Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

The charts below serve as a guide for decision makers regarding roles and responsibilities between the District departments and sites. These lists are neither comprehensive nor exclusive. The District and sites work in collaboration to best utilize resources in service to students and the community.

Departments and Offices

1. Communication
2. Business Services
3. Facilities Management
4. Human Resources
5. Information Technology
6. Learning Services
    i. Assessment
    ii. College and Career Services
    iii. Curriculum and Instruction
    iv. Enrichment Opportunities
    v. Exchange Program
    vi. Literacy
    vii. Overall LS Department
    viii. Professional Learning
    ix. Special Populations
        1) ESL
        2) TAG
7. Security
8. Special Education
9. Transportation

Adopted: July 1, 2021

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Communication	
Guided by the District	**Guided by the Site**
• District and school website: Develop, design, create content, monitor, train. • 20Alerts: Set up school accounts; send district-wide emails, texts, and phone calls; administer trainings. • Social Media: manage district accounts and guidelines, and train school-level staff for any school accounts • Media relations: Pitch stories, respond to requests and provide and any/all media trainings • CORA: field incoming requests • Advertising/Marketing: Manage all district and school-level advertising and marketing campaigns • Branding: Manage district visual identity, support schools in developing updated branding	• Website: Co-creation of school-level content and provide some editing. • 20Alerts: Send school-level emails, texts. • Social Media: Participate in training with communication department and create school-level account content. • Media Relations: Verify any media releases in IC, inform communication department of any requests. • Branding: Manage school visual identity (logos, colors, fonts, etc.)

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Business Services	
Guided by the District	**Guided by the Site**
• Building rental policies • Conflict of interest waivers • Contractor/Employee designation (ICA) • Costs associated with vandalism (when the vandalism IS reported to security or facilities) • Discretionary budget allocation amount • Evaluation of insurance requirements • Exclusive use of Swire Coke • Extra pay (see policy) • Purchasing thresholds and requirements (see policy) • Review & approval of contracts • RFP process • Selection of bank that provides p-cards • Sodexo staff hiring is a collaboration between Sodexo and the District • Student/Staff accident protocols • Transferring money from non-discretionary fund (such as athletics, IB, AVID, etc.) to discretionary fund • Travel payments for staff • Travel policies	• Building rental contracts (preparation & approval) • Contract signing by an administrator (after the district has reviewed & approved) • Costs associated with vandalism (when the vandalism IS NOT reported to security or facilities) • Discretionary budget spending prioritization • Placing orders with Swire Coke • Travel – selection of most economical travel and accommodations, selection of when and where to travel for each applicable purpose • Unless there is an exclusive contract, choice of supplier for small dollar purchases (less than $5,000)

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Facilities Management	
Guided by the District	**Guided by the Site**
Responsibility of Facilities: What you cannot see (behind walls, under floor, above ceiling, etc.); exceptions and more specifics below. • Annually update Facilities Guidance Manual • Building & grounds process • Building modification process • Critter control work orders • Cleaning & treatment of stage curtains • Coordination of inspections for climbing walls, challenge course, basketball backboards, bleachers, stage rigging, & swings for SSN programming • Elevator inspections • Emergency back-up generators • Work with Risk Management on Environmental assessment requests • Fertilizing & top dressing • Fire protection system deficiencies • Grounds and parking maintenance • Irrigation Systems • Key & lock maintenance • Light ballasts • Moveable wall / partition inspections • Outdoor striping (parking lot, playground, kiss & go, parking space numbers, etc.) – once every 5-years on a rotation • Playground inspections (yearly) • Preventative maintenance (HVAC, belts, filters, etc.)	Responsibility of Site: What you can see; exceptions and more specifics below. • Utilize the Facilities Guidance Manual and share any feedback/questions with Facilities • ADA/special education projects (ensure conversation with Risk Management/SPED and PSSG) • Assembly of equipment & furniture, including repairs • Athletic sheds & storage buildings – painting, cleaning maintenance, etc. • Audio/Visual equipment & cabling • Blinds (window coverings) repair, purchase, install, & cleaning • Changing light bulbs • Chemical management (in accordance with policy & regulatory requirements) • Community gardens, including irrigation systems, dirt, weeding, etc. • Costs for climbing walls, challenge courses, basketball backboards, bleachers, and stage rigging • Covering of fields • Electronic entrances/ADA openers (ensure conversation with Risk Management/SPED and PSSG) • Electronic Equipment • Elevator vandalism & misuse • Exterior Signage • Fence & gate replacement & additions • Flooring replacement & refinishing

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Facilities Management	
Guided by the District	**Guided by the Site**
• Small engine equipment maintenance / coordination, unless outside vendor required • Snow removal when the amount of snow reaches levels in snow removal guidelines • Snow removal from fields & tracks (when feasible) • Stadium tailgating requirements • Tennis court & track repair (if funds available) • White fleet maintenance coordination	• Fire watches • Glass / Window breakage • Integrated Pest Management & door sweep inspections • Irrigation system damage caused by sites. For example: breaking of heads during snow removal. • Key & lock replacement costs • Kilns, including installation costs • LED signage boards • Maintenance related to field rentals • Master clock repairs • Moveable wall / partition purchases and repairs • Nets, goals, padding, & wind screens – purchases, installation, relocation, repair, etc. • Outdoor striping (parking lot, playground, kiss & go, parking space numbers, etc.) – outside of the 5-year rotation • PA System Repairs (shared cost with Facilities) • Playground equipment • Playground inspections (daily) • Pool checks & documentation to include purchase of all supplies and chemicals to operate • Portable deck inspections • Preparing and submitting work orders & building medication forms • Repairs for site-purchased vehicles • Reporting vandalism to facilities and security

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Facilities Management	
Guided by the District	**Guided by the Site**
	• Small engine equipment costs & maintenance, tractors, gators, 4-wheelers, lawnmowers, etc. • Snow removal when the amount of snow does not reach levels in snow removal guidelines • Track & field equipment – setup & return to storage • Temporary signage • Welding / Repairs of chairs, desks, & tables • Purchase and application of snow and ice melt

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Human Resources	
Guided by the District	**Guided by the Site**
• Allegations/investigations of staff harassment, sexual harassment, discrimination, physical contact, etc. • Background checks/fingerprints processing and clearance BEFORE reporting for duty (all staff, volunteers, temporary staff – coaches, guest staff, contractors, etc.) • Administrator hiring process • Staffing allocation to schools • Educator licensing • Oversight of evaluation processes, deadlines, requirements • Compensation (pay and benefits) • Unemployment claims • Alcohol/Drug-Free Workplace • ADA interactive process/accommodations • Leaves of absences/PTO • Extra Pay (policy) • Health and wellness • Guest Staff Office • Staff member discipline and termination processes • Workday HR processes • Oversight of all personnel administrative policies/procedures	• Staff performance/conduct concerns • Non-admin hire process • Internal staffing assignments consistent with licensing and/or qualifications • Educator licensing inquiries to HR • Evaluate all staff members within supervisory organization (school/location) • Monitor/complete RANDA tasks • Volunteer orientation • Monitor/complete Workday HR tasks (inbox, notifications, etc.) • Ensure supervision of students • Ensure welcoming, non-hostile work environment • Ensure class coverage by licensed staff/licensed guest staff • Monitor all classified staff work hours and calendars (DOL compliance) • Assure accuracy and reconciliation of SmartFind and Workday

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Information Technology	
Guided by the District	**Guided by the Site**
• District Technology Technicians (Hiring, Training for all DTTs) • Internet Content Filtering (CIPA) • Connecting to the D20 network (users and IOT devices, AV, PA, etc.) • Firewall protection of D20 network • Online safety and digital citizenship • Development and training for staff • Data Privacy review and compliance • Digital resource inventory tracking and reporting • Disaster Recovery/ Business Continuity Planning • Account provisioning and administration for on-boarding and off-boarding • Technology plan framework for sites • Replenishment program management and distribution of computers • Development of technology standards • (innovative tech such as AR/VR, Robotics, coding, etc.) • Enterprise software purchase, administration, and integration: Infinite Campus, MS 0365, Schoology, Destiny, MyVRSpot, Google, etc. • A/V contract approval and administration • Digital signage approval • Intranet development and support (20Net) • District- wide Helpdesk (purchase, admin, and support) • Extended Portal software development and	• Digital Learning Coach staffing • Librarian staffing • District Technology Technicians FTE allocation (secondary only) • Audio/Visual purchasing and implementation after IT coordination and approval • Cabling and wiring pertaining to school after IT coordination and approval • Support for parents for Enterprise applications (IC, extended portal, Schoology) • Purchase of approved Audio Visual or Public Address sound systems after IT coordination and approval • Digital Citizenship training for students • Purchase of approved digital signage hardware • Development of technology plans (new 2020) • Purchase of approved/data privacy compliant digital resources (hardware, software, apps, innovative technology) • Site specific software, hardware purchases after IT coordination and approval • Toner cost for printers and copiers • Creation of building mod for IT related items • Digital resource inventory

Information Technology	
Guided by the District	**Guided by the Site**
support • Report development (i.e., Tableau, Workday) • Phone systems (Mitel and Verizon Cell) • Hot Spot Purchase and distribution for students without Internet • Data Center Operations - servers & storage • Cybersecurity and threat protection • Mobile Device Management (MDM) • Bond and new school cabling and wiring projects • Design specification, installation, management & maintenance of all district networking (WAN, LAN, WLAN) • Printer/copier connectivity • Print servers and Papercut software • Approve building mod for site IT items • Creation of K-12 technology guidelines and responsible use agreement	

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – Assessment	
Guided by the District	**Guided by the Site**

• Initiatives: Achievement Gap
 	
• Train on all ASMTS and train Sac's
 	
• Schedules:
  ○ Schedule District ASMT Windows
  ○ Share State ASMT Windows
 	
• Federal, State and District ASMTS:
  ○ CMAS
  ○ ACCESS/WIDA
  ○ CO PSAT/SAT
  ○ CogAT/IOWA
 	
• NWEA: Map Growth and Map Skills
  ○ District purchased licenses for grades K-9 ELA and Math for 20-21
  ○ NAEP
  ○ ACT WorkKeys
  ○ ASVAB
 	
• UIP: Lead for schools and district
 	
• Program Evaluation
 	
• Data Analysis Protocols
 	
• Tableau Visualizations
 	
• Improvement Planning with LS team
 	
• Accommodations
 	
• 6th Grade Placement Test
 	
• Customized School Support
	• Sac's Train their Staff
	
	• Schedules:
	  ○ Testing Schedules: Create testing schedules at sites to determine when the assessment will be given within the provided window from the State or District.
	
	• Implement ASMTS provided by the district/state
	  ○ Purchase ASMTS as needed by the building: AR, iReady, AIMS web, etc.
	
	• NWEA: MAP Growth and Skills
	  ○ Schools would pay for licenses in grade 10-12 as needed.
	
	• UIP: Schools create their UIP plans following district UIP development.
	
	• Common Formative ASMTs

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – College and Career Services	
Guided by the District	**Guided by the Site**
• Carl D. Perkins Career and Technical Education Grant (Perkins) and Career and Technical Act Grant (CTA) applications. • Perkins, CTA, Career Development Incentive Program (CDIP) site allocations. • Processing Perkins approved purchases. • Perkins, CTA, and CDIP required data reporting. • Collaborative meetings and professional development with site CTE, WBL, College and Career Counselor/ICAP leads and relevant CTE teachers. • CTE program approvals, CTE course revisions, new CTE courses, and pathway sequencing site support and facilitation. • District CTE advisory committee structures, coordination, and industry partner relations. • District and site based CTE, SWAP, and concurrent/dual enrollment programs are advertised to students, parents, and community. • Concurrent/dual enrollment program administration in accordance with CO law and district policy and procedures. • Eligibility requirements and screening/recommendation process for concurrent/dual enrollment students. • District application process for concurrent/dual enrollment students including final student approvals. • Student enrollments, final grades, and credits in dual/concurrent courses transcript documentation in SIS (Infinite Campus). • Coordination, relations, course offerings, and MOU's with Institutes of Higher Education (IHEs). • ICAP Scope and Sequencing for 6th through 12th grades ensuring state requirement alignment.	• Site allocation disbursement (within grant or funding criteria) and a detailed spending plan. • Whether or not grant funding is available, site develops CTE technology replacement plan and budgets accordingly. • Site data collection for Perkins, CTA, and CDIP for district reporting requirements. • CTE teachers are appropriately credentialed. • CTE programs approvals with CDE/CCCS, CTE program alignment to D20 approved course outlines, and "high quality" adherence as defined by ACTE Quality CTE Program of Study Framework. • Site representation at CTE, WBL, and College and Career Counselor/ICAP lead collaborative meetings, relevant professional development opportunities, and CTE advisory committees are fostered and supported. • Student placement in CTE and concurrent/dual enrollment programs. • Site CTE, SWAP, and concurrent/dual enrollment program advertisement/outreach and communication to students and parents. • Student determination (with parent input) regarding college readiness and interest in concurrent/dual enrollment opportunities. • Concurrent/dual enrollment students' academic progress, ICAP participation and completion, and graduation requirement progress. • Communication with students and parents regarding student-specific situations and decisions regarding concurrent and dual enrollment. • School to Work Alliance Program (SWAP) site student referrals through 504 and IEP accommodation meetings.

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – College and Career Services	
Guided by the District	**Guided by the Site**
• District-level processes within the ICAP delivery system (Naviance) and ICAP best practices and best uses of the ICAP platform professional development. • School to Work Alliance Program (SWAP) implementation, eligibility process, and coordination with the CO Division of Vocational Rehabilitation.	

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – Curriculum and Instruction	
Guided by the District	**Guided by the Site**
• Standards Implementation Review Process-district leads the process of a standards audit of each content every 5 years as part of the Standards Review Process (Administrative Policies IIAC and IIAC-R-1) • Selection of Instructional Materials-district will lead the district process in each content every 5 years in alignment with the Standards Implementation Review Process (Administrative Policy IIAC-R-2) • Selection of Supplemental Resources-district will support schools in the process of selecting supplemental resources in alignment with Administrative Policies IIAC-E-1 and IIAC-E-2 • New Course Proposal Process-district will guide schools in the process of proposing new courses aligned to standards in alignment with Administrative Policy IIAC-E-3 • Graduation Requirements-district supports schools in developing processes to track graduation requirements • High Trails-district supports in communication with High Trails staff to host district wide meetings for High Trails coordinators • Multi-Tiered System of Support (MTSS)-district provides protocols, processes, and professional learning to support MTSS processes at the building level • Social and Emotional Learning (SEL)-district provides protocols and professional learning to support the instruction of SEL for students and staff • AVID district supports schools in the implementation of AVID through quarterly Vertical Articulation Meetings and ongoing reminders for specific requirements (goal setting, CCI completion, etc.) • Customized School Support-district provides professional learning based on feedback-Instructional coaching, teacher leaders, MTSS	• Standards Implementation Review Process-schools can seek support form district to help with standards-unpacking/pacing, etc. as needed • Selection of Instructional Materials-schools work with C&I to seek textbook approval at the school level as needed. This may be in off years of the 5-year review cycle. • Schools will work with C&I to select supplemental resources to support their instructional program in alignment with Administrative Policies IIAC E 1 and IIAC E 2 • Schools will submit new course proposals aligned to standards • Schools monitor students in regard to meeting graduation requirements (50 credits and ELA/Math proficiency) • Schools plan and support the High trails event with students and families • Schools seek support from district to help facilitate the development of the MTSS system at the building levels as needed • Schools seek support form district to help improve the instruction for SEL for students and staff as needed • Schools seek support from C&I in AVID implementation as needed. Schools implement AVID to support student learning • Schools seek customized support to grow instructional coaches, teacher leaders, MTSS & READ contacts, etc. as needed • School staff participate in discussions around SBRC and provide input to update to ensure alignment to standards • Schools use Project Alert Survey (drug and alcohol) results to guide instruction • Professional Learning Communities-Schools

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – Curriculum and Instruction	
Guided by the District	**Guided by the Site**
& READ contacts, etc. • Standards Based Report Cards-district guides the process of updating report cards and using norming grading procedures • Project Alert Survey (drug and alcohol)-district works with schools to administer the survey and provide schools with school specific data • SCED Codes/Course Catalogs-district updates yearly as necessary • Professional Learning Communities-district supports schools by providing professional learning, protocols, and processes to enhance best practices	seek support from district to enhance professional learning community practices within their building as needed

Site-Based Leadership/Shared Decision Making
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Learning Services – Enrichment Opportunities	
Guided by the District	**Guided by the Site**
The activities below are overseen by Professional Learning: • AAFCU Art Show • Choir Festival • MET Opera - Fees/Costs (Grant funded) • Kennedy Center Arts Integration The activities below are overseen by Special Populations: • District Chess Tournament - stipend for TAG teacher to lead and organize event for district • District Spelling Bee - stipend for TAG teacher to lead and organize event for district • AMC Math - Fees paid by students, stipend for TAG teacher to lead for district • Battle of the Books - stipend for TAG teacher to lead and organize event for district	• Art Show – Site submits art • Choir Festival – Site select and prepare music • Site participation for MET through TAG, Music, and Arts • TdVA and EMS (AAHS in name only) • Chess Tournament - Submit student name(s) for participation in district chess tournament • Spelling Bee – school runs their own spelling bee and sends student name for district spelling bee participation • Battle of the Books – site decision to participate

Site-Based Leadership/Shared Decision Making
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Learning Services – Exchange Program	
Guided by the District	**Guided by the Site**
• J-1 Visa Students (PDSO for SEVIS) • F-1 Agency Placements • Language assessment for placement in courses	• Host and student approval at site • Schedule appropriate classes for students • Communicate with host family

Site-Based Leadership/Shared Decision Making
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Learning Services – Literacy	
Guided by the District	**Guided by the Site**
• READ Act Rules, SRD Funds Rules, and READ Plans • READ Act testing windows (K-3) • READ Act approved assessments ○ ELAT/Amplify assessment — when and what to administer • READ approved programs • READ data collection -what data and when • Title I Rules, Title I Fund Rules • Kinder Readiness Reporting- when and what data is collected • Screening for 'at risk' primary students (concerning reading) (TBD) • Parameters around CALP/T therapy for dyslexic students • Multi-Tiered System of Support/providing intervention to students in need • Colorado Academic Standards-All Contents Collaborative Teaming • Dyslexia Programming	• How to spend SRD funds within parameters and managing plans • When to give assessment within the window and how to utilize assessment results • Which approved programs to utilize • How parents are engaged and how rules are implemented • How to structure the school schedule to support therapy for dyslexic students • How the MTSS processes is implemented • Colorado Academic Standards-pacing/unpacking and implementation • How Professional Learning Communities are implemented • Structuring school day to meet the programming needs

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – Overall Department	
Guided by the District	**Guided by the Site**

• Child Abuse Reporting Protocol
• Military and Family Life Counselors (MFLC)
• Military Liaison
• Annual Suicide Prevention Awareness Training for Staff
• Section 504
• Counselors – facilitate monthly meetings
• Care Team (aka Crisis Team)
• Suicide Prevention Team
• Signs of Suicide
• Riding the Waves
• International Baccalaureate (limited funding & VAM)
• Grants:
  ○ Title I (ESSA)
  ○ Title II (ESSA)
  ○ Title IV (ESSA)
  ○ Office of Suicide Prevention
  ○ Colorado Springs Health Foundation
• Student Advocate for Engagement (SAFE) Counselors
• Health and Wellness Specialist
• Health Advisory Committee
• Sources of Strength (SEL)
  ○ Training (PL)
  ○ Funding through grant
  ○ Collaboration with lead(s) from schools
• RULER (SEL)
  ○ *Training (PL)
  ○ Funding through grant
  ○ Collaboration with lead(s) from schools
• New Opportunities Program (Expulsion, OCR,
	• Child Abuse Reporting
	• Annual Suicide Prevention Awareness Training for Staff
	• 504 Plans
	• Counselors - supervision
	• Signs of Suicide (MS and HS)
	• Riding the Wave (ES)
	• International Baccalaureate
	• Health and Wellness Co-Leaders/Committee
	• Sources of Strength
	  ○ Training
	  ○ Funding for additional needs
	  ○ Identified lead(s) at each school
	• RULER
	  ○ Training
	  ○ Funding for additional needs
	  ○ Identified lead(s) at each school

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – Overall Department	
Guided by the District	**Guided by the Site**
Partnership Academy) • Parent Academy sessions • Youth Mental Health First Aid • Temporary Homebound Tutoring • Homeschool Intent Notices • Principal Supervisory Support Group (PSSG) • Admin Induction • Admin Mentors • Leadership Academy	

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – Professional Learning	
Guided by the District	**Guided by the Site**
• District Level Initiatives • Large scale training • Induction (teacher and admin) • CDE required PD hours (e.g. CLDE (with ESL Department); Reading (with Literacy Department and Site-based partnerships), and Special Education) • Summer Institute • Course Template (Performance Matters; Schoology) • Granting credit • Increment approvals • Out of District Credit request approvals • New Licensed Staff Orientation • Leadership Academy • Mentors -for teachers in Induction (stipend paid by PL) • District PL Days • Speaker Series • Sub coverage for trainings – shared between site and district depending on funding sources (grant) and priority level of initiative • Guidance with setting parameters/qualifications for mentors for new teachers for induction program • Admin Induction – setting guidelines, providing training, meeting with mentors, and tracking state requirements • A question about site trainings - consistency w/i district about what is required of teachers as well as opportunities, hours outside of classroom, etc. It seems like this could vary	• Approved Site-level initiatives • Site-specific training • Job-embedded learning • Sub coverage for trainings – shared between site and district depending on funding sources (grant) and priority level of initiative • Site assigns mentors for new teachers for induction • Creation of site-based PL in PL Registration System • Schoology course creation for site-based PL • Credits awarded for site-based PL, in partnership with district PL department

Learning Services – Professional Learning	
Guided by the District	**Guided by the Site**
quite a bit from site to site.	

Site-Based Leadership/Shared Decision Making
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Learning Services – Special Populations	
Guided by the District	**Guided by the Site**
• Child Welfare Education Liaison (CWEL) • McKinney-Vento Liaison • Family Preservation	• Refer parents for Family Preservation to Special Populations Specialist

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Learning Services – Special Populations: ESL	
Guided by the District	**Guided by the Site**

• Identification of ESL Students
 	
• Assessment of ESL Students:
  o Kindergarten/preschool testing
  o Summer testing
  o Enrollment testing for mainstream schools
 	
• Redesignation Components and Final Decision
 	
• ESL Instructional timing requirements
 	
• Timing and components of ELP's & Monitor forms
 	
• Instructional Materials (review requests & purchase)
 	
• Student Placement in Schools
 	
• ESL teacher and paraprofessional TE (allocate) and hiring (support)
 	
• Annually review enrollment and request additional TE or recommend adjustment of current TE
 	
• Parent Engagement Opportunities
 	
• Adult ESL
 	
• Federal (Title III) and State Grant Reporting
 	
• TSS and Dual Identification Processes for ESL students
 	
• ESL teacher professional development (related to ESL components/instruction/assessment)
 	
• October 1 Count Reporting
 	
Translation (ESL Requests and Pays for):
• ELP meetings (usually take place at October P/T conferences), ESL Parent Meetings, ESL Events (including PAC nights at schools)
	• When ESL instruction occurs
	
	• Assessment of ESL Students:
	  - Newly enrolling students (magnet schools)
	  - ACCESS testing
	
	• ESL instructional groupings (grade level, proficiency level, etc.)
	
	• ESL teacher and paraprofessional hiring & evaluation
	
	ESL Teachers:
	• Agenda and date of school ESL parent night
	
	• Instructional Materials for ESL classes (request for purchase)
	
	• Redesignation (recommendation to consider)
	
	Translation (Site Requests and Pays for):
	• School activities, announcements, and events, concerns and/or issues, parent/teacher conferences, attendance conversations, MTSS conversations, etc.

Site-Based Leadership/Shared Decision Making
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Learning Services – Special Populations: TAG	
Guided by the District	**Guided by the Site**
• Gifted Identification – Approvals, parent notification, timelines • TIPP Day (Talent Identification for Pikes Peak) Gifted Budget • ALP (Advanced Learning Plan) required components and timelines • Parent Advisory Committee Mtgs. • Gifted programming (in collaboration with sites) • Professional Learning opportunities for TAG teachers and parents • Gifted Comprehensive Program Plan (CDE Requirement) • TAG teacher and paraprofessional TE (allocate) and support hiring • GEM (Gifted Education Monitoring) CDE Requirement Early Access Process • New TAG Mentors (fees) • Acceleration (Shared) • Continental Math League – stipend for TAG teacher to lead and organize event for district • WordMasters – stipend for TAG teacher to lead and organize for district • Poetry Contest - stipend for TAG teacher to lead and organize for district	• Gifted Identification Testing (CogAT, IOWA, etc.) • Submit IDs to district for confirmation/approval • Staff Travel, PL, conferences, field trips, supplies TAG Teachers: • Complete ALP components • Selection of parent building rep for parent advisory committee • Sites provide input in programming offered • Post open positions and select candidates • Evaluation of TAG staff • Acceleration – testing at sites • Continental Math League – site decision to participate • WordMasters – site decision to participate • Poetry Contest – site decision to participate

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Security	
Guided by the District	**Guided by the Site**
• Staff Performance/Conduct Concerns • Selection of Armed Security Patrol Officers • Mission & Vision of Security Department • Staff member discipline and termination processes • Security Pre-Hire Drug/Alcohol testing, Psychological Evaluation, POST Firearms Qualification • District-Wide Training • Threat Assessments • Tabletop / Incident Command • Title IX Training & Investigations • School Crossing Guard Training • Assist with Training for Emergency Drills (Fire, Lockout, Lockdown, Shelter in Place) and maintain District AAR files • Raptor Training • Provide Colorado Mandatory Reporting Training • Provide Security Officer Annual In-Service Training • Conduct CSPD "Special Officer" Enforcement Activities (Handicap & Fire lane Violations) • 24/7 District Asset Monitoring/Protection • 24/7 Fire & Intrusion Alarm Response • Conduct Security Investigations, Prepare Incident Reports, & Maintain Records • Conduct Safe2Tell Investigations • Conduct Threat Assessment Training & Investigations	• Safe2Tell Investigations • Student Threat Assessments • Student Safety Plans • School/Staff Title IX Investigations • School Emergency Drills (Fire, Lockdown, Shelter in Place etc.) • Prepare School Site Safety Plans • Student and Locker Searches • Monitor Surveillance Cameras • Building Security (Secure Perimeter) • District/School Security/Safety Audits • Drug Detection Program (K9 Program, Illegal Drug Testing)

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Security	
Guided by the District	**Guided by the Site**
• Safety Plan Training & Follow Up • Conduct Personnel Investigations • Prepare Response to Aggression Reports • Prepare and Send Level One Notifications to District Leadership • Prepare & Distribute Security Department Policies & Accountability Standards • District Radio Systems-Communication/Equipment/Maintenance/Protocols • Communications / Dispatch Functions • Monitor Surveillance Cameras • Monitor 24/7 District Emergency Phone Lines • Prepare Daily Activity Logs • Monitor 9-1-1 Phone Calls • Records/Document Storage • Maintain Site Safety Plans and After-Action Reports • Building Security (Cameras, Card Key Access, KNOX Box, Alarms) • Conduct & Maintain District Safety Audits • Drug Detection Programs (K9 Program, Illegal Drug Testing) • Liaison with Outside Agencies (FBI, CSPD, EPSO, Secret Service, District Attorney, CSFD, Traffic Engineering, AFA Security Forces, AMR, State & Federal School Programs, Area District Security Leaders, BOE Meetings) • Special Activities (Prank Watch, Graduations, PTA Meetings, Money Escorts etc.)	

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Security	
Guided by the District	**Guided by the Site**
• Legal Team Duties (D.A. Discoveries, Central Registry Student Legal Holds, HR Criminal Records, Title IX Investigations, Expulsions) • New School Security (Alarms, Camera Placement, Card Reader Placements, Radio Communications, Traffic Flow Reviews) • Liaison with ALL District Departments to include Facilities, Risk Management, IT, Transportation, SPED, Legal, HR, (Vehicle Accidents, Damage to Property, Staff Member Workers Compensation, Disabled Buses, Money Escorts, etc.) • Provide Access Cards to All Staff Members, Bond Fund & Facility Contractors) • Security Consultations to Charter Schools • Prepare and Issue District "No Trespass" Letters • Purchase and Maintain Security Uniforms, Weapons, and Equipment. • Assist HR with Terminations and Complex Personnel Investigations • Assist with Student, Locker, Vehicle Searches • Respond to Emergency & Non-Emergency Calls for Service	

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Special Education	
Guided by the District	**Guided by the Site**
• Opening center-based programs in existing schools. Start-up costs, walkie talkies, instructional materials, assessment kits, equipment. (some shared cost) • Devices for students as part of their assigned programming/disabilities • APPS for students with disabilities needed to access instruction/communication needs • Assessment protocols Speech • School Psychology • Woodcock Johnson • ADOS • STAR • KTEA • TS Gold • Progress Monitoring • Modifications (temporary) modifications/dividers/quiet room • Substitutes for training that Special Education is conducting for Licensed teachers (not including CPI/CPR/First Aid/Medication) - limited to amount of people • Initial installation of ceiling swing mount-shared cost • SSN Swings for existing buildings • Sped Training - Topics • IEP compliance, policies, and procedures • Itinerant staff hiring, placement, and evaluations • Itinerant/Related services and expectations	• Cost of Sub to float to cover general education teachers for IEP meetings • Technology equipment/needs/support outside of specialized devices tied to student disability • Walls (permanent modifications) building modifications/dividers/quiet room • Payment for working extra days for trainings • Transportation - field trips • Extracurricular activities - cost for para support • Start-up program: (shared costs) • Walls-building modifications/dividers/quiet room • Curriculum for programs • Cost of Subs for transition meetings • Cost of subs for student for extracurricular activities • Coverage for Out of District Placements, meetings, case management • Technology • Student Safety Plan Escorts • Program Maintenance, to include repairs, replacement materials and new equipment • New school programs, school construction funding such as opening center-based programs in new schools. Start-up costs, walkie talkies, instructional materials, assessment kits, equipment. • Assigned use of staffing allocation based on program needs

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Special Education	
Guided by the District	**Guided by the Site**
• Supplemental Budget for center-based classrooms, including preschool • Staffing Allocations • Program guidance and recommendations for all schools for all SPED programs • Translation services for IEP meetings/conferences for students with disabilities • Accommodations for medical needs for a student on a 504 that is managed by the site	

Site-Based Leadership/Shared Decision Making
Guided by T-Charts (ABB-E-2)

Transportation	
Guided by the District	**Guided by the Site**
• Evaluation of transportation staff • Radio procedures • Bidding of bus routes • Routing of the busses • DOT/CDE compliance • CDL training • Activity bus training • Maintenance of the busses • Tracking bus passes • Vehicle assignments • CPI/AED/CPR Training (trans) • Transportation Semester Fees • Scheduling bus evacuation drills • Field trip policy and scheduling	• Evaluation of staff • School year calendar • Administrative policies • Bell times • Student management • Student drop-off and pick-up procedure • Transportation request forms • Selling tickets • Requesting and funding field trip transportation