

# **CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS**

**September 15, 2011  
MEETING MINUTES**

## **1.0 OPENING OF MEETING**

The Board of Directors of the Centennial Board of Cooperative Educational Services met on September 15, 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) Julie Chesnut, Platte Valley RE-7
- 2) Rob Carruth, Morgan RE-3
- 3) Mike Dixon, Brush RE-2J
- 4) John Dudley, Ault-Highland RE-9
- 5) Kelly Johnston, Briggsdale RE-10
- 6) Mike Steinbach, Wiggins RE-50J
- 7) Tim Swain, Eaton RE-2
- 8) Scott Tietmeyer, Pawnee RE-12

### **Board Members (or alternates) absent:**

- 1) Sheryl Groves, Weldon Valley RE-20J
- 2) Marsha Harris, Weld RE-1
- 3) Marianne Kaiser, Prairie RE-11
- 4) Tony Paglia, Park R-3
- 5) Rod Schmidt, St Vrain RE-1J

### **Superintendents present:**

- 1) Glenn McClain, Platte Valley RE-7
- 2) Michelle Johnstone, Brush RE-2J

### **BOCES Staff present:**

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

**1.4 APPROVAL OF AGENDA**

Mr. Mike Steinbach moved to approve the Agenda as presented. The motion was seconded by Mr. Tim Swain.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes]

**1.5 APPROVAL OF MINUTES**

Mr. Mike Dixon moved to approve the minutes as presented. The motion was seconded by Ms. Julie Chesnut.

The motion passed by a majority roll call vote: [Julie Chesnut, yes; Rob Carruth, abstain; Mike Dixon, yes; John Dudley, abstain; Kelly Johnston, abstain; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes]

**1.6 BOARD REPORTS / REQUESTS**

Mr. John Dudley reminded Board Members that a meeting cannot be conducted if there is not a quorum count of at least seven members present. Board Quorum Defined: [Robert’s Rules, 10<sup>th</sup> edition, pages 20, 336 & 336] “A required minimum number of directors who must be present before the board may conduct business.” The Centennial BOCES By-Laws requires a majority:  
***[SECTION III – Quorum - A quorum necessary for transaction of business shall be a simple majority of all directors.]***

**2.0 CONSENT AGENDA**

- 2.1 Approve Personnel Items
  - Staff Appointments / Additional Assignments
  - Staff Resignations / Releases

|   |              |
|---|--------------|
| 2.2 Approve Supplemental Appropriations       |              |
| Title IID eNetColorado Phase 2 Grant Project: | \$103,442.00 |
| Intel Teach ITA Project:                      | \$34,292.00  |
| Adobe Connect Project:                        | \$9,924.00   |
| CASL Project:                                 | \$3,044.00   |
| Gifted & Talented Consultant Grant Project:   | -\$1,245.00  |
| Teaching American History Grant Project:      | \$79,963.00  |

Mr. Tim Swain moved to approve the Consent Agenda as presented. The motion was seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes]

### **3.0 REPORTS / DISCUSSION**

#### **3.1 SAC Report – September 1, 2011, Dr. Glenn McClain**

- Dan Morris from eNet Colorado made a presentation on the DREAM site
- Report and updates provided by Christine Muldoon on the new CBOCES High School Diploma Program
- Report received from CDE provided by Jhon Penn

#### **3.2 Program Director Reports**

- Federal Programs – Mary Ellen Good
  - Written report provided in the Agenda
- Business Services / CFO / HR / Technology – Terry Buswell
  - Written report provided in the Agenda
- Innovative Education Services – Christine Muldoon
  - Handout provided at the meeting
- Special Education – Jocelyn Walters
  - Verbal Report at the meeting included:
    - Updates on ARRA – Books Closed
    - Details of CDE Final Audit
    - Update of Area Wide In-services for the upcoming year
- Executive Director – Randy Zila
  - Written report provided in the Agenda

#### **3.3 Financial Reports – Mr. Terry Buswell**

- a) Board Notes
- b) Investment Report through 6/30/11
- c) 2 Page Financial Report Summary through 6/30/11
- d) 16 Page Expense Detail Report through 6/30/11
- e) Cash Flow Analysis Report through 6/30/11
- f) Cash Flow Chart through 6/30/11

Discussion: Mr. Buswell reviewed each report and responded to questions.

#### **3.4 Eagle Net Report – Dr. Randy Zila**

- Written report provided in the Agenda

#### **3.5 Discussion – Executive Director’s Contract / Timelines**

- Executive Session will be on the SAC Agenda for the October meeting
- Dr. Zila’s Contract will be up on December 31, 2011
- Dr. Zila duties with Eagle Net are increasing, therefore less days are being spent at CBOCES
- Program Directors are assuming day-to-day leadership at CBOCES and that is working well
- Further discussion will take place at the October Board Meeting

**4.0 ACTION ITEMS**

- 4.1 Approve Revised Policy Regulation GCQEA–R Guidelines for Voluntary Retirement Incentive on First Reading

**Mr. Rob Carruth moved to approve Revised Policy Regulation GCQEA-R as presented on first reading. The motion was seconded by Ms. Julie Chesnut.**

**The motion passed by a unanimous roll call vote: [Julie Chesnut, yes, Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes]**

- 4.2 Approve Resolution Authorizing the use of a portion of beginning fund balance in the amount of \$187,451.33 from the WOHS Building Fund, distributing net proceeds to participating school districts

Discussion: Mr. Dudley asked Mr. Buswell if CBOCES has adequate reserve on hand to distribute the WOHS building funds at this time. Mr. Buswell responded that yes, adequate funds are available and it will not create a financial hardship to distribute the WOHS funds to the districts as presented in the Resolution.

**Mr. Tim Swain moved to approve the Resolution as presented. The motion was seconded by Mr. Mike Dixon.**

**The motion passed by a unanimous roll call vote: [Julie Chesnut, yes, Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Kelly Johnston, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes]**

**5.0 Announcements / Upcoming Meetings**

|                    |                                  |
|--------------------|----------------------------------|
| Board of Directors | Superintendents Advisory Council |
| October 27, 2011   | October 6, 2011                  |

There being no further business, Mr. Dudley adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

Melony Sandquist  
Executive Administrative Assistant  
Centennial BOCES