

Ute Pass B.O.C.E.S. Board Minutes  
January 13, 2015

**Ute Pass B.O.C.E.S.**  
**BOARD OF EDUCATION**

Regular Board Meeting – January 13, 2015

**BOARD MEETING CALL TO ORDER**

The meeting was called to order at 5:40p.m. by Kelly Butts. The following members were present: Kelly Butts, Beth Huber, Tana Rice and Molly Stevens.

Also in attendance were: Jed Bowman, Brain Gustafson, Kendal Kelly, Les Lindauer, Tim Miller, Marcy Palmer and Megan DeSmidt.

**APPROVAL OF AGENDA**

MOTION: Huber to approve the meeting agenda for January 13, 2015.

Second: Rice

Discussion: We will reorder the agenda and handle all voting items first followed by the Program Highlights. Tana Rice needs to leave early.

MOTION CARRIED; Voting Aye Butts, Huber, Rice, Stephens

**APPROVAL OF CONSENT ITEMS**

MOTION: Butts to approve Consent Items including meeting minutes from September 16, 2014

Second: Huber

Discussion: None

MOTION CARRIED; Voting Aye Butts, Huber, Rice, Stephens

**BOARD ACTION ITEMS**

**Revised 2014-15 Budget**

Motion: Butts - Be it resolved by the Board of Education of the Ute Pass BOCES that the amounts Shown in the following schedule be adopted and appropriated as specified in the Revised Budget for the fiscal year beginning July 1, 2014 and ending June 30, 2015. Fund: General Fund \$1,767,454, Total Appropriations \$1,767,454

Second: Rice

Discussion: Additional funds came in including a \$60,000 grant received for the Educator Effectiveness Liaison. We also received a slight addition to the preschool allocation and GT funds.

MOTION CARRIED; Voting Aye Butts, Huber, Rice, Stephens

**Financial Audit**

Tim Miller presented the 2013-14 Financial Audit

Motion: Huber to accept audit as presented

Second: Rice

Discussion: Pages 18-21 please note the findings. We get this every year because we choose not to hire additional staff. Feel free to contact the auditor directly if needed.

MOTION CARRIED; Voting Aye Butts, Huber, Rice, Stephens

**Assurances**

Each year, all Colorado school districts and BOCES must submit “assurances” to CDE that we are utilizing the state evaluation system or a locally developed system (with approval) to evaluate our employees. We only employ Specialized Service Professionals and two “teachers” (Behavior Specialist

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and Teacher for the Visually Impaired), and we utilize, through ExModula, the state tool. This requires the Board President signature.

### **PROGRAM HIGHLIGHTS – Megan DeSmidt, School to Work Alliance Program (SWAP)**

SWAP is in its 11<sup>th</sup> year and employs a part-time Coordinator and full-time specialist. They are not employed by the BOCES but rather at the State level in coordination between CDE and the Department of Vocational Rehab (DVR). DVR is a state agency that helps individuals, between the ages of 16-25 with mild to moderate disabilities, find entry level jobs in a career field. SWAP provides behind the scene job coaching. The program assists about 30 students per year and most work is done after they graduate high school.

Megan coordinates a Resource Fair held in Teller County and a Spring Job Fair within each community, in partnership with the Pikes Peak Workforce Center.

SWAP also assists with the Transition Program in all three districts. They hold fieldtrips for SPED students and run an electronics recycling depot at Woodland Park Middle School. Please stop by to see the recycling program in action. They are open from 1-3pm each school day. All profits go back into the program. It's a real work environment setting and a great learning opportunity for the students that participate. They were recently awarded a Gold Level Leadership Award. Please contact Megan if you would like to recycle any electronics or know of any business recycling contract opportunities. (Megan cell 491-6036)

Marcy also noted that SWAP assists with Indicator 14. One year after our SPED students graduate, SWAP calls and checks in with the students. They conduct phone interviews, finding out if the student is doing what they had planned to do (college, work/career field, etc.)

## **INFORMATION ITEMS/DISCUSSION**

### **BOARD/BOCES POLICIES**

This will be discussed at the March 3, 2015 meeting.

### **DIRECTOR'S REPORT**

#### **PROGRAM HIGHLIGHTS**

I would like to add to our Board agenda, at least annually, a presentation by a program within our BOCES that has been exceptionally successful. This quarter, Megan DeSmidt, coordinator of the School to Work Alliance Program, or SWAP, will share information about this vital coordination between The Division of Vocational Rehabilitation and CDE that began 15 years ago, and its impact on the post-secondary workforce readiness skills for students/adults with disabilities.

#### **BUDGET**

Mr. Miller will share proposed budget revisions necessary due to additional funds received by our BOCES, as well as staffing changes.

We have applied for, and received, two grants this fall! The first was a \$60,000 grant for an Educator Effectiveness Liaison across our BOCES. Tina Cassens, the current Education Technology Director for Woodland Park, agreed to expand her role to serve both Cripple Creek-Victor and Manitou Springs. In this role, she will work with the superintendents to facilitate improved observation and feedback skills of our principals as each district examines highly effective teaching practices. The funds will also support

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increased implementation of our on-line evaluation tool (ExModula) across our three districts, a stipend for district-level liaison in Cripple Creek, as well as a host of professional development opportunities for our school leaders.

We also received a grant for a universal screening tool used in the identification of gifted students. Our districts have already participated in the administration of the CogAT (Cognitive Abilities Test) as part of the identification process. This grant was released by CDE to support an upgrade to the newest version, with universal screenings to occur at the end of second grade and again during the 6<sup>th</sup> grade, to screen students new to the district as well provide timely information for the development of each student's Individual Career and Academic Plan.

We will also receive a small amount of supplemental IDEA preschool funds.

### **STAFFING UPDATE**

Unfortunately, we have had quite a few mid-year resignations/retirements both in our teaching staff and related service providers. In our BOCES, Lynn Ostrowski, our OT for Manitou and Cripple Creek, decided to retire effective January 1<sup>st</sup>. Jeana Petricko, .2 PT for Manitou Springs, also resigned in December to focus on her full-time private PT position. The Woodland Park PT, who was assisting us in Cripple Creek, has also notified us she does not want to continue for this second semester.

I am currently working with a staffing company, Gillem Services, to contract an OT/COTA combination for 4 days per week to serve the two districts, and a PT to serve both districts 1 ½ - 2 days per week. Any services that are missed this first few weeks will be made-up when our contracted folks begin. A PT who currently works in the private sector has contacted us and expressed interest if a full-time position in our schools. He shadowed our Manitou PT, and is ready to "make the change" to the public school setting. Unfortunately, he could not help us for the rest of this semester, but will formally apply if a full-time opening occurs in the spring. We will continue to seek out an OT from Universities and other sources.

We also have two teachers on maternity leave this semester, being filled by special education substitute teachers. Reorganization has occurred at WPHS to accommodate two unfilled positions and an additional position for students with the most intensive support needs. We are starting the semester there fully staffed! At WPMS, a December resignation has been filled, as well an additional position for the students with the most significant support needs. Kendal, Adric, and I are supporting these new staff members with training, monthly meetings, and "on-call" availability to assist with licensure and procedural questions. WP has also committed to build successful, sustainable center-based programs through training and support by The Joshua School consultants. Our goal is to develop quality programming for highest need students that will carry forward regardless of personnel changes.

Our new IEP Reviewer has been working MANY hours to catch up on reviewing IEP's left during the transition while keeping up on the newly completed ones! She has been a "trooper" working with our multiple personalities while on a steep learning curve for our special education process.

Staff is overall satisfied with the process, but would like it to be more timely. Our hope is to be caught up on all of the current IEP's from first semester by the end of January for quarterly progress reporting.

### **TRAININGS**

We offered a special Non-Violent Crisis Intervention Training for our numerous new staff January 9<sup>th</sup>.

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I will be attending the Colorado BOCES Association quarterly meeting Feb. 2<sup>nd</sup> – 3<sup>rd</sup>, and the Winter CASE conference Feb. 5<sup>th</sup> – 6<sup>th</sup>.

Six of us will be attending a training on the Seclusion and Restraint Rules offered by The Legal Center on January 27<sup>th</sup>. (Scott Walsh, Miriam Mondragon, Sean Goings, Monique Rollins, Maria Masone, and I)

**GIFTED EDUCATION**

Our BOCES is on schedule this May for the state evaluation process, CGER (Colorado Gifted Education Review). Our GT team will meet with our regional Gifted Education Resource Consultant to review the process and prepare for the site visit this spring. They will assist us in examining our identification process, parental involvement, programming, and dispute resolution.

**AU DETERMINATION**

We receive our Determination Rating from CDE. (see letter and indicator ratings)  
Our BOCES again, Meets Requirements on the Indicators used to rate our state and each administrative unit. Thanks to our excellent staff who work diligently to comply with these indicators, and to Kendal, who is driven to accurately report our data and “wrangle” the various personalities with a smile!

**CONTINUOUS IMPROVEMENT PROCESS**

We completed the self-monitoring IEP File Review, which uses Enrich to upload the review of 6 IEP’s. We used this as a training opportunity, as groups in each district reviewed an IEP together using the state checklist. We uncovered four areas in which we need to improve the quality of the IEP content.

There is a fiscal self-audit required in this process as well. Mr. Miller, Patti, and Kendal are working on these new requirements.

A CDE parent survey, to address Indicator 8 (Parent Involvement), is being sent to a sampling of 70 of our families this month. The surveys are sent directly to CDE, who will provide us a disaggregated report.

**OTHER**

**Next board meeting: Tuesday, March 3, 2015 at 5:30pm**

**ADJOURN**

MOTION: Huber to adjourn meeting at 6:35pm

Second: Butts

Discussion: None

MOTION CARRIED; Voting Aye Butts, Huber, Rice, Stephens

Attest:

Secretary, Ute Pass B.O.C.E.S. Board of Education

President, Ute Pass B.O.C.E.S. Board of Education