



To: Office of Superintendent
From: Office of Legal Services
Subject: Monthly Policy Recommendations
Review period: October 15, 2023 - November 15, 2023

The Office of Legal Services, in partnership with the Office of Superintendent and applicable department leads, is reviewing the Jeffco District Policy Manual and updating the content. We will be publishing proposed revisions to the manual on the District's website and seeking input from community and District stakeholders. Below are the current recommended changes. These changes will be public for 30 days, during which time we are welcoming feedback from stakeholders. If you have any input about the proposed changes, please send an email to: legal@jeffco.k12.co.us

The recommended changes will become final on November 15, 2023, and the District Policy Manual will be updated accordingly.

1. Revisions to the D-Series District Policies: the D-series Policies relate to Fiscal Management. A number of these policies are outdated due to changes in the law, changes in District practice and/or the District's adoption of the Policy Governance model. Therefore, we are recommending that certain of these policies be revised or repealed.

[DC Taxing and Borrowing \(and Debt Management\)](#): We are recommending revisions to this policy in order to be consistent with current law and district practices. Bond counsel and our municipal advisor reviewed and approved of the proposed revisions.

[DFA/DFAA Revenues from Investments/Use of Surplus Funds](#): We are recommending revisions to this policy in order to be consistent with current law and district practices. Bond counsel and our municipal advisor reviewed and approved of the proposed revisions.

[DJG Vendor Relations](#): We are recommending revisions to this policy in order to be consistent with current law and district practices and to remove content that is duplicative of other policies.

Policies/Regulations to be Repealed:

DB Preparation and Adoption of Annual Operating Budget: The adoption of the annual budget is now covered in Board Policy EL-15, therefore, this policy is no longer necessary and we are recommending that it be repealed.

DIEA Audit Committee: The Audit Committee is a Board committee, therefore, according to the Policy Governance model, the description of this committee, along with the duties, are now included in Board Policy GP-7. The District policy is duplicative and should be repealed.

DIEA-R Audit Committee: The Audit Committee is a Board committee, therefore, according to the Policy Governance model, the description of this committee, along with the duties, are now included in Board Policy GP-7. The District regulation is duplicative and should be repealed.

DIE Audits/Financial Monitoring: The annual audit is covered in Board Policy EL-16, therefore, this policy is no longer necessary and we are recommending that it be repealed.

DFA/DFAA-E Investment Policy: the information in this exhibit was updated and included in Policy DFA/DFAA. Therefore, this exhibit is no longer necessary and we are recommending that it be repealed.

DKA Payroll Procedures/Schedules: information about payroll is included in the employee handbook. Therefore, this policy is no longer necessary and we are recommending that it be repealed.

DKA-R Payroll Procedures/Schedules: information about payroll is now included in the employee handbook. Therefore, this regulation is no longer necessary and we are recommending that it be repealed.

DKB Salary Deductions: information about payroll is now included in the employee handbook and is also provided to employees upon being hired. Therefore, this regulation is no longer necessary and we are recommending that it be repealed.

Additional Policies/Regulations to be Revised:

[JFBA Choice Enrollment](#): this policy is being updated to clarify the appeal process for administrative transfer decisions.

[JFBA-R Choice Enrollment](#): this regulation is being updated to reflect certain changes to the enrollment variances for the upcoming enrollment period.

[EHB Record Retention](#): this policy is being updated to clarify the retention policy for electronic communications.

[FB Facility Planning](#): this policy is being updated to clarify the need to consider the impact to other schools as well as financial sustainability when building a new facility, expanding an existing facility, and/or considering option school status.

[GBEC-R Drug and Alcohol Free Workplace](#) (new regulation): we are recommending the district adopt this regulation to clarify the prohibition against being under the influence of drugs or alcohol in the workplace.

* The Colorado Association of School Boards (CASB) drafts model policies for Colorado School Districts. While Jeffco's policies are individualized to serve the Jeffco community, many of our policies are modeled after the CASB policies. If it would be helpful to receive a copy of the CASB model policy, please email: legal@jeffco.k12.co.us