

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**November 18, 2010
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met on November 18, 2010 at the Centennial BOCES Office – 2020 Clubhouse Drive – Greeley, Colorado.

1.1 CALL TO ORDER

Mr. John Dudley, Board President, called the meeting to order at 6:30 p.m.

1.2 SELF INTRODUCTIONS

1.3 ROLL CALL

- 1) Julie Chesnut, Platte Valley RE-7
- 2) Mike Dixon, Brush RE-2J
- 3) John Dudley, Ault-Highland RE-9
- 4) Sheryl Groves, Weldon Valley RE-20J
- 5) Marsha Harris, Weld RE-1
- 6) Kelly Johnston, Briggsdale RE-10
- 7) Mike Steinbach, Wiggins RE-50J
- 8) Tim Swain, Eaton RE-2
- 9) Don Wilson, Johnstown / Milliken RE-5J

Board Members (or alternates) absent:

- 1) Mary Burson, Pawnee RE-12
- 2) Rob Carruth, Morgan RE-3
- 3) Marianne Kaiser, Prairie RE-11
- 4) Tony Paglia, Park R-3
- 5) Rod Schmidt, St Vrain RE-1J

Superintendents present:

- 1) Rob Ring, Ault / Highland RE-9
- 2) Glenn McClain, Platte Valley RE-7
- 3) Marty Foster, Johnstown / Milliken RE-5J
- 4) Linda Chapman, Park R-3
- 5) Bob Petterson, Weldon Valley RE-20J

BOCES Staff present:

Randy Zila, Executive Director
Mary Ellen Good, Federal Programs Director
Jocelyn Walters, Special Ed Director
Terry Buswell, CFO / HR Director
Christine Muldoon, Learning Services Coordinator
Melony Sandquist, Executive Administrative Assistant

1.4 APPROVAL OF AGENDA

Mr. Don Wilson moved to approve the Agenda as presented. Seconded by Mr. Tim Swain.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

1.5 APPROVAL OF MINUTES

Mr. Tim Swain moved to approve the Minutes from the October 28, 2010 Meeting. Seconded by Mr. Mike Steinbach.

The motion passed by a majority roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, abstain]

2.0 SAC REPORT

Dr. Glenn McClain reported on the November 5, 2010 SAC Meeting:

- SAC recommended approval of the distribution of funds re: the two MOU's presented on the Board Agenda.
 - WOHS Funds & CVA Funds
- Budget process discussion. It was determined it would work out best for all Superintendents to be informed of all budget meetings and their content, then Superintendents can determine if they need to be at the meeting. Mr. Buswell will send out meeting details to all Superintendents accordingly.
- SAC recommended approval of the allocation of overhead on the Special Education and Technology budgets as presented by Mr. Buswell.
- Survey of all member Superintendents regarding extending Dr. Zila's contract to June 30, 2011 was unanimously supported.

3.0 CONSENT AGENDA

3.1 Approve Personnel Items

- Staff Appointments - Rehires
 - As presented

3.2 Approve Supplemental Appropriations

- Gifted Ed Regional Consultant Grant Project: \$708.00
- Reading Is Fundamental Grant Project: \$5,000.00

3.3 Approve Independent Contractor Agreements

- Northeast BOCES
- East Central BOCES
 - As presented

Mr. Don Wilson moved to approve the Consent Agenda as presented. Seconded by Mr. Mike Dixon.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

4.0 PROGRAM DIRECTOR REPORTS

4.1 Report from Dr. Marty Foster – Superintendent, RE-5J

Dr. Marty Foster referred to the letter from the RE-5J Board of Education, “Notification of Withdrawal from Centennial BOCES effective July 1, 2011” as presented in the Board Agenda packet. Dr. Foster and Mr. Wilson reiterated that the RE-5J district wants to continue partnering with Centennial BOCES and other member districts on various shared services, i.e. SWAP, Out of District Placement Pool, etc. This information was also shared with the member Superintendents at the regular meeting on November 5, 2010.

4.2 Program Director Reports

- a) Special Education – Jocelyn Walters
 - Written report presented
- b) Business Services / HR – Terry Buswell
 - Written report presented
- c) Federal Programs – Mary Ellen Good
 - Written report presented
- d) Learning Services – Christine Muldoon
 - Written report presented
- e) Executive Director – Randy Zila
 - Written report presented

4.3 Financial Reports

- Mr. Terry Buswell presented details and responded to questions
 - a) Board Notes for November 18, 2010 Meeting
 - b) Investment Report
 - c) 2 Page Financial Report Summary
 - d) 15 Page Expense Detail Report
 - e) Cash Flow Analysis Report
 - f) Cash Flow Chart

4.4 Audit Report

- Final Audit and Auditors Report were presented and reviewed by Mr. Buswell
 - Johnson, Holscher & Company, P.C. was the audit company for the year ending June 30, 2010. Mr. Tim Mayberry presented the initial audit report to the Board at the October 28th meeting and there have been no changes to the audit detail since that report.

4.5 Discuss & Determine Process for Agreements & Contracts under \$10,000

- A re-visit of this discussion from the October 28th Board meeting is specifically related to Special Ed contracts and other similar agreements where the expenditure is already accounted for in the approved budget. Mr. Dudley and Mr. Swain agreed that processing these agreements are routine business functions and they see no need for the documents to be included in the Board Agenda or presented for approval. There was general consensus in favor of CBOCES not producing the agreements / contracts for Board approval in the future unless they are over \$10,000 or not already part of the approved budget.

- 4.6 Discuss Executive Director Contract Extension to 6-30-11
- Dr. Glenn McClain reported that Mr. Rick Mondt (SAC Chairperson) did a recent e-mail survey of all Superintendents and received overwhelming approval to retain Dr. Zila as the CBOCES Executive Director through June 30, 2011.
- 4.7 Discuss Executive Director Evaluation Process & Timeline
- Dr. Glenn McClain made a recommendation that CBOCES focus time and energy into planning an Executive Director search as opposed to the busy work of performing an evaluation of Dr. Zila, considering that he is interim and has received good verbal reviews and no complaints.
 - Mr. Dudley said this was a recommendation well taken. Discussion was in agreement to hold a Special Board Meeting on January 20th to address details of an Executive Director Search. This timeline gives the SAC an opportunity to have a similar discussion at their regular meeting on January 7th.
 - Mr. Dudley and Dr. Zila agreed to meet after the Holiday Break to discuss and create a brief Evaluation Model and present this idea to the Board at the January 20th Special Meeting.

5.0 ACTION ITEMS

- 5.1 Approve Centennial BOCES Accreditation Report for 09-10 and Approve Financial Audit

Mr. Tim Swain moved to approve the CBOCES Accreditation Report for 09-10 and the Financial Audit FY 6-30-10 as presented. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

- 5.2 Approve New and Revised Regulations on First Reading

- GCQA/GCQB – R RIF
- GCBD – R Fringe Benefits

Discussion: Regarding New Regulation GCQA/GCQB – R Mr. John Dudley expressed that he does not like Policies / Regulations that define seniority as a criteria for employee retention vs. employee layoff.

Mr. Buswell said that detail can certainly be changed and re-worded if that is the desire of the Board. Mr. Dudley requested a separate vote be taken on the two Regulations presented under Agenda Item 5.2. It was agreed by consensus that the two Regulations would be voted on individually.

Mr. Don Wilson moved to approve New Regulation GCQA/GCQB – R. Seconded by Mr. Tim Swain.

The motion failed by a unanimous roll call vote: [Julie Chesnut, no; Mike Dixon, no; John Dudley, no; Sheryl Groves, no; Marsha Harris, no; Kelly Johnston, no; Mike Steinbach, no; Tim Swain, no; Don Wilson, no]

Discussion: Mr. Buswell will revise Regulation GCQA/GCQB – R and bring back an amended version at the next meeting.

Mr. Mike Dixon moved to approve Revised Regulation GCBD – R. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

5.3 Approve Revised Benefit Schedules A, B, C

Mr. Mike Dixon moved to approve the Revised Benefit Schedules A,B,C as presented. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

5.4 Approve MOU's and Funds Distribution Process

- CVA Funds
- WOHS Funds

Mr. Tim Swain moved to approve the Memorandums of Understanding and Funds Distribution Process as presented. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

5.5 Approve Change in Overhead Distribution Method

Mr. Tim Swain moved to approve the Change in the Overhead Distribution Method as presented. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

5.6 Approve Executive Director Contract Extension to 6-30-11

Mr. Tim Swain moved to approve the Executive Director Contract Addendum and Resolution extending Dr. Zila's contract to 6-30-11 and as presented. Seconded by Mr. Don Wilson.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

5.7 Approve Executive Director Evaluation Process & Timeline

- Per unanimous consent of the Board members present, this item was pulled from the Agenda based on the previous discussion during Agenda Item 4.7 regarding an evaluation process

for Dr. Zila. Mr. Dudley and Dr. Zila agreed to meet after the Holiday Break to discuss and create a brief Evaluation Model and present this idea to the Board at the January 20th Special Meeting.

6.0 Future Agenda Item Requests

- No Requests

7.0 Announcements / Upcoming Meetings

Board of Directors	Superintendents Advisory Council
Special Meeting January 20, 2011	January 7, 2011
February 17, 2011	

There being no further business, Mr. John Dudley adjourned the meeting at 7:40 p.m.

Respectfully Submitted,



Melony Sandquist
Executive Administrative Assistant
Centennial BOCES