

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**April 21, 2011
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met on April 21, 2011 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) Rob Carruth, Morgan RE-3
- 2) Julie Chesnut, Platte Valley RE-7
- 3) Mike Dixon, Brush RE-2J
- 4) John Dudley, Ault/Highland RE-9
- 5) Sheryl Groves, Weldon Valley RE-20J
- 6) Marsha Harris, Weld RE-1
- 7) Kelly Johnston, Briggsdale RE-10
- 8) Marianne Kaiser, Prairie RE-11
- 9) Rod Schmidt, St Vrain RE-1J
- 10) Tim Swain, Eaton RE-2
- 11) Scott Tietmeyer, Pawnee RE-12

Board Members (or alternates) absent:

- 1) Tony Paglia, Park R-3
- 2) Mike Steinbach, Wiggins RE-50J
- 3) Don Wilson, Johnstown/Milliken RE-5J

Superintendents present:

- 1) Glenn McClain, Platte Valley RE-7
- 2) Jo Barbie, Weld RE-1
- 3) Priscilla Huston, Brush RE-2J
- 4) Rob Ring, Ault/Highland RE-9
- 5) Greg Waters, Morgan RE-3

BOCES Staff present:

Randy Zila, Executive Director
Jocelyn Walters, Special Ed Director
Christine Muldoon, Innovative Education Services Coordinator
Melony Sandquist, Executive Administrative Assistant

1.4 APPROVAL OF AGENDA

Mr. John Dudley, Board President, announced an amendment to the Agenda. Item 6.2, Approval of the CBOCES 2011-12 Meeting Calendar, will be added to the Agenda.

Ms. Marianne Kaiser moved to approve the Agenda as amended. The motion was seconded by Mr. Rod Schmidt.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Rod Schmidt, yes; Tim Swain, yes; Scott Tietmeyer, yes]

1.5 APPROVAL OF MINUTES

Ms. Kelly Johnston moved to approve the Minutes from the February 17, 2011 Meeting. The motion was seconded by Mr. Scott Tietmeyer.

The motion passed by a majority roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Rod Schmidt, yes; Tim Swain, abstain; Scott Tietmeyer, yes]

2.0 SAC REPORT

Dr. Glenn McClain reported on the April 8, 2011 SAC Meeting as follows:

- Mr. Jhon Penn from CDE reported to the Superintendents on budget items.
- Mr. Rick Mondt met with Dr. Zila regarding his continued service to CBOCES.
 - Final decision by Dr. Zila is still uncertain.
 - Continuing to determine exact time commitment with Eagle Net.
- Mr. Buswell presented the Gifted & Talented budget and discussed options for change.
 - The Superintendents decided to leave the GT budget process “as is”.
- Program Directors provided updated reports.

3.0 CONSENT AGENDA

3.1 Approve Supplemental Appropriations

Expelled and At Risk Student Services Supplemental Project:	\$38,588.00
Title I-A Grant Project:	4,624.00
Title II-A Grant Project:	\$7,283.00
Title II-D Grant Project:	-\$328.00
Title III-A Grant Project:	-\$914.00
Title III Immigrant Set Aside Grant Project:	-\$3,775.00

3.2 Approve Personnel Items

Staff Appointments, Staff Resignations

Mr. Tim Swain moved to approve the Consent Agenda as presented. The motion was seconded by Ms. Marianne Kaiser.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Rod Schmidt, yes; Tim Swain, yes; Scott Tietmeyer, yes]

4.0 PROGRAM DIRECTOR REPORTS

- **Terry Buswell, CFO / HR Director / Technology**

- A written report was submitted in the Board Agenda and includes the following highlights:
 - Mr. Buswell was unable to attend the meeting due to jury duty commitments.
 - Dr. Zila reported on behalf of Mr. Buswell:
 - Two budget meetings with Superintendents have taken place.
 - Budget will be reduced by approximately \$12 million dollars.
 - Three staff members have transferred from CBOCES to Eagle Net.
 - The Longmont office transition to the Greeley Office will take place the week of May 16th.
 - The technology department will not transition 100% due to equipment that is currently installed at the Longmont office (and cannot be moved at this time).
 - All surplus furniture / equipment from the Greeley Office was donated to Habitat for Humanity.

- **Jocelyn Walters, Special Ed**

- A written report was submitted in the Board Agenda and includes the following highlights:
 - Successful Area-wide took place today, April 21, 2011.
 - Three staff positions opened – Speech Language Pathologist, Occupational Therapist, Early Childhood Special Education Teacher (teacher position just filled today, April 21st).
 - Discussion on Maintenance of Effort.

- **Mary Ellen Good, Federal Programs**

- A written report was submitted in the Board Agenda and included the following highlights:
 - Dr. Good was unable to attend the Board Meeting.
 - Information provided on Title I Part C
 - 12th Annual Outstanding Migrant Student/High School Graduation Celebration.
 - Anticipated that Colorado will receive a level-funding grant award next year of approximately \$7 million from the Office of Migrant Education.
 - Consolidated Federal Grants
 - Updated information as outlined in the written report.
 - Teaching American History Grant
 - New grant proposal was submitted on March 28th to target 5th grade teachers. This grant cycle runs from 2011 – 2014 and is slightly under \$1 million dollars.

- **Christine Muldoon, Innovative Education Services**

- A written report was handed out at the meeting and included the following highlights:
 - Innovative Education Services received a \$20,000 grant from CDE's Dropout Prevention and Student Engagement Department.
 - CBOCES is being offered a supplemental grant for \$38,588 to enhance our current Expelled and At-Risk Student Services program efforts.
 - June Educator Training will take place from June 6 through June 10, 2011.
 - Administrator Hot Topics: May 12, 2011 - The Law and Effective Student Investigations.

- **Randy Zila, Executive Director**

- Moving forward with St Vrain to work out a purchase agreement on the Longmont office.
- Office transition from Longmont to Greeley is progressing smoothly. Deadline is May 20th.
- Researching information and bids for an updated security system for the Greeley office.

5.0 REPORTS / DISCUSSION

5.1 Eagle Net Report from Dr. Randy Zila

- Finalizing Environmental assessments.
- The Eagle Net Board will meet monthly.
- The first of several Federal Program visits will be April 23 & 24.
- Temporary office location has been established in Broomfield, Colorado.
- There have been two requests for funds from the NTIA.
 - ✓ Turn around time for requests of funds has been within 24 hours of the request.

5.2 Financial Report – Dr. Zila reported on behalf of Mr. Buswell

- a) Board Notes
- b) Investment Report
- c) 2 Page Financial Report Summary
- d) 16 Page Expense Detail Report
- e) Cash Flow Analysis Report
- f) Cash Flow Chart

Discussion: Dr. Jo Barbie thanked Mr. Buswell and Dr. Zila for the work they have put into reducing assessment costs for the districts, adding that she appreciates the review and discussion on how assessments are calculated. Dr. Priscilla Huston said the budget meeting she attended was very transparent and the information she received helped her to better understand the process.

6.0 ACTION ITEMS

6.1 Discussion / Action regarding Treasurer and Vice President positions on the Board of Directors

- Background Information:
 - Mr. Tim Swain currently holds office of Vice President and Treasurer.
 - Mr. Swain was originally voted in as Treasurer.
 - Mr. Swain assumed the Vice President position when the office was vacated by Ms. Pat Montoya upon her resignation from the Board.
 - Ms. Marianne Kaiser, Board Secretary, may assume the Treasurer position if so desired by her and the Board.

Mr. Rod Schmidt moved that Marianne Kaiser be appointed as Board Treasurer since she is already Board Secretary, and retain Mr. Tim Swain as Board Vice President. The motion was seconded by Ms. Sheryl Groves.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Rod Schmidt, yes; Tim Swain, yes; Scott Tietmeyer, yes]

6.2 Approve 2011-2012 Centennial BOCES 248 Day Work Calendar and Meeting Schedule

Mr. Rod Schmidt moved to approve the CBOCES 2011-2011 Calendar as presented. Seconded by Mr. Mike Dixon.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; John Dudley, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Rod Schmidt, yes; Tim Swain, yes; Scott Tietmeyer, yes]

7.0 Announcements / Upcoming Meetings
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Board of Directors	Superintendents Advisory Council
May 19, 2011	May 6, 2011

There being no further business, Mr. John Dudley adjourned the meeting at 7:21 p.m.

Respectfully Submitted,



Melony Sandquist
Executive Administrative Assistant
Centennial BOCES