

SAN JUAN BOCES

BOARD HANDBOOK



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San Juan Board of Cooperative Educational Services

www.sjboces.org

2025-2026

The San Juan BOCES Board of Directors

The Board of Directors for the San Juan Board of Cooperative Educational Services (SJ BOCES) serves as the governing body responsible for overseeing the strategic direction, financial health, and policy development of the organization.

The Board is comprised of representatives from each member school district, who work collaboratively to ensure that the shared services offered by the BOCES align with federal and state legal and procedural requirements and meet the needs and priorities of member districts. Board members are typically elected officials from local school boards, bringing with them a deep understanding of educational policy, community needs, and district-level challenges.

The board's key responsibilities include approving budgets, reviewing and adopting policies, hiring and evaluating the executive director, and ensuring compliance with state and federal education regulations. Additionally, the board plays a critical role in advocating for the BOCES at the local and state levels, fostering partnerships, and promoting innovation in service delivery.

Through thoughtful governance and strategic planning, the board supports the BOCES in providing cost-effective, high-quality programs such as special education, professional development, and other essential resources that individual districts may not be able to offer independently.

- Governance and Oversight
 - Active participation in the implementation and monitoring of the San Juan BOCES Strategic Plan
 - Adopt and monitor organizational policies and procedures
- Financial Responsibility
 - Approve annual budgets and monitor financial performance
 - Review, set and approve salary tables

- Ensure fiscal accountability and compliance with funding regulations
- Leadership and Personnel
 - Hire, evaluate, and support the Executive Director
 - Provide guidance and accountability for organizational leadership
 - Approve contracts
- Advocacy and Representation
 - Promote collaborative relationships among member districts
 - Represent the interests of their home school districts within the cooperative
 - Advocate for BOCES programs and services at the local and state levels
- Program and Service Oversight
 - Monitor the effectiveness and impact of existing services such as special education, SWCOeSchool, and professional development supports
 - Explore, review, and approve new programs and services based on BOCES and District data and identified need
- Compliance and Risk Management
 - Ensure adherence to state and federal education laws and regulations
 - Oversee policies related to safety, equity, and ethical conduct

While the Board is responsible for the development and oversight of the organization, the Executive Director fully manages the implementation and operation of all aspects of the BOCES. The Board and the Executive Director must work hand in hand to ensure that the mission, vision and strategic plan goals are present at all levels of the organization.

Interactive Table of Contents (digital version)

[Board, Superintendent & Administrator Directory](#) (Superintendents and BOCES Administration names, titles and contact information)

[San Juan BOCES and District Information](#)- Spreadsheet that houses comprehensive information about each district (pupil count, ESS caseloads by school, names of all service providers by school), IEP staffing days, ESS teachers by district/school, names and contact information for all BOCES Administration, and names and contact information for all BOCES staff not affiliated with special education. There are also tabs for the Superintendents as well as a tab for each school district.

[Our Member Districts](#) (Links to each school district website)

[San Juan BOCES Board and SAC Meetings](#) - Calendar (Live document that reflects updates and changes)

[District and BOCES Calendars](#) - link to a folder in Google Drive with each district calendar for the current school year.

[What are Boards Of Cooperative Education Services \(BOCES\) and Administrative Units \(AUs\)?](#) - Document that provides an overview of BOCES and Administrative Units in Colorado.

[How is the San Juan BOCES Funded?](#) - Description of how San Juan BOCES is funded with up-to-date fiscal information.

[The San Juan BOCES Budget](#) - Board Approved May 14, 2025

[The San Juan BOCES Strategic Plan](#) - In May 2025, the San Juan BOCES Adopted its first Strategic Plan. The full plan is included here.

[Operating Agreement](#)- Contracts with member districts (Template)

[Who is the San Juan BOCES](#) -Slide deck with Organizational Chart, positions, departments, programs, and services

[San Juan BOCES Special Education Services](#) - A link to the San Juan BOCES website with descriptions of all Special Education programs and services offered as part of membership in the San Juan BOCES

[San Juan BOCES Other Services and Programs \(all other programs, projects, and grants\)](#) - A link to the San Juan BOCES website with descriptions of all additional programs and services offered as part of membership in the San Juan BOCES

[Special Education for the BOCES Board Member](#) - This document is a summary of the roles and responsibilities that the BOCES Board member assumes within the realm of Special Education.