

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

Regular Board Meeting – November 30, 2011

**BOARD MEETING CALL TO ORDER**

The work session was called to order by Brent Kennedy at 5:45 p.m. with the following members present: Bill Blackburn, Kelly Butts, Amy Nieman, Molly Stevens and Rick Wetzel. Also in attendance were: Jed Bowman, Sue Holmes, Claudia Johnson, Kendal Kelly, Ed Longfield, Tim Miller and Marcy Palmer.

**APPROVAL OF AGENDA**

MOTION: Wetzel to approve meeting agenda for November 30, 2011

Second: Blackburn

Discussion: None

MOTION CARRIED; Voting Aye Blackburn, Butts, Kennedy, Stevens, Wetzel

**APPROVAL OF MINUTES**

MOTION: Wetzel to approve meeting minutes from September 19, 2011 as amended: Executive Session was adjourned at 8:10pm, followed by the motion to approve the administrator's contract for Marcy Palmer. Please show the vote was done out of executive session.

Second: Stevens

Discussion: None

MOTION CARRIED; Voting Aye Blackburn, Butts, Kennedy, Stevens, Wetzel

**BOARD ACTION ITEMS:**

**a. Welcome new board members and office appointments**

Brent Kennedy welcomed our new board members: Bill Blackburn (Woodland Park) and Kelly Butts (Manitou) who are replacing Amy Nieman and Glenn Noufer. Brent Kennedy asked for nominations and noted that a vote is not required for office appointments.

President: Rick Wetzel nominated Brent Kennedy for Board President; Kennedy accepted.

Vice President: Bill Blackburn nominated Rick Wetzel for Board Vice President; Wetzel accepted.

Secretary: Rick Wetzel nominated Kelly Butts for Board Secretary; Butts accepted.

Treasure: Rick Wetzel nominated Molly Stevens for Board Treasure; Stevens accepted.

Director: Bill Blackburn will fill the Board Director position.

**b. 2010-11 audit presentation**

Tom Sistare from Hoelting and Company gave a quick overview of the audit and shared a handout, "Board Presentation-2011 Audit" (see attachment A). The board members were provided a copy of the financial statements with independent auditors' report for the year ending June 30, 2011 prior to the meeting. Mr. Sistare noted the following:

- Issues/problems noted in previous years have been resolved and the Ute Pass BOCES had no compliance issues. Overall, the financial condition was strong and presented fairly and accurately.

Ute Pass B.O.C.E.S. Board Minutes  
November 30, 2011

- He noted the large difference of funds shown on 6/30/2011 vs. 6/30/2010 (on Attachment A) was mostly due to timing differences of funds received and funds being spent and/or flowed through.

MOTION: Stevens to approve the 2010-11 Ute Pass BOCES audit

Second: Wetzel

MOTION CARRIED; Voting Aye Blackburn, Butts, Kennedy, Stevens, Wetzel

**c. Revised Budget – Tim Miller**

Mr. Miller presented the revised budget and gave an explanation of various line items in revenues and expenditures. He organized the budget and condensed individual line items so board members see a broad view rather than a long, detailed list. Mr. Miller also provided a coding system within the budget so you can easily see how funds are flowed through to the three districts.

Brent Kennedy asked Mr. Miller to explain the 60/30/10 split between the three districts for the new board members. Ute Pass BOCES is made up of three member districts - Woodland Park School District has approximately 60% of our student population, Manitou Springs has approximately 30% and Cripple Creek-Victor has approximately 10%. ECEA State funds and IDEA Federal funds are received by Ute Pass BOCES and various BOCES expenses are taken from these funds and then flowed through to each district using the 60/30/10 split.

Mr. Miller also noted that all funding received for educational orphans goes to Manitou Springs for students housed at the Children's ARK in Green Mountain Falls.

The board was pleased with the presentation and thanked Mr. Miller for making the budget easy to understand.

MOTION: Wetzel to approve the revised annual budget for Ute Pass BOCES 2011-12 as presented

Second: Stevens

MOTION CARRIED; Voting Aye Blackburn, Butts, Kennedy, Stevens, Wetzel

**d. Policy Discussion**

Ute Pass BOCES has grown quickly, going from one part-time employee two years ago, to now having four full-time employees. Ute Pass BOCES does not currently have any employment or board policies and this will be a focus of the board going forward. This will be a challenging task as the employees and board work across three school districts and must find a good middle point.

Suggestions on writing new policies included:

- The Ute Pass BOCES Director should be instructed to fulfill the vision of the board.
- Board members should make a new policy if their needs are not being met.
- Make broad policy statements, big picture ideas with smart goals.
- Use the wording, "shall not fail to comply with State/Federal laws and regulations".
- Use the Indicators as guidelines

Marcy Palmer along with the three superintendents will meet and provide information to the Ute Pass BOCES Board at the January 2012 work session.

Ute Pass B.O.C.E.S. Board Minutes  
November 30, 2011

MOTION: Stevens; The Superintendent's Advisory Committee and the Ute Pass BOCES Director will work together to present the BOCES Board with an initial set of board policies, executive limitations, and end statements.

Second: Wetzel

MOTION CARRIED; Voting Aye Blackburn, Butts, Kennedy, Stevens, Wetzel

**Information Items and Discussion:**

**a. Director Updates – Marcy Palmer**

The Ute Pass BOCES website is currently being worked on. We hope to get more pictures between all three districts to post on the website. Additionally, we now have letterhead, business cards and an official logo!

Ute Pass BOCES passed the I-13 file review with 98% compliance! We also received our determination letter on the 20 Indicators letting us know we met all requirements for 2010-11. This is the third year in a row we have met all requirements.

**b. Schedule remaining two meetings (March/June)**

Work session to discuss policies and an evaluation tool will be held **January 18, 2012 at 5:30pm** (2 hours max). Draft policies will be sent at least one week prior to the meeting.

Regular Board Meeting: **March 21, 2012 at 5:30pm**

Regular Board Meeting: **June 6, 2012 at 5:30pm**

Agenda will include a preliminary budget

All meetings will be held at the Woodland Park District Office.

**c. Director Evaluation**

Brent Kennedy provided evaluation examples from various BOCES across Colorado.

Molly Stevens noted that it may be difficult to pick an evaluation tool when we are just now working on policies. She would like to see the evaluation based on State Indicators, a measure of service, based on job performance, data driven goals and how the service was provided.

Rick Wetzel would possibly like to add another level on the evaluation including interviewing staff members and/or peers. This suggestion was met with mixed feelings.

Possible evaluation timeline:

- Initial Evaluation: February
- Summary Evaluation: March
- Final Evaluation: June

Superintendents may report to the board about the Director's performance at our quarterly meetings. An evaluation tool and timeline will be discussed at the work session in January 2012. The Ute Pass BOCES Board will be responsible for completing the evaluation and the superintendents will provide information to assist them in the process.

Ute Pass B.O.C.E.S. Board Minutes  
November 30, 2011

**OTHER**

Next board meeting:

Work Session - January 18, 2012 at 5:30pm

Regular Meeting - March 21, 2012 at 5:30pm

**ADJOURN**

Meeting was adjourned at 7:45 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