

# Southeastern BOCES

## Superintendents' Advisory Council Minutes

### September 6, 2023

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. Pollart called the meeting to order at 9:00 AM.
2. Introductions
3. Roll Call
  - Superintendents Present: Mrs. Nikki Johnson, Mr. Glenn Smith, Mr. Ty Kemp, Mr. Charles Pollart, Dr. Chad Krug, Mrs. Brianne Howe over DL, Mr. Buller, Ms. Swayne, Mrs. Abby Pettinger, and Mr. Crane joined at 9:15.
  - SEBOCES Staff Present: Mrs. Stephanie Hund, Executive/ESS Director; Mr. Logan Smith, Programs Coordinator; Loraine Saffer, ALP Coordinator; and Tara Martin, Assistant Office Manager.
  - Others Present: Mr. Del Chase with LCC, Mrs. Lisa Thomas with Collaborative Management Program, Mr. Sheldon Rosenkrance with CDE, Mrs. Paula Chostner with CDE, Mr. Travis Garouette with CDE and Mrs. Leslie Bogar with CASB.
4. Additions/Deletions to the Agenda
  - a. Add Discussion Item I. Technology
  - b. Add part time staff Jeanne Smith to Action Items C.
5. Agenda and Minutes Consent
  - a. Mr. Buller made the motion to accept the September 6, 2023 agenda with the addition and the minutes from May 3<sup>rd</sup>, 2023.  
Ms. Swayne seconded the motion.  
All members present voted yes.  
Motion passed unanimously.
  - b. Mrs. Johnson made the motion to accept the financials to date.  
Mr. Smith seconded the motion.  
All members present voted yes.  
Motion passed unanimously.
6. Presentations/Discussions
  - a. Del Chase from LCC

- i. Concurrent Enrollment is up
  - ii. Building Trades program is going well, working on the welding program
  - iii. Prowers County Public Health Nurse informed LCC that immunization records will now be required for those in the concurrent program that are coming to campus for any part a course.
  - iv. Can go over degree plans with students anytime. Can also come to your district in person, just let him know when you want him.
- b. Lisa Thomas from Collaborative Management Program
  - i. Team Truth by JC Pohl workshop on Nov 15-16 before the Fall Conference. He can also do a small workshop at the conference if wanted.
  - ii. Collaborative Management \$\$ to support youth families in Baca and Prowers county available.
- c. Sheldon Rosenkrance, CDE Field Representative
  - i. Monthly newsletter/updates email available, contact Sheldon to be added to the list.
  - ii. Need to check over Accountability Frameworks
  - iii. Request to Reconsider apps due 9/22/2023
  - iv. Field Services expanding 2 additional positions.
  - v. Expulsion Officer Training upcoming
  - vi. School Finance Tutorials and webinars available
- d. Paula Chostner, CDE Educator Effectiveness
  - i. Change in Educator Evaluations upcoming.
  - ii. MSL not working in Randa currently.
  - iii. Educator Evaluations need to happen every year for all teachers, long term substitute teachers, unlicensed staff, and paraprofessionals.
  - iv. New required training for evaluators. If you have any questions, contact Leslie Burkholder.
    - 1. Part 1 consists of 4 three hour online modules
    - 2. Part 2 is a regional in person training
    - 3. Part 3 upcoming
  - v. Highly Effective Evaluation Process optional. Its up to the District/BOCES to decide if they want to have it.
- e. Travis Garouette, CDE Educator Workforce Development
  - i. Mentor Teacher Academy Training spots available Sept 15
  - ii. Substitute Boot camps with up to \$300 stipends available.
  - iii. Content Competency trainings upcoming as well
  - iv. Paraprofessional program to become teachers
- f. Leslie Bogar, CASB Executive Director
  - i. School Board Trainings available & New Board Member Handbooks
  - ii. There are monthly “café” meetings for Board Members
  - iii. Friday 13<sup>th</sup> CASB conference in Glennwood, virtual links to come
  - iv. Fall Conference Bylaw Review Committee meeting Dec 7 to discuss/vote on bylaws.

## 7. Staff Reports

- a. Logan Smith – Special Programs Coordinator
  - i. Induction Program:
    - 1. First meeting September 21st
    - 2. Only for teachers with an initial license that needs moved to professional

- ii. G/T:
  - 1. Becky is doing the coverage again this year
  - 2. Kim's \$3,000 base has been divided among 11 districts under "per student excess"
- iii. Title III:
  - 1. Consolidated application Title III portion was approved
  - 2. Within your districts supplies and materials - reimbursements
  - 3. Mia Allen will be presenting training for MLL (Multilingual Learners) on February 2 for alternative licensure; open to anyone that is interested
- iv. Fall Conference:
  - 1. Full day on Friday, November 17<sup>th</sup> (9:00am-3:30pm) at Lamar High School
  - 2. Keynote, 2 breakout sessions, and professional learning communities (hoping to offer 10-15 options)
- v. Network:
  - 1. Working with schools
  - 2. DL Systems working great
  - 3. Fridays are working out well
- vi. E-Rates:
  - 1. All E-rate forms for the 2023-2024 funding year have been submitted and approved
  - 2. Billing through ENA (Education Network Association) should reflect the discount
- vii. Carl Perkins:
  - 1. Submitted and waiting approval
  - 2. Please do not spend any funds designated for Carl Perkins until we receive approval
  - 3. We will send notifications once approval has been received
- viii. CPI – New training procedures
  - 1. Cost of the trainings which are covered by the 1345 Funds through BOCES
  - 2. \$3,500 certification training (every other year)
  - 3. Initial Training - \$38.99 per seat
  - 4. Refresher Training - \$25.00
  - 5. Melissa Miller and Hannah Dooley-Rogers are presenters this year and hey have been contacting schools and setting up schedules
- ix. Frontline:
  - 1. We will be rolling over/updating the student rosters to reflect the 2023-2024 school year
  - 2. We will upload CMAS results
  - 3. We will continue to upload NWEA and DIBELS results
  - 4. Please send updated staff roster
- b. Loraine Saffer – Alternative Licensure Coordinator
  - i. Alternative License has twenty-six candidates in the program. The Southeastern BOCES will be in the renewal process for the program during the 2024-2025 school year. I will be attending the review of other programs throughout the state to help with completing the process for our local program. This year we have four mentor teachers assisting with the program. These mentors will offer guidance and support to the candidates throughout the year as well as meet with the candidates each month.

- ii. Induction for the 2023-2024 school year will begin on Thursday, September 28th. If you have a teacher with an initial license and have not completed an Induction Program, they will need to attend these meetings. The meetings will be held on Thursday evening and there will be a total of five sessions. This program is offered as a requirement by CDE and is an additional support for first-year teachers. The Southeastern BOCES Induction Program will be in the process of renewal with the Colorado Department of Education. I will be attending the online training sessions for this process.
- c. Stephanie Hund - Executive Director/Special Education Director
  - i. New Staff – We have not filled all of our positions and still are lacking a full-time SLP, a full-time school psychologist, and a part-time OT. Evaluation staff in these departments will be receiving the excess caseload stipends accordingly. While this is a way to compensate them for the extra time that they are spending, it is no substitute for having qualified personnel in these positions.
  - ii. New staff for this year include:
    1. Miranda Tingle – full-time OT (contract agency)
    2. Deepa Mathew – hybrid, part-time PT (independent contractor)
    3. Michelle Bates – part-time PTA (shared with Santa Fe Trails BOCES)
    4. Matthew Whitehurst – virtual, part-time school psychologist (5 hours/week, contract agency)
    5. Hannah Jameson – full-time speech and OT paraprofessional
    6. Mary Kate McLaughlin – virtual, part-time teacher of the visually impaired (contract agency)
    7. Diane Gardner – virtual, part-time audiologist (independent contractor)
    8. Jeanne Smith – Speech TOSA at Plainview
  - iii. Leave of Absence – Deb Gooden, a speech-language TOSA, has taken a leave of absence until at least January. Her husband Lane has been suffering from numerous serious health concerns, and her time is needed at home. I assured Mrs. Gooden that we will fill her vacancy and that she may return in the spring or next fall, as her situation allows.
  - iv. Special Education Discipline – Our Special Education Discipline Report has been submitted and has received preliminary approval. As an AU, there were flags on the number of out of school suspensions and the total number of discipline actions taken with respect to students with disabilities. In 2021-2022 there were 8 out of school suspensions which increased to 44 in 2022-2023 (450% increase). For the total number of discipline action records, we increased from 19 in 2021-2022 to 43 in 2022-2023 (226.3% increase).
  - v. I had to write a justification for these increases and I stated that we have had an increased number of students with significant behavior support needs move into our member districts. I also cited that we have had administrative turnover within our AU and that policies are being enforced differently than they had previously. In an effort to increase our local capacity in terms of behavior management and exclusionary disciplinary practices, we are going to have speakers at our Fall Conference to address both issues. I also want to re-examine the possibility of having a BOCES center-based program for students with significant support needs. We will discuss this idea later in the agenda.
  - vi. Indicator 13 – This indicator tracks IEP compliance with transition requirements for students age 15 and above. We are 100% compliant on this measure for the 2022-2023

school year based on a standard record review of a sample of our IEPs. I'm still waiting to receive notification on the record review of IEPs for students ages 5-15.

- vii. CDE Special Education Monitoring and Technical Assistance – I received a call from Zach Van Sant regarding hearing and vision screenings and the potential for violating IDEA. He stated that he had seen an email that I sent to staff stating that we would not get consent for evaluation signed until we had passed screening results. What had not been reported was that earlier the same morning I had sent out revised guidance indicating that we would proceed with evaluations, even if students had failed screenings or had not been screened.
- viii. Please know that we are not trying to be punitive with requesting this information before IEP meetings. We had 3 separate situations last year in which evaluations had been started, were complete, or even worse, in which we were at eligibility meetings only to discover that a student had failed their screenings. These failed screenings impact evaluation results, and ultimately eligibility for services. As Mr. Van Sant noted, hearing and vision screenings should be part of the RtI/MTSS process. Thank you for your support as we work through this process.
- ix. Special Education Count – Last year our December Count was 463 students. Our current count is 482 and growing.
- x. Special Education Teacher Meetings – Our first special education teacher meeting will be September 18th from 9:00 – 3:00 PM. We will do SEAS training as well as cover current topics of interest, and errors on IEPs, and we will work on IEP completion.
- xi. Paraprofessional Training – We have not yet scheduled our first paraprofessional training for the year, but Logan is working on it. One issue that we are having is staff cashing their checks. Would it be possible for districts to pay the \$25 through payroll and have BOCES reimburse the cost? Do you have other suggestions for getting payment to staff processed in a timely manner?
- xii. Legal Update – I put a document in your packets from the Consortium that highlights passed legislation from the past session. I will hit the highlights during our meeting.
- xiii. CDE SLD Professional Development – There is information in your packets, and I have forwarded it to principals, special education teachers, and BOCES staff as well.
- xiv. Universal Preschool (UPK) – I have been working closely with Angie Delin from the Colorado Department of Early Childhood to resolve the issue of approximately 80 students with IEPs not being listed in the Bridge Care system. It has required numerous Zoom calls and emails, but I believe we are getting close to having your students listed. I have a call scheduled with her later this week to follow up on any students not showing up in the system. Please reach out if you have questions or concerns.

## 8. Discussion Items

- a. MOU between Southeastern BOCES and Member Districts
  - i. There was a question on the wording concerning Special Education Directors recommendations.
    - 1. How districts' Special Education Meetings are governed is different than director recommendations. Only recommendations are covered in the MOU. How meetings are governed are found in individual districts' policy books.
  - ii. All recommendations will follow State and Federal regulations. One district breaking such regulations can influence all future funding, affecting the BOCES as a whole.
- b. Secure file transfer system

- i. Docu-Sign has another “app” called Docu-Send that districts could use to send and receive files. Files are encrypted and securely sent. There are other options available as well that we will look into.
- c. CDE Regional Accountability Meeting at the Community Building on 9/26 with Erin Loflin.
- d. Fall Conference
  - i. Full day on Friday, November 17th (9:00am-3:30pm) at Lamar High School
  - ii. Keynote, 2 breakout sessions, and professional learning communities (hoping to offer 10-15 options) including some Business/HR/Admin/Finance with Shelly Langraff from the Colorado BOCES Association.
- e. Alternative educational setting through the BOCES similar to Goal Academy for students with significant behavioral issues.
- f. CEBT Refund of approx. \$13,000 this year was wondering what districts usually do with the refund? Most put it toward Bonus/Paying staff insurance.
- g. Assigned administrative duties and contracts
  - i. Loraine’s ALP contract does not include the Induction Program. Possibly add 15 days to her contract/an addendum, so she can cover Induction too.
- h. Regional T-Prep meeting on 9/21 PM and the 22 all day. Same day as Southern Sups so most districts in the area are not going to be able to attend.
- i. Technology – Logan is the new Technology Admin Contact in place of Loraine. Please contact him with any issues.
  - i. District having issues connecting smart boards to zoom meetings.
  - ii. Possible bandwidth/connectivity Issue will be looked into.
  - iii. If you get a delayed response when emailing or calling Tech Department, please keep in mind they could be at a district and be out of cell service. Please use the ticketing system when contacting Troy, Leonel or Eddie.

9. Action Items

- a. Motion to approve the Distribution of Gifted and Talented Funds.
- b. Motion to approve the Single Assurance Form for State Administered Federal Programs.
- c. Motion to approve full time staff Hannah Jameson and part time staff Jeanne Smith.
- d. Motion to approve contract staff; Miranda Tingle, Matthew Whitehurst, Mary Kate McLaughlin, Deepa Mathew, Dianne Gardner and Michelle Bates.
- e. Motion to approve hiring Mayberry & Company LLC as auditors for 2023-2024.  
Mr. Smith made the motion to approve action items A-E.  
Ms. Swayne seconded the motion.  
All members present voted in favor of the motion.  
Motion passed unanimously.
- f. Mr. Smith made the motion to approve the MOU between Southeastern BOCES and Member Districts.  
Mr. Kemp seconded the motion.  
All members present voted in favor of the motion.  
Motion passed unanimously.

10. Meeting Adjourned at 12:10 PM.