

Welcome to a meeting of the Garfield Re-2 Board of Education



Regular Board Meeting Agenda

Wednesday, August 12, 2026, 5:30 PM

Learning Opportunity Center

Shine the Light on Maintenance at 4:45 pm. All are Welcome!

<https://us02web.zoom.us/j/83528986519?pwd=rLrrJS9XaQarINcvam2umQnU21PKwp.1>

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1. Meeting Called to Order - 5:30 p.m.

2. Pledge of Allegiance

3. August 12, 2026 Agenda

Approval of the August 12, 2026 Agenda

4. Public Audience

5. Consent Agenda

5.1 Draft May 27, 2026 Board Minutes;

Approval of the Draft May 27, 2026 Board Minutes;

5.2 Draft June 10, 2026 Board Minutes

Approval of the June 10, 2026 Draft Board Minutes;

5.3 Draft June 24, 2026 Draft Board Minutes;

Approval of the June 24, 2026 Draft Board Minutes;

5.4 Draft July 15, 2026 Board Minutes;

Approval of the July 15, 2026 Board Minutes

5.5 Draft July 31, 2026 Board Minutes;

Approval of the Draft July 31, 2026 Board Minutes

5.6 Consent Agenda Continued;

- Approval of a letter of recommendation from Michel Mikalakas to hire Kylee Long for the position of Science Teacher at Coal Ridge High School effective

August 3, 2026;

- Approval of a letter of recommendation from Michael Mikalakis to hire JoAnna Woodruff for the position of English Language Arts Teacher at Coal Ridge High School effective August 3, 2026;
- Approval of a letter of recommendation from Stephen Johnston to hire Mark Fitzwater for the position of High School Counselor at Rifle High School effective August 3, 2026;
- Approval of a letter of recommendation from Ben Kirk to have Oscar Sanchez transfer from Assistant Girls Soccer Coach at Coal Ridge High School to Head Girls Soccer Coach at Coal Ridge High School effective July 31, 2026;
- Approval of a letter of recommendation from Stephen Johnston to have Chelsey Van Horn transfer from Communications Specialist at the District Office to Art Teacher at Rifle High School effective August 3, 2026;
- Approval of a letter of resignation from Stephanie Hidalgo, Family Liaison at Rifle High School effective May 28, 2026;
- Approval of a letter of recommendation from Aaron Hermiller to hire Luz Santiesteban Meraz for the position of General Education Paraprofessional at Graham Mesa Elementary effective August 10, 2026;
- Approval of a letter of recommendation from Kelly Detlefsen to hire Gabriela Herrera Lopez for the position of Mild/Moderate Special Education Paraprofessional at Cactus Valley Elementary effective August 10, 2026;
- Approval of a letter of recommendation from Tara Dewitte to hire Alejandra Zanchez for the position of General Education Paraprofessional at Kathryn Senor Elementary effective August 10, 2026;
- Approval of a letter of recommendation from Oscar Walker to hire Veronica Munoz for the position of Route Bus Driver at Transportation effective August 17, 2026;
- Approval of a letter of recommendation from Emily Kielmeyer to hire Ana Esparza for the position of Early Childhood Aide at Highland Elementary effective August 10, 2026;
- Approval of a letter of recommendation from Rob Dean to hire Astaziah Huntington for the position of Mild/Moderate Special Education Paraprofessional at Rifle Middle School effective August 10, 2026;
- Approval of a letter of recommendation from Mary McPhee to hire Fatima Villa Morales for the position of Part Time Cook for Food Services effective August 17, 2026;
- Approval of a letter of recommendation from Rob Dean to hire Ryland Lane for the position of Mild/Moderate Special Education Paraprofessional at Rifle Middle School effective August 10, 2026;
- Approval of a letter of recommendation from Kathi Senor to hire Robena Harp for the position of Significant Support Needs Paraprofessional at Wamsley Elementary effective August 10, 2026;
- Approval of a letter of recommendation from Mary McPhee to hire Brandi Spaid for the position of Part Time Cook at Food Services effective August 17, 2026;
- Approval of a letter of recommendation from Erin Beaudette to hire McCate

Thomas for the position of Child Find Coordinator District Wide effective August 10, 2026;

- Approval of a letter of recommendation from Oscar Walker to hire Samantha Avila for the position of Route Bus Driver at Transportation effective August 3, 2026;
- Approval of a letter of Resignation from Tasha Thissell, Day to Day Substitute District Wide effective November of 2023;
- Approval of a letter of Resignation from Hitch Young, for the position of Day to Day Substitute effective December of 2023;

Approval of the Consent Agenda;

6. Governance Discussion Items

6.1 Community Presentation for Mill & Bond Proposal;

7. Governance Action Items

7.1 Second Reading for Section B, BB to BBFD

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[Section B Policies.pdf](#) 

Approval of review of policies BB through BBFD;

8. Policy Focus

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First reading for Policy,

- KDB, Public's Right to Know/Freedom of Information
- [KDB Public's Right to Know_Freedom of Information-2024.pdf](#) 

9. Future Request

10. Meeting Debrief

11. Meeting Adjourned

School Board Legal Status

The Constitution of Colorado assigns to locally elected boards of education control of instruction in the public schools of their respective districts. As charged by the constitution, the General Assembly has provided for the organization of school districts, including the composition of district boards and the election of school directors.

Legally, then, local school boards are political subdivisions of the state and derive their power from the state constitution and acts of the General Assembly. They also have responsibilities to the local citizenry they serve and by whom they are elected.

There are five directors on the Board of Education of Garfield School District No. Re-2, each of whom is elected for a four-year term.

Adopted: August 1994
Reviewed: January 9, 2018

LEGAL REFS.: Constitution of Colorado, Article IX, Sections 2,15
C.R.S. 22-31-105

CROSS REFS.: BBA, Board Powers and Responsibilities
BBBG, Board Elections

Garfield School District No. Re-2, Rifle, Colorado

Board Member Authority and Responsibilities

Because all powers of the Board lie in its action as a group, individual Board members exercise authority over district affairs only as votes are taken at a legal meeting of the Board.

In other instances, an individual Board member has power only when the Board has lawfully delegated authority to him.

Adopted: August 23, 1977

Revised: August 1994

Reviewed: January 9, 2018

Garfield School District No. Re-2, Rifle, Colorado

Board Member Oath of Office

Each school board member shall, no later than 10 days after receiving the certificate of election, take an oath of office that he/she will faithfully perform the duties of the office as required by law and will support the Constitution of the United States, the Constitution of Colorado and laws made pursuant thereto. Such oath shall be filed with the designated election official for the district.

Adopted: August 1994
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REF.: C.R.S. 22-31-125 (*oath of directors*)

Garfield School District No. Re-2, Rifle, Colorado

Board Member Resignation/Removal from Office

Vacancies may occur on the Board because of a member's resignation, death, moving outside of the district, moving outside of the director district or other reasons provided by law. Or a member may be recalled or removed from office for such reasons as specified in law.

A member's office shall be declared vacant by the Board of Education if he or she does not attend three consecutive regular meetings of the Board unless the Board by resolution approves any additional absences or unless such absences are due to temporary mental or physical disability or illness.

Adopted: August 1994
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REFS.: C.R.S. 22-31-129

Garfield School District No. Re-2, Rifle, Colorado

Unexpired Term Fulfillment/Vacancies

When a vacancy occurs on a board of education, the board is required by law to appoint a person to fill the vacancy within 60 days. Should the board not act, the president of the board makes the appointment.

Whether the appointee serves for the remainder of the unexpired term or until the next election depends on the number of days until the next regular biennial election and the number of years left in the unexpired term.

1. If the vacancy occurs more than 90 days before the election and the unexpired term is for more than two years, the term of appointment is until the next election, when a successor for the remainder of the term is elected.
2. If the vacancy occurs *within* 90 days of the election and the unexpired term is for more than two years, the term of appointment is until the next *succeeding* election, when a successor is elected for the remainder of the term.
3. Otherwise, the term of appointment is for the remainder of the unexpired term.

Adopted: August 1994
Revised: October 24, 1995
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REF.: C.R.S. 22-31-129 (2), (3), (4)

Board Elections

Registered voters of the district elect directors to the Board of Education at regular school elections held on the first Tuesday of November in each odd-numbered year. At every other biennial election, two directors are elected; at the other biennial election, three directors are elected.

The Board has adopted, and the district electorate has approved, a director district plan of representation whereby directors are elected from director districts. However, all directors are voted upon at large by electors of the entire school district.

Two directors are elected in a biennial election representing respectively director districts A and E. In the subsequent biennial election, three members are elected from director districts B, C, and D. For example, in 2005, two members were elected from director districts A and E, and in 2007, three directors were elected from director districts B, C, and D.

The county clerk and recorder are responsible for conducting the regular biennial school election. The election shall be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder. The agreement shall allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

Candidates are nominated in the manner prescribed by law. Nomination petitions shall be filed no later than 67 days before the election. In accordance with state law, candidates for school district directors shall file a candidate affidavit with the county clerk's office and submit reports on contributions and expenditures during the campaign.

Any person registered as a district elector may vote. Voter qualifications are the same as those for voting in general elections.

The election may be conducted by mail ballot in accordance with state law and rules promulgated by the secretary of state. The county clerk will determine whether the election will be conducted by mail or as a polling place election.

If 63 days before the election, there is only one candidate for each position to be filled (including candidates filing affidavits of intent to be write-ins), the Board by resolution, may instruct the designated election official to cancel the election and declare the candidates elected, pursuant to state law.

Adopted: August 1994
Revised: September 9, 1997
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REFS.: C.R.S. 1-1-101 through 1-13-108 *et seq.* (*Uniform Election Code of 1992*)
C.R.S. 1-45-101 *et seq.* (*Campaign Reform Act of 1974*)
C.R.S. 22-31-101 *et seq.*

Garfield School District No. Re-2, Rifle, Colorado

Board Elections
(School Board Director Districts – Legal Descriptions)

Director District A

- 1) Beginning at the point of intersection of the centerline of Colorado Highway 13 and the western boundary of Garfield Re-2 School District;
- 2) Thence southeasterly along the centerline of said highway to the centerline of West 4th St. in Rifle;
- 3) Thence westerly along the centerline of W. 4th St. to the centerline of Rifle Creek;
- 4) Thence southwesterly along the centerline of said creek to the centerline of the Colorado River;
- 5) Thence westerly along the centerline of said river to its intersection with the western boundary of Garfield Re-2 School District;
- 6) Thence northerly along said boundary line to the POINT OF BEGINNING.

Director District B

- 1) Beginning at the point of intersection of the centerline of Colorado Highway 13 and the western boundary of Garfield Re-2 School District.
- 2) Thence southeasterly along the centerline of said highway to the centerline of East 26th St. in Rifle;
- 3) Thence southerly along the centerline of 26th St. to the centerline of Ute Ave.;
- 4) Thence southerly along the centerline of Ute Ave. to the centerline of Acacia Ave.
- 5) Thence southerly along the centerline of Acacia Ave. to the centerline of Rifle Creek;
- 6) Thence westerly along the centerline of said creek to the Rifle city limits as defined by the 2000 census;
- 7) Thence follow said city limits to the centerline of East 11th St.
- 8) Thence easterly along the centerline of 11th St. to the centerline Morrow Dr.
- 9) Thence northeasterly along the centerline Morrow Dr. to the centerline of Graham Ct.
- 10) Thence easterly along the centerline Graham Ct. to the Birch Ave.;
- 11) Thence southerly along the centerline Birch Ave. to the centerline of Dogwood Ave.;
- 12) Thence easterly along the centerline Dogwood Ave. to the centerline of Fir Ave.;

- 9) Thence westerly along the centerline of said creek to the Rifle city limits as defined by the 2000 census;
- 10) Thence follow said city limits to the centerline of East 11th St.;
- 11) Thence easterly along the centerline of 11th St. to the centerline Morrow Dr.;
- 12) Thence northeasterly along the centerline Morrow Dr. to the centerline of Graham Ct.;
- 13) Thence easterly along the centerline Graham Ct. to the Birch Ave.;
- 14) Thence southerly along the centerline Birch Ave. to the centerline of Dogwood Ave.;
- 15) Thence easterly along the centerline Dogwood Ave. to the centerline of Fir Ave.;
- 16) Thence southerly along the centerline of Fir Ave. to the Rifle city limits as defined by the 2000 census;
- 17) Thence easterly along said city limit to the centerline of East 7th St. (becomes County Road 294);
- 18) Thence easterly along the centerline of 7th St. to the centerline of County Road (CR) 293;
- 19) Thence southeasterly along the centerline of CR 293 to the centerline of CR 210;
- 20) Thence southwesterly along the centerline of CR 210 to the centerline of U.S. Highway USH) 6;
- 21) Thence easterly along the centerline of USH 6 to the Western section line of Section 7 Township 6, Range 92 W;
- 22) Thence southerly along said section line to the centerline of County Road 346;
- 23) Thence westerly along the centerline of said county road to the centerline of Mamm Creek;
- 24) Thence southerly along the centerline of Mamm Creek to the centerline of east Mamm Creek;
- 25) Thence southerly along the centerline of east Mamm Creek to its point of intersection with the south boundary line of Garfield Re-2 School District;
- 26) Thence westerly and northerly along said boundary to the POINT OF BEGINNING.

Director District D

- 1) Beginning at the intersection of the centerline of U.S. Highway (USH) 6 and the centerline of County Road (CR) 229;
- 2) Thence northerly and westerly along the centerline of CR 229 to the centerline of Ukele Ln.;

- 3) Thence northerly along the centerline of Ukele Ln. to the centerline of CR 233;
- 4) Thence easterly along the centerline of CR 233 to the centerline of CR 237;
- 5) Thence northerly along the centerline of CR 237 to the centerline of CR 226;
- 6) Thence easterly along the centerline of CR 226 to the centerline of CR 247;
- 7) Thence northeasterly along the centerline of CR 247 to the centerline of Forest Road (FR) 245 (also known as New Castle Buford Rd);
- 8) Thence northerly and westerly along the centerline FR 245 to the centerline of FR 221;
- 9) Thence northerly along the centerline of FR 221 to the northern boundary of Garfield Re-2;
- 10) Thence easterly and southerly along said boundary to the centerline Eat Elk Creek;
- 11) Thence southwesterly along the centerline of said creek centerline of Elk Valley Lane;
- 12) Thence easterly along the centerline of Elk Valley Lane to the centerline of East Elk Creek Road;
- 13) Thence southerly along East Elk Creek Road to the centerline of Ute Ave.;
- 14) Thence easterly along the centerline of Ute Ave. to the centerline of Commanchero Trl.;
- 15) Thence southerly along the centerline of Commanchero Trl. to the centerline of Apache Dr.;
- 16) Thence southerly along the centerline of Apache Dr. to the centerline of Elk Run Rd.;
- 17) Thence southerly along the centerline of Elk Run Rd. to the centerline of East Elk Creek Rd.;
- 18) Thence easterly along the centerline of East Elk Creek Rd. to the centerline of Midland Ave.;
- 19) Thence southerly and easterly along the centerline of Midland Ave. to the centerline of North 7th St.;
- 20) Thence southeasterly along the centerline of 7th St. to the centerline of West Main St.;
- 21) Thence westerly along Main St. to the centerline of West Elk Creek;
- 22) Thence southerly along the centerline of said creek to the centerline of I-70;
- 23) Thence westerly along the centerline of I-70 to the western section of line of Section 12, Township 6, Range 92 W;
- 24) Thence southerly along said section line to the centerline of County Road 311;
- 25) Thence easterly and southerly along the centerline of County 311 to the centerline of County Road 324;
- 26) Thence westerly along the centerline of County Road 324 to the centerline of County Road 342;

- 27) Thence southerly along the centerline of County Road 342 to its intersection with the Re-2 school District Boundary;
- 28) Thence westerly along said boundary to its intersection with the centerline of Mamm Creek;
- 29) Thence northerly along the centerline of Mamm Creek to its intersection with the western section line of Section 7, Township 6, Range 92 W;
- 30) Thence northerly along said section line to the centerline of US Highway 6;
- 31) Thence easterly along USH 6 to the POINT OF BEGINNING.

Director District E

- 1) Beginning at the intersection of the eastern boundary of the Garfield Re-2 School District and the centerline of East Elk Creek;
- 2) Thence southwesterly along the centerline of said creek centerline of Elk Valley Lane;
- 3) Thence easterly along the centerline of Elk Valley Lane to the centerline of East Elk Creek Road;
- 4) Thence southerly along East Elk Creek Road to the centerline of Ute Ave.;
- 5) Thence easterly along the centerline of Ute Ave. to the centerline of Commanchero Trl.;
- 6) Thence southerly along the centerline of Commanchero Trl. to the centerline of Apache Dr.;
- 7) Thence southerly along the centerline of Apache Rd. to the centerline of Elk Run Rd.;
- 8) Thence southerly along the centerline of Elk Run Rd. to the centerline of East Elk Creek Rd.;
- 9) Thence easterly along the centerline of East Elk Creek Rd. to the centerline of Midland Ave.;
- 10) Thence southerly and easterly along the centerline of Midland Ave. to the centerline of North 7th St.;
- 11) Thence southeasterly along the centerline of 7th St. to the centerline of West Main St.;
- 12) Thence westerly along Main St. to the centerline of West Elk Creek;
- 13) Thence southerly along the centerline of said creek to the centerline of I-70;
- 14) Thence westerly along the centerline of I-70 to the western section line of Section 12, Township 6, Range 92 W;
- 15) Thence southerly along said section line to the centerline of County Road 311;
- 16) Thence easterly and southerly along the centerline of County 311 to the centerline of County Road 324;

- 17) Thence westerly along the centerline of County Road 324 to the centerline of County Road 342;
- 18) Thence southerly along the centerline of County Road 342 to its intersection with the Re-2 school District Boundary;
- 19) Thence easterly and northerly along said boundary to the POINT OF BEGINNING.

Issued: June 26, 2001
Reviewed: January 9, 2018

Garfield School District No. Re-2, Rifle, Colorado

School Board Member Conduct

Public office is a trust created by the confidence that the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards.

In carrying out ~~his~~ their fiduciary duties, a Board member shall not:

1. Disclose or use confidential information acquired in the course of official duties to further substantially personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value that would tend to improperly influence a reasonable person in the position or which it is known or should be known is primarily for the purpose of a reward for official action taken.
3. Engage in a substantial financial transaction for the member's private business purposes with a person whom the member supervises in the course of official duties.
4. Perform an official act that directly and substantially confers an economic benefit on a business or other undertaking in which the member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for a Board member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Adopted: September 27, 1988
Revised: September 25, 2007
Reviewed: January 9, 2018
Revised: April 14, 2020

Revised: November 8, 2023

LEGAL REFS.: C.R.S. 1-45-101 et seq. *(Fair Campaign Practices Act)*
C.R.S. 24-6-201 et seq. *(Public Official Disclosure Law)*
C.R.S. 24-18-104 *(rules of conduct for all public officers, general assembly, local government officials and employees)*
C.R.S. 24-18-109 *(rules of conduct for local government officials and employees)*
C.R.S. 22-32-110 (k) *(specific powers of boards)*

Garfield School District No. Re-2, Rifle, Colorado

School Board Member Financial Disclosure

Board members are required by law to disclose certain items received in connection with serving on the Board. If Board members receive such items, they must file a report with the county clerk and recorder on forms supplied by the secretary of state. Such report must be filed on or before January 15, April 15, July 15, and October 15 of each year and shall cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value, and the date of receipt. Board members who do not receive any items that must be reported are not required to file a report.

Items which must be reported include the following:

1. Any money received, including a loan, pledge, advance, or guarantee of a loan or any forbearance or forgiveness of indebtedness of indebtedness from any person with a value greater than with a value of \$75.
2. Any gift of any item of real or personal property other than money with a value of \$75.
3. Any loan of real or personal property if the value of the loan is \$75. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing, or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance, or publication.
5. Tickets to a sporting, recreational, educational, or cultural event with a value of \$75 for a single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).
7. Any gift of a meal to a fund-raising event of a political party.

To avoid misunderstandings about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

Approved: September 25, 2007

Reviewed: January 9, 2018

Reviewed: April 14, 2020

Revised: November 8, 2023

LEGAL REF.: C.R.S. 24-6-201 *et seq.* (Colorado Sunshine Act – public official disclosure)

Garfield School District No. Re-2, Rifle, Colorado

Code of Ethics for School Board Members

As a member of my local board of education, I will strive to improve public education, and to that end, I will:

- Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings.
- Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Encourage the free expression of opinion by all board members and seek systematic communications between the board and students, staff, and all elements of the community.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs.
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.
- Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.
- Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain.
- Take no private action that will compromise the board or administration and respect the confidentiality of information that is privileged under applicable laws.
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

File: BCA-E-1

Issued: September 25, 2007

Reviewed: January 9, 2018

Garfield School District No. Re-2, Rifle, Colorado

Board Member Code of Ethics

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for school board members "are intended as guides to conduct and do not constitute violations as such of the public trust of office..."

1. A board member "should not acquire or hold an interest in any business or undertaking which that member has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which the member has substantive authority."
2. A board member "should not, within six months following the termination of office, obtain employment in which the member will take direct advantage, unavailable to others, of matters with which the member was directly involved during the term of [office]. These matters include rules, other than rules of general application, which the member actively helped to formulate and applications, claims, or contested cases in the consideration of which the member was an active participant."
3. A board member "should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the member has a substantial financial interest in a competing firm or undertaking."
4. A board member is discouraged "from assisting or enabling members of (the Board member's) immediate family in obtaining employment, a gift of substantial value, or an economic benefit tantamount to a gift of substantial value from a person whom (the board member) is in a position of reward with official action or has rewarded with official action on the past."

Issued: September 25, 2007

Reviewed: January 9, 2018

Garfield School District No. Re-2, Rifle, Colorado

School Board Member Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer is unable to devote himself/herself with complete loyalty and singleness of purpose to the general public interest.

It is the intent of this policy to protect the public trust placed in the directors of this school district. For purposes of this policy, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote on it, and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a Board member has complied with statutory disclosure requirements by notifying the secretary of state of an interest in the matter, the member may vote if participation is necessary to obtain a quorum or otherwise enable the Board to act. If a member votes under these circumstances, that member shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the secretary of state shall list as applicable the amount of the member's financial interest, the purpose, and duration of any services rendered, compensation received for services, or such other information necessary to describe the interest.

The Board considers it a conflict of interest for a Board member to also be employed by the district. Therefore, the Board shall not hire any of its members as an employee of the district, nor shall the Board approve any compensation for a member for services rendered to the district as an employee except for services rendered to the Board as provided by law. Therefore, an employee elected to the Board shall be required to relinquish employment with the district prior to taking office. Employees are encouraged to consider this prior to running for the Board.

Members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.

In addition, the UGG prohibits Board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, "immediate family" means the Board member's spouse, partner in a civil union, children, and parents. In determining whether a financial or other interest is "substantial" or whether anything solicited or accepted for private benefit is of "nominal value," the Board shall follow the standards of conduct and corresponding definitions applicable to local public officials under state law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

A Board member who violates the standards of conduct set forth in this policy's section may be subject to censure or other disciplinary action in accordance with the Board's authority and state law.

Adopted: October 9, 1984
Revised: August 1994
Revised: September 25, 2007
Revised: December 10, 2013
Revised: April 11, 2017
Reviewed: January 9, 2018

LEGAL REFS.: 2 C.F.R. 200.318 © (*Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award, and administration of contracts supported by federal funds*).

Colorado Constitution, Article X, Section 13

C.R.S. 22-32-109 (1)(y) (*duty of the board to adopt bylaws on conflicts of interest*)

C.R.S. 24-18-109 through 24-18-111 (*government rules of conduct*)

C.R.S. 24-18-201 (*standards of conduct – interests in contracts*)

C.R.S. 24-18-202 (*standards of conduct -- interests in sales*)

CROSS REFS.: BC, School Board Member Conduct

BCA-E-1, Code of Ethics for School Board Member

BEDF, Voting Method

BID/BIE School Board member Compensation/Insurance/Expenses/Liability.

DJE, Bidding Procedures
DKC, Expense Authorization/Reimbursement (*Mileage and Travel*).

Garfield School District No. Re-2, Rifle, Colorado

Board Organizational Meeting

Within 15 days after the school district receives the official abstract of votes, the Board shall meet in an organizational session at a regular or special meeting for the purpose of selecting officers.

The incumbent president of the Board shall preside until a successor is elected, whereupon the successor will assume the chair.

Following the swearing in of the newly-elected Board member or members, the following officers, in order, shall be elected or appointed: president, vice president, secretary and treasurer.

Nominations for president and vice president shall be made from the floor and voting shall be by roll call or secret ballot. Should no nominee receive a majority vote of Board members, the election shall be declared null and void, further nominations may be made and the roll call or secret ballot vote shall be retaken.

The president and vice president shall serve two-year terms and shall hold office until their successors are elected.

The Board shall then appoint a secretary and treasurer who may or may not be members of the Board. The secretary and treasurer shall hold their offices for terms at the pleasure of the Board.

Following election and appointment of the officers, the Board shall appoint the staff members who will fill the offices of secretary to the Board and assistant treasurer.

Then such other items of business shall be considered by the Board as are scheduled on the agenda.

Officer resignation

Should one or more officers of the Board resign, the Board shall select another member or members to fill the vacant office or offices as provided by law, using the procedures described above. A newly-selected officer shall assume the duties immediately upon selection. Inasmuch as the selection of a new officer on a four-officer, five-member board frequently requires a shifting of officers it shall be

permissible for a member to be nominated for another office without resigning the current office. Upon acceptance of the nomination and election to the new office, the former office shall be declared vacant and another member elected to fill that position.

Adopted: September 27, 1998
Revised: August 1994
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REFS.: C.R.S. 22-31-104 (3) *(biennial school elections)*
C.R.S. 22-32-104 (1),(2),(3),(4) *(organization of the board)*
C.R.S. 22-32-108 (6) *(meetings of the board – voting procedure)*

Garfield School District No. Re-2, Rifle, Colorado

Board Organizational Meeting

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Garfield School District No. Re-2, Rifle, Colorado

Board Officers

President and Vice President

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the president shall:

1. Preside at all meetings of the Board.
2. Serve as the main point of contact between the Board and the superintendent.
3. Consult with the superintendent in planning agendas.
4. Bring before the Board such matters as in the president's judgment may require the attention of the Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the superintendent on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board when necessary.
8. Appoint special committees, subject to the approval of the Board.
9. Sign any written contracts to which the school district may be a party.
10. Sign all official reports of the district except as otherwise provided by law.
11. Appear on behalf of the Board in all actions brought by or against it, unless individually a party in which case the duty shall be performed by the vice president.

In the absence of the president, the vice president shall have the power of the president and perform the duties. In the absence of the vice president, the secretary shall have the power of the president and perform the duties.

Secretary

The secretary of the Board shall perform the following duties:

1. Ensure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.
3. Be custodian of the seal of the district.
4. Cause all notices of school elections to be published and posted and perform such other duties in the conduct of school elections as required by law.
5. Attest any written contract to which the district may be a party and affix the district seal thereto.
6. Perform such other duties as may be assigned by the Board.

Treasurer

The treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the district.
2. Report to the Board as required for all moneys of the district.
3. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a district depository. The Board may require the countersignature of another person.
4. Deposit to the credit of the district all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the district in one or more depositories designated by the Board.
5. Perform such other duties as may be assigned by the Board.

Adopted: September 27, 1988
Revised: October 24, 1994
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 (*president and vice president*)
C.R.S. 22-32-104 (4); 22-32-106 (*secretary*)
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (*treasurer*)

CROSS REFS.: DG, Banking Services (and Deposit of Funds)
DGA, Authorized Signatures/Check-Writing Services
DH, Bonded Employees and Officers

Garfield School District No. Re-2, Rifle, Colorado

Appointed Board Officials

It is the practice of the Board of Garfield School District Re-2 to appoint a staff member to serve as secretary *to* the Board of Education.

The secretary *to* the Board shall keep accurate minutes of all proceedings of the Board and perform such other duties the Board may assign or which are ordinarily the function of the secretary *of* the Board.

Adopted: August 1994
Reviewed: January 9, 2018

LEGAL REFS.: C.R.S. 22-32-104
C.R.S. 22-32-106

Garfield School District No. Re-2, Rifle, Colorado

Advisory Committees

The Board of Education of Garfield School District No. Re-2 encourages the participation of citizens of the district in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Board.

1. **Board-appointed advisory committees**, both district-wide and at the school level, shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or by-laws, carry out its functions and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.
2. **School- and district-level advisory committees that are required under federal and state programs** shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by law.
3. **Community groups** that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision-making process. The final responsibility for all decisions, however, rests with the Board of Education alone.

Appointments of citizens to advisory committees shall be approved by the Board. An advisory committee member shall be removed from office by the Board if that member does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent Board approval.

All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Board meetings.

Adopted: September 27, 1988
Revised: September 12, 1989
Revised: August 1994
Revised: October 24, 1995
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REFS.: C.R.S. 22-7-104 (*accountability programs*)
C.R.S. 22-9-107 (*performance evaluation councils*)
C.R.S. 22-32-109.1 (2) (*community consultation on safe school plan, including conduct and discipline code*)
C.R.S. 24-6-402 (*open meeting law*)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
BDFA*, District Personnel Performance Evaluation Council
BDFB*, Vocational Advisory Council (And Vocational Program Advisory Committees)
BEDA, Notification of Board Meetings
CBI, Evaluation of Superintendent
GCOA, Evaluation of Instructional Staff
GCOC, Evaluation of Administrative Staff
JIC, Student Conduct
JK, Student Discipline
KCB, Community Involvement in Decisionmaking

Garfield School District No. Re-2, Rifle, Colorado

Vocational Advisory Council
(And Vocational Program Advisory Committees)

The Board of Education shall appoint a vocational advisory council which shall assist the Board and administration in overall promotion, planning, coordination, and evaluation of all district vocational education programs. The council shall study issues, offer advice, and make recommendations regarding:

1. Current job needs
2. Relevance of current training programs
3. Reduction, deletion, or expansion of programs
4. Initiation of new programs
5. Financial and legislative support
6. Promotion of vocational education in the schools and in the community
7. Review goals and objectives of vocational programs
8. Assure programs are up-to-date with all aspects of the industry and are technologically current

The advisory council shall provide for input from vocational program advisory committees.

The council shall represent a cross-section of the community in terms of sex, race, age, occupation, socioeconomic status, geographical location, and other appropriate factors. The district accountability committee may fulfill this function.

The vocational director and vocational instructors also shall appoint an advisory committee for each vocational education program provided by the district. Program advisory committees shall assist vocational instructors and administrators in establishing, operating, and evaluating programs to serve the needs of students, businesses, and industry and shall provide expertise pertaining to technological change.

Each program advisory committee shall be representative of the occupations in the community for which training is provided. The vocational instructor shall serve as an *ex officio* member of the committee. Each program advisory committee is required to conduct at least two meetings per calendar year.

The vocational director shall approve written guidelines or operational procedures (by-laws) for each program committee, which shall specify its composition, length of terms, responsibilities, and rules for conducting business. Copies of the written guidelines (by-laws) shall be kept on file by the program instructor and the vocational director.

Each advisory committee shall provide written copies of all meeting minutes to the vocational director and the program instructor.

Adopted: August 1994
Revised: May 26, 1998
Revised: September 25, 2007
Reviewed: January 9, 2018

LEGAL REFS: C.R.S. 23-8-103 (2)(c)
C.R.S. 23-60-303

CROSSREFS.: AE, Accountability/Commitment to Accomplishment
IHAI, Vocational-Technical Education

Garfield School District No. Re-2, Rifle, Colorado

REPEALED

Preschool Council

~~The superintendent shall appoint an advisory council that provides assistance and makes recommendations in implementing and coordinating a preschool program funded through the Colorado Preschool and Kindergarten Program Act.~~

Membership

~~Membership on the advisory council will include but not be limited to the following:~~

- ~~1. The superintendent or designee~~
- ~~2. Two parents of children in the preschool and kindergarten program appointed by the superintendent~~
- ~~3. Two members of the business community appointed by the superintendent~~
- ~~4. Representatives from the following agencies:~~
 - ~~a. A representative from the Garfield County Health Department~~
 - ~~b. A representative from the Garfield County Department of Social Services~~
 - ~~c. A representative from the Garfield County agency involved in job services and training~~
 - ~~d. A representative from a local publicly funded early childhood education agency~~
 - ~~e. A representative from a local privately funded child care center~~

~~Appointed members will serve for two-year terms. Any vacancy among the appointed members will be filled by appointment by the superintendent for the unexpired term.~~

Officers

~~Members of the council will elect a chairman for a one-year term, who may be elected to a second term.~~

Duties

~~In accordance with law, the council will:~~

- ~~1. Assist the district in the implementation of the preschool program.~~
- ~~2. Develop and recommend to the Board of Education plans for coordinating the preschool program with:~~
 - ~~a. Extended day services for children participating in the program and their families in order to achieve an increased efficiency in the services provided.~~
 - ~~b. Family support services for children participating in the program and their families.~~
 - ~~c. A program to train parents to provide teaching activities in the home prior to the entrance of their children in the preschool program.~~
- ~~3. Define any additional student eligibility criteria.~~
- ~~4. Develop a preschool program evaluation.~~
- ~~5. Develop a training program for preschool program staff using all available community resources. The district may request ongoing training of personnel from the Colorado Department of Education as needed in order to promote successful implementation of the preschool program.~~
- ~~6. Recommend to the Board a plan for the annual evaluation of the preschool program.~~
- ~~7. Provide any other appropriate assistance to the school district in the implementation of the preschool program.~~
- ~~8. At least once every two years, assess whether alternative community providers are available in order to ensure the highest quality service delivery at the lowest cost.~~

~~No action taken by the council will be final until approved by the Board of Education.~~

Meetings

~~The council will meet a minimum of six times per year.~~

~~In addition, members of the council will make at least two on-site visits per year to all Head Start agencies and public and private childcare facilities with which the district~~

has contracted to monitor overall program compliance and make recommendations for needed improvements.

Adopted: ~~September 25, 2007~~

Reviewed: ~~January 9, 2018~~

LEGAL REFS.: ~~C.R.S. 22-28-105 (preschool and kindergarten program council duties)~~

~~C.R.S. 22-28-107 (ongoing training available from CDE)~~

CROSS REF.: ~~IHBIB, Primary/Pre-primary Education~~

Garfield School District No. Re-2, Rifle, Colorado

District Drug Abuse Education and Prevention Advisory Council

In accordance with federal law and as a recipient of funding under the Drug-Free Schools and Communities Act, the Board of Education shall appoint a district drug abuse and education advisory council. At a minimum, the council shall consist of one individual representing each of the following groups: parents, state and local government officers, medical professionals, local law enforcement agencies, community-based organizations, and other groups with interest and expertise in the field of drug abuse education. One individual may represent more than one of these groups.

The council also may include students and senior citizens.

The council may provide advice to the Board in the planning, implementation and evaluation of school-based programs and may help coordinate such programs with related community efforts and resources.

Adopted: October 24, 1995

Reviewed: January 9, 2018

LEGAL REFS.: 20 U.S.C. 3221 (*defines drug abuse education and prevention*)
20 U.S.C. 3224a (*Drug-Free Schools and Communities Act of 1986, as amended in 1989*)

CROSS REFS.: GBEC, Drug-Free Workplace (Drug and Alcohol Use by Staff Members)
IHAMA, Teaching about Drugs, Alcohol and Tobacco
JICH, Drug and Alcohol Use by Students

Garfield School District No. Re-2, Rifle, Colorado

Public's Right to Know/Freedom of Information

The Board is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The official minutes of the Board, its written policies and its financial records shall be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office of the superintendent is open. However, no records shall be released for inspection by the public or any unauthorized persons—either by the superintendent or any other person designated as custodian for school district records—if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. The district's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

In responding to a request for the district's public records, the district may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be ~~\$33.58~~ \$41.37 per hour, which may be increased from time to time as permitted by applicable state law. The district may also charge other reasonable fees in responding to a request for the district's public records, in accordance with the accompanying regulation.

The Board wishes to support the right of the people to know about the programs and services of their schools and shall make reasonable efforts to disseminate information. Each principal is authorized to use all means available to keep parents/guardians and others of that particular school's community informed about the school's program and activities.

Adopted: September 25, 2007
Revised: May 28, 2013
Revised: August 26, 2014
Revised: April 24, 2024

LEGAL REFS.: C.R.S. 22-9-109 (*exemption from public inspection*)
C.R.S. 22-32-109 (1)(c) (*documents available for public inspection*)
C.R.S. 24-72-201 *et seq.* (*access to public records*)

C.R.S. 24-72-205 (6)(a) *(must adopt policy regarding the fee for research and retrieval of public records, if the district imposes such a fee)*

CROSS REFS.: BEDA, Notification of School Board Meetings
BEDG, Minutes
EGAEA, Public Electronic Mail Records
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students

Garfield School District No. Re-2, Rifle, Colorado