

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**September 17, 2009
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met on September 17, 2009 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 6:32 p.m.

1.2 SELF INTRODUCTIONS

1.3 ROLL CALL

Board Members (or alternates) present:

- 1) Connie Allmer, Briggsdale RE-10
- 2) Carolyn Breninger, Johnstown-Milliken RE-5J
- 3) Rob Carruth, Morgan RE-3
- 4) Don Dillehay, Brush RE-2J
- 5) John Dudley, Ault-Highland RE-9
- 6) Donald Johnston, Pawnee RE-11J
- 7) Lola Johnson, Thompson R-2J
- 8) Marianne Kaiser, Prairie RE-11J
- 9) Ron Pfleiderer, Platte Valley RE-7
- 10) Randy Ray, Weld RE-1 Alternate
- 11) Bob Richardson, Park R-2
- 12) Sandi Searls, St Vrain RE-1J
- 13) Tim Swain, Eaton RE-2
- 14) Kathy Wood, Weldon Valley RE-20J

Board Members (or alternates) absent:

- 1) Milton Beydler, Wiggins RE-50J

Superintendents present:

- 1) Randy Miller, Eaton RE-2
- 2) Marty Foster, Johnstown / Milliken RE-5J
- 3) Jo Barbie, Weld RE-1
- 4) Glenn McClain, RE-7
- 5) Donna Howell, Brush RE-2J

BOCES Staff present:

Jack McCabe, Executive Director
Mary Ellen Good, Federal Programs Director
Terry Buswell, Chief Financial Officer / HR
Becky Minnis, Special Education Director
Melony Sandquist, Executive Administrative Assistant

1.4 APPROVAL OF AGENDA

Ms. Sandi Searls moved that the Agenda be amended by adding Item 3.5 – Budget Timeline. Seconded by Mr. Ron Pfeleiderer. The motion passed by a unanimous roll call vote: [Connie Allmer, yes; Carolyn Breninger, yes; Rob Carruth, yes; Don Dillehay, yes; John Dudley, yes; Donald Johnston, yes; Lola Johnson, yes; Marianne Kaiser, yes; Ron Pfeleiderer, yes; Randy Ray, yes; Bob Richardson, yes; Sandi Searls, yes; Tim Swain, yes; Kathy Wood, yes]

Mr. Ron Pfeleiderer moved to approve the Agenda as amended. Seconded by Ms. Kathy Wood. The motion passed by a unanimous roll call vote: [Connie Allmer, yes; Carolyn Breninger, yes; Rob Carruth, yes; Don Dillehay, yes; John Dudley, yes; Donald Johnston, yes; Lola Johnson, yes; Marianne Kaiser, yes; Ron Pfeleiderer, yes; Randy Ray, yes; Bob Richardson, yes; Sandi Searls, yes; Tim Swain, yes; Kathy Wood, yes]

1.5 APPROVAL OF MINUTES

Ms. Sandi Searls moved to approve the Minutes from June 18, 2009. Seconded by Mr. Tim Swain. The motion passed by a unanimous roll call vote: [Connie Allmer, yes; Carolyn Breninger, yes; Rob Carruth, yes; Don Dillehay, yes; John Dudley, yes; Donald Johnston, yes; Lola Johnson, yes; Marianne Kaiser, yes; Ron Pfeleiderer, yes; Randy Ray, yes; Bob Richardson, yes; Sandi Searls, yes; Tim Swain, yes; Kathy Wood, yes]

2.0 CONSENT AGENDA / ACTION ITEMS

- 2.1 Approve Personnel Items – As attached in the Agenda**
 - o Staff Appointments
 - o Staff Resignations, Releases, Retirements
- 2.2 Approve Supplemental Appropriations – As attached in the Agenda**
- 2.3 Approve Special Ed Agreements – As attached in the Agenda**
- 2.4 Approve Medicaid Consortium Agreement – As Attached in the Agenda**
- 2.5 Approve Legal Counsel Agreement with Kissinger & Fellman, P.C. – As attached in the Agenda**
- 2.6 Approve CBOCES Organizational Chart for 2009 – 2010 - As attached in the Agenda**

Ms. Marianne Kaiser moved to approve the Consent Agenda / Action Items as presented. Seconded by Ms. Sandi Searls. The motion passed by a unanimous roll call vote: [Connie Allmer, yes; Carolyn Breninger, yes; Rob Carruth, yes; Don Dillehay, yes; John Dudley, yes; Donald Johnston, yes; Lola Johnson, yes; Marianne Kaiser, yes; Ron Pfeleiderer, yes; Randy Ray, yes; Bob Richardson, yes; Sandi Searls, yes; Tim Swain, yes; Kathy Wood, yes]

3.0 REPORTS / DISCUSSIONS

- 3.1 Program Directors' Reports**
 - Terry Buswell – Business Services / HR
 - Have received a couple of offers for the purchase of the WOHS property
 - BOCES audit is scheduled for September 28, 2009
 - Remodel loan for 2040 Clubhouse Drive has been paid in full
 - Carl Perkins Grant management has been delegated to Christine Muldoon

- Mary Ellen Good – Federal Programs
 - Teaching American History Grant was received for the amount of \$1.6 Million
 - Homeless ARRA Grant received for the amount of \$40,000
 - Migrant funding has been reduced by the state - approximately 30%.
 - Waiting to hear back on the Consolidated Application
 - Becky Minnis – Special Education
 - First Board Meeting; happy to be with Centennial BOCES
 - She is in the process of meeting with the various Admin Units
 - All positions for the school year have been filled with exception of 1 Para Pro
 - Working on specifics of the IEP software
 - Attended Gifted & Talented Directors Meeting today
 - Jack McCabe – Executive Director
 - Reported on CVA funds situation. A meeting is scheduled with Cliff Richardson to review details and hopefully get answers. Terry Buswell said BOCES still has the money
 - Reported on various grants that CBOCES has applied for
 - Reported that a total of \$702,000 reduction in staff salaries and benefits took place from 2008/09 to 2009/10 budget
 - Mr. McCabe recommends beginning the 2010/11 budget process in October this year
- Discussion:
- Ms. Lola Johnson recommended building the new budget around the Strategic Plan.

3.2 Report / Discussion on Re-5J's decision to apply to CDE for their own Administrative Unit

- Terry Buswell reviewed the financial documents he had prepared; referencing Board Agenda Enclosure 3.2 and all corresponding attachments.
- Discussion:
- Dr. Marty Foster pointed out that his decision to form their own Administrative Unit was made in an effort to reduce Special Ed costs and transfer that savings into district needs such as a new social studies curriculum. Dr. Foster reiterated that RE-5J will continue to partner in, and house, the Center Based Programs as they are currently doing and will also continue to participate in the Out of District Pool and Transition House Programs. Dr. Foster said he believes this is a win-win situation and that it will not harm the other member districts financially if RE-5J forms their own Administrative Unit. Dr. Foster reported that the SAC gave him their support at the September 4, 2009 meeting by a vote of 9 yes, 1 no and 1 abstention.
 - Ms. Carolyn Breninger added that the RE-5J District will save a projected \$200,000 if they form their own Administrative Unit. Reduction of costs is the key reason for this decision.
 - Ms. Sandi Searls asked Dr. Foster if he feels he will be able to provide better service if he has more “in house” control. Dr. Foster replied that he has no concern with the service he has received from the Centennial BOCES Special Education program; his decision is entirely financial. If approved by CDE, his plan is to hire the CBOCES staff that is currently providing the basic services within his district, indicating there should be very little disruption in the transition process.
 - Mr. Bob Richardson added that he does not blame Dr. Foster for making this decision, but is left with the feeling that this movement away from the BOCES Cooperative is creating an overall disconnect and he is concerned about the sustainability of the BOCES.
 - Ms. Carolyn Breninger said if BOCES can reduce RE-5J's administrative costs by the \$200,000 that they will be saving, RE-5J will pull their decision off the table; she asked Mr. McCabe if he does or does not support RE-5J's decision to apply to CDE for their own Administrative Unit.
 - Mr. McCabe responded that he does support RE-5J's decision, if that is the direction the Board decides to go, but has some reservations as to the impact on the program and

staffing side of the issue. Mr. McCabe said the detailed Cost Analysis that CBOCES performed last year on the Special Ed services has clarified many of the expenses. Mr. McCabe feels there are still many variables that RE-5J did not consider as they prepared their cost projection for CDE.

- Dr. Donna Howell and Mr. John Dudley pointed out that RE-5J can apply to CDE with or without anyone's approval.
- Dr. Foster reminded the group that he has already received overwhelming support from the Superintendents Advisory Council and he would like to have the Board's vote of support also. This will be an important element when CDE reviews the application.
- Mr. Bob Richardson and Ms. Kathy Wood indicated that they feel the discussion around this matter is helpful in promoting better understanding.
- Mr. Don Dillehay said he is very sensitive to the issue and understands Dr. Foster's reason for wanting to form his own AU; however, he also worries about what this action may mean down the road for the cooperative spirit of the organization and member districts. Mr. Dillehay said he questions if every decision should be about the money.
- Mr. Rob Carruth said he was on the Morgan County Board of Education when they formed their own AU many years ago, and it has been a good decision. He said he supports RE-5J's decision. Ms. Sandi Searls concluded that she also supports RE-5J in their decision to apply to CDE for their own AU.

Ms. Sandi Searls moved to support RE-5J's application to CDE to form their own Administrative Unit with the understanding that RE-5J will continue to partner with Centennial BOCES in the Center Based Programs, Transition House and the Out of District Pool. Seconded by Mr. Tim Swain. The motion passed by a majority roll call vote: [Connie Allmer, yes; Carolyn Breninger, yes; Rob Carruth, yes; Don Dillehay, yes; John Dudley, no; Donald Johnston, yes; Lola Johnson, yes; Marianne Kaiser, yes; Ron Pfleiderer, yes; Randy Ray, no; Bob Richardson, yes; Sandi Searls, yes; Tim Swain, yes; Kathy Wood, yes]

3.3 Financial Reports – Terry Buswell

- Board Notes
- Investment Report
- Financial Report Summary
- Expense Detail Report
 - Mr. Buswell reported and responded to questions.

3.4 Report Discussion on Board Governance

- Mr. Bob Richardson reported that he has done some research on the formation of a BOCES and Centennial BOCES is set up according to law – as they should be. Each member district must be represented on the Board of Directors. He added that he believes it is each Board Member's responsibility to stay in communication with their Superintendent and to get their opinions and input on the matters at hand concerning involvement with the BOCES.
- It was suggested that possibly someone is chosen from the Board Members to be a liaison between the Board and the Superintendents and consequently report back at each meeting.
- Mr. John Dudley said this is a good idea, keep brainstorming and this issue will be revisited at a future meeting.

3.5 Audit Timeline

- Currently, the audit is scheduled to be coming out in November. This conflicts with the Board re-organizations and the budget process. Ms. Sandi Searls suggested that next year the Audit be performed in October. Mr. Buswell said he will ask the auditors to prepare the audit in October for next year so it is ready to report to the Board in November.

4.0 ACTION ITEMS

4.1 Approve Strategic Plan

The Pursuit of Excellence

The Centennial BOCES Strategic Plan, developed through collaboration with our stakeholders, is intended to be a critical communication tool for our districts, our community, and ourselves as an organization. This Plan articulates what we believe, where we are going, what we will be doing to get there, and who will be engaged in the journey. The strategic Plan document defines a clear Vision, Mission, and Strategic Goals that will guide our everyday work. Departments will align their plans with the strategic goals in order to continuously improve.

Each year, departments will delete, add or amend initiatives / actions subject to the Executive Director's review and then the Board of Director's review. The status and progress of each planned action will be reviewed by the Board of Directors each year.

Vision:

Centennial BOCES is an agile and responsible educational service cooperative that provides irresistible services and programs. Our organizational culture fosters partnerships, innovation, efficiency, leadership, and excellence that are embraced by Centennial BOCES and the community.

Mission Statement:

Through collaboration, provide value-added resources that enrich educational opportunities for all students.

Strategic Goals:

1. Promote and strengthen a collaborative culture that supports the needs and priorities of our organization and the communities we serve.
2. Achieve service excellence, driven by continuous improvement principles – organization wide.
3. Create and utilize leading-edge practices to improve educational outcomes.
4. Foster and enhance organizational practices to attract and retain a diverse and highly skilled workforce.

Mr. Bob Richardson moved to approve the Strategic Plan as presented. Seconded by Ms. Kathy Wood. The motion passed by a unanimous roll call vote: [Connie Allmer, yes; Carolyn Breninger, yes; Rob Carruth, yes; Don Dillehay, yes; John Dudley, yes; Donald Johnston, yes; Lola Johnson, yes; Marianne Kaiser, yes; Ron Pfleiderer, yes; Randy Ray, yes; Bob Richardson, yes; Sandi Searls, yes; Tim Swain, yes; Kathy Wood, yes]

4.2 Approve Resolution Adopting State Archives School Record Retention Manual

RESOLUTION ADOPTING STATE ARCHIVES SCHOOL RECORD RETENTION MANUAL

Whereas, The Centennial Board of Cooperative Educational Services is required to comply with all Colorado State Record Retention Laws; and

Whereas, The Colorado State Archives and Public Records Office has developed a records management manual specific to school districts and BOCES.

IT IS THEREFORE RESOLVED, THAT THE Centennial Board of Cooperative Educational Services has adopted the Colorado State Archives – School Districts Records Management Manual as its guide for CBOCES records retention.

Mr. Bob Richardson moved to approve the State Archives School Record Retention Manual as presented. Seconded by Ms. Kathy Wood.

The motion passed by a unanimous roll call vote: [Connie Allmer, yes; Carolyn Breninger, yes; Rob Carruth, yes; Don Dillehay, yes; John Dudley, yes; Donald Johnston, yes; Lola Johnson, yes; Marianne Kaiser, yes; Ron Pfleiderer, yes; Randy Ray, yes; Bob Richardson, yes; Sandi Searls, yes; Tim Swain, yes; Kathy Wood, yes]

5.0 ANNOUNCEMENTS / REPORTS / UPCOMING MEETINGS

Board Re-organization happens this November. Term limited Board Members are Sandi Searls and Ron Pfleiderer. A special “Thank You” to them for their many hours and years of service. Orientations will be scheduled for all new and returning Board Members. More information will follow.

<p><u>Upcoming Board of Directors Meetings</u></p>

<p>November 19, 2009 December 10, 2009</p>
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6.0 ADJOURNMENT

The meeting was adjourned at 9:10 pm by consensus.

Respectfully Submitted,

Melony Sandquist
Executive Administrative Assistant