

Southeastern BOCES

Superintendents' Advisory Council Minutes

March 5, 2025

The Superintendents Advisory Council met in the SEBOCES conference room located at 7784 Saddle Club Drive, Lamar, CO 81052 for a regular meeting.

1. Mr. Kemp called the meeting to order at 9:02 AM.

2. Roll Call

Superintendents Present at roll call: Mrs. Nikki Johnson, Mr. Glenn Smith, Mr. Ty Kemp, Mrs. Shelby Schenck, Mrs. Brianne Howe, Mr. Jess Buller. Ms. Shelly Swayne and Mrs. Abby Pettinger. Mr. Morgan Crane joined at 9:12.

SEBOCES Staff Present: Mrs. Stephanie Hund, Executive/ESS Director; Mrs. Loraine Saffer, ALP Director via Zoom; Mr. Logan Smith, Programs Coordinator; Mr. Leonel Morales, Technology Director, and Ms. Tara Martin, Assistant Office Manager.

Others Present: Cathy Parks and Jake Specht (phone call) with LCC. Audrey Mauser, MaryLee Gibson and Annell Hodges with CSDSIP. Kristen Kubiak and Anthony Briseño with CEBT.

3. Additions/Deletions to Agenda
None

4. Agenda and Minutes Consent

a. Mrs. Johnson made the motion to approve the Agenda as presented at the meeting for March 5, 2025 and the minutes from February 5, 2025.

Mrs. Pettinger seconded the motion.

Those voting Yes: Mrs. Johnson, Mr. Smith, Mr. Kemp, Mrs. Schenck, Mrs. Howe, Mr. Buller, Ms. Swayne and Mrs. Pettinger.

Those voting No: None

Motion Passed 8-0

5. Presentations/Discussions

a. Cathy Park and Jake Specht with LCC

i. The School Counselor Workshop is on 3/12 at the Cultural Events Center.

ii. There is a Financial Literacy Service upcoming for college age students, that will be free. More information to come.

iii. Senior day is 4/3 and College for Kids is 4/17

- iv. The building trades trailers of equipment will go back to the college if/when the course ends, but there are no plans to end the class at this time.
- b. Christina Monaco CDE Field Services
 - i. Website is currently under construction.
 - ii. If you would like to be added to the monthly Field Service Update email, please let Christina know.
 - iii. The 2nd Tuesday of every month Superintendents meet virtually with the commissioner for discussions. If you would like to join, please let Christina or Commissioner Cordova know.
 - iv. There is an ELPD Waiver coming soon.
 - v. 4-day week/reduced calendar applications are due 5/9, there will be more info coming soon.
 - vi. There is a Health/Nutrition BHA no cost mental health screening for 6-12 for 2025-2026 SY available.
 - vii. There are k-12 Math intervention resources available. There is also a Math Teacher Cohort getting started.
 - viii. SB24-162 requires training for preventing discrimination in schools and will be shared in the spring by CDE.
 - ix. Rural Summit is in Pueblo at the end of June.
 - x. ROTC – The Governor’s office is trying to increase membership in ROTC Programs. If you have questions or are interested in starting one let them know.
- c. Audrey Mauser, MaryLee Gibson, and Annell Hodges presented the CSDSIP Policy Updates
 - i. Packets were passed out to every district involved.
 - ii. 0% Base increase does not mean your price will be exactly the same.
 - iii. Coverage Change – Sex Abuse/Molestation charges will now go by the policy that was in place the date of the abuse.
 - iv. Renewal workshops available, the next one is 3/25 in Limon.
 - v. Packets are due by 3/15/2025 and will have proposal ready by 5/1.
 - vi. Builder Risk Fee will no longer be covered if over 1M.
 - vii. Vector Training Platform still available.
 - viii. If you are shopping with other companies, please let us know and we can help you compare the different policies to make sure you are receiving similar coverage.
- d. Kristen Kubiak and Anthony Briseño presented the CEBT Policy Updates
 - i. Packets were passed out to every district involved.
 - ii. There is a 16.5% increase to the small group pool that we are part of.
 - iii. Dental and Vision coverage have also increased.
 - iv. Life insurance rate is the same.
 - v. Please make sure to schedule your open enrollments April-May
 - vi. Renewal packets are due back 4/11/2025

6. Staff Reports

- a. Loraine Saffer
 - i. Alternative Licensure: On Tuesday, February 25, 2025, Stephanie, Logan, and I met with Megan Lovinguth and Mary Bivens, the lead contact for our reauthorization process. CDE has provided the areas of concern and the requirements we must make in our program to move from conditional reauthorization to reauthorization. The following are the items which we will address:
 - 1. Domain 1: Program Design

- a. In order to be in compliance with 1 CCR 301-37 11.02(3)(b)(iii) which requires programs to include a minimum of 225 clock hours of planned instruction, SE BOCES must assess whether the current sequence of learning and selection of critical content is meeting the required 225 hours of an approved preparation program, and Increase alternative licensure program-provided content aligned to the preparation and endorsement standards to ensure the program is meeting the requirements of the rule, Revise the current program attendance and make-up work policy to ensure that all candidates are meeting the minimum preparation program hour expectations. In compliance with 1 CCR 301-37 11.02(3)(e)(v), which requires program leaders to conduct a minimum of four alternative teacher observations, the program must schedule and begin conducting a fourth observation of all alternative licensure candidates.
 - b. In order to demonstrate sufficient progress toward the identified areas for improvement above, SE BOCES is required to submit an updated monthly session overview, course content/modules, and conduct a follow-up review with State Review Team members no later than October 31, 2025. This visit will examine content changes to the courses and include meetings with program staff, instructors, program and school-based mentor teachers, and candidates.
2. Domain 2: Educator Knowledge and Competencies
 - a. Increase the time for, and depth of, teaching scientifically based reading to provide a foundational level of knowledge and ensure the breadth and depth of state standards are covered by the program for candidates. Adopt a comprehensive literacy textbook as an ongoing resource for candidates. Suggestions include *Teaching Reading Sourcebook, 3rd Edition* (Honig, Diamond, and Gutlohn, 2018); *Multisensory Teaching of Basic Language Skills, 4th edition* (Birsh and Carreker, 2018); *Fundamentals of Literacy Instruction and Assessment, PreK-6, 2nd Edition* (Hougen and Smart, 2020).
 - b. In order to demonstrate sufficient progress toward the identified area for improvement above, SE BOCES is required to submit an updated elementary matrix, course content/modules, assignments, and assessments with clear learning outcomes for candidates and conduct a follow-up review with State Review Team members no later than October 31, 2025. This visit will examine content changes to the courses, including observations of the courses with content fully implemented, and meetings with program staff/instructors and elementary candidates.
3. Domain 4: Program Impact and Continuous Improvement
 - a. Establish an advisory council that meets the requirements of 1 CCR 301-37 11.02(1)(h)(iii)(C) to meet the expectations of the rule. Include the required members and utilize the council to analyze program and content data, set goals, and provide input to the program for continuous improvement. Develop and implement a formal system for collecting feedback from all stakeholders. This may include implementing structured surveys, providing annual program summaries, and/or enhancing data tracking in order to better evaluate program strengths, address challenges,

and continue evolving to meet the needs of its candidates and the broader educational community.

- b. In order to demonstrate sufficient progress toward the identified area for improvement above, SE BOCES will submit evidence such as advisory council agendas and meeting notes and a structured plan for collecting and utilizing feedback from all stakeholders. Determination of progress toward these areas for improvement will include evaluation of evidence as well as a follow-up site visit, held no later than October 31, 2025, including conversations with program staff, instructors, current candidates, recent completers, mentor teachers, and Advisory Council members.
- 4. I will begin addressing the areas of concern and provide documentation on how our program will address these items.
- ii. Induction: The Final Induction meeting will be on Monday, March 10th. This month's focus will be Phases of Teaching, Finishing the Year Strong, and Moving from Initial License to Professional License.
- b. Leonel Morales – Technology Director
 - i. SECOM VOIP phone system installed on February 25th
 - ii. Preparing for spring State CMAS testing ○ Testing windows opens April 7th
 - iii. E-Rate Forms submitted for all school Feb 18th ○ Form 470 Cat 1 (all districts) and Cat 2 (for some districts)
 - iv. Tech Director professional development March 3rd and 4th on UNIFI wifi systems ○ For a better understanding of the new technology infrastructure going into districts ○ IT department will continue to focus on professional development to better support our member districts
 - v. Ticketing system updates ○ Point of contact for each district will still be in effect for each school but we may need to allow for anyone to contact the IT department
- c. Logan Smith - Special Programs Coordinator
 - i. Concurrent Enrollment
 - 1. Please email Logan the number of concurrent enrollment students over the DL (sending and receiving) from Spring 2025 semester
 - ii. Professional Development
 - 1. Supporting ELL students: Three-part series with Mia Allen. Tuesdays from 4:00-6:00 pm
 - a. December 3rd, 2024
 - b. March 11th, 2025
 - c. April 22, 2025
 - 2. Evaluator Training Part II at Lamar Community Building from 8:30am-4:00pm
 - a. May 2, 2025
 - b. August 22, 2025
 - 3. 2025 Fall Conference
 - a. Friday, October 3, 2025
 - 4. Bus Driver Training
 - a. Friday, March 28th, 2025 (virtual - 1:30-4:00pm)
 - 5. Teen Truth Leadership Summit
 - a. Spring 2025 dates finalized
 - b. March 26: Lamar in the morning, Pritchett in the afternoon
 - c. March 27: Springfield in the morning
 - d. April 2: Eads in the morning, Holly in the afternoon

- e. April 3: Granada in the morning
 - 6. NWEA
 - a. Permissions updated. Please contact Logan if you are unable to access student data
 - 7. Carl Perkins
 - a. Plan has been approved by CTE, but we are waiting on our 2023 single audit. Please wait for confirmation. Thank you for your continued patience.
- d. Stephanie Hund - Executive Director/Special Education Director
 - i. Special Education December Count – As of today our official count is 499, which is up from our count of 497 last year. Ariana and Michelle have completed both the December count and human resource reporting.
 - ii. New COTA – We hired a new certified occupational therapy assistant beginning February 26th until May 1st. Elizabeth Sosa will be working to complete the makeup hours that were the result of a staff member resigning at Christmas. She is a contract agency employee.
 - iii. Interviews for 2025-2026 – Special service providers and myself are still interviewing speech language pathologists and occupational therapists for next year. Please note that I invite all evaluation staff to each and every interview that is conducted with these candidates. We operate as a team, and I value the input of our staff in selecting candidates that are the right fit for our organization. The quality of candidates that we are seeing from our Colorado BOCES Association recruiter are overall much stronger than what we are seeing from the various contracting agencies. As a benefit, these candidates will all be BOCES employees, not agency employees.
 - iv. Insurance renewals – Audrey Mauser and Andy Cahill from CSDSIP, and Kristen Kubiak from CEBT will be at our March SAC meeting to present insurance renewal rates for those of you who use them. Based on an email from CEBT, health insurance rates will likely increase by 13-15% next year.
 - v. Proposed salary schedules, preliminary district assessments, and preliminary budget – These are all still discussion items on the agenda, because we none of us have a clear picture of how funding will look. I am working off of a 10% reduction in state federal funding at this time. These items are not complete as of 02/27/2025.
 - 1. I did finish the proposed salary schedules and proposed district assessments. Adding a \$1,000.00 in-person stipend to all eligible employees will cost a total of approximately \$31,950.00 The \$500 base increase for salaried employees and an adjustment on the classified schedule that includes increasing our base pay for all positions to at least \$15.00/hour (\$0.24-\$0.30/hour increases across the schedule) will cost a total of approximately \$34,100.00. The total to implement these increases would be \$66,050.00. The increase in health insurance costs will be approximately \$39,100.00. The total increase would be \$105,150.00
 - vi. Board meeting date – Our regular board meeting is scheduled for April 17th. We had discussed having the next meeting in early May. Because I will be presenting the preliminary budget at the April meeting, we need for there to be 30 days between it and the May meeting, which puts that meeting on/after May 17th. If we want to have the May meeting the week of May 5th, then the April meeting needs to be held on/before April 7th.
 - vii. Educator Safety Task Force Survey – I forwarded a link to a Task Force survey to you yesterday. This particular Task Forces is examining violent and aggressive behavior by

students towards educators or other members of the school staff. Your participation in the survey would be greatly appreciated.

7. Discussion Items

- a. 2025-2026 Preliminary District Assessments
- b. 2025-2026 Proposed Salary Schedules
- c. 2025-2026 Proposed Budget
 - i. Audit is not finished so haven't been able to complete a/b/c yet.
 - ii. There hasn't been an increase in assessments in years, but we did increase 1.5% this year.
 - iii. Stephanie handed out 2 different proposed assessment pages.
 1. Draft A – 10% increase
 2. Draft B – no increase and use a portion of reserves to cover the deficit
 - iv. Would like to find a middle ground between the two drafts.
- d. Executive/Special Education Director Goals
 - i. Fill all vacancies – July 1, 2025
 - ii. Develop a Special Education Procedures Manual/Handbook – August 1, 2025
 - iii. Develop presentation outlining services provided by SE BOCES to member districts - July 1, 2025.
 - iv. Develop new board member and BOCES administrator training – September 1, 2025
 - v. Conduct new board member and administrator training – November 1, 2025
 - vi. Create exemplar Frontline IEPs and IEP checklist to share with special education teachers and SE BOCES Staff – July 1, 2025.
 - vii. Conduct a SE BOCES policy audit – February 2, 2026
 - viii. Revise and update SE BOCES policies and post to website – Ongoing
 - ix. Publish RFP for SE BOCES strategic plan – March 1, 2026
 - x. Select firm to facilitate strategic planning – June 1, 2026
 - xi. Begin strategic planning – September 1, 2026
 - xii. Complete strategic planning process – June 1, 2027
 - xiii. Revise SE BOCES vision and mission statements to align with strategic plan – October 1, 2027
 - xiv. Develop long-term goals for SE BOCES that align with the strategic plan – January 1, 2028
 - xv. Present strategic plan, vision and mission statement to key stakeholders (BOCES Staff, SAC, board and member districts) – May 1, 2028
- e. Executive/Special Education Director evaluation timeline
 - i. Stephanie will include existing timeline for discussion next time.
- f. April and May board meeting dates
 - i. Need 30 days in between April and May/June board meetings
 1. Will keep the pre-scheduled dates for April and June, nothing in May
- g. Dual Credit Procedures
 - i. This is something that needs work and updated.
 - ii. It has been very difficult for Michelle to get correct numbers from LCC to be able to process billing.
 - iii. Students can sign up for courses though LCC (for free) that are not in SEBOCES COOP. We could charge LCC a fee for each course/student like we do other districts not in the COOP.
 - iv. There has been a bit of a breakdown/loss of communication after Del Chase was let go. Students are not getting support that they used to have. There are students going through other colleges for their dual credit since they get no response from LCC.

8. Action Items

- a. Mrs. Smith made the motion approve hiring the new Certified Staff.
Ms. Swayne seconded the motion.
Those voting Yes: Mrs. Johnson, Mr. Smith, Mr. Kemp, Mrs. Schenck, Mrs. Howe, Mr. Buller,
Mr. Crane, Ms. Swayne and Mrs. Pettinger.
Those voting No: None
Motion Passed 9-0
- b. Mr. Smith made the motion to approve the 1st reading of policies GBK-R Staff
Concerns/Complaints/Grievances Regulation and GBK-E Staff Concerns/Complaints/Grievances
Reporting Form.
Ms. Swayne seconded the motion.
Those voting Yes: Mrs. Johnson, Mr. Smith, Mr. Kemp, Mrs. Schenck, Mrs. Howe, Mr. Buller,
Mr. Crane, Ms. Swayne and Mrs. Pettinger.
Those voting No: None
Motion Passed 9-0

9. Meeting Adjourned at 12:00 PM

Next SAC Meeting: April 2, 2025

Next Board Meeting: April 17, 2025