

Ute Pass B.O.C.E.S. Board Minutes
September 19, 2011

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

Regular Board Meeting – September 19, 2011

BOARD MEETING CALL TO ORDER

The board meeting was called to order by Brent Kennedy at 5:47 p.m. with the following members present: Amy Nieman, Glenn Noufer and Rick Wetzel. Also in attendance were: Jed Bowman, Claudia Johnson, Kendal Kelly, and Marcy Palmer.

APPROVAL OF MINUTES

MOTION: Wetzel; to approve June 7, 2011 meeting minutes

Second: Noufer

Discussion: None

Motion Carried; Voting Aye Kennedy, Nieman, Noufer, Wetzel

APPROVAL OF AGENDA

MOTION: Nieman; to approve agenda as amended

Second: Wetzel

Discussion: Please add an Executive Session to the agenda to discuss Marcy Palmer's contract

Motion Carried; Voting Aye Kennedy, Nieman, Noufer, Wetzel

BOARD ACTION ITEMS:

A. Employee Contracts

Motion: Wetzel; to approve employee contracts for Nancy Ellis, Chloann Woolley and Kendal Kelly as amended

Second: Nieman

Motion Carried: Voting Aye Kennedy, Nieman, Noufer, Wetzel

Discussion: The board asked if the contracts were based on standard pay from the Woodland Park salary scale. Marcy noted that she developed a new salary scale for the BOCES using examples from Pikes Peak BOCES and other local districts. Contract language was taken from Woodland Park's contracts and updated appropriately. It was agreed that the board will sign the director's contracts and Marcy will sign all other employment contracts once the position has been approved by the board.

The contract for Kendal Kelly refers to the "Classified Conditions of Employment"; however, the BOCES does not currently have this document. The Classified Contract for Employment shall be amended as follows:

- Remove wording of "classified conditions of employment"
- Paragraph two: replace Board of Education with Board of Ute Pass BOCES
- Paragraph four shall read: The EMPLOYEE and BOCES further agree that the EMPLOYEE shall be entitled to leave days and medical benefits in accordance with the salary schedule as established by the Board of Ute Pass BOCES.

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B. Pikes Peak BOCES Contracts

Motion: Wetzel; to approve the Pikes Peak BOCES 2011-12 contract

Second: Noufer

Motion Carried: Voting Aye Kennedy, Nieman, Noufer, Wetzel

Discussion: The annual contract for associate membership and services has been submitted for approval. This includes the administration membership fee, 4 days per month of the Teacher for the Deaf and Hard of Hearing, 1.5 days per month of the Audiologist, and 2 days per week of a Speech Language Pathologist to serve Cripple Creek. BOCES will invoice Cripple Creek-Victor School District. The administrative fee has increased from \$18,723 to \$20,917. Archie explained that basic administrative costs have risen, such as technology updates, gas, utilities, and new employees, which all members share equally.

INFORMATION ITEMS AND DISCUSSION:

Indicators and I-13 File Review-October 14, 2011

The 20 Indicators, used by both the federal and state special education offices, to evaluate special education services, are listed below. Data is gathered through the various reports each year. Indicator 13 evaluates the percentage of youth aged 16 and above that have appropriate postsecondary IEP's. This is measured through an Indicator 13 File Review, which is scheduled for October 14, 2011 in Woodland Park. CDE staff along with our high school teachers will review 50 of the 67 files. 95-100% of our files must meet compliance. Files not meeting compliance must be amended within 15 days.

1. Graduation Rate
2. Drop-Out Rate
3. CSAP
4. Suspension/Expulsion
5. Least Restrictive Environment
6. Preschool Settings
7. Preschool Skills
8. Parental Involvement
9. Disproportionate Identification
10. Disproportionate Disabilities
11. Initial Evaluations
12. Part C to B-3rd Birthday
13. Post-Secondary Transition
14. Post-School Outcomes
15. 1 Year Compliance Correction
16. Complaints Resolution
17. Due Process
18. Hearing Resolutions
19. Mediation Agreements
20. Timely/Accurate Data

Transition to Manitou Springs

The transition of our BOCES to Manitou Springs has gone well! We now have our office at the SILC Building for Kendal, Nancy and Marcy. Chloann maintains her classroom "home base" in the Woodland Park High School where a multitude of equipment and technology is stored. We are transitioning to the world of "Apple", but still find that PC's are preferred for state reporting. Our Gmail

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accounts are up and running, and Woodland Park has worked well with Manitou in supporting our technology needs.

The financial responsibilities will transition from Woodland Park to Manitou at the end of the first quarter in October. The payroll and budget system still need to be fully installed and tested in Manitou. Both districts agree that transitioning at the quarter will be the smoothest.

Updates from Marcy

Marcy will send updates every two weeks, summarizing her schedule in the districts, new information from the state/region, along with celebrations and issues. These reports will keep the board and superintendents informed of the activities and developments in our BOCES.

The board noted that they appreciate the bi-weekly updates and found Marcy's board report to be very helpful and professional. Thank you!

Scheduling quarterly meeting and December supplemental budget

The next board meeting should take place prior to December 1st so the board can accept the audit and approve a supplemental budget. It was decided that the next quarterly meeting will be held on: **Wednesday, November 30, 2011 at 5:30pm in Woodland Park**. The remaining meeting dates will be set at a later date.

Budget discussion: ARRA money was received and has been distributed across all three districts and the BOCES. It was decided that all four BOCES employee salaries will be paid from federal funds for the 11-12 year and the remaining balance will be flowed through to the districts using the 60/30/10 split.

Evaluations /Policies

Currently, the BOCES does not have any administrative, board or human resource policies. Rick Wetzel recommended that we keep policies simple and let the intent be known. Kelly Dude recommended that the BOCES keep all district policy manuals on hand and understand the intent. The BOCES could also purchase policies from CASB for around \$3,000.

Student Conflict/Issues: If there is an issue with a student, Marcy shall refer to the district policies from which the student attends to resolve the issue.

Employee Conflict/Issues: It was recommended that Marcy contact the board president for employee issues, refer to district policies, and then brings it to the board if necessary.

The board asked Marcy to draft two policies before the next board meeting.

Policy 1: Student matters and decisions will be made based upon the student's local district policies.

Policy 2: Employee conflicts will follow the Colorado Revised Statute (C.R.S.). Jed Bowman suggested using the language "does not violate Colorado revised statute" within the policy.

Evaluation Committee: Manitou's DAAC committee will serve as the evaluation committee for Ute Pass BOCES. Marcy will complete annual evaluations of the three BOCES employees. The superintendents will provide a rubric for Marcy's evaluation and submit it to the BOCES Board. Jed Bowman suggested a single point metric and using the 20 indicators noted above. The board agreed on

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using the evaluation form provided by the state. The superintendents will complete Marcy's evaluation in May and present it to the board in June 2012.

Executive Session

C.R.S 24-6-402-Employment Contract

Motion: Wetzel; at 7:45 p.m. to move into Executive Session to include board members and Kendal Kelly under C.R.S 24-6-402 to discuss employment contract for Marcy Palmer

Second: Nieman

Motion Carried: Voting Aye Kennedy, Nieman, Noufer, Wetzel

Executive session adjourned at 8:10 p.m.

Motion: Wetzel; to return from Executive Session

Second: Noufer

Motion Carried: Voting Aye Kennedy, Nieman, Noufer, Wetzel

Motion: Wetzel; to approve Administrator's Contract for Marcy Palmer as amended

Second: Nieman

Motion Carried: Voting Aye Kennedy, Nieman, Noufer, Wetzel

OTHER

Next board meeting is : **Wednesday, November 30, 2011 at 5:30pm in Woodland Park**

ADJOURN

Meeting was adjourned at 8:15 p.m.

Attest:

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

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