



A Regional Education Agency
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www.slvboces.org

Board of Directors Handbook

“Through collaboration with member districts, the SLV BOCES is the bridge to excellence in education. The SLV BOCES serves schools, families, and communities of the SLV by providing service, support, and leadership to promote student achievement and success in life for all.”

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Dear Directors,

This Board of Directors Handbook has been developed to capture—in plain language and in one place—the operating procedures and governing guidelines of the Board of Directors of the San Luis Valley Board of Cooperative Educational Services (San Luis Valley BOCES). The Handbook is created specifically for members of the Board and is intended as a guide and resource rather than a formal policy or procedural document.

Part I of the Handbook provides a history of Educational Service Agencies (ESAs) and San Luis Valley BOCES, in particular, along with information about the San Luis Valley BOCES organizational structure, funding and budget process, and programs and services offered to Member Districts. PART II covers the authority, structure, and responsibilities of the Board of Directors, Board membership, policy development, and meeting procedures.

Additional information regarding these various topics and the formal Policy and Procedures Manual can be found on the San Luis Valley BOCES website, www.slvboces.org, on the Board of Directors page, where you can also find this Board Handbook, a list of current Board Members, the latest schedule of Board meetings, and Board Meeting Archives. On this website, you can also learn more about all of the Member Districts, professional development opportunities, gifted education, special education, and the various partnerships San Luis Valley BOCES maintains with other educational and business organizations. We hope you find the website useful, as well.

Print copies of the Board of Directors Handbook are available upon request.

Sincerely,

Nita McAuliffe
SLV BOCES Executive Director
Director of Exceptional Student Services

PART I

About San Luis Valley BOCES

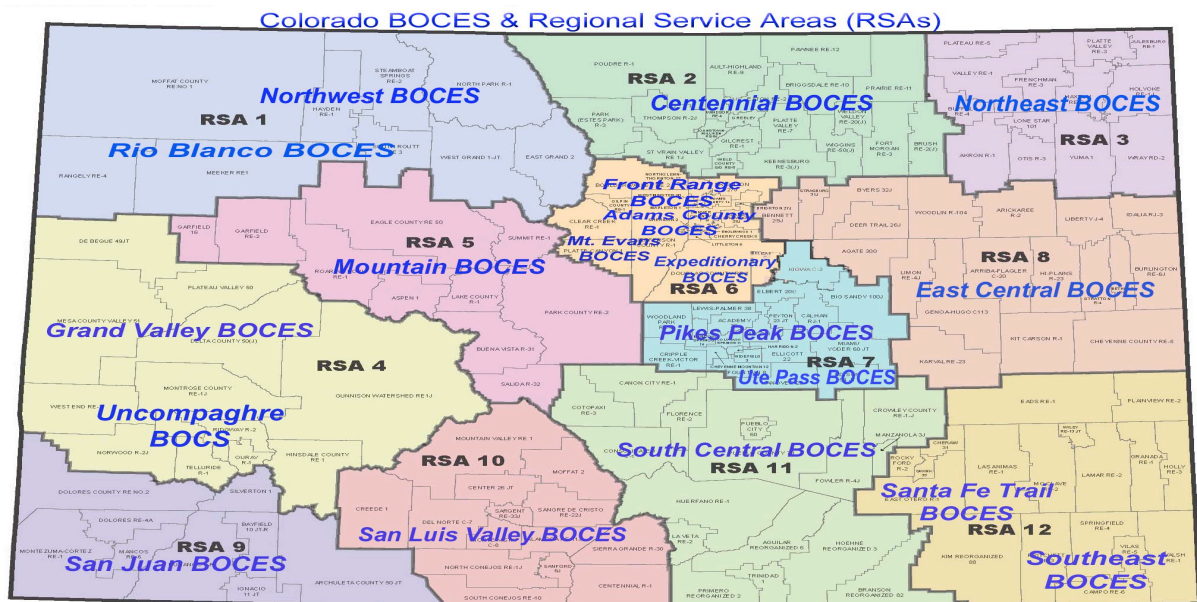
Educational Service Agencies in Colorado

By establishing the legal status or basis for Boards of Cooperative Educational Services in Colorado, the Board of Cooperative Services Act of 1965 created the founding agreement and outlined all the powers and duties granted by those provisions. "...This article is enacted for the general improvement and expansion of educational services of the public schools...for the purposes of enabling two or more school districts to cooperate in furnishing services authorized by law."

In 1966, the Colorado Department of Education (CDE) defined a BOCES as "an Administrative Body for any area comprising the territory of two or more basic school districts responsible for performing stipulated or contracted services cooperatively for basic administrative units or for supplementing their fiscal, administrative, or educational functions." (CBA Boards of Cooperative Education Services in Colorado and the Creation of the Colorado BOCES Association, 2010)

In 2008, Colorado state legislation approved Senate Bill 08-038 (SB-038) "Regional Service Areas" (RSA) which created twelve regional service areas to support local and regional initiatives to increase student achievement. Each region has Regional Service Area Council, which is responsible for the development, monitoring, and reporting of a regional plan to address educational needs within the region. The regional councils are comprised of representatives from K-12 school districts, postsecondary institutions, Boards of Cooperative Educational Services (BOCES), early childhood providers, and local community and business representatives."

However, RSAs were only funded for the 2008-09 school year and, while they remain in statute, they have not functioned since that time. Note that San Luis Valley BOCES is RSA 10.



A Short History of San Luis Valley BOCES

A BOCES in Colorado exists at the discretion of its members and provides only those programs and services authorized by its members. By pooling resources, districts can reduce costs, avoid duplication, and provide a more comprehensive range of programs and services to their students. Being service driven, BOCES have the flexibility to evolve quickly, develop programs, and provide training or outside expertise as needs change. BOCES also work in partnership with colleges, libraries, health care providers, mental health professionals, and other agencies.

The San Luis Valley Board of Cooperative Educational Services (San Luis Valley BOCES) was founded in 1966. It was the first BOCES in Colorado. In order to maximize educational opportunities for Colorado students, San Luis Valley BOCES works in partnership with fourteen school districts, Adams State University and Trinidad State Junior College to offer service driven, standards based educational programming and professional development that can be provided more efficiently across school districts. The San Luis Valley BOCES region covers six counties spanning approximately 8,500 square miles.



San Luis Valley BOCES is governed by a fourteen member Board of Directors consisting of one representative (and one alternate) from each Member District's local Board of Education. Board Members represent both their local districts' interests and the interests of Mountain BOCES as an organization.

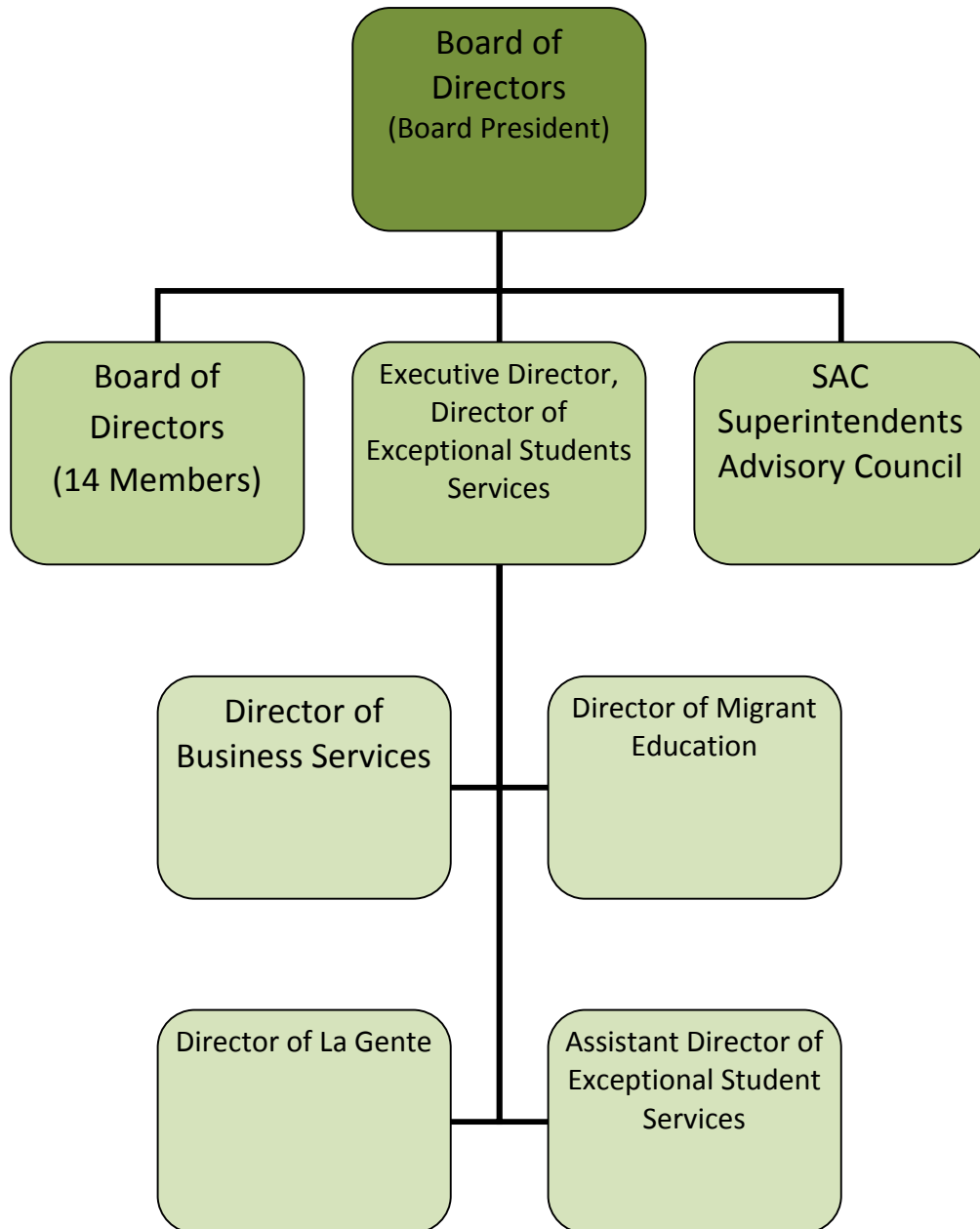
San Luis Valley BOCES also has a Superintendent's Advisory Council, which is called SAC. SAC Meetings are just a reminder of superintendents' authority and responsibility. Superintendents from all Member Districts are invited to attend Board meetings, and they sometimes bring appropriate district staff when the Board agenda covers such topics as finance, technology, or curriculum.

The Board appoints an Executive Director to administer the business of San Luis Valley BOCES, and the SAC advises the Executive Director and the Board regarding planning and implementing of programs and services.

BOCES Timelines:

- 1966** First BOCES in Colorado
- 1968** Regional In-Service Training Contract
- 1967** Migrant Program delivering services primarily to Hispanic students
- 1970** The staff consisted of the Director, one Psychologist, one Social Worker, one Secretary/Bookkeeper, and a Title I Coordinator
- 1971** Bilingual Program
- 1974** Moved from original building on Richardson to present location
- 1976** Cultural Resource Center at ASC
Books and other materials moved to Media Center at Adams State
Gifted and Talents Program initiated
- 1978** **Migrant** summer school in selected Valley schools. Day care provided to pre-school children. Transportation provided to medical and dental appointments
- 1980s** Large growth in special education, migrant education, and Title I
Cooperative purchasing program initiated
Gifted and Talented (G/T) summer enrichment program
- 1985-86** Reduced funding causes staff cuts. Recognition that SLV-BOCES' staff work with the most problematic children and families in the State of Colorado
- 1991** Waverly School Project
- 1991** Valley-Wide Drug and Alcohol Prevention Programs. SLV Drug and Alcohol Prevention Coalition including mental health, judicial & probation, and Boys & Girls Club. Funding from HHS, TANF, Colorado AFDC
Increased collaborations with Adams State College, dual credit HS classes, professional development
- 1994** La Gente becomes affiliated with BOCES
Prevention Project funding ends
Segregated programs for special education eliminated. All students mainstreamed
- 2001** Established 501(c)(3). *Dedicated Hearts Foundation*
- 2001** Even Start Program - La Gente
- 2001** Professional Learning Communities (PLC) initiated
- 2004** Initiated Response to Intervention (RTI)
- 2006** Name changed from BOCS to Board of Cooperative Educational Services (BOCES)
- 2009** Initiated Positive Behavior Support (PBS)
- Current:** Broadband, Student Homelessness, Grant writing, Collaborative PD, Cost Sharing Endeavors

Organizational Chart



Other areas of Service:

- ✦ Science Fair
- ✦ McKinney Vento Coordinator
- ✦ Technology
- ✦ GT
- ✦ Child Find
- ✦ SWAP (School to Work Alliance Program)
- ✦ SWAAAC
- ✦ Autism Team

Mission, Vision, and Strategic Priority

Slogan:

“Culture of Excellence”

Vision:

“By maximizing resources through collaboration and being on the leading edge of educational systems we will be recognized, valued and respected as a great BOCES.”

Mission:

“Through collaboration with member districts, the SLV BOCES brings a culture of excellence to education. The SLV BOCES empowers schools, families, and communities by providing services, support, and leadership to promote student achievement and success in life for all.”

Our core values will be governed by the BOCES’ goal of fostering a “Culture of Excellence”.

In pursuit of that goal:

1. We recognize that children are the cornerstone of building the future.
2. We build relationships with integrity.
3. We promote opportunities to maximize student progress through teamwork and communication.

Members of the San Luis Valley BOCES

Alamosa School District

Centennial School District

Center School District

Creede School District

Del Norte School District

Moffat School District

Monte Vista School District

Mountain Valley School District

North Conejos School District

Sanford School District

Sangre De Cristo School District

Sargent School District

Sierra Grande School District

South Conejos School District

Funding Sources and Budget Premises

Currently, San Luis Valley BOCES is funded by a membership fee from each Member District to help fund administration and assessments for services in exceptional student services. As the Administrative Unit for its fourteen Member Districts, San Luis Valley BOCES also collects an indirect cost from Federal Individuals with Disabilities Education Act (IDEA) funds. San Luis Valley BOCES also receives funding through various grants from state and local organizations to support individual programs.

In line with the organizational goal of collaboration and transparency, the San Luis Valley BOCES administration maintains a detailed budget of the services that are offered to Member Districts. This information is available on the San Luis Valley BOCES website: www.slvboces.org > Administration > Finance & Business.

**Budget: Adoption, Process, and Operating Cycle
(Section D of the Policy and Procedures Manual covers Fiscal Management in detail.)**

As trustees of community, state, and federal funds allocated for use in local education, the Board of Directors has the responsibility of protecting San Luis Valley BOCES funds and using them wisely. Therefore the Board intends to:

1. Require advance planning through the best possible budget procedures
2. Explore all practical and legal sources of revenue
3. Study and guide the expenditure of funds to achieve the greatest educational returns
4. Require maximum efficiency in accounting and reporting procedures
5. Provide adequate resources to enable all students to meet or exceed state and district Standards.

Colorado Boards of Cooperative Services budgeting is regulated and controlled by statutes and requirements of the State Board of Education in order to ensure uniformity throughout the State of Colorado. The annual budget is the financial plan for the operation of San Luis Valley BOCES, and the Executive Director is responsible for properly accounting for all funds and for ensuring that only funds that have been received in the fiscal year to date are expended, unless otherwise authorized by Board resolution.

At the San Luis Valley BOCES Board meeting in March or before, the Executive Director and Director of Business Services provide and explain the proposed annual budget for the following fiscal year. The proposed budget is written in a summary format that is understandable by any layperson and is made available for inspection and review by the Board, superintendents, and the public via the San Luis Valley BOCES website. The Board evaluates the proposed budget and makes recommendations, then a revised budget is provided at the Board meeting by May for final approval.

After final approval of the annual budget, the Board may review and change the budget with respect to both revenues and expenditures at any time prior to January 31 of the fiscal year for which the budget was adopted. Changes made after January 31 constitute a fiscal emergency. If money for a specific purpose other than ad valorem taxes becomes available to meet a contingency after January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

All San Luis Valley BOCES funds and accounts are audited annually by an independent auditor in accordance with state law and Board Policy (Policy DIE Annual Audit). The auditor then meets with the Board to discuss the audit and to make recommendations that may appear necessary or desirable. The funds and accounts are also audited internally on a quarterly basis by the Director of Business Services, who presents Quarterly Financial Reports at each Board meeting in order to keep the Board apprised of the organization's financial status and any corrective actions required or taken.

Programs and Services Offered

All programs or services operated by Mountain BOCES must be approved and authorized by its Board of Directors. Services may be used by some or all Member Districts.

In order to increase clarity, overall effectiveness, and accountability and to empower decision making at the district level, Mountain BOCES has developed an array of collaborative services to meet the varying needs of our districts.

Exceptional Student Services (Special Education Operations)

San Luis Valley BOCES receives state and federal special education funds and is responsible for all student reporting and communication with the Colorado Department of Education. Mountain BOCES provides professional development for special education teachers and service providers. It also serves as an Administrative Unit, helping districts comply with applicable federal and state laws. San Luis Valley BOCES employs a Director of Special Education who is responsible for compliance on State Performance Plan Indicators, direct and indirect supervision of special education providers, and leadership on special education issues. San Luis Valley BOCES also employs related service personnel as well as teacher in programs where students attend from multiple districts. Our direct services, roles and responsibilities are laid out in the San Luis Valley MOU with all districts.

Administration of Gifted Education

As the Administrative Unit for its Member Districts, Mountain BOCES provides leadership and some oversight regarding identification, programming, and services for students identified as gifted learners. The Gifted Education Leadership Consortium consists of representatives from each district and meets regularly to share information and expertise regarding the education of gifted learners.

Induction

Colorado requires that all licensed educators successfully complete an induction program prior to being issued a Professional License. Mountain BOCES hosts an induction program for teachers and special service providers, as well as for administrators, including principals and special education directors.

Alternative Licensure

In order to develop an outstanding pool of professionals for its Member Districts, Mountain BOCES offers an Alternative License Program for general education teachers. This program expands professional opportunities for staff working in rural areas, for qualified minority applicants, and for staff who can teach content areas for which recruitment is difficult, such as mathematics and science.

Cooperative Purchasing

San Luis Valley BOCES partners with the Colorado BOCES Association (CBA) and the Association of Educational Service Agencies (AESAs) to have access to bids secured through the Association of Educational Purchasing Agencies (AEPAs). The AEPAs current membership

of 23 states represents a total enrollment of more than 25,500,000 students. The purpose of the AEPA is to combine purchasing power to allow all school districts, large and small, the best prices available to educators on products and services.



Transition Training

As the Administrative Unit for ten school districts, Mountain BOCES trains and supports district staff who prepare students for further education, employment, and independent living in order to ensure positive post-school outcomes for all learners to be successful in their adult lives. The school teams help students and their families think about the student's life after high school and identify desired outcomes. Then they design school and community experiences to ensure that the student gains the skills and connections necessary to achieve those outcomes. Additionally, having a transition plan that is clearly linked to postsecondary outcomes should enhance student engagement at the secondary level.

Administration

Administration refers to the staff and supports necessary to run the core business of Mountain BOCES: executive leadership, financial management, legal services, human resources, payroll, accounts receivable and payable, fiscal oversight of grants, and insurance management (liability, workers compensation, unemployment).

PART II

Serving on the Board

Board Organization and Authority

(Refer to the Mountain BOCES Constitution and Policy BBA Board Powers and Responsibilities.)

The San Luis Valley BOCES Board of Directors is organized under the provisions of Board of Cooperative Services Act of 1965 (Title 22, Article 5, C.R.S.) as its founding agreement, and it has all the powers and duties granted by those provisions.

Power belongs not to individual Members of the Board but to the Board of Directors acting collectively as a group. Individual Directors have authority only when acting as a representative in a legally constituted session with a quorum of Directors present. The statement or action of an individual Member or group of Members of the Board of Directors does not bind the Board of Directors itself, except when that statement or action is specifically authorized by an official act of the Board. This does not preclude individual Directors from representing the Board at meetings and ceremonial events or speaking to constituent groups in their capacity as Board Members.

Board Duties and Responsibilities

(Refer to Policies BG Board Policy Process and BBA Powers and Responsibilities.)

The Board's most important functions fall into the following categories:

Policy Development

The chief responsibility of the Board is policy development and the employment of an Executive

Director who will administer the organization's policies and regulations. All San Luis Valley BOCES employees are responsible for seeing that policies and regulations are implemented in the spirit intended.

San Luis Valley BOCES policies are interpreted in accordance with state and federal laws and regulations. The Board develops policies and puts them in writing to provide for the successful, consistent, and efficient operation of San Luis Valley BOCES programs and the success of students.

The Board uses the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards. This system is a general guideline for such tasks as policy research, drafting of policy proposals, review of policy proposals with interested parties, presenting new and revised policies for consideration and action, policy dissemination and monitoring, and the continuous maintenance of the Board Policy and Procedures Manual, which is publicly available on the Mountain BOCES website.

It is the sole responsibility of the Board to adopt, repeal, or revise policies. There are three

stages to this process:

1. First meeting – the proposal shall be presented for first reading, discussion and first vote.
2. Second meeting – the proposal shall be presented for a second reading, discussion and final vote.

Amendments to policies proposed by Board Members do not require additional readings unless the Board determines further study is needed or helpful.

Educational Planning and Appraisal

The Board is responsible for acquiring reliable information from responsible sources, which will enable it to make the best possible decisions about the scope and nature of Mountain BOCES programs and services. The Board is responsible for requiring appraisal of the results of the educational programs and services provided by San Luis Valley BOCES.

Staffing and Appraisal

The Board is responsible for employing the staff necessary for carrying out the Mountain BOCES programs and services and establishing salaries and salary schedules and other terms and conditions of employment, as well as for personnel policies. The Board is responsible for appraising the effectiveness of its staff by providing for regular evaluation.

Financial Resources

The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials, and equipment, which will enable San Luis Valley BOCES to carry out its programs and services. The Board is responsible for exercising control over the finances of San Luis Valley BOCES to ensure proper use of, and accounting for, all San Luis Valley BOCES funds.

San Luis Valley BOCES Facilities

The Board is responsible for determining San Luis Valley BOCES facility needs, for communicating these needs to the Member Districts, for purchasing or renting sites, and for approving building plans that will support and enhance the functioning of San Luis Valley BOCES.

Communication with the Public

The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about San Luis Valley BOCES and for keeping itself informed about the wishes of the public.

Judicial

The Board is responsible for acting as a court of appeal for Mountain BOCES staff members, students, and the public when issues involve Board policies and their fair implementation.

Composition of the Board and Board Member Qualifications

The fourteen member Board of Directors is comprised of one representative from each member school district's local Board of Education. To serve the best interests of all students, it is important that Board Members represent both their local district and Mountain BOCES as an organization. The Board does not subordinate the education of children to any partisan principle, group interest, or personal ambition.

Board Membership

(Refer to the San Luis Valley BOCES, BBB - AGENCY BOARD SELECTION)

Mountain BOCES Board Directors and their Alternates are active, duly elected members of a Member District board of education and have been appointed by their respective boards of education to serve on the San Luis Valley BOCES Board of Directors. A Director's term of office with Mountain BOCES has the same expiration date as the term of office on his/her board of education. To the extent practicable, each District appoints an Alternate whose term does not have the same expiration date as the term of the Director so the Alternate can cover any meeting that occurs before that Director is replaced, thereby assuring that the District has no loss of representation.

If a Director resigns from his/her board of education or is not able to fulfill the duties of the Mountain BOCES Board, that Director may resign and be replaced by a new appointee from his/her board of education. A vacancy on the Board of Directors must be filled by the respective Member District within thirty (30) days after the first date of the vacancy. The replacement Director is then seated with full rights and responsibilities.

Board Officers

(For a complete list of officer duties and responsibilities, see Policy BDB Board Officers)

The officers of the Board of Directors are the President, Vice President, and Secretary/Treasurer. The President and Vice President serve two-year terms, and the Secretary/Treasurer holds this office for a term determined by the Board. Should an officer resign, the Board immediately elects another member to fill and assume the duties of the vacant office. It is permissible for a current officer to be nominated for a different office without resigning from the current office; if elected to a new office, the former office is then declared vacant and must be filled.

The President presides at all regular and special meetings of the Board and serves as the main point of contact between the Board and the Executive Director. The President signs any written contract to which Mountain BOCES may be a party when such contract has been authorized by the Board and signs all official Mountain BOCES reports except when otherwise provided by law. In the absence or the inability of the President, the Vice President has all of the powers and performs the duties of the President and fills any unexpired term of the President.

The Secretary/Treasurer of the Board performs the duties of both the Secretary and the Treasurer. This officer assures that written notice of all regular and special meetings of the Board is provided to Board Members and the public and that Board Meeting Packets and Minutes and all notices required by law are preserved and published. The Secretary/Treasurer also accounts for all moneys belonging to the Board or coming into its possession, attests to written contracts to which Mountain BOCES is a party when the contract has been authorized by the Board, and sees that financial reports are provided when required by the Board.

Ethics Policy and Financial Disclosure

(Refer to Policies BC Board Member Conduct and BC-R Board Member Financial Disclosure)

In order to preserve the public trust, the Board operates under the highest ethical standards. In carrying out fiduciary duties, Board Members maintain confidentiality and do not use Board information to further personal financial interests. In general, Directors avoid any official act or financial transaction that substantially confers an economic benefit on their private business.

It is permissible for Board members to receive insignificant, non-pecuniary gifts and reimbursements for necessary expenditures, but not gifts of substantial value intended to influence or reward a person regarding official actions.

Board members are required by law to disclose certain items received in connection with serving on the Board. If Board members receive such items, they must file a report with the county clerk and recorder on forms supplied by the secretary of state. Such report must be filed on or before January 15 and must cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value, and the date of receipt. Board members who do not receive any items that must be reported are not required to file a report.

Compensation, Expenses, and Insurance

(Refer to Policy BID/BIE School Board Member Compensation/Expenses/Insurance/Liability.)

Board Members do not receive compensation for their services. However, Directors may be reimbursed by San Luis Valley BOCES for expenses incurred in carrying out specific services or duties previously authorized by the Board. The Board provides liability insurance and errors-and- omissions insurance to protect Directors individually and collectively for claims made against them as a result of their membership on the Board.

Executive Director Recruitment and Appointment

(Refer to Policy Manual Section C General Administration.)

The appointment of an Executive Director is a function of the Board. The Board Officers meet with the Executive Director candidate to negotiate an explicit contractual agreement for one, two, or three years. This contract proposal is then taken to the Board for approval, which requires a majority vote of the quorum present at the Board meeting. This contract must meet the requirements of state law and protect the rights of both the Board and the Executive Director.

When recruiting a new Executive Director, the Board may seek the advice and counsel of

interested individuals or of an advisory committee, or it may employ a consultant to assist with the selection.

When the Board conducts a search for an Executive Director, the updated job description, requirements for applicants, selection procedures, and applicable deadlines are adopted at a public Board meeting. All applications remain confidential until an applicant becomes a finalist for the position, at which time all records submitted by the applicant become available for public inspection, except for letters of reference or medical, psychological, and sociological data.

If only three or fewer candidates possess the minimum qualifications for the position, those candidates are all considered finalists. A list of all finalists being considered for the position is made public by the Board at least fourteen (14) days prior to appointing one of the finalists to fill the position. No offer of appointment may be made prior to this public notice. Final selection rests with the Board after a thorough consideration of all qualified candidates.

Executive Director Qualifications, Powers, Responsibilities

(Refer to Policy CBA/CBC - Qualification/Powers and Responsibilities of the Executive Director)

The Executive Director must have a master's degree and a Colorado Administrative License and is responsible for the general management of San Luis Valley BOCES under the requirements of the State and the policies of the Board. The Executive Director is responsible for guiding the development of the educational objectives and programs of San Luis Valley BOCES to fulfill the educational needs of all students. The Executive Director provides overall direction to the activities of San Luis Valley BOCES and its personnel toward the accomplishment of organizational goals, administers the policies of the Board, conserves the organization's assets and resources, and maintains and enhances San Luis Valley BOCES' standing in all its internal and external relationships. The management responsibilities of the Executive Director extend to all activities of San Luis Valley BOCES, to all phases of the programs, and to all parts of the facilities.

Executive Director Performance Appraisal

(Refer to Policy CBI Executive Director Evaluation.)

The Board is responsible for evaluating the Executive Director on a regular basis that is consistent with state law and agreed upon by the Board and the Executive Director. The evaluation process provides each Board Member the opportunity to evaluate the Executive Director on an individual basis. The final Performance Appraisal, which is prepared annually and in writing, is provided to the Executive Director for review and presented at the March Board meeting for approval by the Board.

Through this Performance Appraisal, the Board works to

Clarify the Executive Director's role in Mountain BOCES as seen by the Board by defining objectives that will contribute to achievement of organizational goals

Clarify for all Board Members the role of the Executive Director in view of the job description and the immediate priority among responsibilities as agreed upon by the Board and the Executive Director

Develop positive communication and harmonious working relationships between the Board and Executive Director

Provide administrative leadership of excellence for San Luis Valley BOCES, including implementation of educational programs for the achievement of the objectives of San Luis Valley BOCES

Measure the Executive Director's professional growth and development and level of performance

The Board shall consult with the executive director and the advisory agency personnel performance evaluation council when revising the process for evaluation of the executive director.

As a precondition to the evaluation process, the board and executive director shall develop a position description that sets forth expectations for the Executive Director. The Board shall have a plan setting forth goals for the agency.

The evaluation of the Executive Director shall be based on criteria that are determined prior to the evaluation. There should be a clear relationship among these criteria, the position description for the Executive Director in the goals of the agency.

Executive Director's performance shall be reviewed at least annually in accordance with specified goals. The evaluation process shall afford each superintendent the opportunity to evaluate performance of the executive director on individual basis. Additional objectives shall be established at intervals agreed upon with the Executive Director.

Staff to the Board of Directors

Board Attorney:

The following attorney has represented San Luis Valley BOCES and the Board of Directors.

Caplan and Earnest LLC

1800 Broadway, Ste. 200

Boulder, CO

80302-5289

Phone: 303-443-8010

Fax: 303-440-3967

Assistants to the Secretary/Treasurer of the Board

(BDC - Appointed Board Officials)

It is the practice of the Board to appoint a staff member to serve as executive secretary to the board.

The executive secretary to the Board shall keep accurate minutes of all proceedings of the Board and perform such other duties as the Board may assign or which are ordinarily the function of the Secretary of the Board. Secretary and the Director of Business Services act as the Assistant Treasurer.

Executive Secretary Patty Walker 719.587.5405 pwalker@slvboces.org

Assistant Treasurer Cindy Squires 719.587.5408 csquires@slvboces.org

Board of Directors Meetings

Prior to June of each year, the Board of Directors approves a master calendar of Board meetings for the upcoming school year. During the school year, the superintendents meet regionally approximately eleven times and as a whole group three. At the Board meeting in May, the Board approves the meeting schedules of the Board.

Regular Board meetings are held quarterly and are open to the public, except for those

portions that require a private Executive Session. The Board President may call special meetings or Board retreats as needed. The Board maintains reasonable rules for participation by the public.

All Board meetings are properly announced, recorded, and documented, as required by law. Board meeting packets, including agenda and related materials, are distributed to Board Members and to pertinent staff and are posted on the San Luis Valley BOCES website for public perusal. An archive of packets, minutes, and related documents are also posted on the San Luis Valley BOCES website.

Regular Meetings

Regular Board meetings are held every other month (Wednesday's in January, March, May, July, September, November), 7:00 p.m. – 9:00 p.m., unless otherwise arranged by the Board. The Board meeting schedule for 2013-2014 is:

Board and Cost Sharing Information
July 17, 2013
September 18, 2013
October 16, 2013 (Cost Sharing Session)
November 20, 2013
January 15, 2014
February 19, 2014 (Cost Sharing Session)
March 19, 2014
May 21, 2014
July 16, 2014

Regular meetings require a quorum (a simple majority, e.g., six or more members) of the Board to take place. Board Members may participate remotely by videoconference. However, Board Members participating remotely are not able to participate in an Executive Session.

Public Participation

(Refer to Policy BEDH Public Participation in Board Meetings.)

Each regular meeting provides a period of time that is reserved for "Public Participation." The Board sets a time limit on the length of the public participation and for each individual speaker. Public comments and questions may deal with any topic related to the Board's direction of San Luis Valley BOCES, whether it is on the current agenda or not. However, comments at special meetings must be related to and confined to the purpose of the meeting. The Board encourages personnel matters to be conducted in Executive Session. The Board President is responsible for recognizing all speakers, who must properly identify themselves, as well as for maintaining proper order and adhering to time limits. When possible, questions asked by the public are answered immediately, and questions requiring investigation are referred to the Executive Director for consideration and later response.

Members of the public wishing to make a formal presentation before the Board must make a formal request to the Assistant Secretary of the Board at least two weeks prior to the Board meeting. If deemed appropriate, such a presentation will be scheduled on the

agenda.

Executive Sessions, Special Meetings, and Retreats

(Refer to Policies BE Board Meetings and BEC Executive Sessions.)

Executive Sessions All regular meetings of the Board are open to the public unless the Board votes to move into an Executive Session. Only those persons invited by the Board may be present during any Executive Session, regardless of the topic of the session (including personnel matters). The Board retains electronic recordings of Executive Sessions for ninety days following the session. The Executive Session is reflected in the meeting minutes, but the Board may not take any formal action or adopt or approve any policy decisions or resolutions during an Executive Session.

To move into an Executive Session, a motion must be made and seconded by Board members and approved by a two-thirds majority of the quorum present. Prior to convening in Executive Session, the Board announces the topic of the Executive Session, which is reflected in the minutes. The Board includes the specific citation to statute authorizing it to meet in Executive Session when it announces the session and identifies the particular matter to be discussed in as much detail as possible without compromising the purpose for which the Executive Session is authorized.

The Board may hold an Executive Session for the sole purpose of considering any of the following matters:

Purchase, acquisition, lease, transfer, or sale of any real, personal, or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. C.R.S. 24-6-402 (4)(a).

Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S. 24-6-402 (4)(b). The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.

Matters required to be kept confidential by federal or state law or regulations. C.R.S. 24-6-402 (4)(c). An announcement will be made indicating the specific citation to state or federal law, which is the reason the matter, must remain confidential.

Specialized details of security arrangements or investigations. C.R.S. 24-6-402 (4)(d).

Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations, and instruction of negotiators. C.R.S. 24-6-402 (4)(e).

Personnel matters, except if an employee who is the subject of an executive session requests an open meeting. C.R.S. 24-6-402 (4)(f). If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters." The Teacher Employment, Compensation, and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employee requests that the hearing be closed.) Discussions concerning a member of the Board, any elected official, or the appointment of a Board member are not considered personnel matters.

Consideration of any documents protected under the mandatory nondisclosure

provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. 24-6-402 (4)(g).

Discussion of individual students where public disclosure would adversely affect the person or persons involved. C.R.S. 24-6-402 (4)(h).

Special Meetings

The President of the Board may call special meetings at any time and upon the request of a majority of the Directors. Written notice with meeting details are distributed to each Board member, and no business other than that stated in the notice may be transacted, unless all Directors are present and agree to consider and transact other business.

Board Retreats or Work Sessions

From time to time, the Board may decide a work session or retreat is necessary to address particular issues. These meetings are open to the public, and a public announcement of the meeting is posted to the districts and the website. No action may be taken at such meetings.

Rules of Order and Meeting Procedures

(Refer to Policies BEDD Board Rules of Order and BEDB Board Meeting Agenda)

The President of the Board chairs the meeting, and the President is responsible for making sure the Board observes Robert's Rules of Order (Newly Revised) in conducting its meetings, except as provided otherwise either in this Handbook or in Board policy. Moreover, the Board is guided by its own rules, State statutes, and Colorado Department of Education by-laws, which establish the following:

A quorum consisting of a simple majority of the full Board must be present to convene a meeting and vote on action items.

The President of the Board presides over the meeting, enforces the rules, and designates who is to speak at any given time.

The Board approves its Meeting Agenda and Consent Agenda at the beginning of each meeting. Unless changed by the Board, the order in which items appear on an agenda is followed. Any changes in either agenda are made by majority vote of the quorum present.

The normal order of the Meeting Agenda, as follows, is subject to modification by the Board President. Also, the Board may alter the agenda by a majority vote of the quorum present at a meeting; action on an item not appearing on the Meeting Agenda may only be done by unanimous vote of the quorum present. In a special meeting, action items may be added to the agenda only when all Board Members are present and cast a unanimous vote.

Call to order

Roll call

Approval of agenda

Audience comments and questions
Reports from administrators and committees
Board member reports and requests
Correspondence.
Action items
Consent agenda
Discussion of items
Legislative report
Financial reports
Approval of minutes
Adjournment.

Action items are voted upon once a motion is made and seconded and all discussion is completed. It is important that motions contain precisely exact language. A long or complex motion should always be written and provided to the Secretary/Treasurer. Action items may be postponed or cancelled, and motions may be amended or revised. A motion may only be adopted by the approval of at least six Directors. Once the vote is taken, the Board President announces the result (whether the motion is adopted or lost).

In the event there is a disqualification or recusal of one or more Directors because of a real or perceived conflict of interest, and the disqualification or recusal results in less than a quorum, the disqualified or recused Director(s) must disclose the nature or circumstances of the conflict and may subsequently participate, if necessary for the Board to take action on the item.

Norms

In order to operate in an effective manner, the Board has adopted the following guidelines for Directors. [TO BE DETERMINED]

Voting Method

(Refer to Policy BEDF Board Voting Method.)

All voting takes place by roll call alphabetically by district with each Member present voting aye or no. However, election of the president and vice president may be by secret ballot. To pass, any motion must be approved by a majority of the members present, except as State law or policies of this Board may require a majority of full membership or a two-thirds majority.

A Member may abstain from voting only if excused by the Board for good cause. A Board Member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest in accordance with Board policy must disclose such interest and may not vote unless participation is necessary to obtain a quorum or to otherwise enable the Board to act. Under such circumstances, the Member must comply with the voluntary disclosure requirements set out in state law.

Record of Board Meetings

(Refer to Policy BEDG Board Meeting Minutes.)

Board meetings are audio recorded, and official minutes of Board meetings are presented to the Board for approval. Approved minutes are distributed to the Board members, the district superintendents, and the general public via the Mountain BOCES website.

The official minutes are signed by the Secretary/Treasurer and the President of the Board. The minutes include:

- The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings
- A record of all actions taken by the Board, the motion, the name of the members making the motion and seconding it; the record of the vote, with the vote of each member recorded; reports and documents related to a formal motion may be omitted if they are referred to by title and date
- A record of all business that comes before the Board through reports of the Executive Director, the Director of Business Services, and others and through communications from the staff and the public
- The names of all persons who speak before the Board and the topic of their remarks
- A record of any Executive Session, including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, and the specific citation to the statute that authorizes the Board to meet in Executive Session
- The record of adjournment

Resources

- ✚ CBA Boards of Cooperative Education Services in Colorado and the Creation of the Colorado BOCES Association, 2010
- ✚ Colorado BOCES pamphlet
- ✚ Mountain BOCES Policy and Procedures Manual
- ✚ Mountain BOCES Constitution and By-Laws
- ✚ Association of Educational Service Agencies (AESA): www.aesa.us
- ✚ Association of Educational Purchasing Agencies (AEPAC): www.aepacoop.org

✚ Colorado BOCES Association (CBA): www.coloradoboces.org Adoption date:
January 26, 2013