

DOUGLAS COUNTY SCHOOL DISTRICT BOARD ITEM
BOE Meetings: February 11, 2025 and March 4, 2025

Subject: GP 1.3 Board President Responsibilities and GP 1.4 Other Board Officers Self-Evaluations

Recommended Action: The Board of Education may submit comments, ask for clarification, and request additional information to assist the Board in the compliance ruling for these policies. The Board reviewed self-evaluations related to these GP's on February 11, 2025 and March 4, 2025 as recommended by Director Kaylee Winegar and Director Susan Meek, Douglas County School District Board of Education. After discussion, it was decided to combine the two evaluations into one document with Director Kaylee Winegar providing the combined self-evaluations.

Pertaining to Governance Policy: GP 1.3, Board President Responsibilities and GP 1.4 Other Board Officers. Complete policy language is linked [here](#).

Background: The Douglas County School Board performs a routine and systematic process of self-evaluation where it regularly reviews its Board-Superintendent Linkage and Board Process policies. The review is meant to be positive, constructive, and educational.

Rationale/Objective: The objective of monitoring GP 1.3 & 1.4 is three-fold:

1. To ensure that Douglas County School District Board of Education is in compliance with this policy;
2. To hold itself accountable to the public for its performance; and,
3. To review policy wording.

Cost/Benefit Analysis: NA

Alternatives: The Board of Education may:

- a) Accept the report as is and adopt a resolution at the April 8, 2025 meeting, indicating that the Board is in compliance;
- b) Not accept the report and ask that changes to the report be made and brought back for further discussion; or,
- c) Accept the report as is and adopt a resolution at the April 8, 2025 meeting stating that the Board is out of compliance.

Date: April 8, 2025

Memorandum

TO: Board of Education
FROM: Director Kaylee Winegar, DCSD Board of Education
DATE: February 5, 2025
SUBJECT: Monitoring Report for Governance Process 1.3, Board President Responsibilities

I certify that, to the best of my knowledge, this information is accurate as of February 5, 2025

Period Monitored: May 7, 2024 (most recent self-evaluation) through February 5, 2025

Monitoring Report Status: **Compliant**

Evidence: All evidence is available through the Board Secretary.

Unless otherwise specified, evidence used in monitoring this policy is from attending board meetings during the evaluation period, these can be viewed on DCSD's [Youtube channel](#). Board meeting agendas and minutes can be found [here](#).

GP 1.3 Board President Responsibilities: The Chair of the Board shall be titled "President." The President of the Board ensures the integrity of the Board's process and normally serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:

1.3.1 To lead the Board so that the Board's performance is consistent with its own rules and policies and those legitimately imposed on it from outside the organization. **Compliant**

1.3.1.1 Board meeting deliberations are conducted and monitored to include only Board issues that, as defined in Board policy, belong to the Board to decide or monitor. Deliberations are fair, open and thorough, but also efficient, timely, orderly, and to the point. **Compliant**

1.3.1.2 To make decisions that fall within the topics covered by Board policies on Governance Process and Board-Superintendent Linkage, except a) concerning the employment or termination of a Superintendent, and b) where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in those policies **Compliant**

1.3.1.3 The President has no authority to make decisions about policies created by the Board in the Ends and Executive Limitations policy areas. **Compliant**

1.3.1.4 The President has no authority to supervise or direct the Superintendent. **Compliant** - See included email from Superintendent, Erin Kane.

1.3.2 To represent the Board to outside parties in announcing only Board-stated positions and in stating decisions and interpretations within the areas delegated to him or her. The President may delegate this authority to other Board members when appropriate, but remains accountable for its use. *Compliant* – the President has one example of announcing Board interpretations when requested for a comment from the Denver Gazette in December 2024 around school pairings. President Williams delegated that response to Director Geiger. See article [here](#)

1.3.3 To sign all contracts and official Board reports authorized by the Board. *Compliant* - See included email from Assistant Secretary, Ronnae Brockman.

1.3.4 In the absence or inability of the President, the Vice-President shall have and perform all of the powers and duties of the President. – *N/A* – President Williams was not absent or unable to perform all powers and duties during this evaluation period.

1.3.5 The Board President is required to set the agenda and run the agenda planning meeting (GP 1.5) *Compliant* – President Williams has ran all agenda meetings and approved all agendas during this period.

Conclusion: To the best of my knowledge this information is accurate as of February 5, 2025. This report should reflect that the Board is **in compliance** with GP 1.3, Board President Responsibilities.

Kaylee Winegar <kwinegar@dcsdk12.org>

GP 1.3.1.4 - Confirmation

Erin Kane <Erin.Kane@dcsdk12.org>
To: Kaylee Winegar <kwinegar@dcsdk12.org>

Wed, Feb 5, 2025 at 8:30 PM

Hi Kaylee -

The statement is accurate.

Thanks!



Erin Kane
Superintendent

303.387.0123 | ejkane@dcsdk12.org
620 Wilcox Street, Castle Rock, CO 80104



On Tue, Feb 4, 2025 at 10:12 PM Kaylee Winegar <kwinegar@dcsdk12.org> wrote:
Hi Erin -

In doing the self-evaluation for GP 1.3 Board President Responsibilities, can you please reply with your confirmation (or not) of the following:

Consistent with the provision in Governance Process 1.3.1.4, the current and former Board of Education President did not supervise or direct me as the superintendent in the past year (May 7, 2024 to February 5, 2025).

Thanks so much!

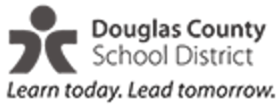
--



Kaylee Winegar
Board of Education
Vice President
Director District G

303.387.0258 | kwinegar@dcsdk12.org
620 Wilcox Street, Castle Rock, CO 80104



Kaylee Winegar <kwinegar@dcsdk12.org>

GP 1.3.3 - Confirmation

Ronnae Brockman <rbrockman@dcsdk12.org>
To: Kaylee Winegar <kwinegar@dcsdk12.org>

Wed, Feb 5, 2025 at 8:34 AM

Hi Kaylee,

As the Board of Education Assistant Secretary, I certify that, to the best of my knowledge, the Board President has signed all contracts and official Board reports authorized by the Board [GP 1.3.3], during the evaluation period of May 7, 2024 to February 5, 2025.

Kind regards,
Ronnae

On Tue, Feb 4, 2025 at 10:16 PM Kaylee Winegar <kwinegar@dcsdk12.org> wrote:

Hi Ronnae -

In doing the self-evaluation for GP 1.3 Board President Responsibilities, can you please reply with your confirmation (or not) of the following:

As the Board of Education Assistant Secretary, I certify that, to the best of my knowledge, the Board President has signed all contracts and official Board reports authorized by the Board [GP 1.3.3] during the evaluation period of May 7, 2024 to February 5, 2025.

Thanks so much!

--



Kaylee Winegar
Board of Education
Vice President
Director District G

303.387.0258 | kwinegar@dcsdk12.org

620 Wilcox Street, Castle Rock, CO 80104



--



Ronnae Brockman
Board of Education Assistant Secretary

303.387.0258 | rbrockman@dcsdk12.org

620 Wilcox Street, Castle Rock, CO 80104



Memorandum

TO: Board of Education
FROM: Director Kaylee Winegar, DCSD Board of Education
DATE: April 3, 2025
SUBJECT: Monitoring Report for Governance Process 1.4, Other Board Officers

I certify that, to the best of my knowledge, this information is accurate as of April 3, 2025

Period Monitored: May 8, 2024 through March 4, 2025 (previously through February 8, 2025)

Monitoring Report Status: **Compliant**

Evidence: All evidence is available through the Board Secretary.

Board meeting agendas and minutes can be found [here](#).

GP 1.4 Other Board Officers: *In addition to the President, the Board shall have a Vice-President, a Secretary and a Treasurer. The Secretary and Treasurer may be staff members appointed by the Board. The Board may also appoint an Assistant Secretary and an Assistant Treasurer. No Board member may serve more than two terms in any single office of the Board. Staff members serving as Board officers are exempt from term limits. **Compliant** -*

These positions are aligned with Colorado Revised Statutes (C.R.S. 22-32-105, 22-32-106, and 22-32-107) . No Board member has served more than two consecutive terms in the same office, ensuring compliance with term limits .

President

According to the law, the president of the Board shall preside at all meetings of the Board (C.R.S. 22-32-105). The agenda for regular meetings is set by the Board President. The president must sign any written contract to which the school district may be a party when such contracts are authorized by the Board and must sign all official reports of the district except when otherwise provided by law. The president ensures the integrity of the Board's process and normally serves as the Board's official spokesperson. The president otherwise enjoys the same privileges, responsibilities and authority as other Board members. The president is a voting member of the board and, except for matters pertaining to the conduct of meetings, has decision-making authority no greater than that of other Board members.

Compliant – there was discussion at the [February 11](#) and [March 4](#), 2025 Board Meetings about having this section edited to simply reference policy [GP 1.3 Board President Responsibilities](#) . There was also discussion around the president’s role in agenda planning and whether policies pertaining to that process ([Policy BEDH](#) and [GP 1.5](#)) need to be more refined.

Vice President

In the absence or inability of the president, the vice president shall have and perform all of the powers and duties of the president. Delegation of other responsibilities will be determined as needed including participation on agenda planning. Compliant – No opportunity presented itself for the Vice-President to assume duties of the President during this reporting period.

Secretary

The Board Secretary drafts and sends replies on behalf of the Board in response to communications directed to the entire Board in compliance policies regarding members' ability to speak for the Board as a whole. This includes corresponding with public comment participants following public comment, attesting any formal, written documentation, and contract executions of the Board, and participating in agenda planning. Compliant – Drafted replies on behalf of the Board, ensuring compliance with policies on correspondence and official documentation

Assistant Secretary (see also BOARD OF EDUCATION OFFICE)

The assistant secretary shall cause notice to be given to each member of the Board of all special meetings of the Board, cause minutes of each meeting of the Board to be kept and preserved, serve as custodian of the seal of the district and perform other tasks as assigned by the Board and/or Superintendent (C.R.S. 22-32-106). Compliant – Maintained Board records, ensured notification of meetings, and facilitated operational communications.

Treasurer

The treasurer assists with the development of the Board Department Budget, approves Director reimbursement requests, and expenditure requests not already budgeted. The Treasurer will be the liaison between the Board and the FOC unless delegated to another board member. Compliant – Assisted in the development of the Board Department Budget and approved proposed Board expenditures over \$2,000 prior to using the funds to ensure budget solvency. Board budget conversations have been held during Board meetings on September 24, 2024, November 19, 2024, January 28, 2025, and March 4, 2025. There was mention that some of the Treasurer's roles are also discussed in [GP 1.9 Investment in Governance](#), so it was recommended to include reference to GP 1.9 in this section

Assistant Treasurer

The treasurer must account for all monies belonging to the district and submit reports as may be required by the Board (C.R.S. 2-32-107). All warrants, orders or checks drawn in payment of lawfully incurred and properly authorized obligations of the district must bear the written or facsimile signature of the assistant treasurer of the Board. The Business Services Department shall administer receipts and disbursements and take care of all accounting processes, the Assistant Treasurer, Chief Financial Officer, is legally responsible for all requirements set forth in the law. Compliant – Ensured accurate accounting of district funds, meeting all statutory fiscal responsibilities.

Conclusion: To the best of my knowledge this information is accurate as of April 3, 2025. This report should reflect that the Board is **in compliance** with GP 1.4 Other Board Officers.

Additional inputs for Board Consideration:

1. *Re-evaluating policies around the agenda planning process ([Policy BEDH](#) and [GP 1.5](#))*
2. *References to Board Officer roles in other parts of the GP policies – the Board President portion can simply reference GP 1.3 Board President Responsibilities, and the Treasurer portion should include referencing GP 1.9 Investment in Governance.*