

GOAL Policies and Procedures Update 5.24.16

A. Existing Board Policies/Procedures

#	Policy/Procedure	Last Revision	Notes	Plan
1	Bylaws	3/29/2016	Currently scheduled for final adoption 3/29/16	Review and revise every 3 years
2	Appendix to the Bylaws - Code of Conduct	10/1/2009	Currently scheduled for final adoption 3/29/16	Eliminated in new bylaws, now addressed in Conflict of Interest Policy
3	Falcon 49 Board Certification Form	7/1/2013	Determined by Falcon 49	Signed Annually
4	10.1.1 Grade level Placement	1/20/2012	Revised format and last signature 9/26/13	Scheduled for review Spring, 2016
5	10.2.2 Credit Acquisition via the CareerReady Colorado Certificate	12/18/2012	Revised format and last signature 1/31/13	Scheduled for review Spring, 2016
6	10.3.1 Bullying Prevention	10/25/2011	Revised format and last signature 9/24/13	Scheduled for review Spring, 2016
7	10.3.2 Student Records Management	1/19/12	Revised format and last signature 10/10/13	Scheduled for review Spring, 2016
8	20.1.1 Document Retention and Destruction	4/30/12	Revised format and last signature 5/1/12	Scheduled for review Spring, 2016
9	40.2.1 Financial Management	2/22/12	Currently scheduled for second reading 3/29/16	To Be approved May 2016. Review and revise every 3 years
10	50.1.1 Formulation and Issuance of School Policies	2/20/2011	Multiple copies in binder. Revised format and partial signature 9/23/13	Scheduled for review Spring, 2016
11	60.1.1 Anti-Nepotism	4/30/12	Multiple copies in binder. Revised format and last signature 5/12/12.	Scheduled for review Spring, 2016
12	80.1.1 Public Comment	2/22/2012	Multiple copies in binder. Revised format and partial signature 5/1/12.	Scheduled for review Spring, 2016
13	Articles of Incorporation	8/18/2009	No signature	Scheduled for review Spring, 2016
14	Charter Contract	Spring 2013	Not in binder, CSI's is (need to update binder)	Scheduled for review Spring, 2016

B. Board Policies/Procedures to be Created

#	Policy/Procedure	Last Revision	Notes	Plan
1	Sexual Harassment Policy	New	Currently only in staff handbook	Scheduled for drafting Spring, 2016
2	Harassment Policy	New	Currently only in staff handbook	Scheduled for drafting Spring, 2016
3	Policy Regarding Supervisor Subordinate Relationships	New	Currently 60.1.1 addresses this. But, we will be creating a specific policy	Received by Counsel, being reviewed by Staff.
4	Policy Regarding Hiring Terminated Employees	New		Received by Counsel, being reviewed by Staff.
5	Enrollment Policy	New	Policy drafted by Tim Farmer, sent out on 3/10	Received by Counsel, being reviewed by Staff.
6	Grievance Policy	2013	Existing language needs to be more specific.	Received by Counsel, being reviewed by Staff.
7	Conflict of Interest	2009	Need to review current policy to verify that it is adequate	To Be approved May 2016. Review and revise every 3 years
8	Policies on GOAL Website	New	Need to post to be in compliance.	Scheduled fo upload Summer, 2016

C. Financial Policies and Procedures

#	Policy/Procedure	Last Revision	Notes	Plan
1	PCard Policies	2013	Final draft is under review. Policy will be released by 3-15-16.	Finalized. Ready to be implemented following Board approval of Financial Control Policies.
2	Travel Policies	New	New Policy	Finalized. Ready to be implemented following Board approval of Financial Control Policies.
3	Procurement Policies	New	New policy	Staff is drafting. To be completed by June 2016
4	Internal Control Policy	New	New policy	Staff is drafting. To be completed by June 2016

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5	Cash Receipt Policy	New	New Policy	Staff is drafting. To be completed by June 2016
6	Accounts Payable Policy	New	New Policy	Staff is drafting. To be completed by June 2016
7	Investment Policy	New	New Policy	Staff is drafting. To be completed by June 2016
8	Grant Management Policy	New	New Policy	Staff is drafting. To be completed by June 2016

D. Human Resources Policies and Procedures

#	Policy/Procedure	Last Revision	Notes	Plan
1	Hiring / Interviewing processes	December 2016	New Processes include: application review, candidate selection based upon matrix evaluation of criteria, employees ranked, multi step interview processes	Implemented December 2015. Continually tweak and adjust. Review annually.
2	Job descriptions aligned with NCLB, FSLA, and authorizer criteria	In process	Rick took over responsibility from Kris at the end of 2/16.	Rick will be responsible for JD's. Will run by Joan R.
3	Staff Handbook	2015	Currently being revised by Tim Farmer.	Final Draft under review.. To be completed by June 2016
4	SB-191 (e.g., RANDA) teacher/staff evaluations	New	Working with D49 HR and staff to learn more.	Plan for implementation 2016-2017
5	Extra duty pay agreements and procedures	January 2016	Developed agreement and procedures with Tim Farmer and HR. Removed "stipend" from all documents.	Implemented Spring 2016. Review annually.
6	PERA aligned practices (e.g., 110 staff, reporting HQ and categories aligned with CDE)	December 2016	Aligned procedures related to reporting and 110 day employees. Creating new positions which are aligned with CDE. Ensuring that they also align with FT/PT and FTE.	Implemented Winter 2016. Review annually.
7	Employment agreement	July 2012	Need to review existing agreement with Eric Hall	Scheduled for review Spring, 2016
8	Termination documents	February 2016	Need to review existing agreement with Eric Hall	Received by Counsel, being reviewed by Staff.

E. Operations Policies and Procedures

#	Policy/Procedure	Last Revision	Notes	Plan
1	CDE Required Vehicle Driver Assessment	12/15/2015	All drivers are now required to pass CDE approved training and testing.	Maintain, update annually.
2	CDE Required Vehicle Inspections	12/15/2015	All vehicles are now required to pass CDE approved training and testing.	Maintain, update annually.
3	Lease renewal schedule	January 2016	Developed lease review schedule. Currently reviewing with principals to determine site necessities.	Perpetual monitoring and adjusting.
4	Site Standard Operating Procedures manual	March 2016	Developing SOP's and implementing it statewide	Annual review and updates

F. Academic Policies and Procedures

#	Policy/Procedure	Last Revision	Notes	Plan
1	SAC Bylaws and Member Qualifications	New	Received template from D49. Academics will work to implement.	To be completed by June 2016
2	Grade posting	February 2016	Draft in process	Completed. Review annually.
3	Student Handbook	2014	Revision forthcoming	To be completed by May 2016, approved by Board Summer 2016.
4	Special Education Processes	Ongoing	Currently implementing significant modifications to become compliant.	To be complete and compliant by June 2016
5	Discipline Policy	New	Draft complete work on review	To be completed by May 2016, approved by Board Summer 2016.

G. Information Technology Policies and Procedures

#	Policy/Procedure	Last Revision	Notes	Plan
1	Information Security Policy	New	Completed, pending publish through Public School Works	Complete, bi-annual review
2	Acceptable Usage Policy	New	Completed, pending publish through Public School Works	Complete, annual review

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3	Social Media Policy	New	Completed, pending publish through Public School Works	Complete, annual review
4	Mobile Device Policy	New	Completed, pending publish through Public School Works	Complete, annual review
5	Department Confidentiality Policy	New	Completed, all IT staff signatures collected.	Complete, signatures annually
6	Privacy Policy	New	Completed, pending publish through Public School Works	Complete, bi-annual review
7	Third Party Access Policy	New	Complete. Will be used for third party access when required. Not needed for all staff.	Complete
8	Administrative Rights Policy	New	Complete. Will be required for staff who require admin access to any system. Not needed for all staff.	Complete, annual review

H. Other Policies and Procedures

#	Policy/Procedure	Last Revision	Notes	Plan
1	Scholarship recipient agreement	New	Developed agreement with Tim Farmer. Currently revising.	Plan to implement June 2016. Review and revise annually.
2	Differentiated Calendar	New	Multiple calendars for staff with different calendars	Complete, annual review
3	Student Activity Policy	New	Draft in process	Plan to implement Fall 2016. Review and revise annually.