

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**May 20, 2010
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met on May 20, 2010 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 6:00 p.m.

1.2 SELF INTRODUCTIONS

1.3 ROLL CALL

- 1) Rob Carruth, Morgan RE-3
- 2) Mike Dixon, Brush RE-2J*
*Mr. Dixon was not present at roll call; he arrived later during Executive Session 2.0
- 3) John Dudley, Ault-Highland RE-9
- 4) Josh Fox – Alternate, Platte Valley RE-7
- 5) Sheryl Groves, Weldon Valley RE-20J
- 6) Marsha Harris – Alternate, Weld RE-1
- 7) Kelly Johnston, Briggsdale RE-10
- 8) Marianne Kaiser, Prairie RE-11
- 9) Sharon Olson, Thompson R-2J
- 10) Tony Paglia, Park R-3
- 11) Rod Schmidt, St Vrain RE-1J
- 12) Mike Steinbach, Wiggins RE-50J
- 13) Tim Swain, Eaton RE-2
- 14) Don Wilson, Johnstown/Milliken RE-5J

Board Members (or alternates) absent:

- 1) Mary Burson – Pawnee RE-12

Superintendents present:

- 1) Linda Chapman, Park R-3
- 2) Marty Foster, Johnstown / Milliken RE-5J
- 3) Jo Barbie, Weld RE-1
- 4) Glenn McClain, Platte Valley RE-7
- 5) Greg Wagers, Morgan RE-3
- 6) Rob Ring, Ault / Highland RE-9
- 7) Bob Peterson, Weldon Valley RE-20J
- 8) Randy Miller, Eaton RE-2
- 9) Donna Howell, Brush RE-2J
- 10) Steve Neel, Wiggins RE-50J

BOCES Staff present:

Randy Zila, Executive Director
Terry Buswell, Chief Financial Officer / HR Director
Becky Minnis, Special Ed / Gifted & Talented Director
Melony Sandquist, Executive Administrative Assistant

Guests:**EAGLE-Net Project:**

- Denise Atkinson-Shorey, EAGLE-Net
- Chip White, E3SI
- Perry Movick, CBOCES Assistant Technology Director
- Ken Fellman, Attorney – Kissinger & Fellman, P.C.
- Gerlene Rhyne, IBM
- Lisa Monroe, IBM
- Ron Johnson, IBM
- Suki Fitzgerald, IBM
- Bob Brenner, Adesta, LLC
- John Conley, State Internet Portal Authority
- Dan Morris, CDE
- Tom Cudmore, Representative Betsy Markey's Office

1.4 APPROVAL OF AGENDA

Mr. Terry Buswell requested to have the Draft Budget item 6.7 removed from the Consent Agenda and added to item 5.0 for discussion only. The Draft Budget is not presented for approval at this time, just for discussion. It was also requested that items 6.4 (health insurance rates) and 6.6 (salary, benefits schedules) be removed from the Consent Agenda for purposes of further discussion and separate vote.

Mr. Tim Swain moved to approve the Agenda as Amended. Seconded by Ms. Marianne Kaiser.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; John Dudley, yes; Josh Fox, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Sharon Olson, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

1.5 APPROVAL OF MINUTES

Mr. Tony Paglia moved to approve the Minutes from April 15, 2010. Seconded by Mr. Mike Steinbach.

The motion passed by a majority roll call vote: [Rob Carruth, yes; John Dudley, yes; Josh Fox, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Sharon Olson, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, abstain]

1.6 BOARD REPORTS / REQUESTS

Mr. Tim Swain reported that he attended the Greeley / Weld County ceremony for the Aims / BOCES High School Diploma Program. Mr. Swain said it was a great experience for him, and that many of the students shared their stories of how they had to overcome many obstacles to obtain their High School Diploma.

1.8 SAC REPORT

Dr. Randy Miller gave a brief report of the May 7th SAC Meeting:

- Dr. Dale McCall was present to report his recommendations for the Federal Broadband Grant, indicating that he feels this initiative is a much needed resource for Colorado and schools, however BOCES should move forward with caution – especially in the area of an IGA
- Broadband issues, pros and cons, were discussed in detail; this subject is on the Board Agenda for further discussion and review
- Superintendents are concerned about the CBOCES financial position and the amount of cash on hand; there are discrepancies on how equity is calculated and reported; this matter needs to get resolved

2.0 EXECUTIVE SESSION

Ms. Marianne Kaiser moved that the Board of Directors go into Executive Session for the purpose of discussions regarding personnel matters as authorized by C.R.S. § 24-6-402(4)(f). This matter involves the Executive Director’s Contract. Those present at the outset of the Executive Session shall be members of the Board of Directors, the Executive Director pro tem and members of the Superintendents Advisory Council. The Board may subsequently excuse the Executive Director pro tem and/or members of the Superintendents Advisory Council at any time during the Executive Session. Seconded by Mr. Don Wilson.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Josh Fox, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Sharon Olson, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

6:35 pm – Mr. John Dudley called the meeting back to order:

3.0 ACTION ITEM

3.1 Executive Directors Contract

Discussion: Dr. Glenn McClain explained that three separate contracts were presented during Executive Session and they each had been reviewed by legal counsel. The contract that was agreed upon during Executive Session is the one presented on green paper.

Ms. Sheryl Groves said she would have liked to have more time to review the contracts that were presented.

Additional time was given for the Board Members to review each of the three contracts and ask questions.

There was no further discussion.

Mr. Don Wilson moved to approve the Executive Director’s Contract for Dr. Randy Zila that was presented to the Board during Executive Session on green paper. Seconded by Mr. Tim Swain.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Josh Fox, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser,

yes; Sharon Olson, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

4.0 REPORT / DISCUSSION ON EAGLE-NET – BROADBAND GRANT

The following guests were present to provide information and answer questions relative to the Broadband Grant application, related expenses and possible future plans.

- Perry Movick, Centennial BOCES
- Denise Atkinson-Shorey, EAGLE-Net
- Chip White, E3SI
- Ken Fellman, Attorney - Kissinger & Fellman, P.C.
- Gerlene Rhyne, IBM
- Lisa Monroe, IBM
- Ron Johnson, IBM
- Suki Fitzgerald, IBM
- Eric Bernd, IBM
- Bob Brenner, Adesta, LLC
- John Conley, State Internet Portal Authority
- Dan Morris, CDE
- Tom Cudmore, Rep Betsy Markey's Office

A Power Point presentation was provided by Ms. Atkinson-Shorey and various members of the team responded to questions. No action was taken.

Mr. John Dudley called for a break after the presentation, allowing the Board and Superintendents an opportunity to visit with the guests before they left.

The meeting was called back to order at 8:40 pm.

Dr. Randy Zila took note of various ideas and concerns from the Board Members and Superintendents, agreeing to contact Mr. Richard Bump of Caplan & Earnest, LLC to consult further on the broadband grant scenario. It was requested that Mr. Bump give his opinion on the Draft IGA that is being proposed by the EAGLE-Net Team (Ms. Denise Atkinson-Shorey, Mr. Ken Fellman, Mr. Chip White, etal).

The Board agreed that since the due diligence phase of the grant application is expected to be announced in the next week or two, CBOCES needs to be prepared to respond. Dr. Zila commented that more detailed information is needed from NTIA. A list of questions will be submitted to the EAGLE-Net Team and their responses will be e-mailed to the Board and Superintendents when received.

Mr. Rod Schmidt recommended putting together a Broadband Task Force committee. The Board agreed and asked Dr. Zila to invite Mr. Bump to attend the first committee meeting which will be planned ASAP.

Individuals volunteering to be on the Broadband Task Force committee are as follows:

- Marty Foster, RE-5J
- Carolyn Breninger, RE-5J
- Glenn McClain, RE-7
- Rod Schmidt, RE-1J
- Jo Barbie, Weld RE-1
- Randy Miller, RE-2
- Tony Paglia, Park R-3

5.0 REPORTS

Financial Reports – Terry Buswell

- Notes for 5/20/10 Board Report – April 2010
- 2 page Summary Financial Report through 4/30/10
- Investment Report through 4/30/10
- 16 page Expense Details Report through 4/30/10
- Cash Flow Analysis Report through 4/30/10
- Cash Flow Chart through 4/30/10
- Review of Draft Budget

Mr. Buswell reviewed all reports and responded to questions.

Program Directors' Reports

- Terry Buswell – CFO / HR Director
 - Have discussed line of credit with both Chase Bank and Wells Fargo. Will bring a formal presentation back to the Board at the June meeting
 - Financial report given earlier
 - Draft Budget document and review to follow
- Mary Ellen Good – Federal Programs & Learning Services Director
 - Mr. Terry Buswell reported for Dr. Mary Ellen Good who could not attend the meeting
 - 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
- Becky Minnis – Special Education & Gifted/Talented Director
 - Special Education:
 - We were hoping that we would be finished with audits and reviews after the two in January, but we just found out that we will have a Medicaid File Review on June 3
 - We have a CDE audit on June 10. 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. Disproportionate representation means that when compared to their presence in the overall relevant population, a given racial/ethnic group is over- or under-represented in a specific population. In our case, it is overrepresentation of students with disabilities who are Hispanic with an eligibility of Specific Learning Disability (SLD). We are in

the process of reviewing those 183 files to see if some were coded incorrectly. That is our initial impression

- We are in the process of identifying professional development and training needs for the fall. We will be working on improving our Individual Education Plan (IEP) facilitation process, writing more appropriate IEP goals, and strategies for behavior interventions
 - Our special education coordinator that planned to take on the role of Behavior Specialist was just offered another job, so we will be posting that position. It is a 1-year ARRA Stimulus Fund position
 - We will hold our appreciation luncheon tomorrow for our itinerant staff. We have 3 retirees that we will be honoring: Peggy Schow-Hirsch, Speech Pathologist (7 years with BOCES), Linda Brooks, Preschool Teacher (15 years), and Jan Culler, School Psychologist (17 years)
- Gifted Education:
- I attended the State Gifted Education Directors meeting on April 30. The Administrative Program Plan due date was moved from April 30 to May 28. There is no longer a matching funds requirement, so the budget sheet was revised to reflect that
 - Our Gifted Education Regional Consultant is putting together a professional development plan for the Center for Advanced Student Learning (C.A.S.L.) for next year. She has two Leadership Breakfasts planned and three Teacher Professional Development Workshops, which will be year 2 of the 2-year Rigor Series Project
 - I will not be here as the Director of Special Education and Gifted Education next year, so we will be looking for someone else to take over that position
- Randy Zila, Executive Director
- Have been working with Melony to set times to meet in small with groups with Superintendents
 - Will be meeting with Board Members throughout the summer
 - Working to “test drive” and go live with a Tweet
 - Log onto [Twitter.com](https://twitter.com) and enter CBOCES in the Search field to follow Dr. Zila’s activities
 - Have had numerous meetings with Terry Buswell to discuss budget and review financial situation
 - Will be meeting with the three Program Directors routinely for review, updates and discussion
 - A summary report will be given at the June Board Meeting
 - Congratulations to Becky Minnis on the appointment of Superintendent of Schools / Fairplay, CO

6.0 CONSENT AGENDA ACTION ITEMS

- 6.1 Approve Personnel Items - Resignations / Releases / Retirement as presented
- 6.2 Approve Special Ed Agreements as presented
- 6.3 Approve Revised Policy JFABD as presented on First Reading
 - The changes are policy updates aligned with Title X and to meet the current McKinney Vento Homeless Education Assistance Act RFP standards
- 6.4 Removed from Consent Agenda for separate discussion and vote *
- 6.5 Approve Change in Audit Firm to Johnson, Holscher & Company
- 6.6 Removed from Consent Agenda for separate discussion and vote *
- 6.7 Draft Budget – pulled from Consent Agenda and placed as a discussion item only

* Agenda Items 6.4 Approve Health Benefit Coverage and 6.6 Approve Salary & Benefit Schedules were pulled from the Consent Agenda to be voted on and discussed separately.

Mr. Mike Steinbach moved to approve the Consent Agenda as amended. Seconded by Mr. Don Wilson.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Josh Fox, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Sharon Olson, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

6.4 Approve Health Benefit Coverage through Meritain

Discussion: Mr. Terry Buswell explained the two quotes that were received for CBOCES health benefits for the 2010 – 2011 fiscal year and passed out a document outlining the various premiums. CEBT/PPO is less expensive, but there is a \$211,706.39 run-out fee if CBOCES were to pull out of Meritain at this time. The Superintendents Advisory Council voted unanimously to recommend staying with Meritain Health for the upcoming fiscal year.

Mr. Tim Swain moved to approve Agenda Item 6.4 – Health Benefit Coverage through Meritain. Seconded by Mr. Rod Schmidt.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Josh Fox, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Sharon Olson, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

6.6 Approve Salary & Benefit Schedules

Discussion: Mr. Terry Buswell confirmed that salaries have been frozen for the 2010-2011 fiscal year. Benefit C was changed to reflect no benefits for 180 day employees.

Mr. Rod Schmidt moved to approve Agenda Item 6.6 – Salary & Benefits Schedule. Seconded by Ms. Sheryl Groves.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Josh Fox, yes; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Sharon Olson, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes]

7.0 ANNOUNCEMENTS / UPCOMING MEETINGS

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| Board of Directors Meeting | Superintendent Advisory Council |
| June 17, 2010 6:00 pm | June 4, 2010 9:00 am |

8.0 ADJOURNMENT

The meeting was adjourned at 10:00 pm by consensus.

Respectfully Submitted,

Melony Sandquist
Executive Administrative Assistant
Centennial BOCES