

# **Southeastern BOCES**

## **Superintendents' Advisory Council Minutes**

### **November 2, 2022**

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 9:03 AM.
2. Roll Call

Superintendents Present: Mrs. Nikki Johnson, Mr. Glenn Smith, Mr. Ty Kemp, Mr. Charles Pollart, Dr. Chad Krug joined at 9:15, Mrs. Brianne Howe, Mr. Jess Buller, Mrs. Shelley Swayne, and Mr. Corey Doss by DL until 11:00.

SEBOCES Staff: Mrs. Stephanie Hund, Executive/ESS Director; Mrs. Loraine Saffer, Programs Coordinator; and Ms. Tara Martin, Assistant Office Manager.

Others Present: Del Chase, LCC; Sheldon Rosenkrance, CDE, and Matt Cook, CASB.
3. Additions/Deletions to the Agenda
  - Add Discussion F. Litigation
  - Add Action Item D. Staff Christmas Bonus
4. Agenda and Minutes Consent
  - a. Mrs. Swayne made the motion to accept the November 2 agenda with additions.  
Mr. Smith seconded the motion.  
All members present voted yes  
Motion passed unanimously 8-0
  - b. Mr. Kemp made the motion to accept the October 5<sup>th</sup> minutes as presented.  
Mr. Carwin seconded the motion.  
All members present voted yes  
Motion passed unanimously 8-0.
5. Presentations/Discussions
  - a. Del Chase, Concurrent Enrollment Coordinator with LCC
    - i. Trying to get in touch with Michelle Romero from CDE concerning some concurrent enrollment questions but playing phone tag. I will keep trying to contact her.
    - ii. Not much else. Let me know of you needs.
    - iii. LCC cannot charge concurrent students if they fail a course, do the districts charge them?
  - b. Sheldon Rosenkrance, Field Services Associate with CDE

- i. Please contact Sheldon for a link to the November online report, it contains updated deadlines and New grants.
  - ii. Will have a discussion with commissioner concerning fingerprints and retention stats.
- c. Matt Cook, Director of Public Policy & Advocacy with CASB
  - i. Governor's budget for k-12 is ok. No big cutbacks. No additional rural funding. No supplemental funding for BEST Grants. Not much additional funding for new programs. The budget can change before finalized.
  - ii. Will get some clarification after midterm elections.
  - iii. FAMLI opt-out/in deadline is 12/31
  - iv. Annual convention is in December.

## 6. Staff Reports

- a. Loraine Saffer – Programs Coordinator
  - i. Alternative Licensure – Going well
    - 1. 25 candidates
    - 2. Tom Meardon has almost complete first round of observations
    - 3. December SPED Overview
    - 4. January McRel Classroom Instruction That Works
  - ii. Induction Program – Inductees last meeting
    - 1. Great Discussion and support
    - 2. Book Study – Teach Like a Pirate
  - iii. G/T – Becky is doing great coverage for GT
    - 1. Friday, November 4th Meeting with district GT
  - iv. Title III
    - 1. Adult English Classes do we have a need and an instructor
    - 2. Within your districts supplies and materials - reimbursements
    - 3. 2nd Semester will schedule Mia Allen for training – differentiation
  - v. Fall Conference
    - 1. November 18th
    - 2. Half Day
    - 3. Online Registration
  - vi. Network
    - 1. Working with schools
    - 2. DL Systems working great
    - 3. Fridays are working out well
  - vii. E-Rates
    - 1. Network needs – check with Troy, Eddie, Leonel. List of network upgrades within your district (switches). I will check with you before submitting an RFP on these devices.
    - 2. ENA – Signature papers --- extension of current rate
    - 3. Will be applying for your districts as soon as the forms are available
  - viii. PPLC
    - 1. Meet November 15th with Craig Hein on Title IX Requirements and changes
  - ix. Carl Perkins –
    - 1. Funding for 2022 – 2023
    - 2. Beginning purchases and reimbursements
  - x. DL Payments - Verification forms will be sent soon

- xi. AVNA – Should be receiving a letter from Kale Reyher concerning the disbanding of AVNA
- xii. 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
- b. Stephanie Hund - Executive Director
  - i. December Count – Ariana has started working on the December Count, which is the special education student count for each district. I will update you with the numbers once the count is complete.
  - ii. Financial Audit – Our annual financial audit will be November 14th-18th with Mayberry and Associates. Tara, Michelle, and I have begun submitting documents to the auditor in preparation for the audit.
  - iii. Paraprofessional Training – Our first paraprofessional training will be tonight from 4:30-6:00. Logan will present “New Paraprofessional Basics.” Your staff members will receive a \$25 stipend from BOCES for attendance. Lorraine has set up online registration and has created a flyer that was sent out.
  - iv. Special Education Teacher Training – We had good attendance at our monthly teacher meeting on October 24th. There were 7 in person and 7 participated remotely. We covered PLAAFPs, SMART goals, using DocuSign for participant pages, and discussed individual topics as presented by the teachers.

## 7. Discussion Items

- a. Fall Conference Sessions
  - i. There is a handout available with a breakdown of the classes offered.
  - ii. Will email districts with a link to sign up for classes soon!
- b. Professional Development for Spring 2023 Days
  - i. Culture, I can do it training, Social Emotional workshops? Let us know what you need ASAP so we can get it scheduled!
- c. October Count – most districts are up, a couple are down but mostly students transferring between districts.
- d. Cybersecurity
  - i. There has been an uptick in attacks.
    - 1. Ransomware – do not pay ransoms. They most likely will not fix what they have done because it is then traceable.
    - 2. Phishing & Fraudulent Sales – never give out personal or district information, DO NOT click on links and don’t download anything from any sources you are not absolutely sure are legit.
    - 3. Fraudulent emails to update payroll – Make sure HR/Payroll is following proper procedures and not accepting payroll changes from unverified sources. Best practice is to only allow payroll changes in person.
    - 4. Make backups regularly.
    - 5. Consider removing admin/purchasing email addresses from websites.
    - 6. Consider rolling out two part verification for admin/purchasing staff, or district wide.
- e. Early Literacy Grant
  - i. As you are now aware, mid-May we received an email from Laura at CDE that School Literacy Teams (SLTs) needed to attend the virtual READING Conference. The email

was forwarded to ELG contacts, but I did not follow up in August to make sure that everyone had received the information and that everyone understood the requirement. My apologies for not making sure that this message was received.

- ii. The READING Conference is a mandatory requirement for ELG participants and was to be completed by September 30th. Laura has extended our deadline to November 16th. There are 6 recorded sessions with quizzes. Please send your districts' certificates to me via email once your teachers have completed the training.
  - iii. This training is separate from the 45 hour READ Act requirement, and from the Pueblo conference that some participants attended over the summer.
- f. Litigation / Open Records Act
- i. Be aware there is a lawyer going on districts websites and checking minutes for discrepancies concerning the open records act. Make sure you are using executive session correctly, or your district can be sued. Make sure your minutes are worded exactly as the law states. The \$3,000 he sues districts for is less than the cost for district attorneys to fight it so they usually suggest paying. He can and will sue districts more than once for additional infractions.

#### 8. Action Items

- a. Dr. Krug made the motion to approve the Final Revised Budget and Appropriation for FY 2022-2023.  
Mrs. Swayne seconded the motion.  
All members present voted yes  
Motion passed unanimously 8-0
- b. Mr. Smith made the motion to approve 1st reading of Policy GBGG – Staff Discretionary Leave.  
Mrs. Swayne seconded the motion.  
All members present voted yes  
Motion passed unanimously 8-0
- c. Mr. Kemp made the motion to approve the Classified Staff Notices of Assignment as presented.  
Mrs. Howe seconded the motion.  
All members present voted yes  
Motion passed unanimously 8-0
- d. Mr. Smith made the motion to approve the SEBOCES Staff Christmas Bonus as presented.  
Mrs. Johnson seconded the motion.  
All members present voted yes  
Motion passed unanimously 8-0

#### 9. Meeting Adjourned at 11:05 AM.