

**San Luis Valley Board of Cooperative Educational Services  
Board of Director's Meeting – January 20, 2021 Minutes  
(Due to COVID-19 Restrictions the Meeting was Held via Zoom)**

**1. Call to Order**

Ms. Tina Freel called the meeting to order at 7:15 p.m.

**2. Roll Call**

*Roll call was taken & the following members were present:*

Ms. Katrina Brown, Alamosa  
Mr. Lucas Casias, Centennial  
Ms. Tina Freel, Moffat  
Mr. David Smalley, Mountain Valley  
Mr. Cory Off, Upper Rio Grande  
Mr. Kurt Holland, Monte Vista  
Mr. Brandon Thomas, North Conejos  
Mr. Austin Miller, Sanford  
Ms. Gina Mitchell, Sargent  
Mr. Walter Roybal, Sierra Grande

The following members were not present:

Ms. Misty Palacios, Center  
Ms. Theresa Sisneros, South Conejos  
Ms. Keeli Larsen, Sangre de Cristo  
Ms. Jennifer Harbert, Creede

*SLV BOCES Staff & Guests:*

Ms. Tina Goar, SLV BOCES Executive Director  
Mr. Travis Garoutte, SAC Chair  
Ms. Stacey Holland, SLV BOCES SPED Director  
Ms. Staci Turner, Recording Secretary  
Ms. Adeline Duarte-Lee, SLV BOCES Medicaid Coordinator/Admin Assistant

**3. Approval of Agenda**

A motion to approve the agenda was made by Mr. Cory Off, seconded by Mr. David Smalley, and the votes were cast by roll call as follows:

<i>Ms. Katrina Brown, Alamosa – Absent</i>	<i>Mr. David Smalley, Mountain Valley - Aye</i>
<i>Mr. Lucas Casias, Centennial - Aye</i>	<i>Mr. Brandon Thomas, North Conejos - Aye</i>
<i>Ms. Misty Palacios, Center – Absent</i>	<i>Mr. Austin Miller, Sanford - Aye</i>
<i>Ms. Jennifer Harbert, Creede – Absent</i>	<i>Ms. Keeli Larsen, Sangre De Cristo - Absent</i>
<i>Ms. Tina Freel, Moffat – Aye</i>	<i>Ms. Gina Mitchell, Sargent- Aye</i>
<i>Mr. Kurt Holland, Monte Vista – Aye</i>	<i>Mr. Walter Roybal, Sierra Grande - Aye</i>
<i>Ms. Theresa Sisneros, South Conejos – Absent</i>	<i>Mr. Cory Off, UR Grande – Aye</i>

The agenda was approved as presented.

#### **4. Consent Agenda (BEDB – Agenda) (BBA – Agency Board Powers & Responsibilities)**

Minutes (November 18, 2020) - Financial Reports - Personnel Reports

A motion to approve the consent agenda (BEDB – Agenda) (BBA – Agency Board Powers & Responsibilities) was made by Mr. Walter Roybal, seconded by Mr. Kurt Holland, and the votes were cast by roll call vote as follows:

<i>Ms. Katrina Brown, Alamosa – Absent</i>	<i>Mr. David Smalley, Mountain Valley - Aye</i>
<i>Mr. Lucas Casias, Centennial - Aye</i>	<i>Mr. Brandon Thomas, North Conejos - Aye</i>
<i>Ms. Misty Palacios, Center – Absent</i>	<i>Mr. Austin Miller, Sanford - Aye</i>
<i>Ms. Jennifer Harbert, Creede – Absent</i>	<i>Ms. Keeli Larsen, Sangre De Cristo - Absent</i>
<i>Ms. Tina Freel, Moffat – Aye</i>	<i>Ms. Gina Mitchell, Sargent- Aye</i>
<i>Mr. Kurt Holland, Monte Vista – Aye</i>	<i>Mr. Walter Roybal, Sierra Grande - Aye</i>
<i>Ms. Theresa Sisneros, South Conejos – Absent</i>	<i>Mr. Cory Off, UR Grande – Aye</i>

The Consent Agenda (BEDB – Agenda) (BBA – Agency Board Powers & Responsibilities) was approved as presented.

#### **5. Audience Comments & Questions (BEDH – Board Members)**

There were no audience comments.

#### **6. Reports from Administration & Committees (BDA – Board Organizational Meeting)**

##### *a. Finance Presentation – Ms. Staci Turner*

Ms. Turner presented a review on the July 20, 2020 - December 31, 2020 financials. We are now half way through the fiscal year. The audit went well and the auditor will attend the March board meeting to review the audit with the board. The 20/21 budget will need to be voted on tonight. W-2's, 1099's and other tax forms were sent out to staff this week. Working on next year's budget; salaries, benefits. District assessments are being viewed. Highlights from audit; stable at this time. COVID will show effects on the budget next couple years. COVID money is being used for personal protective gear and cleaning supplies. ESSER funds were approved for \$43,402 with a possibility of more. Replacement of windows in the BOCES building will come from ESSRS money. Budget is looking stable at this time; beginning balance as of July 2019 \$1,187,679 and ending balance as of June 2020 was \$1,217,768 which was an increase of \$30,089. Total revenue for 19/20 was \$4.9 million; \$1.3 million from federal, \$2.6 million from state and \$891,000 from local sources. \$5.1 million was projected but due to less federal funding numbers are showing \$170,000 less. Expenditures were projected at \$6.3 million with an actual spending of \$4.9 million. Looking stable but will be focusing on COVID in the next couple years. Bank statement was reviewed as of November 30, 2020; balance \$4.5 million; \$3000 petty cash and \$2620 CO Trust. SPED District Assessment received \$120,000 more, State assessment \$150,000 less with a carry-over of \$229,000 which equals \$190,000 more for the year. Will be receiving all 4 years of EARSS grant and we lost the Retaining Teacher fund for the third year. Special project grants had a lot of carry over which was used to supplement other grants. COVID and Medicaid were new grants this year and the Gift and Talented grant was able to carry over due to COVID. Monthly comparison; November \$2.4 million with \$929,00 was carried over from SPED from last year. Received first Medicaid payment of \$6765 and received two months of Part B and Preschool funds. December with normal revenues. Expenditures for November; billing issues with our contracted employees;

OT and PT. The bills were being sent to Nita and not to the BOCES office. \$60,000 was paid out in November to pay for past invoices. This being the reason for the large increase. Other grants were also reviewed. Ms. Duarte-Lee addressed Mr. Off's question regarding where Medicaid funds come from.

*b. Superintendent's Advisory Council – Mr. Travis Garoutte*

Mr. Travis Garoutte from Mountain Valley is the SAC chair for 20/21 reported that superintendents are feeling better about the rest of the year. Weekly meetings to address local and statewide issues. SR2 funds have gone out to each district. These funds can be used through 2023. Superintendents also discuss the "lost learning" issues due to COVID. Districts are working to put summer programs together by combining academics with other activities. Received Rural funding allocations. Should see the money in April or May; proposition CC. These funds help districts with loss of enrollment and other issues due to budget cuts. Districts are waiting to hear of State assessments are happening this year. Districts should hear something in February or March. Districts have received mixed messages on COVID vaccinations for staff. Educators may not get vaccinated until March but hoping sooner. Home test kits are a possibility for staff in schools. Governor is offering free masks to educators. A Lot of talking regarding sports in school. Some districts will allow fans and some will allow no fans. A lot of frustration with districts, fans and athletes. Mr. Garoutte met with Best Health Plan several districts in the Valley on this health plan. Look at a second year of unfunded liability. Renewing meeting in the near future; increases looking possible. Mr. Garoutte addressed a question from Mr. Off regarding enrollment decrease; unaccounted students.

*c. Executive Director/Director Exceptional Student Services - Ms. Tina Goar*

Ms. Tina Goar highlighted some items from her report that we have two alternative licensure teacher candidates who have finished the program this week. We have two new alternative teacher licensure candidates who will begin this week. They are a music teacher in Del Norte and a math teacher in Center. This will give us a current total of 8 alternative licensure teachers in the program. The teacher induction program continues to go well with approximately 30 teachers and special education service providers on track to finish at the end of May. Once finished they will receive a completion certificate which will allow them to apply for their professional teaching license. Beginning the early steps of developing the 21-22 budget. A challenging task like everyone else since much is unsettled and unsure at this time. New windows have been ordered and will be put into place in February or March. The outside security lighting was replaced and now we have the gutter system falling down which will need to be replaced soon. Overall there will be many more needs than budget will allow. I continue to consider different options as we move forward with prioritizing the multiple repairs and completing them over the next several years or recommending to sell the building and lease office space. Sped Director, Stacey Holland and Asst. Sped Director, LJ Garcia to revise and refine their job descriptions as we look at mine. This is perfect timing with several months into the new administrative structure. The time has allowed all three of us to have a better idea of our roles and responsibilities. This work will also give me the information I need to adjust as needed the evaluation documents for both of them.

d. Director Exceptional Student Services – Ms. Stacey Holland

Ms. Stacey Holland reported that one teacher resigned from the middle school in Monte Vista; non COVID related. Long term sub has been hired. All providers are “in person” with students. BOCES therapists were approved to receive their COVID vaccinations within the week due to the concern that these staff members reach out to all 14 districts. Other staff members that are only in one district must wait till March to receive their vaccination. ESSER funds were granted; IXL added as a supplement with other technology in ES rooms. Waiting on ESSER2 funds; second round funds. Unknown if BOCES will qualify.

Assistant Director Exceptional Students Services - LJ Garcia

Not present. Report was attached to the agenda.

## **7. Board Member Reports & Requests**

*Mr. Kurt Holland, Monte Vista*, hybrid learning; focusing on getting all students back into the classroom. High focus on basketball, volleyball and wrestling.

*Mr. David Smalley, Mountain Valley*, face to face learning. Staff, custodians, bus drivers working hard to continue to work hard to keep students in school. Few students are online learners. Basketball has started and looks like no wrestling this year.

*Mr. Brandon Thomas, North Conejos*, new school looking good; weather slowed down progress. One elementary school is quarantined. Should be returning on the 28th. District struggling when a teacher is quarantined. Basketball and wrestling are starting and looking forward too. Addressed fans and sports in the district and mask wearing during basketball.

*Mr. Austin Miller, Sanford*, in person learning at this time. Sports are going well; dealing with small issues as they come. Trying to keep everyone healthy and safe.

*Ms. Gina Mitchel, Sargent*, students are in person learning. Some students are in quarantine. Discussions on sports and fans ongoing. District board reviewed the budget and are looking more ideas on how to composite staff. Students getting ready for the Science Fair and middle school and pee wee sports have begun.

*Mr. Walter Roybal, Sierra Grande*, in person learning with some in quarantined. COVID task force is reevaluating protocols. Looking forward to the last task force meeting; everyone working towards the same goal. Keeping everyone safe. Construction with the new school is going well. Progress can be seen. Several students are engaged in the Science Fair.

*Ms. Katrina Brown, Alamosa*, Interim Superintendent is doing a great job and excited looking forward. 6 out of 7 seats on board are filled. Superintendent search has begun; huge undertaking with a new school board. Focus groups have been formed. Thank you to those who gave Alamosa superintendent evaluation ideas. Focusing on following the policies and updating the policies. Sports have begun and Alamosa is declaring a Girls Wrestling team this year. Fans will be allowed 50 home and 50 visitors will be allowed; 2 per athlete.

*Mr. Lucas Casias, Centennial*, hybrid learning for all students; 60/40 online/remote learning. No positive cases at this time. Students and families were given a choice on which type of learning. RISE grant funds, COVID and technology funds being used. Reorganization of school board has been done; tonight, will be Mr. Casias last BOCES board meeting. Dwight Mondragon will replace Mr. Casias. Mr. Mondragon introduced himself.

*Mr. Cory Off, Upper Rio Grande*, stated that he is interested in other services that BOCES can offer or collaborate with districts financially. Ms. Tina Freel explained that SLV BOCES has services that districts can utilize; food services, transportation. Work together to purchase items on a larger scale to get better prices. Ms. Freel would be interested in helping use the BOCES as a hub with all 14 districts. Ms. Tina Goar stated that BOCES is open to help districts with all 14 districts on this. Cooperative food purchasing is available if districts through BOCES if districts to help with food service costs.

*Ms. Tina Freel, Moffat*, face to face learning. First snow day this week. Basketball has started; fans will not be in person. District will be using Facebook live. Early literacy grant of \$500,00 to help with a reading interventionist; 4-year grant. Couple other little grants have been approved and Rural Funding being used at this time. School board still has one vacancy and is still looking for the 5th person.

*Ms. Misty Palacios, Center*, not present.

*Ms. Keeli Larsen, Sangre de Cristo*, not present.

*Ms. Theresa Sisneros, South Conejos*, not present.

*Ms. Jennifer Harbert, Creede*, not present.

## **8. Correspondence**

There was no correspondence.

## **9. Executive Session – CRS 24-6-402 (4) (h)**

There was no need for an executive session.

## **10. Discussion Items (BDA – Board Organizational Meeting)**

### **a. Executive Director Job Description**

Ms. Tina Freel explained the reorganization affecting the Executive Director job description, Special Education Director and Assistant Special Education Director due to the retirement of Ms. Nita McAuliffe. Ms. Tina Goar spoke about the division of responsibilities and that she's enjoying her position. Also, reminding the board that her position is part-time; 140-day contract for January - December. She is currently working Tuesday, Wednesday and Thursdays. Ms. Goar went over the draft of the Executive Director job description.

b. Executive Director Evaluation Process and Timeline

Mr. Travis Garoutte spoke how his district uses a Google form for evaluations and it's very useful and very user friendly. Ms. Tina Freel explained that she would like to put together a committee to look over job description and create an evaluation process for the Executive Director. Timeline was discussed and would like to have completed by the March board meeting. Ms. Goar will have the job description finalized in the next couple days. Interested in this committee included the following board members: Ms. Tina Freel, Mr. Cory Off and Mr. Kurt Holland. Mr. Travis Garoutte will speak to SAC requesting volunteers for this committee. First committee meeting will be tentatively scheduled for February 16, 2021.

**11. Action Items (BBA – Agency Board Powers & Responsibilities)**

a. Final 20/21 budget including: Resolution and Appropriation Resolution

A motion to approve the Appropriation Resolution was made by Mr. Cory Off, seconded by Mr. Walter Roybal, and the votes were cast by roll call as follows:

<i>Ms. Katrina Brown, Alamosa – Aye</i>	<i>Mr. David Smalley, Mountain Valley - Aye</i>
<i>Mr. Lucas Casias, Centennial - Aye</i>	<i>Mr. Brandon Thomas, North Conejos - Aye</i>
<i>Ms. Misty Palacios, Center – Absent</i>	<i>Mr. Austin Miller, Sanford - Aye</i>
<i>Ms. Jennifer Harbert, Creede – Absent</i>	<i>Ms. Keeli Larsen, Sangre De Cristo - Absent</i>
<i>Ms. Tina Freel, Moffat – Aye</i>	<i>Ms. Gina Mitchell, Sargent- Aye</i>
<i>Mr. Kurt Holland, Monte Vista – Aye</i>	<i>Mr. Walter Roybal, Sierra Grande - Aye</i>
<i>Ms. Theresa Sisneros, South Conejos – Absent</i>	<i>Mr. Cory Off, UR Grande – Aye</i>

The motion to approve the Appropriation Resolution was approved as presented.

A motion to approve the Resolution authorizing the use of the portion of the beginning funds balance as authorized by Colorado Status was made by Mr. Walter Roybal, seconded by Kurt Holland, as the votes were cast by roll call as follows:

<i>Ms. Katrina Brown, Alamosa – Aye</i>	<i>Mr. David Smalley, Mountain Valley - Aye</i>
<i>Mr. Dwight Mondragon, Centennial - Aye</i>	<i>Mr. Brandon Thomas, North Conejos - Aye</i>
<i>Ms. Misty Palacios, Center – Absent</i>	<i>Mr. Austin Miller, Sanford - Aye</i>
<i>Ms. Jennifer Harbert, Creede – Absent</i>	<i>Ms. Keeli Larsen, Sangre De Cristo - Absent</i>
<i>Ms. Tina Freel, Moffat – Aye</i>	<i>Ms. Gina Mitchell, Sargent- Aye</i>
<i>Mr. Kurt Holland, Monte Vista – Aye</i>	<i>Mr. Walter Roybal, Sierra Grande - Aye</i>
<i>Ms. Theresa Sisneros, South Conejos – Absent</i>	<i>Mr. Cory Off, UR Grande – Aye</i>

The motion to approve the Resolution authorizing the use of the portion of the beginning funds balance as authorized by Colorado Status was approved as presented.

