



Strasburg School District 31-J

Agenda

SCHOOL DISTRICT BOARD OF EDUCATION

December Regular Meeting

December 9, 2024 6:00 PM

Central Service Building, 2102 Wagner Street, Strasburg, CO 80136

Meeting is In-Person Audience may observe via Zoom

Join Zoom Meeting

<https://ecboces.zoom.us/j/98057290855>

Meeting ID: 980 5729 0855

Mission Statement (Policy AD):

Strasburg 31J will develop resourceful, responsible, and resilient engaged citizens who are empowered in a safe learning environment for all to achieve their full potential in an evolving world.

Board of Education

Michael Marrero, President

Diana Elliott, 1st Vice President

Daymon Johnson, 2nd Vice President

Mary O'Malley, Secretary

Julie Winter, Treasurer

Strasburg School Board strives to follow our guiding principles:

T – Transparency

R – Respect

U – Unity

T – Trust

H - Honesty

Board Procedures:

Board meeting time is dedicated to the mission and goals of the Strasburg 31J School District. Public opinion is valuable to the Board, and there is an opportunity during request from patrons to address the Board. Individuals who try to address the Board outside of public comment may not be recognized.

Members of the public who intend to offer public comment to the Board must sign up for comment before each Board meeting. The Board President has discretion to call on those who have signed up and set the order of speakers.

Presentations must be no more than three minutes.

- I. Opening of Meeting
 - Michael Marrero
 - a. Roll Call
 - b. Pledge of Allegiance
 - c. Adoption of the Minutes
 - d. Adoption of the Agenda
- II. Celebrations
 - Kelle Bongard
 - a. Unified Bowling
 - b. SNAP Council
 - c. Thanksgiving Meals
- III. Public Participation/General
 - Michael Marrero
- IV. Old Business
 - a. Final Mill Levy Certification
- V. New Business
 - a. CASB Conference Reflection
- VI. Board Reports/Discussion
 - a. Board Feedback
 - Michael Marrero
 - b. Legislative and Colorado Association of School Boards
 - Diana Elliott
 - c. District Accountability Committee
 - Mary O'Malley
 - d. East Central Board of Cooperative Educational Services
 - Diana Elliott
 - e. Chamber of Commerce
 - Michael Marrero
 - f. Construction
 - Daymon Johnson
- VII. Superintendent Report/Discussion
 - Kelle Bongard
 - a. Policy Updates
 - b. Remote Learning Feedback
- VIII. Adoption of Consent Agenda
 - a. Mill Levy Certification
 - b. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals
 - c. Personnel Matters Contract/Letter of Assignments – Reassignments
 - d. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals
 - i. Rikki Simmons
 - e. 1st Read Policy ACA
 - f. 1st Read Policy JIHC
 - g. JICA Approval
 - h. GDE-GDF Approval
 - i. GCE-GCF Approval
- IX. Calendar Review
 - a. Meeting Times and Dates Review
 - b. Future Agenda Topics
- X. Adjournment

Mill Levy Comparison

Information is subject to change once actual county valuations received in early December.

FUND	Final December 2024		Proposed December 2024			December 2023		Variance	
	Dollar Value	Mill Total	Dollar Value	Mill Total		Dollar Value	Mill Total		
General Fund									
Total Program	\$3,534,877	27.000	\$3,538,707	27.000	0%	\$3,519,668	27.000	\$15,209	0.000
Hold Harmless	\$0	0.000	\$0	0.000		\$0	0.000	\$0	0.000
Voter Approved Mill Levy Override/s	\$299,941	2.291	\$291,878	2.227		\$299,954	2.301	(\$13)	(0.010)
Abatement	\$1,309	0.010	\$9,076	0.069		\$17,077	0.131	(\$15,768)	(0.121)
Total General Fund	\$3,836,127	29.301	\$3,839,661	29.296		\$3,836,699	29.432	(\$572)	(0.131)
Bond Redemption Fund	\$1,499,966	11.457	\$1,500,019	11.445		\$1,500,030	11.507	(\$64)	(0.050)
Transportation Fund	\$0	0.000	\$0	0.000		\$0	0.000	\$0	0.000
Special Building & Technology	\$0	0.000	\$0	0.000		\$0	0.000	\$0	0.000
Supplemental Capital Construction, Technology, & Maintenance	\$0	0.000	\$0	0.000		\$0	0.000	\$0	0.000
Other	\$0	0.000	\$0	0.000		\$0	0.000	\$0	0.000
Total Non-General Fund	\$1,499,966	11.457	\$1,500,019	11.445		\$1,500,030	11.507	(\$64)	(0.050)
Strasburg School District 31J TOTAL	\$5,336,093	40.758	\$5,339,680	40.741		\$5,336,729	40.939	(\$636)	(0.181)

0

Strasburg School District 31J
Mill Levy Certification

Fiscal Year 2024-25

December 9, 2024

Strasburg School District 31J
2102 Wagner Street
Strasburg, Co. 80136

Kelle Bongard
Superintendent

Nancy Taylor
Chief Financial Officer

Strasburg School District 31J

Property Tax Mill Levy

In compliance with Colorado Revised Statute 22-40-102(6), this is to certify that the Strasburg School District 31J Board of Education met in a business session on December 09, 2024, and took action, recorded on the official minutes thereof, to establish the total Strasburg School District 31J mill levy for property tax year 2024 (to be collected in 2025) at:

40.758

The millage total is based on a net assessed value of:
and is comprised of the following:

\$130,921,375

FUND	Dollar Value	Mill Total
General Fund		
Total Program	\$3,534,877	27.000
Hold Harmless	\$0	0.000
Voter Approved Mill Levy Override/s	\$299,941	2.291
Abatement	\$1,309	0.010
Total General Fund	\$3,836,127	29.301
Bond Redemption Fund		
	\$1,499,966	11.457
Transportation Fund		
	\$0	0.000
Special Building & Technology		
	\$0	0.000
Supplemental Capital Construction, Technology, & Maintenance		
	\$0	0.000
Other		
	\$0	0.000
Total Non-General Fund	\$1,499,966	11.457
Strasburg School District 31J TOTAL		
	\$5,336,093	40.758
Check Figure Must be Zero		
	\$0	\$0

Signature of Board of Education President _____

Estimated Full Funding Mill Levy
Projected Gross Funding from State

90.809

\$8,763,932



Strasburg School District 31J

Policy:	File:
Name Changes	ACA
Adopted:	Revision:

This policy outlines the process by which students may change the name they are referred to at school to align with their gender identity. Students may choose to be identified in school by the first name that they have designated in accordance with this policy, and may request a change to their name or gender on their official student record through regulation JRA/JRC-R.

Definitions

- a. **“Chosen Name”** as defined in Colorado law, is any name a student requests to be known as that differs from the student’s legal name, to reflect the student’s gender identity.
- b. **“Legal Name”** is an individual’s legal name as it appears on official government documents such as licenses, passports, and birth certificate.

Use of a Chosen Name or Preferred First Name

The Board directs the superintendent to establish procedures allowing students to inform the school of their chosen name (or a preferred first name such as a nickname) without altering their official name in school records. Students will not be required to provide proof of a legal name change to select a chosen or preferred name for use at school and during extracurricular activities, and do not legally need parental approval. However, parents will be notified of their student’s name change request.

Personnel must strive to use the chosen or preferred name of all students. The district understands that honest mistakes may occur, but the intentional or knowing refusal to use a student’s chosen name (for example, intentionally referring to the student by their legal name, another name that does not correspond to the student’s gender identity, or avoiding use of their name) is prohibited under this policy and under Colorado law.

The district reserves the right to deny a preferred first name if it is vulgar or offensive, obscene, or is used for misrepresentation.

Name Changes on Official Student Records

The district is required to maintain a permanent student record (“official record”) that includes a student’s name and gender. Students or parents who wish to alter the student’s name or gender must follow the process in JRA/JRC-R. The district will not

process a name change on a student's official record without a parent signature or a court order.

Students who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Disclosure to Third Parties

Information about a transgender student's gender identity, legal name, or sex assigned at birth may constitute confidential personally identifiable information. Disclosing transgender status to students, staff, or third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). Accordingly, the district will work with students and their families to keep personally identifiable information related to gender identity confidential in accordance with state and federal privacy laws.

In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student who is transgender but whose official record has not been amended, school staff and administrators must adopt practices to avoid the inadvertent disclosure of such confidential information.

LEGAL REFS.: 34 C.F.R. §99.1 *et seq.* (*Family Educational Rights and Privacy Act regulations*)

34 C.F.R. §99.20(d) (*parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records*)

34 C.F.R. §99.31 (*permitted reasons for disclosure of student records*)

3 C.C.R. 708-1:81.6(A)(4) (*sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns*)

C.R.S. [22-1-145](#) (*knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject*)

C.R.S. [22-1-145](#)(b) (*gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth*).

CROSS REFS.: [AC](#), Nondiscrimination/Equal Opportunity

[JRA/JRC](#), Student Records/Release of Information on Students

[JRA/JRC-R](#), Student Records/Release of Information on Students

[June 2024]

DRAFT



Strasburg School District 31J

Policy:	File:
Use of Metal Detectors	JHHC
Adopted:	Revision:
	Jan 2025 <u>Jan 2025</u>

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school or at school sponsored events, the administration shall be authorized to use stationary or mobile metal detectors in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation of the detector shall be conducted in private in accordance with the policy on personal searches.

Administration is also authorized to use metal detection devices when there is reasonable cause to believe a student is concealing other contraband including but not limited to sharp objects, lighters or other flammables, vaping products, or other items prohibited by District policy.

LEGAL REF.: C.R.S. 18-12-214 (4) (person with valid concealed handgun permit may not carry the gun beyond any security screening)

C.R.S. 22-32-109.1 (2)(a)(VIII)

CROSS REF.: KLG, Relations with Law Enforcement Authorities

Revised: 1-13-2025



Strasburg School District 31J

Policy:	File:
Use of Metal Detectors	JHHC
Adopted:	Revision:
	Jan 2025

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CROSS REF.: KLG, Relations with Law Enforcement Authorities

Revised: 1-13-2025



Strasburg School District 31J

Policy:	File:
Student Dress Code	JICA
Adopted:	Revision:
	<u>January 2023 October 2024</u>

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. This violation shall be considered as an unexcused absence. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - A. Refer to drugs, tobacco, alcohol, or weapons
 - B. Are of a sexual nature
 - C. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior

- D. Are obscene, profane, vulgar, lewd, or legally libelous
- E. Threaten the safety or welfare of any person
- F. Promote any activity prohibited by the student code of conduct
- G. Otherwise disrupt the teaching-learning process

Graduation Adornment

Graduating students are expected to wear the attire customarily worn for graduation ceremony at their school, with the specific exceptions outlined below.

A student may adorn the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people. Adornments cannot include any alphabetical letters other than the student's name or numerals other than the graduating class (e.g. Class of 2024). Other written statements, phrases, or slogans are not permitted.

Students may be required to request permission to wear an adornment in advance, and the district reserves the right to prohibit any adornments that are obscene, defamatory, fraudulent, profane, threatening, inappropriate, or disruptive or violate the dress code in any other manner. If it is determined that the adornment would cause substantial disruption based on reliable evidence, the student's request may be denied. Students who wear adornments that have not been approved may be required to remove the adornment if the adornment is substantially disruptive.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Adopted:

Revised: ~~1-10-2023~~ October 2024

LEGAL REF.: C.R.S. [22-32-109.1](#) (2)(a)(I)(J) (board duty to adopt student dress code that prohibits disruptive clothing)

C.R.S 22-1-142.5 (students permitted to wear recognized objects of cultural or religious significance at graduation that are not substantially disruptive)

CROSS REFS.: [IMDB](#), Flag Displays
[JBB*](#), Sexual Harassment
[JIC](#), Student Conduct
[JICDA](#), Code of Conduct
[JICE](#), Secret Societies/Gang Activity
[JICH](#), Drug and Alcohol Involvement by Students

[JICI](#), Weapons in School

[JK](#), Student Discipline

[JKD/JKE](#), Suspension/Expulsion of Students



Strasburg School District 31J

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Adopted:	Revision:
	October 2024

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Revised: October 2024

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CROSS REFS.: [IMDB](#), Flag Displays

[JBB*](#), Sexual Harassment

[JIC](#), Student Conduct

[JICDA](#), Code of Conduct

[JICE](#), Secret Societies/Gang Activity

[JICH](#), Drug and Alcohol Involvement by Students

[JICI](#), Weapons in School

[JK](#), Student Discipline

[JKD/JKE](#), Suspension/Expulsion of Students

Support Staff Recruiting/Hiring

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

Background checks

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: 2006

Revised: 9-2020; 11-10-2021, November 2024

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (*Fair Credit Reporting Act*)

42 U.S.C. 653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)

42 U.S.C. 2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)

28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)

C.R.S. 2-4-401 (3.4) (*definition of gender expression*)

C.R.S. 2-4-401 (3.5) (*definition of gender identity*) C.R.S.

2-4-401 (13.5) (*definition of sexual orientation*) C.R.S.

8-2-126 (*limits employers' use of consumer credit information*)

C.R.S. 8-2-131 (*employers prohibited from asking age-related questions on initial job applications*)

C.R.S. 13-80-103.9 (*liability for failure to perform an education employment required background check*)

C.R.S. 14-14-111.5 (*Child Support Enforcement procedures*)

C.R.S. 22-2-119 (*duty to make inquiries prior to hiring*)

C.R.S. 22-2-119.3 (6)(d) (*name-based criminal history record check – definition*)

C.R.S. 22-32-109 (1)(f) (*Board duty to employ personnel*)

C.R.S. 22-32-109 (1)(pp) (*annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs*)

C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)

C.R.S. 22-32-109.8 (*non-licensed personnel – submittal of fingerprints and name-based criminal history record check*)

C.R.S. 24-5-101 (*effect of criminal conviction on employment*)

C.R.S. 24-34-301 (3.3) (*definition of gender expression*)

C.R.S. 24-34-301 (3.5) (*definition of gender identity*)

C.R.S. 24-34-301 (7) (*definition of sexual orientation*)

C.R.S. 24-34-402 (1) (*discriminatory and unfair employment practices*)

C.R.S. 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in a conspicuous place” accessible to employees*)

3 C.C.R. 708-1:40.2 (*definition of age-based bona fide occupational qualifications*)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

~~NOTE 1: Specific procedures for background checks, fingerprinting, and submission of child support information need to follow as a regulation. The regulation might also~~

2 of 3

File: GDE/GDF

~~include specific procedures for making applications, for screening and for selection of candidates to be recommended to the Board.~~

~~NOTE 2: Federal law requires school districts to notify individuals fingerprinted that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). Districts must also notify fingerprinted applicants about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction, or update of an FBI identification record. 28 C.F.R. 50.12 (b). Districts must retain documentation that this notification was provided. For sample notification and acknowledgment forms that meet these federal requirements, visit the Colorado Bureau of Investigation's website: <https://www.colorado.gov/pacific/cbi/identification-unit>.~~

~~NOTE 3: State law requires school districts to annually distribute to employees "informational materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education." C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school districts must "distribute the informational materials to newly hired district employees as part of its employee orientation process." Id. Distribution to employees may be made via email "or as part of a mailing or regular communication to employees" Id.~~

NOTE 4: For purposes of this policy, these terms have the following meanings:

- *“Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *“Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *“Sexual Orientation” means an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (7).*
- *“Gender Expression” means an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (3.3).*
- *“Gender Identity” means an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (3.5).*



Strasburg School District 31J

Policy:	File:
Support Staff Recruiting/Hiring	GDE-GDF
Adopted:	Revision:
2006	November 2024

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Adopted: 2006

Revised: 9-2020; 11-10-2021, November 2024

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. [2-4-401](#) (3.4) (definition of gender expression)

C.R.S. [2-4-401](#) (3.5) (definition of gender identity)

C.R.S. [2-4-401](#) (13.5) (definition of sexual orientation)

C.R.S. [8-2-126](#) (limits employers' use of consumer credit information)

C.R.S. [8-2-131](#) (employers prohibited from asking age-related questions on initial job applications)

C.R.S. [13-80-103.9](#) (liability for failure to perform an education employment required background check)

C.R.S. [14-14-111.5](#) (Child Support Enforcement procedures)

C.R.S. [22-2-119](#) (duty to make inquiries prior to hiring)

C.R.S. [22-2-119.3](#) (6)(d) (name-based judicial record check – definition)

C.R.S. [22-32-109](#) (1)(f) (Board duty to employ personnel)

C.R.S. [22-32-109](#) (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

C.R.S. [22-32-109.7](#) (duty to make inquiries prior to hiring)

C.R.S. [22-32-109.8](#) (non-licensed personnel – submittal of fingerprints and name-based judicial record check)

C.R.S. [24-5-101](#) (effect of criminal conviction on employment)

C.R.S. [24-34-301](#) (9) (definition of gender expression)

C.R.S. [24-34-301](#) (10) (definition of gender identity)

C.R.S. [24-34-301](#) (24) (definition of sexual orientation)

C.R.S. [24-34-402](#) (1) (discriminatory and unfair employment practices)

C.R.S. [24-34-402.3](#) (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REFS.: [GBA](#), Open Hiring/Equal Employment Opportunity

[GDA](#), Support Staff Positions

Professional Staff Recruiting/Hiring

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

Background checks

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, ~~marital status~~, or conditions related to pregnancy or childbirth is prohibited

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of candidates

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is necessary to approve the appointment of teachers, administrators, or any other employee of the school district. If there is a negative vote by the Board, the superintendent must submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: 2006

Revised: 09/2020; 11-10-2021; [11/2024](#)

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (*Fair Credit Reporting Act*)

20 U.S.C. 6312 (c)(6) (*teacher licensure requirements under Every Student Succeeds Act*)

42 U.S.C. 653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)

28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)

C.R.S. 2-4-401 (3.4) (*definition of gender expression*)

C.R.S. 2-4-401 (3.5) (*definition of gender identity*)

C.R.S. 2-4-401 (13.5) (*definition of sexual orientation*)

C.R.S. 8-2-126 (*limits employers' use of consumer credit information*)

[C.R.S. 8-2-131 \(employers prohibited from asking age-related questions on initial job applications\)](#)

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C.R.S. 22-32-126 (*principal's role in hiring and assignment*)

C.R.S. 22-60.5-114 (3) (*State Board can waive some requirements for initial license applicants upon request of school district*)

C.R.S. 22-60.5-201 (*types of teacher licenses issued*)

C.R.S. 22-61-101 (*prohibiting discrimination*)

C.R.S. 22-61-103 (*requirement for teacher's oath or written pledge*)

C.R.S. 22-63-201 (*licensure required*)

C.R.S. 22-63-202 (*employment contracts and mutual consent placement*)

C.R.S. 22-63-206 (*transfers*)

C.R.S. 24-5-101 (*effect of criminal conviction on employment*)

C.R.S. 24-34-301 (3.3) (*definition of gender expression*)

C.R.S. 24-34-301 (3.5) (*definition of gender identity*)

C.R.S. 24-34-301 (7) (*definition of sexual orientation*)

C.R.S. 24-34-402 (1) (*discriminatory and unfair employment practices*)

C.R.S. 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees*)

C.R.S. 24-72-202 (4.5) (*definition of personnel file in open records law*)

[3 C.C.R. 708-1:40.2 \(definition of age-based bona fide occupational qualification\)](#)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GCKAA*, Teacher Displacement

~~NOTE 1: Specific procedures for background checks need to follow as a regulation. The regulations might also include specific procedures for making applications, for screening and for selection of candidates to be recommended to the Board.~~

~~NOTE 2: State law requires public school teachers to take an oath/affirmation or sign a written pledge that states the following: "I solemnly (swear) (affirm) (pledge) that I will uphold the constitution of the United States and the constitution of the state of Colorado, and I will faithfully perform the duties of the position I am about to enter." C.R.S. 22-61-103 (1). A person authorized to administer oaths in Colorado shall administer the oath or affirmation, or the teacher must sign the pledge. C.R.S. 22-61-103 (2). The Colorado Department of Education has stated that a school district's hiring officials must ensure that teachers take the oath orally or in writing at the time of hiring or during the signing of the teacher's contract.~~

~~NOTE 3: State law requires school districts to annually distribute to employees informational materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education.” C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school districts must “distribute the informational materials to newly hired district employees as part of its employee orientation process.” Id. Distribution to employees may be made via e-mail “or as part of a mailing or regular communication to employees” Id.~~

~~NOTE 4: For purposes of this policy, these terms have the following meanings:~~

- ~~● “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).~~
- ~~● “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.~~
- ~~● “Sexual Orientation” means an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (7).~~
- ~~● “Gender Expression” means an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (3.3).~~
- ~~● “Gender Identity” means an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (3.5).~~

~~[Revised September 2021]
COLORADO SAMPLE POLICY 1994©~~



Strasburg School District 31J

Policy:	File:
Professional Staff Recruiting/Hiring	GCE-GCF
Adopted:	Revision:
2006	December 2024

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

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