

Ute Pass B.O.C.E.S.
BOARD OF EDUCATION
Regular Board Meeting – June 07, 2011

BOARD MEETING CALL TO ORDER

The work session was called to order by Brent Kennedy at 6:00 p.m. with the following members present: Amy Nieman, Molly Stephens, and Rick Wetzel. Also in attendance were: Diane Algire, Jed Bowman, Sue Holmes, Claudia Johnson Kendal Kelly, Tim Miller, Marcy Palmer, Sheila Silfvenius, and Ed Longfield.

APPROVAL OF AGENDA

MOTION: Kennedy, second Wetzel to approve the agenda

Discussion: Nieman would like to add “K” to the agenda: Ute Pass BOCES changing banks.

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

APPROVAL OF MINUTES

MOTION: Kennedy, second Stephens

Discussion: Please amend Amy Nieman’s name from Neiman to Nieman

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

DISCUSSION/INFORMATION

The Ute Pass BOCES bank account is currently in Woodland Park and will be moved to a Wells Fargo branch in Colorado Springs.

Ute Pass BOCES will use the new state adopted IEP program call Excent Enrich which will replace Entre for all three districts. Staff will be trained on August 11-12. Several large school districts are currently using the program with success. We are early implementers along with Pikes Peak BOCES and District 49.

This is the last year for ARRA funding which will end September 30, 2011. We have submitted reimbursements and worked with districts to help maximize budgets across all three districts. Final requests for reimbursements must be submitted by June 30 and funds will be paid out next fiscal year.

Ute Pass BOCES has been chosen to receive High Cost monies. Diane submitted over 1 million in high cost claims.

BOARD ACTION ITEMS:

A. Bylaws; withdrawn, no action taken

No changes were made. Action item “A” will be withdrawn.

B. MOU

Discussion: Minor updates were made to language and dates during a recent SAC meeting. See changes on marked up MOU in Attachment A.

MOTION: Nieman second Stephens to approve amended MOU as reflected in Attachment A

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

C. Contract for Kendal Kelly, Administrative Assistant

MOTION: Stephens second Wetzel to approve employment contract for Kendal Kelly

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

D. Employee Contracts

Discussion: A standard Woodland Park contract was used as a template and language was updated as necessary. Ute Pass BOCES will have contracts for Special Service Providers, Administrators, Teachers and Classified staff. Amy asked if this was standard to the other districts and everyone agreed it was standard language. No location is necessary for the contracts; remove El Paso County or put counties of both El Paso and Teller.

MOTION: Nieman second Wetzel to approve employee contract template as amended: remove Manitou Springs, add Teller County

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

E. Employee Benefits

Discussion: All three member districts differ on medical insurance coverage and the amount of premiums paid by the district. Tim Miller noted that the size of the group leads to pricing as individuals, rather than group pricing. Mr. Miller suggested that the BOCES provide equal treatment on the cost of health insurance for each employee by setting an out of pocket maximum for employee premiums. This policy will be revisited each year; however, the group believes this is necessary to attract quality employees to the BOCES. It was recommended that the premium for employee + family be capped at \$405 per month and individual coverage be capped at \$10 per month. This statement will be listed on the salary scale, see Attachment B.

MOTION: Wetzel second Stephens to approve that the health care package maximum out of pocket per employee will be determined annually.

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

MOTION: Wetzel second Stephens to approve for the 2011-12 year a maximum out of pocket cost of \$405 per month for family coverage and \$10 per month for single coverage.

Amendment to MOTION: Wetzel second Stephens: for the 2011-12 year a maximum out of pocket cost of \$405 per month for family coverage and \$10 per month for single coverage and any additional tier that may be added at a later date to be approved by the board as necessary.

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

F. Salary Scale:

Discussion: A salary scale was created using Pikes Peak BOCES as a reference and adding a category for Administrative Assistant. Additionally, three statements were added to the scale (see Attachment B)

- Full-time employees will receive 12 days of annual leave
- Flexibility in placement depending on market demand and BOCES need.
- Premiums for employee + family will be capped at \$405 per month and individual coverage will be capped at \$10 per month for BOCES employees.

MOTION: Wetzel second Stephens to approve salary schedule
MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

- G. Director Evaluation Form; withdrawn; no action taken**
- H. Evaluation Forms for Employees; withdrawn; no action taken**
- I. Supplemental Budget for 11-12; withdrawn; no action taken**

Items G, H and I: Discussion only

Director Evaluation Forms: Standard forms based on CDE requirements and taken from Woodland Park School District were revised for Ute Pass BOCES. Who will do the evaluation for Marcy Palmer? It was determined that the Board will be responsible for director evaluations based on input from the superintendents.

J. Budget

Discussion: A preliminary budget must be submitted by June 1 and adopt by June 30.

Expenditure line items that were noted during discussions:

- Salary and benefits line item added for Chloann Wooley, Visually Impaired Teacher
- Salary and benefits for Nancy Ellis, Behavioral Specialist were previously paid out of ARRA funds
- Purchase Professional Services: Accounting \$15,000 will be moved to Business Services
- Business Services: Software Support \$200, will be increased to \$800

The difference between the 2010-11 and the 2011-12 budget is no ARRA funding will be available and High Cost reimbursements have not yet been added to the budget.

The board asked how Marcy will manage with decreased funding due to no ARRA funding? Marcy stated that no cuts will be made to programming and services will not be reduced. Cuts can only be made if we also have a decrease in enrollment. When ARRA funding was available, other funds were shuffled around and several one-time purchases were made.

MOTION: Nieman, second Wetzel to approve preliminary budget for the 2011-12 school year.
MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

K. Changing of Banks for Ute Pass BOCES

Discussion:

MOTION: Nieman, second Stephens to approve the Ute Pass BOCES changing banks to a Wells Fargo branch in Colorado Springs.

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

L. Behavioral Specialist Approval

MOTION: Wetzel second Nieman to approve employment contract for Nancy Ellis, Behavioral Specialist

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

M. Formation of the Evaluation Committee to approve evaluation forms

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Discussion: Amy Nieman noted a statute that requires the Ute Pass BOCES to have an Evaluation Committee made up 1 administrator, 1 principal, 1 teacher, and 2 members at large – 1 with a child and 1 without a child. It was determined that Manitou’s current DAAC committee meets these requirements and will serve as the Ute Pass BOCES Evaluation Committee.

MOTION: Nieman second Wetzel to formally appoint Manitou Springs DAAC committee as Ute Pass BOCES Evaluation Council to include all Directors evaluations.

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens, Wetzel

N. Visually Impaired/Assistive Technology Coordinator

Discussion: It is proposed that this position be added to the BOCES to simplify billing and more accurately identify the current role. Chloann Woolley currently serves all three districts in this role, but is funded by Woodland Park with billing to the other districts. Marcy Palmer explained that Chloann Woolley was originally hired by Woodland Park as a .5 Teacher for the Visually Impaired, and has fluctuated to a .6 based on students with visual impairments. Last year Manitou Springs and Cripple Creek agreed to share the cost of increasing her by .2 to serve all three districts as the Assistive Technology Coordinator. As students with visual impairments have moved into either Cripple Creek or Manitou Springs, Chloann has also been serving them and tracking her time spent in each district. Woodland Park then has to invoice the other districts. Because she is actually functioning in a BOCES role and to simplify payroll, it is recommended that she be added as a BOCES position.

MOTION: Nieman second Kennedy to add action item “N” to approve a .8 position for Visually Impaired/Assistive Technology Coordinator to replace the .6 TVI for Woodland Park and .2 AT for the BOCES.

MOTION CARRIED; Voting Aye - Kennedy, Nieman, Stephens,
Voting Abstain - Wetzel

OTHER

Next board packet will include information on the following:

Contracts for Chloann Woolley and Marcy Palmer; Supplemental Budget, to include High Cost Reimbursement and ARRA Reconciliation.

Next board meeting is September 2011

ADJOURN TO EXECUTIVE SESSION:

MOTION: Stephens second Wetzel to adjourn to executive session at 8:25 for personnel matter C.R.S. §24-6-402(4)(f).

MOTION CARRIED; Voting Aye – Kennedy, Nieman, Stephens, Wetzel

ADJOURN

Meeting was adjourned at 9:15 p.m.

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Attest:

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

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