

**CENTENNIAL BOARD
OF COOPERATIVE EDUCATIONAL SERVICES**

SUPERINTENDENTS ADVISORY COUNCIL

**MINUTES
June 4, 2010**

A. 9:00 a.m. SUPERINTENDENTS ROUND TABLE DISCUSSION

B. 9:50 a.m. CALL TO ORDER – MR. ROB RING

• **The following Superintendents, or designees, were present:**

1) Glenn McClain	Platte Valley RE-7
2) Marty Foster	Johnstown-Milliken RE-5J
3) Bob Petterson	Weldon Valley RE-20J
4) Jo Barbie	LaSalle, Gilcrest, Platteville Weld RE-1
5) Steve Neel	Wiggins RE-50J
6) Tim Unrein	Eaton RE-2
7) Rick Mondt	Briggsdale RE-10
8) Rob Ring	Ault-Highland RE-9
9) Luis Martinez	Thompson R-2J
10) Greg Wagers	Morgan RE-3

• **The following Superintendents, or designees, were absent:**

1) Sharon Warren	Pawnee / Grover RE-12
2) Michael Gradoz	St Vrain RE-1J
3) Joe Kimmel	Prairie RE-11
4) Donna Howell	Brush RE-2J
5) Linda Chapman	Park R-3

• **The following CBOCES staff members were present:**

Randy Zila	Executive Director
Terry Buswell	CFO / HR Director
Becky Minnis	Special Education / GT Director
Christine Muldoon	Program Coordinator, Federal Programs
Melony Sandquist	Executive Administrative Assistant

• **The following guests were present:**

- Don Saul
 - Independent consultant assisting Dr. Zila in the BOCES financial review
- Presenters from College In Colorado:
 - Dawn Taylor Owens Executive Director, CIC
 - Julia Pirnack Director of Web and Curriculum Development, CIC
 - Gully Stanford Director of Partnerships, CIC

C. CONSENT GROUPING ACTION ITEMS

- Approve Agenda

Dr. Jo Barbie moved to approve the Agenda as presented. Seconded by Mr. Bob Petterson. The motion passed unanimously.

- Approve Minutes from May 7, 2010

Mr. Rick Mondt moved to approve the Minutes as presented. Seconded by Dr. Glenn McClain. The Motion passed unanimously.

D. ELECT SAC CHAIRPERSON FOR THE 2010-2011 SCHOOL YEAR

Dr. Marty Foster nominated Mr. Rob Ring as chairperson for 2010-2011 school year. [Mr. Ring declined nomination since the BOD president is Mr. John Dudley, also from Ault/Highland RE-9. Mr. Ring feels that the chairperson should be from a different district than the Board President.] Dr. Foster agreed and pulled his nomination.

Dr. Jo Barbie nominated Mr. Rick Mondt as Chairperson for 2010 – 2011 school year. Seconded by Mr. Greg Wagers. Dr. Marty Foster moved that nominations cease. Seconded by Dr. Jo Barbie. Mr. Rick Mondt was elected as the Chairperson for the 2010 – 2011 school year by a unanimous yes / no vote.

Dr. Jo Barbie nominated Mr. Rob Ring as Co-Chairperson for the 2010 – 2011 school year. Seconded by Dr. Marty Foster. Dr. Jo Barbie moved that nominations cease. Seconded by Mr. Steve Neel. Mr. Rob Ring was elected as the Co-Chairperson for the 2010 – 2011 school year by a unanimous yes / no vote.

E. DESIGNATE SAC REPRESENTATIVE TO THE BOARD OF DIRECTORS FOR THE 2010 – 2011 SCHOOL YEAR

Mr. Steve Neel nominated Dr. Glenn McClain as SAC representative to the Board of Directors. Seconded by Mr. Greg Wagers. [Dr. McClain indicated that he was fine with the appointment as long as the SAC is in agreement that if he cannot attend a meeting, he will find someone from the SAC to take his place for that meeting. All SAC members were in agreement.] Dr. Glenn McClain was chosen as SAC Representative to the Board of Directors by a unanimous yes / no vote.

F. REPORTS

❖ College In Colorado:

An educational presentation was given by the following staff from CIC:

- Dawn Taylor Owens Executive Director, CIC
- Julia Pirnack Director of Web and Curriculum Development, CIC
- Gully Stanford Director of Partnerships, CIC

One of the topics discussed during the presentation was that districts must turn in their ICAP plans to CDE by September 30, 2010. As a result of this discussion, the SAC asked Dr. Zila to coordinate efforts around the ICAP plan requirement as follows:

- Arrange a meeting in early July between district staff and CIC staff to receive training on what is required and to develop a template for reporting the ICAP Plan
- Arrange for a second meeting in August (after school starts) to assist districts in submitting their plan by the September 30th deadline

G. BREAK

H. REPORTS, Continued

❖ EARSS Grant Review & Update

Ms. Christine Muldoon reported on behalf of Dr. Mary Ellen Good who is attending a mandatory Migrant Education Event

Ms. Muldoon passed around a letter of support for the EARSS Grant to the five participating district Superintendents to sign [Ault /Highland RE-9, Platte Valley RE-7, Eaton RE-2, Johnstown/Milliken RE-5J, Weld RE-1]

Key information was shared as follows:

- You must have your 2009-2010 USED Grant budget submitted to Terry Buswell by June 30, 2010
- There will be a 25% reduction in the 2010-2011 budget due to this being the 3rd year which is a step-down year
- All components must stay in place for the 3rd and 4th year, even with the reduction in the budget
- Renewal of this Grant is not guaranteed. Centennial BOCES will be notified of renewal by early August
- Any carry-over money from your 2009-2010 EARSS Grant budget will be redistributed to the 2010-2011 award budget of \$110,250

❖ Aims / BOCES High School Diploma Program:

Mr. Steven Kahla and Mr. John Dixon from Aims Community College (Aims CC) were present to explain the HS Diploma Program and respond to questions from the Superintendents. The following items were discussed:

- Mr. Kahla gave a brief review of how / when the High School Diploma Program began. He shared that the program was the “brain child” of Dr. Dale McCall (past Executive Director of Centennial BOCES) and Dr. Dick Wood (past President of Aims CC) to create a viable method for students who had dropped out of school to receive their high school diploma
- Aims CC is contracted by CBOCES to provide the educational service and structure for this program. Aims CC takes their direction from the CBOCES and can structure the rules and the program however CBOCES instructs them to
- Over the years, the program has taken on a new personality from the original structure, where 98% of the students attending the program are currently coming from Greeley / Evans District 6. The program was originally meant for an alternative placement of potential drop out students from the 15 member districts
- One discrepancy that has developed over the years is the pricing structure. There are currently two different models of pricing. One based on a price for “student slots” and one based on a price “per student”

- Currently, the price “per student” for someone coming to the program from a non-member district (i.e. District 6) is \$1,300 which is considerably less than the “slot” prices that the member districts are currently paying
- Mr. Kahla agreed there is no justification for the current pricing structure, but indicated that the program and pricing structure was reviewed last year with the BOCES Executive Director, Mr. Jack McCabe and the Learning Services Program Director, Ms. Tresban Rivera, and they (Aims CC) were not given a new directive, so business continued as usual
- The Aims / BOCES High School Diploma Program was handed over to Dr. Mary Ellen Good as part of her new duties as Learning Services Program Director when Ms. Rivera left the CBOCES at the end of the 2008 – 2009 school year. Dr. Good and Ms. Muldoon have been overseeing the HS Diploma Program this current year
 - Mr. Kahla recommended that CBOCES give them some tighter controls on the HS Diploma Program. Dr. Zila agreed that CBOCES needs to develop a plan and get back to Aims CC with a list of expectations and guidelines
 - Dr. Marty Foster recommended that on a temporary basis, Aims CC continues to do business as usual until CBOCES and the SAC can have a chance to further the discussion and come up with a more comprehensive and controlled program plan
 - A meeting is scheduled for June 21st between Aims CC staff, Randy Zila and Mary Ellen Good. More information will follow after this meeting

❖ **Special Education Director Applications and Interviews**

Dr. Zila reported that 15 applications had been received for the position of Special Ed Director. He will create a screening committee to review the applications. An interview committee will be formed and interviews will probably take place the third week of June.

The position of Gifted & Talented Director will also need to be considered since this was a duty that Ms. Becky Minnis handled as the Special Ed Director.

I. PROGRAM DIRECTOR REPORTS

- **Federal Programs / Learning Services – Christine Muldoon reporting for Mary Ellen Good**
 - Currently working with 10 member districts and 2 non-member districts to prepare and submit the 2010-11 Consolidated Application
 - Preparing the 2010-11 Migrant Education Program (MEP) Grant Application which will include 20 school districts in the North Central and Northeast regions of Colorado
 - Submitting a competitive grant application to CDE for a 3 year McKinney-Vento grant (Homeless Education) for a total of \$45,000 to provide professional development, technical support and emergency assistance to students experiencing homelessness in 21 of our partnering school districts in the North Central and Northeastern regions of Colorado
 - Currently ending the first year of a five year Teaching American History grant for secondary teachers (\$1.6 million). Have submitted a second Teaching American History grant application for 30 elementary teachers (\$1.7 million) and hope to receive a grant award notification this summer
 - Eighteen teachers from St Vrain, Ft Morgan, Windsor, Wiggins, and Eaton have been accepted to participate in our partnership program with Adams State College to receive their Linguistically Diverse Education (LDE) endorsement at no cost to the teachers or districts. Classes will be held at the CBOCES office in Longmont starting this summer and will continue through fall of 2011
- **Business Services / HR – Terry Buswell**
 - Had to contact CDE several times, but finally received an answer that IDEA funds should start to flow as soon as Monday, June 7th
 - Putting the request for a line of credit on hold for now

- Have received more staff resignation letters from individuals who have moved from the CBOCES special education department to RE-5J. Those staff people will not show as non-renew
 - Still no word on the Broadband Grant or process for due diligence. Hope to hear something very soon
 - Recently met with Technology Department staff. They are formulating a plan outlining what various services they can provide to the districts. This will be useful information; more detail to follow
- **Special Education / Gifted & Talented – Becky Minnis**
 - Special Education
 - As you'll recall, CDE reviewed our December 1, 2009 count data and our data suggests that there is disproportionate representation of students identified between December, 2008 and December, 2009. In our case, it is overrepresentation of students with disabilities who are Hispanic with an eligibility of Specific Learning Disability (SLD). We have reviewed the 20 files they have asked to look at out of the 183. We have already identified some needs for training for this fall. Buildings need to make sure that home language surveys are accurate and in students' files, and that Cela scores are addressed. Special Education staff needs to be trained on how to appropriately evaluate second language students. Dr. Jo Barbie asked that I let her know which Districts were identified as having issues with this
 - The file reviewers for Medicaid were here yesterday. They didn't find any real concerns, but the report won't be here for a couple of weeks. There were a couple of minor discrepancies on reported salaries, and one situation in a district where the nurse billed for changing a student, although the IEP said that a paraprofessional would be doing that
 - We are interviewing and trying to fill our positions. We have hired one new school psychologist for the South Platte office to replace Jan Culler who retired, and we need to interview to replace Janelle Bierdeman (RE-1 and Eaton Preschool) who accepted a job in Windsor. We anticipate another resignation soon. We also interviewed and plan to offer positions to replace Karen Gookin and Fawn Gold, SLPs (RE-9, RE-2, RE-1)
 - I attended the Northern Special Education Directors' meeting yesterday. Alyssa Burghardt with Caplan and Earnest presented changes in CDE's Restraint Rules. We will need to provide training this fall, but our primary NCI Restraint Trainer, Kristin Hanson-Hofmann, is leaving. There are some significant changes in the rules, especially around "seclusion" vs. "time-out". We are supposed to include training on CDE's rules every two years – not just on NCI techniques. CASB just released a policy and form template (JKA). Alyssa is developing a form that will meet all legal requirements and will share that with the Northern Directors this summer. Ms. Minnis shared Alyssa's Power Point presentation and handout with the Superintendents with her permission
 - CDE just learned yesterday that the state went from "Needs Intervention" to "Needs Assistance"
 - Gifted Education
 - The AU Program Plan was submitted prior to the May 28 due date. There is a compliance report due prior to June 30 based on our C-GER audit that occurred in January. It will be focused on communication and programming for G/T students as related to their Advanced Learning Plans (ALPs)
 - There will need to be a decision about someone assuming the duties of the G/T Director for next year. I logged a minimum of 20 days spent on G/T duties this year, and .05 of my FTE went toward that. We have \$5,200 in the 2010-2011 G/T budget for salary for a G/T Director
- **Executive Director – Randy Zila**
 - Will have a Broadband Task Force Committee Meeting on June 7th to begin preparation in case CBOCES is notified to enter into due diligence phase
 - Met with eastern Superintendents on May 25th. Good discussion
 - Conducting regular meetings with Terry Buswell on financial status, budget and staffing
 - Launched a twitter site – testing it right now – will put out formal announcement next week
 - Posted norms on the wall, please take a look and review. Superintendents, please advise if you have a problem following any of the Norms or if you would like to add something. Will review again in September

J. BUDGET REVIEW

- ❖ Mr. Buswell passed out a revised budget document; there were minor changes from the document reviewed at the May 7th SAC Meeting. Mr. Buswell provided a hand out to explain the budget adjustments since May 7th. Mr. Buswell reviewed department specifics and responded to questions.

Highlights of the 2010 – 2011 budget are as follows:

- Staff salaries have been frozen
- Insurance benefits have been capped; employees will pay \$19.51 per month towards their single medical plan coverage
- Staff reductions have been made in several areas, including Administration, Technology, Special Education, and Learning Services
- Total budget has been reduced by over \$4,500,000 from previous year

Mr. Buswell asked Superintendents to call or e-mail him if they have questions.

Dr. Jo Barbie announced that her district is considering pulling out of the Infinite Campus support (CIC) since the cost difference is \$6 or \$7 per student compared to what they would pay if they went directly to CIC for their support.

The meeting was adjourned at 12:03 p.m.

Respectfully Submitted,

Melony Sandquist
Centennial BOCES
Executive Administrative Assistant