepared on the modified accrual basis. The primary difference in the basis of accounting between the government wide and the fund financial statements is in the reporting of (1) long-term debt and (2) capital asset activity for governmental funds.

- The government wide statements report as liabilities the District’s outstanding general obligation bonds, certificates of participation, capital leases and estimated compensated absences due for employees eligible to retire. These liabilities will be funded with future bond redemption property taxes, capital reserve and general operating funds.
- The government wide statements also include as assets the District’s capital assets, consisting of land, buildings, building improvements, vehicles, furniture and equipment, net of their accumulated depreciation with the annual depreciation reported as expenditures. These assets will be maintained and replaced in the future with capital reserve, mill levy, general operating funds and additional general obligation bond authorization.
- The governmental fund financial statements only report the current year payments on long-term debt as expenditures, the proceeds from current year debt issues as revenues, and the current year acquisitions of capital assets as expenditures.

The primary differences in the basis of accounting between the fund financial statements and the annual budget are that the fund financial statements’ expenditures and liabilities (1) include salaries accrued as of June 30 for full-time employees who have earned their salaries by June 30 but get paid over the twelve-month period ending July 31 or August 31, and hourly salaries accrued as of June 30, but (2) exclude any outstanding encumbrances (open purchase order balances) as of June 30.

- The state does not require the funding of the salary accruals in school district budgets.
- The District's budget also reports revenues on the modified accrual basis except that the budget basis fund balance includes the entire amount of the FY 2002-2003 forward delivery agreement proceeds as revenues (the modified accrual basis only recognizes a portion each year the underlying general obligation bonds are outstanding) and excludes certain receivables.
- As such, fund balances reported in the fund financial statements are less than the fund balances reported in the budget. These fund balances are reconciled annually as part of the October Amended Budget and as reported in the CAFR.

The Board will receive at its December 21, 2006, meeting, the Single Audit Report for the Year Ended June 30, 2006.

**SUGGESTED MOTION**

TO: Michael F. Bennet, Superintendent
FROM: Velma A. Rose, Chief Financial Officer
DATE: November 8, 2006
SUBJECT: Amendment to the Trust Agreement for the Denver Public Schools Professional Compensation Systems for Teachers

PROPOSED ACTION
The Trust Agreement for the Denver Public Schools Professional Compensation System for Teachers (Trust Agreement) was approved by the Board of Education on November 17, 2005, to be effective February 2, 2006.

The Trustees for the Trust had subsequently submitted a request for a Private Letter Ruling from the Internal Revenue Service (IRS) to ensure the tax exempt status of the Trust.

In October 2006, the IRS issued the Private Letter Ruling stating that the Trust Agreement must be amended to add one sentence in order to ensure the tax exempt status of the Trust. As a result, the Trustees approved adding the following sentence at the end of Section 11.2 of the Trust Agreement, effective February 2, 2006, at its October 30, 2006, meeting, subject to ratification of the Denver Classroom Teachers Association and the Board of Education pursuant to Section 10.1 of the Trust Agreement:

If any assets remain in the Trust upon dissolution of the Trust, those assets may in no event be distributed to any person or entity other than an organization the income of which is excluded from gross income under Internal Revenue Code Section 115(1).

SUGGESTED MOTION
MEMO

To:        Members, Board of Education
From:      Walter J. Kramarz, Deputy General Counsel
Date:      November 16, 2006
Re:        Revision of Policy ILBA – District Student Assessment

The Board of Education is asked to approve the revision to Policy ILBA in order to be consistent with the changes made to the applicable laws, regulations and rules. The revisions will address district staff expectations and behavior in an ethical manner with respect to assessment.

MOTION

I move that the Board of Education approve the revision to Policy ILBA – District Student Assessment.

Cc:        Michael F. Bennet, Superintendent
           Sara K. Hughes, Chief of Staff
Policy ILBA- District Student Assessment

District assessment provides information on each student's educational growth for the purposes of instructional improvement, special programs, communication with students and parents, and state and federal accountability. That is required in monitoring accreditation goals and in improving levels of student achievement. The district’s assessment program consists of tests that are given statewide and nationally, as well as locally developed assessments that monitor student progress toward state standards. In addition, teachers create classroom assessments that match the district’s approved curriculum and identify individual strengths and weaknesses.

District staff are to administer all assessments in accordance with federal, state, and local laws and policies. Together, these measures meet the required specifications in a number of local, state, and national mandates for determining the quality of an educational system. Such mandates include the district’s Strategic Plan and other requirements for special programs. District procedures related to training, test security, administration, and processing are to be followed. District staff are expected to administer assessments and use results in an ethical manner. Assessment results must be treated as confidential and should only be used for appropriate, bona fide educational purposes.

In addition, teachers are encouraged to create individual classroom assessments that are uniquely matched to each student's needs. Eligible students considered for special programs may take recommended tests related to enrollment. Parents may also request that their student take any assessment that is available as part of the district’s assessment program.

LEGAL REFS: Educational Accountability Act of 1971 [C.R.S. § 22-7-102-(2)(b)]
Testing Requirements [C.R.S. § 22-32-109.5]
C.R.S. 22-53-207-(3),(5)
Accreditation Indicator Reporting [1 CCR 301-1, Rule 2202-R-3.010]
Dps Board of Education Policy LC – Relations with Education Research Agencies

CROSS REFS.: GCS, Professional Research and Publishing
ILBB, State Program Assessments
JLDAC, Screening/Testing of Students
LC, Relations with Education Research Agencies

CONTRACT REF.: Denver Classroom Teachers Association, Agreement, Article 5– Student Achievement, Instruction and Educational Reform Collaborative Decision-Making, Section 5.13–Survey of School Performance
Denver Public Schools  
Interdepartmental Communication

To           Board of Education
Through      Michael Bennet, Superintendent
From         Richard Cosgrove, P.E., Interim Executive Director, Facility Management
Date         November 1, 2006
Subject      Revised Community Use Policy KF-R

Background

The intent to revise the Community Use Policy KF-R and fee structure was briefed to the Board of Education in September 2006. Revisions are proposed in order to align the policy directly with the Denver Plan, which calls on community members to support DPS students in their quest for academic and personal excellence. DPS has a vested interest in allowing and encouraging certain community groups to use our facilities for activities that directly or indirectly benefit DPS students and their communities.

The proposed policy re-categorizes users in order to provide a more community friendly and open environment, while at the same time a less costly one for users. The proposed policy collapses the five previous user categories into three, which are:

- Category A  DPS organizations and non-partisan, non-profit community service and youth service organizations. For this category there is no facility rental fee or application fee. Only labor for District employees will be charged on an as needed basis.
- Category B  Other community non-profit organizations. For this category, there are fees for facility rental, applications, and overtime.
- Category C  Commercial, for profit, and private organizations. For this category, there are fees for facility rental, applications, and overtime. These fees are higher than for Category B.

This restructuring eliminates the requirement of facility rental fees for any non-partisan community service or youth services organization, eliminates the requirement of application fees and facility rental fees for all Category A users, and results in many current user groups paying less fees since they’ve been moved to another, less costly Category. In addition, all school hours have been extended to anywhere between 9:00pm and 10:30pm on weekdays, so as long as organizations use schools within these normal, open times there will be no overtime fees. This change alone will reduce much of the costs that have in the past been passed on to the community.
The proposed policy also includes a slight increase in fee for use of grass fields and parking lots in order to cover some maintenance and operational costs. These increases are very small since the bulk of any damage repair would continue to be achieved through insurance claims. Artificial fields will also require the presence of a custodian to allow access to the building’s restroom facilities and to ensure the appropriate use of the area. This cost will be assessed to the users when the building is not open for normal operations. This change is being proposed to make sure our fields are in optimal condition for use by District students the following day.

Comments from the staff and community were sought by posting the proposed revisions on the DPS web site and by direct mailing to current Community Use customers.

Attached for approval are the proposed policy, proposed fee structure, and responses to comments. All proposed revisions to the policy and fee structure made since the September reading are noted in italics.

The proposed revisions to the Community Use Policy, Policy KF-R, are posted on the Denver Public Schools web site and attached to this Tuesday Telegram for public comment. This policy will be submitted to the Board of Education in November for approval.

**Recommendation**

The Board of Education approve the revised Community Use Policy KF-R, revised Fee Structure, and responses to comments.
To: Michael Bennet, Superintendent

Through: Andre Pettigrew, Chief Operating Officer

From: Richard Cosgrove, Interim Executive Director, Facility Management

Date: November 13, 2006

Subject: Revised Community Use Policy and Fee Structure

The Board of Education is asked to approve the Revised Community Use Policy and Fee Structure.

SUGGESTED MOTION

I MOVE THAT THE BOARD OF EDUCATION APPROVE THE REVISED COMMUNITY USE POLICY AND FEE STRUCTURE
<table>
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<tr>
<th>Source of Comment</th>
<th>Comment</th>
<th>Response and/or Action</th>
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<tbody>
<tr>
<td>Heidi Snow, Bookkeeper, Karsh, Fulton, Gabler &amp; Joseph, P.C.</td>
<td>I believe the changes that have been proposed will benefit our community - specifically the Stapleton community. We enjoyed an exercise class at the Westerly Creek campus until the current rules and regulations of DPS facilities use prohibited the continued use of the gym at Westerly Creek. This class was so important to so many and e-mails to DPS regarding how important the class was and how we all felt that this DPS facility should be used FOR OUR COMMUNITY to DIRECTLY BENEFIT our community fell on deaf ears. It was more than a little disappointing for men and women alike who participated in this program - INFINITE POTENTIAL. I STRONGLY believe that the schools in our communities should foster building relationships and be a gathering place for activities that enhance where we live and what we believe in. Our children benefit, we as individuals benefit and in turn our community benefits. PLEASE let the DPS facilities be used for activities that strengthen and promote relationships within Stapleton - among mothers, fathers, friends, children.</td>
<td>Community Use will notify this user of their category, inform them of our procedures, and concur in writing that DPS agrees that DPS facilities should be used for activities that strengthen and promote relationships within Stapleton.</td>
</tr>
<tr>
<td>Kristen Rasmussen, Stapleton Community</td>
<td>I read with great interest the proposed changes to the current community use of facilities policy for DPS. I truly see the schools as an integral part of our community, and would like to see school facilities made more accessible to groups within the community. I would therefore like to comment on the proposal. First of all, I would strongly</td>
<td>Community Use will notify this user that we are researching web-based technology in order to expedite the application and permit process, and currently with a staff of two schedulers and over four hundred customers Community Use is working hard to meet all of our customer’s demands in a timely manner, that</td>
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<td>Shirley Farnsworth, Director, Community Schools</td>
<td>I also recommend that in the Community Use Policy, it is noted that Kaleidoscope Corner is the exclusive school-age, licensed child care provider for DPS under the supervision of Extended Learning. Other districts have a similar policy in place.</td>
<td>Community Use will inform this employee that this edit has been made to the policy.</td>
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<tr>
<td>Brian Wert, Secretary of the Board of the CP-HCA</td>
<td>As a long-time user of Carson's auditorium for the annual membership meetings of our Registered Neighborhood Organization (RNO), the Cranmer Park-Hilltop Civic Association (CP-HCA), we would like to encourage you to include City of Denver RNO's in DPS' definition of Non-Profit Community Service organizations with respect to pending changes to DPS policy regarding use of DPS facilities. Our membership meetings can number 200-300 in attendance, limiting adequate meeting space to facilities like school auditoriums. The CP-HCA has paid DPS application fees for many years and does not object to that but, being a non-profit volunteer organization with modest income all in the form of membership dues, submit that withstanding rental fees for use of a facility like Carson's auditorium would likely be prohibitive. Thank you.</td>
<td>Community Use will notify this user that under the revised policy they fall under Category A, and thus they qualify for free rental, a refundable deposit, no application fee, and labor charges as appropriate.</td>
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</table>
|Larry Snapp, Community| I have become aware that DPS has been working on | Community Use will notify this user of their category,
<p>| <strong>Member</strong> | changing their use policy and wanted to say that I am encouraged to see a change. As taxpayers we provide a lot of money to the school district only to experience that the previously restrictive policy on school usage got in the way and sometimes cancelled some very important and legitimate uses of the school building. We were amazed youth and community service groups were held out of the building or run out for lack of ability to pay the normal fees. We personally experienced this foolishness and its negative results as a family. Though we as a family have been very supportive of Westerly Creek the policy made us feel like giving up on doing anything further. Schools are paid for by the taxpayers and should be used to their fullest potential for the upbuilding certainly of the youth but also of the community in which they are located. Please continue the changing of the policies to make the schools reach their full potential as an asset to their communities. The goodwill this would bring DPS would be of great value. | inform them of our procedures, and concur in writing that DPS agrees that DPS facilities should be used for activities that strengthen and promote relationships within Stapleton. |
| <strong>Gregory Willis, Colorado Hawks</strong> | The changes are needed. We are a non-profit who serves more DPS students in our organization than any other school district it was appalling to me that we paid so much for the gym rental when our program is graduating DPS students and assisting them get into top universities throughout the country. I realize most DPS students cannot afford the opportunity to participate in our programs so we don’t charge them any money. So why does the district charge us so much when we are simply an extension to their work? I still feel there should be a close watch on abuse. I honestly feel every non-profit is not sincere in their mission or goals and some will want to use the facilities | Community Use will notify this user that under the revised policy they fall under Category B, and thus they are required to pay a rental fee, application fee, and labor charges as appropriate, that their fee structure is less than a Category C, for-profit user, that they may contact Community Use in order to pursue any fee reductions in exchange for in-kind contributions for helping DPS students get into top universities, and that in-kind contributions are subject to DPS review and approval. |</p>
<table>
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<tr>
<th>Name</th>
<th>Message</th>
<th>Response</th>
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<tr>
<td>Ricardo Chavez, Teacher, Greenwood ES</td>
<td>I am a teacher at Greenwood Elementary School. Beginning January 2007, I will begin a youth baseball team in this area. We have few baseball fields within the school boundaries in the Montbello area, some better than others. I plan to ask Oakland Elementary to allow me to use the baseball during the playing seasons. I applaud your decision to incorporate the new changes, it will greatly benefit the Montbello area and all inner city neighborhoods that are not using their ball fields.</td>
<td>Community Use will notify this user of their category and inform them of our procedures.</td>
</tr>
<tr>
<td>Mona Romero, Safe &amp; Drug Free Schools, 1330 Fox St</td>
<td>I live right across the street from Cheltenham Elementary. Many people have asked me since I work for the district about the Cheltenham parking lot. On days the Broncos play the neighborhood is full. Why is that parking lot not used to accommodate Bronco fans? They tell me, &quot;We pay taxes.&quot;</td>
<td>Community Use will notify this employee that procedures are being finalized to enable schools to rent their parking lots for Bronco games, and that the schools will be authorized to keep any funds generated from this activity.</td>
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<td>Walt Kramarz, Deputy General Counsel</td>
<td>I’d really prefer to limit the policy reference on background checks to something general, such as, “To the extent users are interacting with DPS students, criminal and other background information pertaining to those users may be required pursuant to regulations or procedures established by the Superintendent or his designee.” The reality is that those regulations are a work in progress, albeit with an imminent deadline. By keeping the policy language very broad, we retain flexibility to implement our own rules, and revise them without the need for a BOE policy modification.</td>
<td>Community Use will inform this employee that this edit has been made to the policy.</td>
</tr>
</tbody>
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| Russ Smith, Teacher at Gust ES, Stage Mgr at South HS | Question: In the revised categories, it indicates that during regular school hours as specified to include later evening hours, there will be no overtime hours charged. In the case of auditorium use, does this mean that a stage manager will | Community Use will notify this employee that all labor charges will continue to be assessed to all users as specified in the fee structure. The fee structure specifies that anytime a Stage Manager is required the
| Diane E. Cherry, Counselor, CEC | I think groups should be charged the school’s cost for providing facilities; I don’t think we should make money doing this, but we shouldn’t be out-of-pocket for our primary reason for existence…the education of our young people. Even non-profit and youth organizations should have a budget for facility rental. I am sure the budget can not stretch to include these out-of-pocket costs. While yes, the facilities belong to the community and it is important that schools be a utilized and focal points in the community, the school district should not try to do good public relations at the cost of other operating expenses: salaries, textbooks, etc. Denver needs to learn that if it wants good facilities throughout the city, whether it be parks, roads, or schools, it will need to pay for them. And if the residents of this city are too “low income” to afford the first class facilities its leaders would like to provide, then we need to look at who has the money…all the businesses that are being encouraged to move in? To my mind, right now we are still following the “trickle down” theory which I have yet to see trickle down any worthwhile sums of money. | Community Use will notify this employee that the revised policy and fee structure aligns directly with the Denver Plan, which calls on community members to support DPS students in their quest for academic and personal excellence, that DPS has a vested interest in allowing and encouraging certain community groups to use our facilities for activities that directly or indirectly benefit DPS students and their communities, and that the revised policy re-categorizes users in order to provide a more community friendly and open environment, while at the same time a less costly one for users. Community Use will inform this employee that it is not the goal of DPS to make a profit from leasing its facilities, that the primary goal of the fee structure is to cover labor costs, and that DPS protects itself from facility damage by requiring users to provide proof of insurance. |

| Stacey Hervey, Crime and Forensics Instructor, CEC | I caution the use of schools by groups. The safety of a school is paramount and any use should be monitored carefully so as a group/individual does not exploit it for criminal purposes. US School maps have been found in user will be required to pay $32.00 per hour. | Community Use will notify this employee that the revised policy and fee structure aligns directly with the Denver Plan, which calls on community members to support DPS students in their quest for academic and personal excellence, that DPS has a vested interest in allowing and encouraging certain community groups to use our facilities for activities that directly or indirectly benefit DPS students and their communities, and that the revised policy re-categorizes users in order to provide a more community friendly and open environment, while at the same time a less costly one for users. Community Use will inform this employee that it is not the goal of DPS to make a profit from leasing its facilities, that the primary goal of the fee structure is to cover labor costs, and that DPS protects itself from facility damage by requiring users to provide proof of insurance. |
sleeper cell apartments. Another group located in Florida I believe used a school saying they were the Boy Scouts on Saturdays. When someone looked into their purpose, it was discovered that they were not affiliated with the boy scouts but a radical islamic group. What better way to find out security in a school than to have the school at nights or weekends? Please keep our schools safe. My son will be attending DPS next year so I speak as a parent and teacher. I have studied school safety extensively and we need to be aware that certain individuals will use information agains our children.

and floor plans must be approved by the DPS Chief of Security and Executive Director of Facility Management.

Leslie Moore, Director of Athletics

Someone should be on site to monitor use of artificial fields and provide access to school toilet facilities.

Community Use will inform this employee that this edit has been made to the policy and fee structure.

Carol Hedges, Community Member

Congratulations on your efforts to open our schools to our community. I hope the fees for the Category 2 and 3 groups are not too high. Our schools are an integral part of neighborhoods across the city and we should encourage the non school community to take advantage of those resources. As more people spend time at our schools, the more supportive they become of bond measures, etc.

Community Use will notify this employee that the revised policy and fee structure aligns directly with the Denver Plan, which calls on community members to support DPS students in their quest for academic and personal excellence, that DPS has a vested interest in allowing and encouraging certain community groups to use our facilities for activities that directly or indirectly benefit DPS students and their communities, and that the revised policy re-categorizes users in order to provide a more community friendly and open environment, while at the same time a less costly one for users. Community Use will inform this employee that it is not the goal of DPS to make a profit from leasing its facilities, that the primary goal of the fee structure is to cover labor costs, and that DPS protects itself from facility damage by requiring users to provide proof of insurance.
<p>| Gerald Anderson, SHS Neighborhood | I am writing of my concern of the change of your Facilities Usage plans. I do understand that with the budget shortfalls, you have to look at options to generate money to help balance the budget. The concern of the South High neighborhood is that most things end up at the All City Facilities. We work hard to maintain our neighborhood, with regard to noise, cleanliness, low crime, and property values. For the most part and for our household, we enjoy living near the school and hearing the crowds in the stadium, and the bands playing etc. As long as it is not done in excess. Several years ago on a Saturday, we had the Junior Bronco Cheerleaders, with a very loud speaker system, a track meet (or something in the stadium, as well as soccer in the field next to the stadium. I was very angry at the noise. I got in my car and drove around to all the other high schools and passed by a few middle schools. There was absolutely nothing happening at any other facility. My question to you is why does it all have to happen here. There are other neighborhoods with schools and fields and other facilities that can accommodate these different groups. Who will control the traffic to keep it off of our streets. Who will work to eliminate the potential crime from people coming into our neighborhoods and seeing what we have worked hard to get, and potentially want to get some of what we have without asking. Perhaps, with some sort of agreement that some of these venues can happen at other facilities, the neighborhoods will appreciate what they have and work to fix up their neighborhoods also. I would be very much interested in talking with you about this. | Community Use will notify this community member that the revised policy and fee structure aligns directly with the Denver Plan, which calls on community members to support DPS students in their quest for academic and personal excellence, that DPS has a vested interest in allowing and encouraging certain community groups to use our facilities for activities that directly or indirectly benefit DPS students and their communities, and that the revised policy re-categorizes users in order to provide a more community friendly and open environment, while at the same time a less costly one for users. Community Use will inform this community member that DPS will inform users there are other artificial and turf fields available for such use, and that noise and other City ordinances are to be followed according to the permit process. Community Use will also inform this community member that All City South is the only outside DPS facility with a large seating capacity and lighting. |
| Velma Rose, Chief | In Section III, it states: “For all categories appropriate” | Community Use will inform this employee that edits |
| Financial Officer | Financial Officer costs will be charged. These costs may include: any rental, labor and incremental costs incurred by the District”. However, the descriptions of Categories A, B and C do not include anything beyond rental, application fee and labor charges as appropriate. So, the concept of “incremental costs” is not applicable? | have been made to the policy for clarification. |
| Velma Rose, Chief Financial Officer | Are we no longer charging for increased energy costs due to community use? | Community Use will inform this employee that DPS has not charged users for energy costs in the past, nor is this proposed in the revised policy. |
| Velma Rose, Chief Financial Officer | In Section IV reference is made after the “Application Fee” paragraph that procedures are still needed for the handling of “Refundable Security Deposit”. Was this addressed in the version presented to the Board Monday night? If not, have you talked to Accounting and Internal Audit yet? | Community Use will inform this employee that DPS has not required refundable security deposits in the past, nor is this proposed in the revised policy. |
| Velma Rose, Chief Financial Officer | In Section IV’s section on Insurance, it states that the applicant must provide insurance. In the old procedures, this did not apply to Category A users. Are you intending that Category A users also obtain insurance? | Community Use will inform this employee that Category A Denver Public Schools Organizations are covered by DPS insurance and that Category A Non-school Organizations have the option of providing proof of insurance or purchasing DPS insurance. |
| Henry Jackson Jr., Community Member | I would start by mentioning this proposed policy change is a light at the end of the tunnel for those of use who provide activities for the youth of our communities. I have been working with kids for many years and the lack of affordable facilities to provide alternatives to these kids has been painfully absent for several years now. We have had to disband several activities that would help keep our children off the streets because we could not afford to pay the astronomical fees associated with such activities. I can speak for many parents, volunteer coaches and parents, that allowing non-profit youth organizations to utilize public school facilities will be a blessing. I can guarantee, that if allowing non-profit youth organizations to utilize public school facilities will be a blessing. I can guarantee, that if | Community Use will notify this user that under the revised policy they fall under Category B, and thus they are required to pay a rental fee, application fee, and labor charges as appropriate, that their fee structure is less than a Category C, for-profit user, that they may contact Community Use in order to pursue any fee reductions in exchange for in-kind contributions for helping DPS students, and that in-kind contributions are subject to DPS review and approval. Community Use will inform this community member that while it is not the goal of DPS to make a profit from leasing its facilities, DPS is not in the financial position to waive... |</p>
<table>
<thead>
<tr>
<th>Bishop-Designate Foreman, Community Member</th>
<th>I must say that I disagree with the increase charges for facility usage, especially in the middle school auditorium use. Not only because we are preparing to rent one for our church services on Sunday, but the fact is that organizations with limited funds, must be able to afford the cost of the facility for their usage. I strongly feel that the charges should either be reduced or a concession should be made for non-profit organizations with limited funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community Use will inform this community member that while it is not the goal of DPS to make a profit from leasing its facilities, DPS is not in the financial position to waive all fees for non-school organizations. The increase in fees was driven by increased operational costs for schools. Community Use will monitor revenue and submit to the Board of Education any reduced fee structure if possible in the future. Community Use will work with Community</td>
</tr>
</tbody>
</table>

<p>| this new policy is implemented, (and I pray it will) you will make a lot of kids happy, because we can now say, &quot;yes, we can have a program for you&quot; instead of saying, &quot;sorry, but we are not able to provide any programs for you because it is simply too expensive&quot; Try saying that to 7, 8, 9, 10 year old kids...not too pleasant. In any event, below is just one email over the years that I have sent to various people, to include the DPS superintendent, trying to get someone to help the kids of our community. The way I interpret the proposed change(s), we, as non-profit youth organizations would be able to utilize DPS facilities free of charge as long as the usage falls within the normal working hours of the school, correct? If that is correct, please inform me what I need to do in order to secure gym space. Should you need to contact me for any reason, please so not hesitate to do so. The key to this organization is whether the school will sponsor it. If it is a school sanctioned event then they would fall under Community Use category A. If they are in fact sponsored by the school then I would suggest that all adult supervisors that are not directly affiliated with the district would be subject to background checks. |
| all fees for non-school organizations. |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Message</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Sadwith, Executive Director, Colorado Trial Lawyers Association</td>
<td>As the neighborhood president of Crestmoor Homes Association, I applaud your efforts to streamline your facilities use. The problems I have had though are all administrative related. The process to reserve is too cumbersome. It requires me to select several dates, mail an application and then wait, possibly for a week or more, to find out if the dates are acceptable. I circumvent this process by calling the school and first finding out if the room is available. There is still no guarantee at that point. It may take days for your use department to find out whether the room is available. I must then hand carry the application to your headquarters. If mailed, I receive no immediate confirmation on whether my application has even been received. Why can’t this whole process take place by e-mail if no fee is due? I would then, at least, receive immediate confirmation that the application has been received etc. The entire process, has sometimes taken me 2-3 weeks. Can’t this be made simpler. We seem to have the technology that would help. Thanks.</td>
<td>Community Use will notify this user that we are researching web-based technology in order to expedite the application and permit process, and currently with a staff of two schedulers and over four hundred customers Community Use is working hard to meet all of our customer’s demands in a timely manner.</td>
</tr>
<tr>
<td>Stephen Finley, Risk Management</td>
<td>I have reviewed the information at the DPS website concerning the updating of Community Use KF-R. The summary of proposed changes has the following statement: “These increases are very small since the bulk of any damage repair would continue to be achieved through insurance claims”. I am not sure what this means. The District property insurance does not get involved with these</td>
<td>Community Use has coordinated policy language with this employee, which requires all users to either provide proof of insurance or to purchase insurance from DPS.</td>
</tr>
</tbody>
</table>
If the lessee has insurance then their coverage may cover this damage. The insurance coverage we sell to lessees does not cover property damage. This coverage is purely liability for injury from the event. In the past when we have recovered from a lessee it is because they brought their own organizations coverage with them. We should be requiring a damage deposit, at least from everyone to whom we provide liability coverage. Is the issue of ‘pick-up’ athletic games being discussed? This is when a group of individuals rent a gym for a basketball game every Tuesday night. Any organization that has insurance should use that existing insurance as coverage for their activities in our facilities. This provides liability insurance coverage for injury to others during the event. Organizations suing our facilities and damage our facilities will either use their property insurance coverage to pay for the repair or will just pay for the repair directly. When organizations have no insurance they can use the liability insurance program we have to provide liability coverage (injury to others at the event) for the event. To the best of my knowledge this is the way it has worked for the past 10 years. We have not charged insurance to ‘pick-up’ sports uses of our facility as there is no organization, just folks showing up to play.

| Shirley J. Farnsworth, Director, Extended Learning | A process is being developed that ensures that all program providers and their staff members are appropriately screened. Who will be following up on a regular basis to ensure that contractors are adhering to relevant policies and procedures? The submission of an application once a year is not sufficient to ensure the safety of the children. | Community Use will inform this employee that background checks is a new requirement of the community use process and that all procedures will be coordinated with Safety & Security to ensure background checks are being performed as required. |
| Shirley J. Farnsworth, Director, Extended Learning | How will the district ascertain what organization did the damage when several are using the building | Community Use will inform this employee that with the help of Safety & Security and cameras all |
| Shirley J. Farnsworth, Director, Extended Learning | DPS school employee groups (DPS student activities take precedence—for example teachers’ aerobics class is given priority when space is needed for kids programs—this has been an issue in the past.) | Community Use will inform this employee that student activities are top priority and absolutely no non-school users will have priority over any scheduled school activity. |
| Shirley J. Farnsworth, Director, Extended Learning | Youth development/youth-serving groups. Who will be responsible for making certain the children attending these programs are well supervised and that safety procedures are in place? The district has not yet resolved the safety, supervision and quality issues inherent in the after school enrichment programs. Extended Learning working through the Denver Quality After School Connection and the Lights On After School Initiative is working to establish quality standards and training for after school providers in alignment with the Denver Plan. Let’s make sure that these concerns are addressed in this policy. Does this policy allow other licensed child care programs (both profit and nonprofit) to compete with and/or replace district programs? DPS fee-based programs (including Kaleidoscope Corner) are priced below market, based on “economies of scale”, a cost-effective and well-managed delivery system, and support from the district infrastructure. Note that there are extensive guidelines for licensed programs and that they must be closely supervised to ensure compliance. Who will perform this function for the district? See below. | Community Use will inform this employee that any groups proposing a licensed child care program in a DPS facility must provide complete details of the program so Community Use can forward all information to Extended Learning for approval, and that background checks is a new requirement of the community use process and that all procedures will be coordinated with Safety & Security to ensure background checks are being performed as required. Community Use will inform this employee that the policy has been edited to state, “Kaleidoscope Corner is the exclusive school-age, licensed child care provider for DPS under the supervision of Extended Learning.” |
Note that all licensed child care programs (for profit and nonprofit) must be licensed by the Dept of Human Services, Health Department, Fire Department and have a Business license within the City of Denver. Human Services alone requires the following notable rules and regulations to operate school-age child care (5 to 12 year olds):
- Must have a designated space to license
- Specific amount of square footage per child
- Storage space
- Office space
- Specific equipment, materials and programming requirements
- Specific staff training, education and experience requirements
- Designated telephone line for each program
- Designated bathrooms for each program
- Food preparation requirements
- Recreational requirements

The district’s child care programs already struggle to acquire adequate space for their programs due to the school’s limitations on using classrooms and library space. Most of these programs are conducted in cafeterias or gymnasiums, which in many cases are shared with other after school groups.

- Are the district’s programs going to be in direct competition with community organizations for space?

Community Use will inform this employee that any groups proposing a licensed child care program in a DPS facility must provide complete details of the program so Community Use can forward all information to Extended Learning for approval.

Community Use will inform this employee that student activities are top priority and absolutely no non-school users will have priority over any scheduled school activity.

Shirley J. Farnsworth, Director, Extended Learning

District/individual school partnerships. Is this the School Partners Program facilitated by the DPS Foundation – more specific definition?

Community Use will inform this employee that regular meetings on all community use issues will be held with Community Use, Community Partnerships, and the
| Shirley J. Farnsworth, Director, Extended Learning | Any use that is exclusively private/personal (e.g., weddings). Many of the PTSA’s enrichment instructors are for-profit vendors who pay a nominal fee to the PTSA to be allowed to conduct classes in the schools. Most of these organizations gravitate to the schools with the highest socio-economic populations. In these instances, how are for-profit instructors and not-for-profit instructors identified and processed? Are for-profit vendors charged a rental fee? | Community Use will inform this employee that such use falls under Category A, and thus they qualify for free rental, a refundable deposit, no application fee, and labor charges as appropriate. This use falls under Category A because the user is the PTSA. Community Use has no involvement in any arrangements made by PTSA. |
| Shirley J. Farnsworth, Director, Extended Learning | Payment for Damages. The district expects to provide safe and maintained facilities. The facilities should be inspected at the time of initial occupancy. – By whom and using what procedure? How is blame assessed for broken equipment/windows etc. that is noted? The district expects to get the facilities back in the same condition. Any damage to the facility will be billed to the using group. Further use of any district facilities will be barred until such bills have been paid in full. The applicant will be billed for any damage resulting from improper or careless use of the facility, and shall make payment within 30 days of receipt of a bill. Is facility use going to police this process? | Community Use will inform this employee that with the help of Safety & Security and cameras, and by having Facility Managers and the custodial staff report all facility damage to the Service Coordination Center, all customers are held accountable for their actions, but it is impossible to catch all violators all the time. If a person or group is caught damaging DPS property they will be held responsible for payment for repairs and will be subject to having their contract terminated. |
| Shirley J. Farnsworth, Director, Extended Learning | Equipment. Arrangements for the use of equipment must be made with the Office of Community Use. Who is responsible for ensure compliance at the sites? | Community Use will inform this employee that Facility Managers and the custodial staff report all equipment misuse to the Service Coordination Center, which in turn reports such misuse to Community Use, which in turn informs users that they are subject to having their contract terminated unless correction measures are taken. |
| Shirley J. Farnsworth, Director, Extended Learning | Food Service. Refreshments may be served only in | Community Use will inform this employee that any |
### Director, Extended Learning

approved areas. Use of kitchen facilities is prohibited unless specifically authorized pursuant to the application process. Snack is required in child care programs over four hours in duration and after school programs. Schools must ensure that snack time is coordinated for multiple on-site after school providers. groups proposing a licensed child care program in a DPS facility must provide complete details of the program so Community Use can forward all information to Extended Learning for approval.

### Tim Sabus, Community Member

I'm Tim Sabus and I run Tim Sabus and Company with my family. We operate Bronco parking at Fairview Elementary's small parking lot and have for the past five years. We found out today that we may not be able to do so next year. This came as a tremendous shock to us. Our work at Fairview is very important to us. It seems that we are simply being terminated with no input whatsoever! We don't feel this is fair. We have tried mightily to do a good job at Fairview and there have not been any complaints about us (you can check with Community Use of Facilities if you wish). Furthermore, and importantly to us, we have, for the past several years, supported Fairview's soccer and reading clubs via direct donations. This has been an important and enjoyable community contribution for us. Can we find a way, together, for us to maintain our relationship with Fairview.

### Maggie Gomer, Community Member

Bravo! As a parent and community member it is incredibly important for the schools to be centers of our community. Schools benefit when scouts and other youth based organizations meet and are available on site. The families and children have more interactions with the school, feel more at home and more supportive and the convenience is often immeasurable. Also, community meetings held in the schools really help to bridge the gap between “use and them”. Frequently I hear about “those kids”. When adults
actually get into the buildings and see what the kids are up
to either directly or indirectly they frequently feel more
connected and are able to see that we are all a community.
Be sure to get the word out to the organizations that could
benefit from this shared resource. It will do no good to
change the policy if we don’t get the word out. Thanks for
remembering that we’re all in this together.

| Ed Ray, Chief of Security | It would behoove us to have some language that addresses
that the personnel overtime rates for all DPS personnel as
well as police and fire are subject to change. It is also
possible that changes could occur as to the minimum of
hours. Example: Security currently charges a minimum of
two hours with 1/2 before and 1/2 after the event. | Community Use will inform this employee that edits
have been made to the fee structure. |
Community Use of Facilities
Fee Schedule

**Application fee:** $25.00 (due at time of application); non-refundable unless application is denied.

**Change fee:** $25.00

**Liability Insurance fee:** $1,000,000 liability insurance certificate listing DPS as an additional insured. Insurance may be purchased for an additional fee if needed.

**Personnel Hourly Overtime rates:**
* Custodial Personnel $35.00
* Maintenance Personnel $35.00
* Stage Manager $32.00
** Unarmed Guard $20.50
** Armed Guard $26.50
** Police Officer $40.00
* Fire Dept. Personnel $40.00
* Pool Manager/Lifeguard $12.50
* Student Assistant $ 9.37
* Food Service Employee $18.85

*Overtime rates are subject to change according to salary adjustments.*

* Custodial overtime rates begin hour before the event and end hour after the event with a minimum of 4 hours on weekends.

** Security overtime rates begin ½ hour before the event and end ½ hour after the event with a minimum of 2 hours.

**Facility Rental fee:**
A minimum charge for 2 hours usage is required. (NC=No charge, only labor cost applies)
Category A: Free use by school organizations
Category B: Non-district educational use
Category C: Profit making use

**FACILITY RENTALS**

**Hourly Rental Rates**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary School:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>NC (labor only)</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gym/All Purpose</td>
<td>NC (labor only)</td>
<td>$20.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Auditorium</td>
<td>NC (labor only)</td>
<td>$35.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>NC (labor only)</td>
<td>$35.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Facility</td>
<td>Category A</td>
<td>Category B</td>
<td>Category C</td>
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<tr>
<td>------------------------</td>
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<td>-----------------------------</td>
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</tr>
<tr>
<td>Middle School:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>NC (labor only)</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gym/All Purpose</td>
<td>NC (labor only)</td>
<td>$30.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Auditorium</td>
<td>NC (labor only)</td>
<td>$55.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>NC (labor only)</td>
<td>$25.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>NC (labor only)</td>
<td>$15.00 + $1 per computer</td>
<td>$20.00 + $1 per computer</td>
</tr>
<tr>
<td>High School:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>NC (labor only)</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>NC (labor only)</td>
<td>$45-55</td>
<td>$100.00</td>
</tr>
<tr>
<td>Auditorium</td>
<td>NC (labor only)</td>
<td>$80.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>NC (labor only)</td>
<td>$45.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>NC (labor only)</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>NC (labor only)</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>NC (labor only)</td>
<td>$15.00 + $1 per computer</td>
<td>$20.00 + $1 per computer</td>
</tr>
<tr>
<td>All Schools:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobbies, hallways</td>
<td>NC (labor only)</td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**Kitchen Rental:**
Food Service employees must be present whenever the kitchen is in need of being opened for use. Labor will be charged to the permitted at the rate of $18.85 per hour, with a minimum of 3 hours.

**Hourly Rental Rates**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen Facilities</td>
<td>NC (labor only)</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>
# Denver School of the Arts

## Hourly Rental Rates

<table>
<thead>
<tr>
<th>Area</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>NC (labor only)</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Commons/lunchroom</td>
<td>NC (labor only)</td>
<td>$45.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Schomp Theatre</td>
<td>NC (labor only)</td>
<td>$400.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Concert Hall</td>
<td>NC (labor only)</td>
<td>$200.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Acting Studio</td>
<td>NC (labor only)</td>
<td>$80.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Dance Hall</td>
<td>NC (labor only)</td>
<td>$200.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Dance Studio</td>
<td>NC (labor only)</td>
<td>$70.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Rotunda</td>
<td>NC (labor only)</td>
<td>$30.00</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

## Denver School of the Arts Capacity

- Classroom: 30
- Commons: 200
- Schomp Theatre: 550
- Concert Hall: 290
- Acting Studio: 75
- Dance Hall: 180
- Dance Studio: 75
- Rotunda: 100
ATHLETIC FIELD/PARKING LOT FEE SCHEDULE

Hourly & Use Rental Rates

Grass Fields
Rental Rates – 2 hr. minimum charge is required

<table>
<thead>
<tr>
<th>Category</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Hour Charge</td>
<td>None</td>
<td>$10.00 per hr</td>
<td>$25.00 per hr</td>
</tr>
<tr>
<td>Maintenance Fee</td>
<td>None</td>
<td>$10.00 per use</td>
<td>$10.00 per use</td>
</tr>
</tbody>
</table>

Artificial Turf Fields
Rental Rates – 2 hr. minimum charge is required

<table>
<thead>
<tr>
<th>Category</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Hour Charge</td>
<td>None</td>
<td>$50.00 per hr</td>
<td>$60.00 per hr</td>
</tr>
<tr>
<td>Maintenance Fee</td>
<td>None</td>
<td>$10.00 per use</td>
<td>$10.00 per use</td>
</tr>
<tr>
<td>Operations Fee</td>
<td>None</td>
<td>$35.00 per hour</td>
<td>$35.00 per hour</td>
</tr>
</tbody>
</table>

All City Sports Complex
Rental Rates – 4 hr. minimum charge is required

<table>
<thead>
<tr>
<th>Category</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime Hourly</td>
<td>None</td>
<td>$100.00 per hr</td>
<td>$140.00 per hr</td>
</tr>
<tr>
<td>Night time Hourly</td>
<td>None</td>
<td>$200.00 per hr</td>
<td>$280.00 per hr</td>
</tr>
<tr>
<td>Operations Fee</td>
<td>None</td>
<td>$35.00 per hr</td>
<td>$35.00 per hr</td>
</tr>
</tbody>
</table>

Sound System: $25.00 per use
Scoreboard: $50.00 per use

Operations Fee rates begin ½ hour before the event and end ½ hour after the event.

Concessions: Food Services will not charge for the use of the concession stands but reserves the right to determine when to open the stands, depending on the nature of the event and the number of spectators expected.

Tennis Courts

<table>
<thead>
<tr>
<th>Category</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Hour Charge</td>
<td>None</td>
<td>$20.00 per hr</td>
<td>$30.00 per hr</td>
</tr>
</tbody>
</table>

Parking Lots (fee charged when no inside space is required)

<table>
<thead>
<tr>
<th>Category</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
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<tr>
<td>Per Hour Charge</td>
<td>None</td>
<td>$20.00 per hr</td>
<td>$30.00 per hr</td>
</tr>
<tr>
<td>Maintenance Fee</td>
<td>None</td>
<td>$10.00 per use</td>
<td>$10.00 per use</td>
</tr>
</tbody>
</table>

All elementary and secondary playing fields may be scheduled for use when not in use for District activities unless closed for maintenance. No refund provisions are made in the agreement with users.
## Community Use of Facilities

### Proposed

#### I. INTRODUCTION

The Board of Education recognizes:

1. That the District facilities belong to the school community;
2. That the primary purpose of the District facilities is to implement the regular instruction program;
3. That school district facilities may be made available to the community when not in use for school activities;
4. That any financial commitment of the District arising out of community use of school facilities is subject to appropriation by the Board of Education.
5. That there are costs involved in the use of facilities and that charges should be assessed so that tax money will not be used in support of non-instructional program activities;
6. That the procedures for Community Use of Facilities are intended to promote effective, consistent, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of these facilities.

These procedures apply to all buildings and fields owned and/or operated by the District.

#### II. GENERAL TERMS AND CONDITIONS OF SCHOOL FACILITY USE

Denver Public Schools shall make its buildings and facilities available to the community for the use of responsible organizations or groups of citizens when school is not in session.

### KF-R

#### I. INTRODUCTION

The Board of Education recognizes:

1. That school district facilities belong to the school community;
2. That the primary purpose of such district facilities is to implement the regular instruction program;
3. That school district facilities may be made available to the community when not in use for school activities;
4. That any financial commitment of the district arising out of community use of school facilities is subject to appropriation by the Board of Education; and
5. That the school district has a legitimate interest in charging fees to require facility users to bear costs associated with facility use.

6. School District procedures for Community Use of Facilities should promote safe, lawful and fair use and enjoyment of district facilities consistent with the need to establish priorities that recognize the educational purpose of these facilities.

These procedures shall govern use of school facilities for purposes not directly related to the school district's implementation of its educational programs and apply to all buildings and grounds owned and/or operated by the district. The office of Community Use of Facilities will administer these procedures under the management oversight of the Chief Operating Officer of the district.

#### II. GENERAL TERMS AND CONDITIONS OF SCHOOL FACILITY USE

All uses of school district facilities shall be subject to the following terms and conditions:

1. All uses must be approved in accordance with this
policy and any procedures, rules and regulations established pursuant to this policy.

2. In all cases the school district shall have the right to cancel a use, with or without notice, for any reason, in its sole discretion. Rules and regulations regarding facility use, whether set forth in this policy or adopted administratively, shall serve only to provide notice of restrictions and prohibited conduct; they shall not in any way limit or restrict the school district's right to cancel a specific use.

In approving a use, the school district shall make no express or implied warranty that the use is permitted by zoning on other laws or is practicable for a given facility. Users assume full responsibility for determining that their intended activities can be undertaken at the facilities requested by them.

3. The school district assumes no responsibility for the acts or omissions of persons other than its employees acting within the scope of their employment, and shall not be liable for damage to or theft of personal property brought onto school district premises by those who use school facilities.

4. All uses of school district facilities shall be consistent with the role of the school district in the community as an institution serving the educational needs and well-being of the children of Denver.

5. Neither the school district nor any person, group or organization using school district facilities shall discriminate in the administration of this policy or the use of any facility based on race, sex, natural origin, religion, sexual orientation or disability.

6. All users shall be responsible for any damage to school property and injury to any person resulting from their use of school facilities.

7. The school district reserves the right in its discretion, to determine the safety and security measures, if any, to be taken in connection with any use. All users shall be deemed to have agreed to implement and comply with such measures and to comply with all requirements of this policy and any district rules and regulations adopted pursuant to this policy.

Such permission and use shall not constitute an endorsement by the school district of any organization or group nor of the program, philosophies, goals or beliefs of any such organizations or groups or the expression of opinion regarding the nomination, retention, election or defeat of any candidate nor the expression of any opinion as to the passage or defeat of any issue.

Users shall adhere to all school district regulations pertaining to the use of school facilities.

The Board of Education reserves the right to refuse approval or to cancel any permits issued for the use of a school building or its facilities when it is deemed that such action is necessary for the best interests of the school.

“Expansion of the role of schools in the life of the community.” This goal requires intensive coordination of community use to ensure that the academic needs of the individual schools are met while still providing opportunities for the community to use available District facilities.

Kaleidoscope Corner is the exclusive school-age, licensed child care provider for DPS under the supervision of Extended Learning.

To the extent users are interacting with DPS students, criminal and other background information pertaining to those users may be required pursuant to regulations or procedures established by the Superintendent or his designee.
III. COMMUNITY USE CATEGORIES

The following facility user categories are identified for the purpose of determining rental rates, which are listed in the Appendix.

For all categories appropriate costs will be charged. *These costs may include: any application fee, facility rental fee, labor, and repair of damage incurred by the District.*

Category A

*Denver Public Schools Organizations* – Free Rental, No Application Fee, Labor Charges as Appropriate

- PTA/PTSA or other local parent-school organizations.
- DPS school-sponsored pupil organizations.
- DPS after-school programming
- DPS school employee groups.
- DPS school clubs.
- DPS school activities.
- District-sponsored childcare programs.
- DPS-sponsored community education programs.
- School advisory or governance groups (SIAC, CSC, etc.)

*Non-school Organizations* – Free Rental, Refundable Deposit, No Application Fee, Labor Charges as Appropriate

- Non-partisan community service organizations, including but not limited to:
  - Youth development/youth-serving groups.
  - Private not-for-profit childcare programs.
  - District/individual school partnerships.
  - Youth recreation groups.
  - Denver city parks and recreation.
  - Civic and neighborhood improvement associations.
  - Emergency preparedness/response groups.

Category B – Community Not-for-Profit Rental (Rental Fee, Application Fee, Labor Charges as Appropriate)

- Religious organizations/activities.
- Adult recreational groups (exc. Parks and Rec.).
- Civil Air Patrol
- Civic and Neighborhood Improvement Associations
- Scouting groups
- Urban Renewal Authority
- Civil Defense
- Federal, state or local government agencies
- Red Cross
- Political caucus groups
- Community-based organizations
- District employee groups

Category C: School District Supported Uses

This category includes activities, events, or programs held on site at a school to benefit the students of that school, or which are undertaken at the request of a school or the school district, provided that the user does not charge participation fees in excess of those reasonably necessary to cover the cost of the program.

Category D: Use for Non-Profit Purposes:

This category includes uses related to the specific interests of a nonprofit community groups or organizations, such as:

- Religious groups (for regular church services)
- Recreational groups (other than Denver City Parks & Recreation)
- Political Groups
- Social Organizations
- Support Groups
- Private not-for-profit child care programs

Category E: Non-District Educational Use:

This category includes uses for classes or training

- Political groups, including caucuses.
- Social organizations.
- Support groups.
- Colleges.
- Universities.
- Private schools.
- Charter schools.

Category C – Commercial/Private Rate - (Rental Fee, Application Fee, Labor Charges as Appropriate)

- Any uses that result in organizational profit.
- Any use that is exclusively private/personal (e.g., weddings).

IV. APPLICATION FOR COMMUNITY USE

Applications for use of Facilities, Fields or All City Athletic Complexes by non-school organizations for community or commercial groups or agencies must be obtained from the Office of Community Use of Facilities during normal business hours (6:00 a.m. to 3:00 p.m., Monday through Friday) at:

Service Building
Office of Community Use
Denver Public Schools
2800 W. 7th Avenue
Denver, CO 80204
Telephone numbers: (720) 423-4200 or 4201

DPS-sponsored school organizations must submit an e-mail request to the Office of Community Use.

The Office of Community Use of Facilities will coordinate scheduling and processing of payment responsibilities for all labor costs and insurance requirements for the use of all facilities to include kitchens/lunchrooms. Menu planning and staffing must be coordinated directly with the Food Services Department. The presence of kitchen personnel is mandatory when the kitchen is in use.

Application forms provided for Community Use of Facilities should be submitted at least two (2) weeks in advance of the date for requested use. Completed applications will be time/date stamped when received in the Office of Community Use.

Priority for facility use will be given to: I. DPS Schools and school sponsored organizations, II.
programs by educational institutions, including universities and private schools.

Category F: Profit-Making or Fundraising Uses: This category includes use of school facilities by any group or organization reasonably designed to generate direct or indirect financial gain regardless of whether the primary purpose of the use is to generate such gain.

Category G: DPS Partnership Uses:

This category includes uses which by agreement with the school district result in reinvestment of net proceeds from the use to provide programs, events, or activities to economically disadvantaged students free of charge.

Category H: Prohibited Uses:

This category includes all uses which 1) are unlawful; 2) pose an unacceptable risk of damage to facilities, disruption of the educational programs or harm to the welfare of students, staff or the public; 3) are otherwise barred by school district rules or regulations; or 4) are otherwise inconsistent with the legitimate interests of the school district.

IV. USER FEES

A school district administration shall develop fees for community use of school facilities, to be submitted to the board of education for its approval, based on the following criteria:

1. An application fee shall be charged for all applications for non-school district uses, provided that Category B users who regularly use school facilities may be permitted to pay a single, annual application fee.

2. Category A users shall not be charged a fee for the use of school district facilities.

3. Category B users may be charged a fee to cover incremental labor and energy costs associated with DPS Community School Programs, III. Denver Parks & Recreation Programs, in the above order.

All other use of facilities will be processed on a first come, first served basis determined by the time and date the completed application was received in the Office of Community Use of Facilities.

Single permits may be entered into for a series of meetings of a particular group. However, a permit will not be issued during one school year for use during a future school year.

Field Use Permits

Field Use permit applications for athletic/recreational use will be due as follows:

Beginning of February - applications due for spring field permits.

Noise Ordinance

The DPS All City Sports Complexes are mainly utilized by the Athletic Department and the community at-large. All City Athletic Complex South has a noise ordinance which is strictly enforced. The public address systems at any All City Sports Complex may not be activated before 9:00 AM on weekdays and Saturdays or 12:00 PM on Sundays all sound equipment must be turned off by 5:00 PM. Events must end by 9:00 PM on any given night with the exception of High School Athletic Games. Music is not allowed unless otherwise authorized by the District. - The amplification levels of the public address system may not exceed city code levels (85 decibels). Citations will be issued by the City & County of Denver when codes are violated. Should security personnel be required to enforce any regulations of the permit, security cost will be billed to the permit holder. All applicants using DPS fields must sign the rules for use before the permit will be issued.

Application Fee

A $25.00 non-refundable application fee in the form of a check or money order, made payable to Denver Public Schools, will be required from Category B and Category C applicants at the time the application is filed. If the community use application is not approved, or canceled by the District, the deposit shall be returned to the applicant within two weeks of the disapproval. Any changes to an application will result in a $25.00 fee.

Verification of Space Availability
their use of school district facilities.

4. Category C users shall be charged incremental labor and energy costs unless the principal of a school agrees to absorb such costs in the school budget or the school district agrees to bear such costs.

5. Category D, E, and F user fees shall be based on incremental labor and energy costs plus hourly fees determined according to the type of facility used and the category of use.

6. In addition to the foregoing, the Chief Operating Officer may negotiate fees with Category F users if it is determined that the school district's standard fees are significantly less than the commercial value of the use of its facilities given the nature of the commercial or profit-making activity to be undertaken by the user.

7. Fees for Partnership Uses (Category G) shall be subject to written agreement between the school district, through its Chief Operating Officer, and the user.

8. The school district may charge standard fees based on a presumed minimum number of hours used for any facility.

9. In addition to the foregoing, the school district may charge for security services, insurance, or any other services provided or costs incurred in connection with any given use.

10. Fees may be waived or reduced upon a user's agreement to provide goods or services to the school district. In kind exchanges of services for facility use must be agreed upon in advance with the school district. Any such agreement shall be based on a standard hourly "rate" for volunteer services or shall ascribe a value to a specific service project, such as playground installation, graffiti removal, or weed removal, to be applied to facility use fees.

V. INSURANCE/DAMAGE DEPOSITS

All facility users other than Category A users (which are covered by the school district's own insurance) shall obtain general liability insurance with a policy upon receipt of the community use application and application fee, the Office of Community Use of Facilities will contact the school office and facility manager and advise them of the request and arrange for custodial services or other necessary personnel.

Approval Process

The Office of Community Use of Facilities will determine the appropriate personnel required to be present at the facility for proper supervision and to protect the District property. Appropriate personnel will be required to supervise the following areas:

- Kitchen - At least one kitchen worker must be present.
- Auditorium - High school stage requires the presence of the stage manager or designee. As many designees may be assigned by the stage manager as felt necessary for the activity. Attendance must not exceed the capacity of fixed seating in any District auditorium.
- Pool - Requires the presence of the pool manager and/or certified lifeguard(s). The number of lifeguards needed will be determined by the number of participants.
- Artificial Fields - Requires the presence of a custodian on the premises to monitor proper use of the field and to allow access to restrooms in the school.

The applicant, following review of the application, will be notified by the Office of Community Use of Facilities as to the approval or disapproval of the application.

Police Guards/ City Firemen/DPS Security

Uniformed city police officers, firemen and/or security must be on duty at least 15 minutes before and 15 minutes after the activity if so directed by the Office of Community Use of Facilities. Any and all fees and charges are to be paid directly to the Denver Public Schools.

Payment of Fees

If approved, the applicant shall make payment by check or money order to Denver Public Schools at the Office of Community Use of Facilities at least three (3) working days prior to the date of scheduled use. Failure to make payment within three (3) working days prior to the scheduled use will result in the permit being canceled. The application fee will not be refunded.

Permit
limit of at least $1,000,000, listing the school district as an additional insured. No permit for the use of any school facility shall be issued until a user:

1. provides a certificate of insurance (which may be kept on file by the school district for a regular user of school facilities) meeting the foregoing requirements;
2. purchase insurance for each specific use or uses through an insurance program available through the school district's Office of Community Use of Facilities; or
3. present an insurance policy covering each specific use and meeting the foregoing insurance requirements.

In addition to insurance, the school district may require that any user provide a damage deposit or other appropriate security to protect the school district's interests for any given use.

VI. IMPLEMENTATION

The school district's Chief Operating Officer and Office of Community Use of Facilities shall be responsible for implementing these procedures and are hereby authorized to develop such forms, rules and regulations as may be necessary within the following parameters:

1. The application process shall use forms consistent with the requirements of these procedures. Applications shall be received at the Office of Community Use in the school district's administration building during the school district's normal business hours. Intra school district requests for use of school facilities shall be made by intradepartmental memorandum.

2. The Office of Community Use shall be responsible for coordinating scheduling regarding school facilities. The principal or administrator in charge of each school facility shall submit a calendar setting forth anticipated facility use for school purposes by September 29 of each year. The Office of Community Use shall thereafter be informed in writing of any changes to such calendars during the school year.

Following timely receipt of payment, a facility use permit (with a raised seal) will be issued to the applicant by the Office of Community Use of Facilities.

CANCELLATION BY THE DISTRICT

The District reserves the right to cancel facility use applications should the space be needed for emergency school or school-related activities. This privilege will be used only when necessary as a result of unavoidable circumstances. If the District must cancel the use of a space due to a problem with an approved site, the Office of Community Use of Facilities will try to arrange an alternative site. When school facilities are closed due to an emergency, inclement weather, or any other event which is beyond the control of the District, community use activities will also be canceled.

PAYMENT FOR DAMAGES

The district expects to provide safe and maintained facilities. The facilities should be inspected at the time of initial occupancy. The district expects to get the facilities back in the same condition. Any damage to the facility will be billed to the using group. Further use of any district facilities will be barred until such bills have been paid in full. The applicant will be billed for any damage resulting from improper or careless use of the facility, and shall make payment within 30 days of receipt of a bill.

INSURANCE

Applicant will provide its own insurance, listing DPS as an additional insured for $1,000,000. Otherwise, applicant will need DPS to provide insurance at an additional cost. Insurance must be attained & secured at the time of permit processing.

ZONING

All applicants will be responsible for researching and attaining the appropriate permits from the City and County of Denver as required by law.

DENIAL OF REQUEST

Individuals, groups or organizations which advance any doctrine or theory which is subversive to the Constitution or laws of the State of Colorado or the United States or which advocate social or political change by use of violence will be denied the use of District facilities.

Misuse or abuse of buildings, facilities, equipment or grounds may be cause for immediate and
3. The Office of Community Use shall assign priority to use of school facilities as follows, in descending order of priority:

a. school district activities directly related through the instructional program;

b. uses by schools and district-sponsored organizations;

c. Community School programs;

d. City and County of Denver parks and recreation programs;

e. all other uses shall be assigned on a first come, first serve basis, in accordance with the date and time a completed application meeting all of the requirements of this policy is received by the Office of Community Use of Facilities.

4. Upon receipt of an application, the Office of Community Use of Facilities shall promptly determine incremental and other costs associated with the proposed use, shall determine the appropriate fee in accordance with the requirements of this policy, and shall notify the applicant of fee requirements.

5. The following facilities shall not be available for community use other than district approved programs: Administration building, Fox Street Facility, Department of Technology Services Building, Service Building, Yuma Street facility, 770 Grant Street, computer labs, technical and science labs, teacher offices, teacher workrooms, industrial arts areas, photography labs, warehouses, attic spaces, maintenance and custodial areas, boiler and mechanically equipment rooms, building crawl spaces, tunnels, and roofs.

6. State and local governments and their subordinate agencies may enter into written intergovernmental agreements with the school district to use school facilities. All such agreements shall be coordinated through the Chief Operating Officer and shall comply with the requirements of this policy.

future denial.

If, in the opinion of the District, a proposed activity will cause excessive wear or require extensive custodial time, the request may be denied.

Unauthorized Use of Facilities

Groups whose use, in the judgment of the Board of Education or the designee, is inappropriate at a school location.

i.e. Gambling, including games of chance

Activities which are disorderly and/or unlawful or which are restricted by reason of race, creed or color, or a class protected by law.

Commercial carnivals, circuses, or similar traveling shows.

Unavailability of Buildings

The following District facilities are NOT available for community use other than DPS approved programs:

- All offices in the Administration Bldg., Department of Technology, Service Bldg., Yuma St.
- Teacher offices and workrooms
- Industrial Arts areas
- Photography labs
- Warehouses
- Attic Spaces
- Maintenance and custodial areas
- Boiler and mechanical equipment rooms
- Building crawl spaces, tunnels or roofs

In the event of inclement weather, an energy shortage, conservation program, major maintenance, and/or renovation, staff shortages, work stoppage/strike, or other events beyond the District's reasonable control, some or all buildings, grounds, and facilities may not be available for other than school activities. In such cases, a specific facility rental may be canceled at the sole discretion of the District.

Buildings/facilities may be unavailable at certain times or on certain dates such as school holidays, weekends, summer vacations or when they are scheduled for maintenance, remodeling, or custodial programs.

Use of District Buildings by District Employees

Individual employees of the District may not use school facilities without obtaining an appropriate permit. Employees of the District cannot use school facilities for programs which allow for personal profit i.e., private class offerings, art studios, catering, etc., without obtaining appropriate permits and insurances from the Office of Community Use.
Intergovernmental Agreements
State and local governments and quasi-government agencies, such as city parks and recreation depts. may enter into written intergovernmental agreements with the District to use school buildings, facilities, and grounds.

Church and Religious Activities
Facilities may be used for religious activities under the following conditions:
- Church services and religious activities must be conducted at times when school is not in session.
- Religious objects and symbols must be removed after each use.
- Facilities may be used by church sponsored groups for non-religious activities such as, but not limited to, youth athletics and social gatherings.
- Fees will be assessed according to the current applicable rates.

Nondiscrimination
All users are subject to laws and regulations which prohibit discrimination based upon age, sex, national origin, race, color, religion, or handicap.

User Responsibility and District Indemnity
A. The permittee agrees to indemnify, defend and hold harmless School District No. 1 against any and all damages to property or injury to, or death of any persons, including property or employees of School District No. 1 from all claims, of or by anyone whomsoever, in any way resulting from or arising out of the operations in connection herewith including operations of and acts or omission of employees or agents of the permittee.

B. The permittee shall be responsible for the conduct and control of all participants and spectators and shall see that all federal, state municipal and District regulations governing safety are followed. The applicant shall also be responsible for taking immediate steps to stop any activity that threatens damage to the facility or injury to any person attending the activity. The applicant must agree to be financially responsible to the District for any and all damages that occur to the building and property during the period of use.
Rules regarding use of school facilities shall include at least the following requirements:

a) **Use of School Facilities.** Use of school facilities must in no way interfere with school activities, and shall be limited to the activity specified in the approved use permit. The Office of Community Use reserves the right to cancel a permit at any time.

b) **Transfer.** Use permits may not be transferred or assigned. The permittee agrees to notify the Office of Community Use if the permit is not to be used.

c) **Restriction to Area.** Persons using facilities pursuant to this policy must confine themselves to the rooms or corridors assigned for their use. These areas must be cleaned and restored to their original condition.

d) **Safety.** Open flames, including candles, are not permitted in the school buildings. A lessee may have in attendance no more persons than the seating capacity of the facilities rented. Fire regulations limit the seating capacity of the auditorium; therefore, additional seating space may not be gained by placing extra chairs in the aisles.

e) **Adult Supervision.** Buildings may be used only when adult supervision provided by the user is present. In addition, a school district employee must be present in the building throughout each permitted use.

f) **Gymnasium Use.** Lessors must furnish basketballs, volleyballs, volleyball nets, towels for showers, wrestling mats, or other gymnasium equipment. No gymnasium equipment shall be provided on a rental basis. Hardwood gymnasium floors are restricted to soft-sole footwear such as tennis shoes.

g) **Equipment.** Arrangements for the use of equipment must be made with the Office of Community Use.

h) **Storage.** No storage facilities will be provided, nor responsibility accepted by the district for any equipment or materials brought in by the applicant, unless specifically addressed in the application. If items are stored, the district is not responsible for the items.

i) **Food Service.** Refreshments may be served only in approved areas. Use of kitchen facilities is prohibited unless specifically authorized pursuant to the application process.

j) **Parking.** Includes free use of the parking lot
7. Rules regarding use of school facilities shall include at least the following requirements:

a. **Use of School Facilities.** Use of school facilities must in no way interfere with school activities, and shall be limited to the activity specified in the approved use permit.

b. **Transfer.** Use permits may not be transferred or assigned.

c. **Restriction to Area.** Persons using facilities pursuant to this policy must confine themselves to the rooms or corridors assigned for their use.

d. **Safety.** Open flames, including candle flames, are not permitted in the school buildings. A lessee may have in attendance no more persons than the seating capacity of the facilities rented. Fire regulations limit the seating capacity of the auditorium; therefore, additional seating space may not be gained by placing extra chairs in the aisles.

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g. **Equipment.** Arrangements for the use of equipment must be made with the Office of Community Use of

to the extent spaces are available at the time of the rental. If not leasing the building parking lot space is available at the normal fee schedule. Playgrounds may not be used for parking unless authorized by the Community Use Department. The district will not be liable for vandalism, stolen property, or personal injuries, nor will it remove snow other than in the normal course of its operations.

k) **Drugs.** Use or possession of controlled substances within the meaning of state and federal law is strictly prohibited on any school property.

l) **Alcohol.** Use or possession of alcohol is prohibited on any school property.

m) **Smoking.** Smoking in district buildings and on district grounds is prohibited.

n) **Religious Activities.** Church services and other religious activities shall be conducted at times when school is not in session. Religious objects and symbols are to be removed after each use.

o) **Security.** Should security personnel be required to enforce any regulations of the permit, security costs will be billed to the permittee.

The Office of Community Use of Facilities may rescind a permit, deny future permits, or impose conditions on future uses by an applicant for violations of school district rules and regulations related to facility use.
Facilities.

h. **Storage.** No storage facilities will be provided, nor responsibility accepted by the district for any equipment or materials brought in by the applicant, unless specifically addressed in the application.

i. **Food Service.** Refreshments may be served only in approved areas. Use of kitchen facilities is prohibited unless specifically authorized pursuant to the application process.

j. **Parking.** Includes free use of the parking lot, to the extent spaces are available at the time of the rental. Rental of parking lot space is available at either the normal fee schedule or on a per space basis. Playgrounds may not be used for parking unless authorized by the Chief Operating Officer. The district will not be liable for vandalism, stolen property, or personal injuries, nor will it remove snow other than in the normal course of its operations.

k. **Drugs.** Use or possession of controlled substances within the meaning of state and federal law is strictly prohibited on any school property.

l. **Alcohol.** Use or possession of alcohol is prohibited on any school property.

m. **Smoking.** Smoking in district buildings and on district grounds is prohibited.

n. **Religious Activities.** Church services and other religious activities shall be conducted at times when school is not in session. Religious objects and symbols are to be removed after each use.

8. The Chief Operating Officer or the Office of Community Use of Facilities may rescind a permit, deny future permits, or impose conditions on future uses by an applicant for violations of school district rules and regulations related to facility use.
Policy DFA- INVESTMENT AND CASH MANAGEMENT POLICY

Policy

It is the policy of School District No. 1 in the City and County of Denver and State of Colorado (the School District) to invest its funds in a manner which will provide for the highest investment return consistent with the preservation of principal and provision of the liquidity necessary for daily cash flow demands. In addition, it is the policy of the School District to implement internal controls to ensure the safety of its financial assets and cash.

Purpose and Scope

This policy shall apply to the management and investment of all financial assets and cash of the School District over which it exercises financial control, as presented and accounted for in the School District’s Comprehensive Annual Financial Report. In order to effectively make use of the School District’s cash resources, the moneys of the following funds may be pooled into one or more investments and accounted for separately. Upon maturity, the interest income earned shall be prorated and credited to the respective funds.

1. General Fund (to include the Emergency Reserve)
2. Capital Reserve Fund (to include the Emergency Reserve)
3. Self-Insurance Internal Service Fund
4. Other Internal Service Funds
5. Government Designated Purpose Grants Fund (excluding federal funds which are required to be held in non-interest bearing accounts)
6. Special Revenue Funds (as appropriate)
7. Pupil Activity Fund
8. Food Services Fund
9. Trust Funds - Expendable and Non-Expendable PERMANENT GOVERNMENT FUND
10. PRIVATE PURPOSE (TRUST) FUND (EXCLUDING THE RETIREE HEALTH BENEFIT TRUST)

11. Building Fund

12. Bond Redemption Fund

13. Any new fund created by the School District, unless specifically exempted

Not covered by this policy is that of the management and investment of cash by individual schools and accounted for in the Student Activities Fund in the School District's Comprehensive Annual Financial Report. Investment activities of the Denver Public Schools RETIREMENT SYSTEM, THE DENVER PUBLIC SCHOOLS RETIREE HEALTH BENEFIT TRUST, AND THE DENVER PUBLIC SCHOOLS PROFESSIONAL COMPENSATION SYSTEM FOR TEACHERS TRUST Employees' Pension and Benefit Association are also not governed by this Policy.

**Objectives**

**Cash** FUNDS allocated to a specific fund but temporarily not needed shall be invested in accordance with state law and in a manner designed to accomplish the following objectives. These objectives, which are stated in order of priority, are:

1. SAFETY - to ensure the safety of the funds invested. The School District will not invest in securities that expose itself to an undue credit risk of an issuer or a broker/dealer. Investments shall be undertaken in a manner to ensure the preservation of principal in the portfolio.

2. LIQUIDITY - to ensure that adequate funds are available at all times to promptly pay all of the School District's financial obligations. Transactions will be entered into taking into account the liquidity needs of each School District fund and minimizing LIMITING exposure to interest rate risks.

3. YIELD - to earn the maximum return possible on the funds available for investment while complying with state statutes, consistent with the safety of principal and the cash flow needs of the School District.
**Ethics and Conflict of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could create an appearance of impropriety or could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. These officers and employees shall disclose to the Assistant Superintendent, Budget and Finance, and the CHIEF FINANCIAL OFFICER any material financial interests in financial institutions that conduct business with the School District, and they shall further disclose any large personal/investment positions that could be related to the performance of the School District's portfolio. These officers and employees shall subordinate their personal investment transactions to those of the School District, particularly with regard to the time of purchases and sales.

**Delegation of Authority**

The Board of Education designates the Assistant Superintendent, Budget and Finance, and the CHIEF FINANCIAL OFFICER as the cash management and investment officers of the School District who shall be responsible for all investment decisions and cash management activities consistent with the terms of this Policy. The CHIEF FINANCIAL OFFICER shall delegate to certain employees in the Financial Services Department responsibilities for investment activities and cash management activities and shall establish a system of internal controls to regulate these activities. THE CHIEF FINANCIAL OFFICER MAY SECURE AN INVESTMENT ADVISOR, THROUGH A COMPETITIVE BID PROCESS, TO PROVIDE INVESTMENT ADVISORY SERVICES TO ASSIST IN THE DEVELOPMENT AND REVIEW OF THE SCHOOL DISTRICT’S INVESTMENT POLICIES, PROCEDURES AND STRATEGY, MONITOR FINANCIAL MARKETS TO IDENTIFY OPPORTUNITIES CONSISTENT WITH THE SCHOOL DISTRICT’S INVESTMENT OBJECTIVES, AND EXECUTE DISCRETIONARY SECURITY TRANSACTIONS CONSISTENT WITH THE SCHOOL DISTRICT’S INVESTMENT POLICY STATEMENT.

**Prudence**

The Assistant Superintendent, Budget and Finance, and the CHIEF FINANCIAL OFFICER shall be guided by THE “PRUDENT INVESTOR RULE” (C.R.S. § 15-1.1-102, ET SEQ.), AND IN COMPLIANCE WITH APPLICABLE STATE LAW REGARDING INVESTMENT OF PUBLIC FUNDS AND (INCLUDING, WITHOUT LIMITATION, C.R.S. § 24-75-601, ET SEQ.), AND this Policy, AND the "prudent investor" rule (C.R.S. 15-1.1-102), which states that:
"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital (principal) as well as the probable income to be derived."

The Assistant Superintendent, Budget and Finance, the CHIEF FINANCIAL OFFICER and those individuals they authorize to invest on their behalf, who act within the guidelines of this Policy and exercise due diligence, shall not be held personally responsible for assuring sufficient liquidity of investments to meet daily operational needs nor for losses due to financial entity failures where respective funds and securities are held nor for an individual security’s credit risk or market price changes. It is expected that deviations from expectations be reported in a timely fashion to the Superintendent and appropriate action taken to control adverse developments.

**Authorized Financial Dealers and Institutions**

The Division of Financial Services AND, IF APPLICABLE, THE DISTRICT’S INVESTMENT ADVISOR, will maintain a list of financial institutions authorized to provide investment services. No School District funds shall be deposited in any financial institution except as authorized by the Assistant Superintendent, Budget and Finance, or the CHIEF FINANCIAL OFFICER. Any broker/dealer and bank dealer providing investment services under this policy must:

1. Be one of the following: (1) designated as a primary government securities dealer by the Federal Reserve Bank of New York; (2) a direct issuer of eligible investments (i.e., bankers acceptances, commercial paper, certificates of deposit); (3) or a pre-qualified dealer with offices within the Denver metropolitan area and a minimum net capital of $5,000,000;

2. Have been in operation for at least two years. Must provide the School District with audited financial statements at least annually, as well as interim financial statements which may be either audited or unaudited. The firm must not have a qualification of the auditor's opinion or a contingent liability that could materially affect the capital of the broker/dealer or bank dealer;

3. Except for bank/PRIMARY dealers, provide the School District with Focus reports as filed with the National Association of Securities Dealers;
4. Assign specific personnel to the School District's account and provide a resume of qualifications of both the broker/dealer or bank dealer and the assigned personnel; and

5. Provide written certification of having read and understood the School District's investment and cash management policy, and intending to comply with items 1-4 above. FOR CIRCUMSTANCES WHERE THE DISTRICT’S INVESTMENT ADVISOR EXECUTES TRADES ON BEHALF OF THE DISTRICT, IT IS THE SCHOOL DISTRICT’S RESPONSIBILITY TO ENSURE SUCH TRADES ARE IN COMPLIANCE WITH THE SCHOOL DISTRICT’S INVESTMENT AND CASH MANAGEMENT POLICY AT ALL TIMES. THE INVESTMENT ADVISOR WILL ADVISE THE SCHOOL DISTRICT ON HOW THE BROKER/DEALERS MEET THE REQUIREMENTS LISTED IN ITEMS 1-4 ABOVE.

Any bank or savings and loan association providing investment services under this policy must be an eligible public depository as defined by the appropriate state agency (i.e., State Banking Division or State Financial Services Division), and must maintain an office within the Denver metropolitan area.

At least annually, the Assistant Superintendent, Budget and Finance, the CHIEF FINANCIAL OFFICER, or designee, will review the financial condition of its authorized financial institutions.

The intent of the School District is to support the financial institutions located within the Denver metropolitan area. However, investments will be made through institutions located outside of this area when it is determined that the local financial institutions are not quoting competitive rates, and for any other substantial reason which is in the best interest of the School District.

**Authorized and Suitable Investments**

The School District will limit its investments to those allowed by state law (C.R.S. § 24-75-601 AND § 24-75-701). Within the choice of investments allowed by state law, the School District will only invest in the following (IF IT IS IN THE BEST INTERESTS OF THE SCHOOL DISTRICT, THE CHIEF FINANCIAL OFFICER CAN REQUEST BOARD OF EDUCATION APPROVAL OF AN EXCEPTION TO THE INVESTMENT AND CASH MANAGEMENT POLICY TO EXTEND THESE MATURITY DATE LIMITATIONS ON A TRANSACTION BY TRANSACTION BASIS):
1. BONDS OR OTHER INTEREST-BEARING OBLIGATIONS OF THE UNITED STATES GOVERNMENT, to include treasury bills, treasury notes, treasury bonds and treasury strips. Both principal and interest are unconditionally guaranteed by the United States Government. These securities, which have various maturities, are readily available in the secondary market, and possess yields that are generally lower than that of other market instruments. As for market risk, there is a degree of price volatility that results from an active secondary market.

2. BONDS OR OTHER INTEREST-BEARING OBLIGATIONS OF THE UNITED STATES GOVERNMENT AGENCIES AND UNITED STATES GOVERNMENT SPONSORED CORPORATIONS. These securities, which have various maturities, are also available in the secondary market, but this market is not as active as the market for direct government obligations. Market risk is considered normal when sold by the School District prior to maturity. These securities include obligations of the Federal Farm Credit System, the Federal Home Loan Bank, the Federal Home Loan Mortgage Corporation (Freddie Mac), the Student Loan Marketing Association (Sallie Mae), the Federal National Mortgage Association (FNMA or Fannie Mae), the Export-Import System (e.g., Export-Import Bank of the United States, Private Export Funding Corporation), the Government National Mortgage Association (GNMA or Ginnie Mae), and the Tennessee Valley Authority. EXCLUDING GNMA, These obligations are not guaranteed by the United States Government, and, as such, must be rated at time of purchase in its highest rating category by TWO one or more nationally recognized organizations which regularly rate such obligations. THE MAXIMUM MATURITY DATE FOR ALL SECURITIES LISTED ABOVE MUST BE NO MORE THAN FIVE YEARS FROM THE DATE OF PURCHASE.

3. MONEY MARKET FUNDS THAT ARE REGISTERED UNDER THE FEDERAL INVESTMENT COMPANY ACT OF 1940, AS AMENDED. The investment policies of the funds must include an attempt to maintain a constant share price of one dollar. No sales/load fee can be added to the purchase or deducted from the redemption price AND NO FEE MAY BE CHARGED UNLESS THE BOARD OF EDUCATION AUTHORIZES SUCH A FEE AT THE TIME OF THE INITIAL PURCHASE. The funds must invest in securities which: (1) have a maximum maturity of THIRTEEN MONTHS one year, (2) are legal investments for Colorado local governments, AND (3) are perfected reverse repurchase agreements which mature within twenty days and (4) have an average WEIGHTED maturity of 90 180 days or less.

4. PRIME BANKERS ACCEPTANCES that are in essence time drafts sold at a discount by a state or national bank. which: (1) has a combined capital and
surplus of $250,000,000, (2) is insured by the FDIC and (3) has an A or better rating for its long-term debt or the long-term debt of its holding company; not to exceed a maturity of 6 months. The bankers' acceptance must MATURE WITHIN THREE YEARS AND carry a minimum OF TWO ratings at the time of initial purchase of P-1 by Moody's Investor Service, and A-1 by Standard and Poor's Corporation AND/OR F-1 BY FITCH. This instrument represents an irrevocable primary obligation of the accepting bank, is readily marketable through a secondary market, has a yield that is generally competitive with certificates of deposit of similar maturities, and contain normal market risk.

5. COMMERCIAL PAPER that is rated in its highest rating category (minimum of P-1, Moody's Investor Service; A-1, Standard and Poor's Corporation), not to exceed a maturity of 270 days. MUST MATURE WITHIN THIRTEEN MONTHS AND CARRY A MINIMUM OF TWO RATINGS AT THE TIME OF INITIAL PURCHASE OF P-1 BY MOODY'S INVESTOR SERVICE, AND A-1+ BY STANDARD AND POOR'S CORPORATION AND/OR F-1+ BY FITCH RATINGS. Commercial paper is a short-term, unsecured promissory note issued for a maturity specified by the purchaser and sold primarily on a discount basis. Issuance is usually by major corporations and bank holding companies, are marketed either through dealers or directly by the issuer. Their yields are competitive with other money market instruments and, given the liquidity conditions, contain normal market risk.

6. BONDS WHICH ARE ISSUED BY THE WORLD BANK and at the time of purchase is rated in one of the two highest rating categories by one or more nationally recognized rating agencies.

6.7. GENERAL OBLIGATIONS OF any state of the United States, the District of Columbia, or any territorial possession of the United States or of any political subdivision, institution, department, agency, instrumentality, or authority of any of such governmental entities, and at the time of purchase is rated in one of the two highest rating categories by one TWO or more nationally recognized rating agencies. THE MAXIMUM MATURITY DATE FOR ALL SECURITIES LISTED ABOVE MUST BE NO MORE THAN THREE YEARS FROM THE DATE OF PURCHASE.

7.8. REVENUE OBLIGATIONS OF any state of the United States, the District of Columbia, or any territorial possession of the United States or of any political subdivision, institution, department, agency, instrumentality, or authority of any of such governmental entities, and at the time of purchase is rated in one of the two highest rating categories by one or more nationally recognized rating agencies.
8.9. Any interest in a LOCAL GOVERNMENT INVESTMENT POOL organized pursuant to CRS 24-75-702.1.

9.10. REPURCHASE AGREEMENTS, provided that: (1) the School District's security interest is in governmental obligations (see #1 and #2 above), (2) the agreement is collateralized as required by law, at a minimum of 102% of the purchase price plus accrued interest (on at least a weekly basis, this should be marked to market and evaluated, with collateral deficiencies cured by the counter-party on the date of discovery, but not later than the following business day), and the collateral is delivered VERSUS PAYMENT to and held in a third party safekeeping account, and (3) a master repurchase agreement with the financial institution has been executed. Repurchase agreements represent purchases of any approved security at a specified rate of return with an agreement by the seller to subsequently repurchase the security at its original cost plus interest. THE PERIOD FROM THE DATE OF SETTLEMENT OF A PURCHASE AGREEMENT TO ITS MATURITY SHALL BE NO MORE THAN FIVE YEARS FROM THE DATE OF PURCHASE. Repurchase agreements may be for various maturities, are not negotiable but a seller may be willing to break an agreement, contain yields that are generally higher than may be obtained by direct purchase of securities of similar maturities, and contain minimal market risk.

10.11. TIME DEPOSIT ACCOUNTS AND CERTIFICATES AT BANKS AND SAVINGS AND LOAN INSTITUTIONS, that are state-approved depositories of public funds. These institutions must have a minimum equity of $3,500,000; commercial banks must maintain a minimum capital to assets ratio of 5%, savings and loans must maintain a net worth to assets ratio of 5%. Certificates of deposit which exceed the FDIC/FSLIC insured amount shall be collateralized in accordance with the State Public Deposit Protection Act. The collateral will have a market value equal to or exceeding 100% of principal and interest at all times less the FDIC/FSLIC insured amount taking into consideration the School District's total deposits for all funds within the financial institution (up to $100,000).

**Safekeeping and Custody**

All security transactions that are not overnight shall be conducted on a delivery-versus-payment basis. Overnight securities, excluding collateral for repurchase agreements, will be held by the dealer in the name of the Denver Public Schools. All repurchase agreement transactions, to include overnight, however, must be conducted on a delivery-versus-payment basis. Securities transactions conducted on a delivery-versus-payment basis will be held by a third party custodian recommended by the Assistant Superintendent, Budget
and Finance, and CHIEF FINANCIAL OFFICER and approved by the Board of Education, under a written agreement and evidenced by safekeeping receipts.

All securities purchased and sold shall be authorized or confirmed in writing with the issuer.

Diversification

It is the policy of the School District to diversify investments and to ensure the safety and liquidity of the investments. This can be accomplished by observing the following sound investment practices (the numbers in parentheses refer to the authorized and suitable investment types listed on pages 3 through 5 of this Policy):

1. At least 20% of the investment portfolio shall be invested in government securities (see above, #1, and #2).

2. Not more than 25% of the portfolio shall be invested in money market funds at the time of purchase, and not more than 5% of the portfolio may be invested in the funds of any one issuer (see above #3).

3. Not more than 15% of the portfolio will be invested in bankers acceptances at the time of purchase, and not more than 5% of the portfolio may be invested in the bankers acceptance of any one issuer (see above, #4).

4. Not more than 20% of the portfolio will be invested in commercial paper at the time of purchase, and not more than 5% of the portfolio may be invested in the commercial paper of any one issuer (see above, #5).

5. Not more than 20% of the portfolio shall be invested in World Bank securities, General Obligations of any state of the U.S. and Revenue Obligations of any state of the U.S. (see above, #6, AND #7 and #8).

6. Not more than AT LEAST 10% of the portfolio will be invested in local government investment pools (see above, #9).

7. Investments in term repurchase agreements (other than repurchase agreements for the investment of general obligation bond proceeds and certificates of participation proceeds) shall not exceed 20% of the investment portfolio at the time of purchase (see above, #10).
8. Not more than 15% of the portfolio will be invested in certificates of deposit at the time of purchase, and not more than 5% of the portfolio may be invested in the certificates of deposit of any one issuer (see above, #11).

**Maximum Maturities**

The maturity of securities will not exceed the cash needs of the School District as it relates to time. Maturities for School District investments may not exceed two THREE years without written authorization from the Assistant Superintendent, Budget and Finance, and the CHIEF FINANCIAL OFFICER, SUBJECT TO THE MAXIMUM MATURITIES OTHERWISE REQUIRING BOARD OF EDUCATION APPROVAL. The maximum maturity date for all securities listed above must be no more than five years from the date of purchase unless otherwise authorized by the Board of Education (CRS 24-75-601.1).

**Competitive Participation**

Whenever practical, the School District shall obtain a minimum of three competitive quotes or request for proposals for all investments with consideration to specific settlement dates. Price of execution will be the primary determinant of selection. In the case where the School District is given equal prices, preference will be given to the financial institutions located within the Denver metropolitan area, with selection determined by random process.

**Internal Controls**

Internal controls will include, but not be limited to, the following to ensure the integrity of the cash management and investment process:

1. All investments require the approval of the Assistant Superintendent, Budget and Finance, or CHIEF FINANCIAL OFFICER, OR DESIGNEE.

2. All wires from the School District's bank require an on-line or telephone confirmation to those employees authorized in the Terms and Conditions Governing Wire Transfers by UMB Bank Colorado THE SCHOOL DISTRICT’S BANK.

3. A resolution of proposed eligible public depositories is submitted for Board of Education approval, at a minimum, annually.

4. All purchases and sales of investments are confirmed in writing with the issuer.
5. All wires for the payment of principal and interest on outstanding general obligation bonds and certificates of participation are pursuant to debt schedules and invoices with wiring instructions from the paying agent.

6. For repurchase agreements approved by the Board of Education for the investment of proceeds from the issuance of general obligation bonds and certificates of participation, wire requests for the draw down of balances are confirmed in writing.

7. All manual and system-generated checks require two signatures in accordance with the resolution approved by the Board of Education.

8. System-generated accounts payable checks are not printed, facsimile-signed and released by the Disbursing Office until the CHIEF FINANCIAL OFFICER or designee has reviewed and approved the Accounts Payable Department's printout of the checks.

9. System-generated payroll checks and payroll direct deposits are approved by the Payroll Department prior to the Disbursing Office's printing and release of the checks with the facsimile signatures and generation of the direct deposit electronic transfer or tape.

10. Prior to the scheduled release of accounts payable checks, the Assistant to the Treasurer or designee is to review a sample of the payments on the accounts payable check register for authorization of payment prior to the Disbursing Office's processing and release of the checks.

11. Prior to the scheduled release of payroll checks, the Assistant to the Treasurer or designee is to review payroll files for reasonableness. After the checks are released, the Assistant to the Treasurer will review a sample of department and school payroll checks for propriety of amount and payee.

12. The amount of property tax and motor vehicle tax receipts is confirmed in writing by the City and County of Denver to the School District prior to the wiring of such funds to a pre-designated School District bank account.

13. The amount of monthly state equalization and periodic state categorical funding is confirmed in writing by the Colorado Department of Education to the School District prior to the wiring of such funds to a pre-designated School District bank account.
14. The Assistant to the Treasurer or designee is to review a sample of the deposits submitted by the Disbursing Office and compare them with the general ledger receipt batches generated by General Accounting.

15. The Board of Education, by resolution, annually authorizes the CHIEF FINANCIAL OFFICER to participate in the State Interest-Free Loan Program and to borrow available funds in the Capital Reserve Fund, and-Self-Insurance Internal Service Fund, GOVERNMENT-DESIGNATED PURPOSE GRANTS FUND AND SPECIAL REVENUE FUND for the General Fund.

16. Both the Superintendent and the CHIEF FINANCIAL OFFICER or designee sign the Cash Flow Work Sheet submitted to the State Treasurer for purposes of requesting funds for the General Fund through the State Interest-Free Loan Program. The requested amount of funds is based on cash flow projections approved by the CHIEF FINANCIAL OFFICER or Assistant Superintendent, Budget and Finance.

17. Annually, the external auditors, as part of the annual independent School District financial audit, review the internal controls, test the interest earnings and confirm the outstanding investments. General Accounting reconciles the bank account balances to the general ledger balances, such reconciliations to be reviewed by the external auditors. The audited balance sheet amount of General Fund cash is reconciled to that reported on the Cash Flow Work Sheet to the state and submitted to the State Treasurer.

**Reporting**

The Finance and Audit Committee shall receive quarterly reports summarizing cash receipts and disbursements for each fund, investment purchases, earnings on matured investments and a schedule of outstanding investments.

**Glossary of Terms**

AGENCIES: These are federal agency securities.

BANKERS’ ACCEPTANCE: A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BROKER: A broker brings buyers and sellers together for commission paid by the initiator of the transaction or by both sides; the broker does not position (i.e., the broker does not own the securities he is buying or selling). In the
money market, brokers are active in markets in which banks buy and sell money and interdealer markets.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: A short-term, unsecured promissory note issued by corporations for a maturity specified by the purchaser, usually from 1 to 270 days and sold primarily on a discount basis.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CDs are typically negotiable.

COUPON: The annual rate of interest that bond's issuer promises to pay bondholders on the bond's face value.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with a simultaneous exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its value at maturity when the price quoted is lower than the face or maturity value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury bills.

DIVERSIFICATION: Dividing investments among a variety of securities offering independent returns.

ELIGIBLE DEALERS: See investment and cash management policy.

ELIGIBLE PUBLIC DEPOSITORY: An association that has been designated an eligible public depository by the State of Colorado pursuant to statute and is, therefore, qualified to hold savings deposits of the School District.
EMPLOYEE: As used in this document, the term employee means a person delegated or designated by the CHIEF FINANCIAL OFFICER and Chief Operating Officer to carry out certain investment and cash management responsibilities.

EXPORT-IMPORT BANK OF THE UNITED STATES: The EX-IM BANK was founded in 1934. The bank operates under authority granting broad powers to finance and facilitate exports of American products by extending loans, guarantees and export credit insurance. EX-IM BANK is governed by a five-member board of directors appointed by the President of the United States. The bank also guarantees credit and short-term discount notes issued by the sponsored corporation, the Private Export Funding Corporation. Purchasers may select the maturity for any period from three to 360 days.

FEDERAL FARM CREDIT SYSTEM: The farm credit banks collectively issue consolidated system-wide discount notes. These are the joint and severable obligations of the banks, with maturities ranging from five to 270 days. Discount notes are used to meet routine cash management requirements, and to provide for interim financing between bond sales. These banks also issue consolidated bonds with six-month and nine-month maturities offered monthly.

FEDERAL HOME LOAN BANK (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks. The banks issue consolidated bonds and discount notes as joint and severable obligations of the Home Loan Banking System. Although they operate under federal charter with government supervision, these securities are not secured or guaranteed by the U.S. government. However, the banks are required to maintain secured advances, guaranteed mortgages, U.S. government securities or cash in an amount at least equal to the amount of consolidated bonds and discount notes outstanding.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC): A government organization established in 1970 to create a secondary market in conventional mortgages. The FHLMC (also known as Freddie Mac) sells its own government-insured bonds and uses the proceeds to buy either insured or conventional mortgages from federally insured financial institutions and then resells them in the form of mortgage-backed, pass-through certificates. FHMLC assumes and guarantees that all security holders will receive timely payment of principal and interest.
FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. FNMA is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

FUND: Independent fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources are recorded, together with all related liabilities and residual balances. Each fund has a specific purpose or carries on specific activities.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA): Commonly referred to as Ginnie Mae, this is a real estate-oriented security, whose holders are guaranteed against loss by the U.S. government, representing portions of a pool of government-guaranteed FHA and VA mortgages. Unlike bonds, Ginnie Maes do not pay back the principal at maturity. Instead, they pay principal payments each month along with interest.

INTEREST: Money paid for the use of another's money.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MATURITY: The date on which the principal or stated value of an investment becomes due and payable to the investment holder.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

PAR VALUE: The face value, or principal amount, of a security.
POOL: A collection of investments for separate or multiple funds and/or funded projects.

PORTFOLIO: All securities held in the various investment pools of the School District which are under the control of the CHIEF OPERATING OFFICER and CHIEF FINANCIAL OFFICER and governed by this Investment and Cash Management Policy.

PRIMARY DEALER: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight.

PRIME: Prime banker's acceptances and prime commercial paper shall be those securities having a minimum TWO short-term ratings of A-1+, and P-1+, AND/OR F-1+.

PRUDENT PERSON RULE: An investment standard requiring trustees and portfolio managers to make financial decisions in the manner of a prudent person, e.g., with intelligence and discretion. The prudent person rule requires care in the selection of investments but does not limit investment alternatives.

REPURCHASE AGREEMENT: A financial contract through which a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The repurchase agreement "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this loan.

SECONDARY MARKET: Where existing issues are bought and sold by subsequent owners and purchasers. It may be either over-the-counter or through an exchange.

STUDENT LOAN MARKETING ASSOCIATION (SLMA): SLMA, a government-chartered, privately owned corporation providing a secondary market in government-guaranteed student loans. SLMA sells government-guaranteed bonds to investors to raise funds for purchasing student loans from financial institutions.

TENNESSEE VALLEY AUTHORITY (TVA): TVA is an agency of the U.S. government established in 1933 to promote economic growth in the Tennessee Valley region. While not secured or guaranteed by the U.S. government, TVA discount notes are an obligation of the TVA, a wholly-
owned corporate agency and instrumentality of the United States of America which is required by federal law to charge rates sufficient to cover its operating, capital and debt service costs. An active secondary market exists for TVA’s debt securities.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term U.S. Treasury securities having initial maturities of more than ten years.

TREASURY NOTES: Intermediate U.S. Treasury securities having initial maturities of less than ten years.

YIELD: The rate of annual income return on an investment, expressed as a percentage. Income Yield is obtained by dividing the current dollar income by the current market price for the security. The Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Adopted: September 16, 1999
Revised: November 15, 2001

SEPTEMBER 2006

C.R.S. § 24-75-601
C.R.S. § 24-75-702
DENVER PUBLIC SCHOOLS

Report to the
Board of Education

TUITION INCREASE
FOR
EARLY EDUCATION PROGRAMS

Submitted by
Cheryl Caldwell
Department of Early Education
Tuition Increase for Early Education Programs

Background

Preschool
Denver Schools provided free preschool in most elementary schools until 2003. Due to severe budget constraints, the Board of Education voted in 2003 that those who could afford to pay for preschool must pay, returning $1 million to the general fund budget. Preschool remained free for students whose families were at 300% of poverty. The Board of Education also voted to continue to use $300,000 in general funds to provide scholarships and to subsidize the cost of preschool classes to make them affordable for more families. The 2003 Mill Levy contained provisions for still more scholarships to tuition-based preschools. In 2006-2007 there are 30 preschool classrooms funded with parent tuition and with scholarships.

Tuition-based Full Day Kindergarten
Tuition based full day kindergarten classes were developed in the late 90's as elementary school principals requested them to meet the needs of their neighborhoods. The 2003 Mill Levy doubled the number of scholarships available for these classes (in addition to establishing at least one full day kindergarten class in every school with 50% or more free and reduced lunch students). In 2006-2007 there are 36 full day kindergarten classrooms funded with parent tuition and with scholarships.

Present Situation

Preschool
In the 2006-2007 school year, the expense for tuition based preschool classes is approximately $1,140,000. Tuition from families provides $600,000 to cover this cost. The Board subsidy provides an additional $300,000. Mill levy scholarships provide the $240,000 difference. With no change in tuition, the mill levy cost will go to $484,000 by 2009-2010.

Tuition-based Full Day Kindergarten
In the 2006-2007 school year, the expense for tuition-based full day kindergarten classes is approximately $1,440,000. Tuition from families provides $1,200,000 of this cost. Mill levy scholarships provide $240,000 of the cost. With no change in tuition, the mill levy cost will go to $550,400 by 2009-2010

Without changes in tuition rates, Mill Levy programs would need to be reduced drastically in 2009-2010.
Proposed Change in Rates

Preschool
The Department of Early Education recommends that tuition rates for preschool be increased during the 2007-2008 school year. The increases would be:
- Minimum tuition: from $75 to $85 per month
- Partial tuition: from $135 to $150 per month
- Full tuition: from $195 to $215 per month.

Preschool classes in Denver Public Schools would still be priced below the average market rate for Denver which is $240 per month. The mill levy contribution in 2009-2010 would be reduced from $484,000 to $375,000.

Tuition-based Full Day Kindergarten
The Department of Early Education recommends that tuition rates for tuition-based full day kindergarten be increased during the 2007-2008 school year. The increases would be:
- Minimum tuition: from $90 to $100 per month
- Partial tuition: from $180 to $190 per month
- Full tuition: from $270 to $285 per month.

This tuition level compares to other full day programs that charge from $450 up. The mill levy contribution in 2009-2010 would be reduced from $550,400 to $412,500.

These tuition rates will be revisited on a regular basis as program costs increase. The intent is to continue the early education mill levy programs in the spirit in which the 2003 Mill Levy initiative was passed.
Policy IJOC- School Volunteers and Service Providers

The Board of Education endorses The Denver Plan’s objective of promoting collaboration among the Denver community and all DPS stakeholders to support our children in a safe, orderly, and enriching environment in every school and classroom.

In furtherance of that objective, the Board of Education hereby adopts a comprehensive approach towards: promoting volunteerism; ensuring structure and safety in the manner that volunteers as well as student service/enrichment program providers are retained by the District and interact with our students; and building a culture of accountability on the part of school administrators to ensure student safety as well as the safety of all involved parties, including District staff and volunteers.

The Board of Education also recognizes and appreciates the volunteer services provided by community and civic organizations, mentoring programs, businesses, institutions, school partners, family members, and other individuals in support of the District’s educational efforts and the many supportive functions necessary to effect the District’s objectives.

Accordingly, the Superintendent or his designees shall adopt procedures and rules to comprehensively address centralized approval and retention of volunteers and student service/enrichment program providers, background clearance and safety protocols, volunteer oversight, administrator accountability, and streamlined and efficient volunteer program administration which respects and promotes volunteer contributions to our schools.
Volunteers shall be insured against liability to the extent required under Colorado law.

Adopted: May 1, 1975  Revised: May 5, 1998; November __, 2006
LEGAL REFS.: C.R.S. 8-41-106 (Workers' Compensation Act)
C.R.S. 24-10-103 (4)(a) (Colorado Governmental Immunity Act)