

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**November 21, 2013
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on November 21, 2013 at the Centennial BOCES Office – 2020 Clubhouse Drive – Greeley, Colorado.

1.1 CALL TO ORDER

Due to the absence of an Executive Officer of the Board, Dr. Randy Zila – Centennial BOCES Executive Director, called the meeting to order at 6:30 p.m. Dr. Randy Zila notified Board Members that they should designate a Chairman Pro-Tem to conduct the meeting from this point forward.

Mr. Scott Stump moved to designate Ms. Marsha Harris as Chairman Pro-Tem. Seconded by Ms. Beryl Clear. The motion passed by a unanimous show of hands.

1.2 SELF INTRODUCTIONS

1.3 ROLL CALL

- 1) Mr. Brian Baker, Wiggins RE-50J
- 2) Ms. Berlyn Clear, Platte Valley RE-7
- 3) Ms. Juliana Coalson, Eaton RE-2
- 4) Ms. Alphretta Erdmann, Briggsdale RE-10
- 5) Ms. Marsha Harris, Weld RE-1
- 6) Mr. Karl Isakson, Ault/Highland RE-9
- 7) Mr. Scott Stump, Prairie RE-11
- 8) Mr. Jeff Wahlert, Pawnee RE-12

Board Members (or alternates) absent:

- 1) Mr. Rob Carruth, Morgan RE-3
- 2) Mr. Mike Dixon, Brush RE-2
- 3) Mr. Mike Linton, Weldon Valley RE-20J
- 4) Mr. Tony Paglia, Park R-3
- 5) Ms. Paula Peairs, St Vrain RE-1J

Superintendents present:

- 1) Dr. Glenn McClain, Platte Valley RE-7
- 2) Dr. Jo Barbie, Weld RE-1
- 3) Mr. Rob Ring, Ault/Highland RE-9
- 4) Mr. Bret Robinson, Pawnee RE-12

BOCES Staff present:

Dr. Randy Zila, Executive Director
Dr. Mary Ellen Good, Federal Programs Director
Mr. Terry Buswell, CFO, HR Director, Technology Director
Ms. Jocelyn Walters, Special Education Director

Mr. Mark Rangel, Innovative Education Director
Ms. Melony Sandquist, Executive Admin Assistant

Guests present:

- Mr. Tim Mayberry representing the Audit Firm of Holscher, Mayberry LLC
- Mr. Tim Swain, retiring BOCES Board President / Member from Eaton RE-2

1.4 APPROVAL OF AGENDA

Dr. Randy Zila requested an amendment to the Agenda by moving item 5.0 forward to Item 1.9 – *Welcome New Board Members & Acknowledge Retiring Board Members.*

Mr. Jeff Wahlert moved to approve the Agenda as amended. Seconded by Ms. Berlyn Clear.

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

1.5 APPROVAL OF MINUTES

Ms. Alphretta Erdmann moved to approve the Minutes from the October 17, 2013 Meeting. Seconded by Ms. Berlyn Clear.

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

1.6 PUBLIC PARTICIPATION

- None

1.7 BOARD REPORTS / REQUESTS

- None

1.8 OLD BUSINESS

- None

1.9 RECOGNITION OF RETIRING CBOCES BOARD MEMBERS

Dr. Randy Zila welcomed the new Board Members; they are as follows:

- Mr. Brian Baker representing Wiggins RE-50J
- Ms. Berlyn Clear, representing Platte Valley RE-7
- Ms. Juliana Coalson, representing Eaton RE-2
- Mr. Karl Isakson, representing Ault/Highland RE-9

Dr. Zila presented Mr. Tim Swain with a plaque in recognition of the many years he has devoted his time and leadership on the Centennial BOCES Board of Directors. Mr. Swain is also the retiring President of the Centennial BOCES Board of Directors

Other retiring CBOCES Board Members who were unable to attend the meeting are:

- Mr. John Cordova, Ault / Highland RE-9
- Mr. Tony Paglia, Park R-3
- Mr. Mike Steinbach, Wiggins RE-50J
- Ms. Julie Chesnut, Platte Valley RE-7
- Mr. Rod Schmidt, St Vrain RE-1J

2.0 CONSENT AGENDA

2.1 Personnel Items

2.2 Supplemental Appropriations

Mr. Jeff Wahlert moved to approve the Consent Agenda as presented. Seconded by Mr. Scott Stump.

Discussion: There was no discussion on Agenda Item 2.1 or 2.2

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

3.0 REPORTS / DISCUSSION

3.1 SAC Report

- Dr. Glenn McClain - Superintendent, Platte Valley RE-7

3.2 Audit Report

- Mr. Tim Mayberry – Holscher, Mayberry & Company, P.C.
 - Mr. Mayberry reported that the CBOCES audit 2012-2013 process went smoothly. He has delivered a “clean opinion” which means there were problems or mistakes found and no formal management comments are needed. Mr. Mayberry thanked Mr. Buswell for his efficient accounting and record keeping practices
 - There were no questions or comments from the Board

3.3 Financial Reports

- Mr. Terry Buswell, CBOCES CFO
 - a. Board Notes for the Financial Reports
 - b. Investment Report A through 9/30/13
 - c. Cash Flow Analysis Report B 9/30/13
 - d. Cash Flow Chart C through 9/30/13
 - e. Financial Summary Report (2 pages) through 9/30/13
 - f. Detailed Expense Report (12 pages) through 9/30/13

3.4 Directors' Reports

- Mr. Terry Buswell, CFO / Director of Human Resources / Director of Technology
- Dr. Mary Ellen Good, Director of Federal Programs
- Mr. Mark Rangel, Director of Innovative Education
- Ms. Jocelyn Walters, Director of Special Ed
- Dr. Randy Zila, Executive Director

Discussion: There were no questions and no group discussion on the 3.0 Agenda Items

4.4 ACTION ITEMS

4.1 Approve CBOCES Accreditation Report for 2012-2013

Mr. Jeff Wahlert moved to approve the Accreditation Report for 2012-2013 as presented. Seconded by Ms. Juliana Coalson.

Discussion: There were no questions or discussion on Action Item 4.1

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

4.2 Approve Financial Audit for 2012-2013

Mr. Scott Stump moved to approve the Financial Audit for 2012-2013 as presented. Seconded by Ms. Berlyn Clear.

Discussion: There were no questions or discussion on Action Item 4.2

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

4.3 Approve Transfer of Auto Lease to a Lease/Purchase

Ms. Berlyn Clear moved to approve the transfer of the auto lease to a lease/purchase. Seconded by Mr. Jeff Wahlert.

Discussion: Dr. Zila and Mr. Buswell explained there has been difficulty with the lease agreements from the Nissan/Subaru dealership regarding the lease process. As it turns out, the financing divisions of Nissan and Subaru do not provide financing for nonprofit organizations, and the dealership did not understand this when the leases were originated. In order to resolve this issue, CBOCES is requesting Board approval to shift from a traditional lease to a lease-purchase agreement through Government Capital Corporation. Mr. Buswell responded to Ms. Harris' question, clarifying the cost difference monthly and over the 5 year term.

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

4.4 Approve Revised Policy JFABD “Admission & Success of Homeless Students” on First Reading

Mr. Jeff Wahlert moved to approve Revised Policy JFABD as presented. Seconded by Ms. Juliana Coalson.

Discussion: Dr. Zila explained the revised policy includes verbiage that is necessary to stay compliant with the laws regulating the McKinney Vento Homeless Grant.

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

4.5 Approve Revised Policy BEAA “Electronic Participation in School Board Meetings” on First Reading

Mr. Jeff Wahlert moved to approve Revised Policy BEAA as presented. Seconded by Mr. Scott Stump.

Discussion: Dr. Zila explained the revised policy is a result of recent legislative action signed by the Governor in August that allows for electronic participation in school board meetings. The revision follows CASB recommendations for a BOCES or School Board. Electronic participation at a meeting is not mandatory, however it is now optional for each organization. Certain criteria as outlined in Colorado Statute must be followed.

The motion passed by a unanimous roll call vote: [Mr. Brian Baker, yes; Ms. Berlyn Clear, yes; Ms. Juliana Coalson, yes; Ms. Alphretta Erdmann, yes; Ms. Marsha Harris, yes; Mr. Karl Isakson, yes; Mr. Scott Stump, yes, Mr. Jeff Wahlert, yes]

6.0 ANNOUNCEMENTS

<p><u>Upcoming Board Meetings</u> January 16, 2014 April 17, 2014 May 15, 2014</p>

There being no further business, Ms. Marsha Harris adjourned the meeting at 7:28 p.m.

Respectfully Submitted,



Melony Sandquist
Centennial BOCES
Executive Ass't to CEO, BOD, SAC