

**2019**  
**POLICIES**

***Ute Pass BOCES***



*Serving the Special Needs of Cripple Creek-Victor, Manitou Springs  
and Woodland Park School Districts*

## MISSION

*Special educators in the Ute Pass BOCES will act as skill building advocates in order to provide fair and appropriate access to resources and opportunities for students so they can become functionally independent according to their potential.*

## ENDS

The Ute Pass BOCES will coordinate services for exceptional students to ensure each child receives a free, appropriate, public education as evidenced by a determination of "Meet Requirements" on all Indicators of the State Performance Plan.

## GOVERNANCE PROCESS

GP1

### Governance Commitment

The purpose of the Board, on behalf of the citizens of the Member Districts, is to assure that the Districts accomplishes a worthwhile mission while avoiding intolerable circumstances.

GP2

### Board Job Description

The job of the Board is to represent and govern the BOCES by determining and verifying excellent BOCES / Director performance, and to develop and modify, as needed, written governing policies which address:

- a. *Ends*: Organizational products, impacts, benefits, results, services, recipients and their relative worth (what end result is desired for whom at what cost)
- b. *Executive Limitations*: Constraints on executive authority which establish the practical, ethical and legal boundaries within which all executive activity and decision-making will take place
- c. *Governance Process*: How the Board will conceive, carry out and monitor its own work
- d. *Board/Director Relationship*: How authority is delegated and its proper use monitored; the Director role, authority and accountability

GP 3

### Governing Strategy

The Board will govern with emphasis on BOCES vision rather than on interpersonal issues of the Board; encourage diversity in viewpoints; focus on strategic leadership rather than administrative detail; observe clear distinction between Board and Director roles; make collective rather than individual decisions; exhibit future orientation rather than past or present; and govern proactively rather than re-actively.

### **Monitoring Board Performance**

The purpose of monitoring the Board's Governance Process and Board-Director Relationship policies is to determine the degree to which the Board is following its own policies.

### **President's Role**

The President of the Board ensures the integrity of the Board's processes and normally serves as the Board's official spokesperson.

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed on it from outside the organization
2. Make all interpretive decisions that fall within the Board policies on Governance Process and Board/Director Relationship, except where the Board specifically delegates portions of this authority to others, using any reasonable interpretation of the provisions in those policies
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the areas delegated to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use
4. Sign all contracts authorized by the Board
5. Sign all official Board reports
6. Maintain all monitoring data and reports for Executive Limitations and Ends policies and compile data for evaluation of the Director
7. Seek input from the Board and prepare, with the Director, the agenda for the Board Meeting

In the absence or inability of the President, the Vice President has all of the powers and duties of the President

### **Board Committee Principles**

Board committees or liaison, when used, will support the work of the Board and to reinforce the wholeness of the Board's job, and never to interfere with delegation of authority from the Board to the Director.

### **Agenda Planning & Board Meetings**

To accomplish its job, the Board will follow an annual agenda for its meeting. Agendas will be posted in all three member districts in the same location of district board meeting agendas.

#### **Regular meetings**

1. Regular meetings of the Board of Education shall be held in the Board Room of the Woodland Park administration building unless otherwise posted.
2. Meetings of the Board shall be held at least quarterly at 5:30 p.m. unless otherwise established by the Board.

#### **Work sessions**

1. The Board may schedule work sessions for planning, brainstorming, and thoughtful discussion without action, which shall be open to the public.
2. No action shall be taken during such sessions.
3. Public notice of the session, including the topics for discussion and study, shall be provided.

#### **Executive Sessions**

All meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of the quorum present.

The Board shall not make final policy decisions nor shall any resolution, policy or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session. The Board is authorized to approve written minutes of an executive session in executive session, if written minutes are taken.

### **Board Member's Code of Conduct**

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

## **BOARD / DIRECTOR RELATIONSHIP**

**B/DR 1**

### **Global Governance-Management Connection**

The Board's sole connection to the operational organization of the BOCES is the Director.

**B/DR 2**

### **Unity Of Control**

Only decisions of the Board acting as a full body are binding on the Director.  
(Approved by the majority vote)

**B/DR 3**

### **Accountability of the Director**

The Director is the Board's only link to the operations of the BOCES; all authority and accountability of staff, as far as the Board is concerned, is considered to be the responsibility of the Director.

The Ute Pass BOCES Director shall not violate the Memorandum of Understanding.

**B/DR 4**

### **Delegation to the Director**

The Board will instruct the Director, through the Ends Statements and Executive Limitations to describe BOCES situations and actions to be avoided, allowing the Director to use any reasonable interpretation of these policies.

The Director, in coordination with the member district Superintendents, shall have the authority to add new positions to the BOCES, as well as, post and hire for these positions.

**B/DR 5**

### **Monitoring Director Performance**

Director job performance will be monitored systematically and rigorously against the only Director job expectations: accomplishment of Board's Ends policies and organizational operation within the boundaries established in the Board's Executive Limitations policies.

Each June the Board will conduct a formal summative evaluation of the Director. The summative evaluation is the data derived from the three-member district Superintendents during the year from monitoring Board policies on End and Executive Limitations. The evaluation document will consist of a summary of commendations and

recommendations from the three Superintendents and the BOCES Board. Recommendation for continued employment, with improvement noted, or for dismissal, will be given to the Director by March of each school year by the BOCES Board.

## **EXECUTIVE LIMITATIONS**

**EL 1**

### **General Executive Limitation**

The Director shall not cause or allow any practice, activity, decision or BOCES circumstance which is either unlawful, unethical, or imprudent.

**EL 2**

### **Treatment of Students, Parents/Guardians and Community Members**

The Director shall neither cause nor allow BOCES circumstances for students, prospective students, their parents/guardians, and community members that are unsafe, untimely, undignified, or unnecessarily intrusive or restrictive.

**EL 3**

### **Treatment of Staff**

With respect to hiring and treatment of paid and volunteer staff, the Director shall not cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive or undignified.

**EL 4**

### **Financial Administration**

The Director shall neither cause nor allow jeopardy to fiscal integrity or to public image through financial planning, employment, and/or compensation / benefits to employees, independent contractors or volunteers.