

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**February 17, 2011
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met on February 17, 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) John Dudley, Ault-Highland RE-9
- 4) Sheryl Groves, Weldon Valley RE-20J
- 5) Kelly Johnston, Briggsdale RE-10
- 6) Tony Paglia, Park R-3
- 7) Mike Steinbach, Wiggins RE-50J
- 8) Scott Tietmeyer, Pawnee RE-12

Board Members (or alternates) absent:

- 1) Mike Dixon, Brush RE-2
- 2) Marsha Harris, Weld RE-1
- 3) Marianne Kaiser, Prairie RE-11
- 4) Rod Schmidt, St Vrain RE-1J
- 5) Tim Swain, Eaton RE-2
- 6) Don Wilson, Johnstown/Milliken RE-5J

Superintendents present:

- 1) Greg Wagers, Morgan RE-3
- 2) Bob Petterson, Weldon Valley RE-20J
- 3) Jo Barbie, Weld RE-1
- 4) Linda Chapman, Park R-3
- 5) Randy Miller, Eaton RE-2
- 6) Bret Robinson, Pawnee RE-12

BOCES Staff present:

Randy Zila, Executive Director
Mary Ellen Good, Federal Programs Director
Jocelyn Walters, Special Ed Director
Terry Buswell, CFO / HR 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. “Board Reports” will be added to Item 1.6 and Item 5.3 “Executive Director’s Report and Recommendations” will be moved to the end of the Agenda as Item 6.2.

Mr. Tony Paglia moved to approve the Agenda as amended. The motion was seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Rob Carruth, yes; John Dudley, yes; Sheryl Groves, yes; Kelly Johnston, yes; Tony Paglia, yes; Mike Steinbach, yes; Scott Tietmeyer, yes]

1.5 APPROVAL OF MINUTES

Ms. Sheryl Groves moved to approve the Minutes from the January 20, 2011 Meeting. The motion was seconded by Mr. Mike Steinbach.

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

1.6 PUBLIC PARTICIPATION / BOARD REPORTS

Mr. John Dudley received a congratulatory letter from Ms. Vody Herrmann, Director of School Finance at the Colorado Department of Education, recognizing Centennial BOCES for obtaining a clean audit status. Mr. Dudley congratulated Mr. Buswell for a job well done on the audit.

2.0 SAC REPORT

Ms. Linda Chapman, Superintendent of Park R-3 School District, reported on behalf of Dr. Glenn McClain:

- The SAC welcomed a new Superintendent, Mr. Bret Robinson of Pawnee RE-12 School District.
- Ms. Linda Chapman presented a verbal report on Time to Teach and Balanced Leadership.
- Ms. Christine Muldoon presented a report on her Mexico trip where she visited several schools participating in the Global Assessment Certification Program.
- Mr. Buswell visited with Superintendents about next year’s meeting calendar. Some suggestions were given and a Draft Calendar for the 2011-2012 school year will be presented at the March 4th SAC meeting.
- Ms. Vody Herrmann from CDE was at the meeting to report on the state’s current school finance situation. Ms. Herrmann is retiring at the end of the year and Dr. Zila honored her with a surprise luncheon after the meeting.

3.0 CONSENT AGENDA

3.1 Approve Supplemental Appropriations

State Grant Writing Project:	\$18,639.00
eNetColorado Intel Teach ITA Project:	\$30,000.00
Geneseo Scholarship Project:	\$2,500.00
Title III Differentiated Reading Strategies Project:	\$27,186.00

Mr. Tony Paglia moved to approve the Consent Agenda (Supplemental Appropriations) 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; John Dudley, yes; Sheryl Groves, yes; Kelly Johnston, yes; Tony Paglia, yes; Mike Steinbach, 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 included the following highlights:
 - Mr. Buswell reviewed the Single Audit Report. All Board Members and Superintendents received a copy.
 - Mr. Buswell will be setting up the first budget meeting with Superintendents very soon. A Doodle meeting survey is currently out via e-mail to survey responses on the best date.
 - The 2011-2012 Draft Meeting Calendar is being considered by the SAC, next it will be brought to the Board in March or April for consideration.

- Jocelyn Walters, Special Ed
- A written report was submitted in the Board Agenda and included the following highlights:
 - CBOCES received their 2009-2010 Letter of Determination on the State Performance Plan. (SPP) and received the highest rating “Meets Requirements”. This is the first year that CBOCES has received this level of distinction and the AU has improved in its ranking for the past three years.
 - January 18th all December Count reports needed to be validated, approved, and submitted. The total number of students reported for CBOCES special education AU was 845.
 - Area Wide Training was on January 27th.
 - Ms. Walters reviewed details around High Cost Applications and noted that her department will be working with district business offices in gathering the data to submit the application which is due in March.

- Mary Ellen Good, Federal Programs
- A written report was submitted in the Board Agenda and included the following highlights:
 - On February 4th, 42 migrant students from 5 school districts in our Northern Region attended a Migrant Youth Leadership Institute held on the Metro State campus in Denver. Fort Morgan and Greeley school districts provided bus transportation.
 - The 2011-2012 MEP Grant Application should be released by CDE next week. It is anticipated Colorado will receive level funding next year (Approximately \$7 million)
 - In the process of completing final revisions for this year’s Title grants.
 - Planning to submit a new grant proposal for Teaching American History for 30 elementary teachers (2013-2015).

- Christine Muldoon, Innovative Education Services
- A written report was handed out at the meeting and included the following highlights:
 - Innovative Education Services is exploring options for secondary students ranging from alternative programs, online classes/schools and specialty schools/programs.
 - CBOCES is looking at expanding the diploma program into Adams 12. Also looking at adjustments in support for member districts and including a strong ESL support program.
 - Budgeting workshop by Glenn McClain and Bill Hungenburg was a huge success.
 - Looking forward to working with Dan Morris on Intel Leadership in upcoming months.

- Randy Zila, Executive Director
 - Met with the Program Directors yesterday on the office transition plan. This was the Directors' second meeting.
 - Many details are being considered, i.e. where to move existing staff, where to put staff moving in from Longmont, are the right people in the right positions, what comes first, what is needed for equipment or furniture, what will be excess, etc.
 - The technology department which is housed in the Longmont facility will be phased in slowly to the Greeley facility.
 - The Board of Directors and Superintendents will be consulted regarding any excess furniture and / or equipment.
 - Goal for entire move to be completed by May 20, 2011.
 - Meeting with St Vrain personnel on March 10th regarding their interest in the Longmont facility. St Vrain is already utilizing some space and may want to purchase the building. The biggest issue around future possibilities for the Longmont facility is the fact that there is a lien on the property with Wells Fargo Bank for the IFAS equipment / software. Discussions are taking place with St Vrain about them possibly taking over IFAS.

5.0 REPORTS / DISCUSSION

5.1 Eagle Net Report from Dr. Randy Zila

- Federal Broadband Grant has been successfully transferred from CBOCES to Eagle Net Alliance.
- UMB Bank is funding the up front expenses.
- Considering a lease at The Views in Broomfield for office space.
- Environmental assessments are in process.
- Requesting NTIA to amend the start date since it has taken five months to get the funding secured.
- CBOCES will submit request to NTIA for expense reimbursement on Round 2 of the grant.

5.2 Financial Report by Terry Buswell

- a) Board Notes
- b) Investment Report
- c) 2 Page Financial Report Summary
- d) 15 Page Expense Detail Report
- e) Cash Flow Analysis Report
- f) Cash Flow Chart
- g) Single Audit Report – Year Ending 6-30-10 (bound copy enclosed in packet)

Discussion: Mr. Buswell explained the above reports and responded to questions.

5.3 Executive Director's Report and Recommendations *

*** This Item was moved to 6.2 on the Agenda**

5.4 Discussion on providing food prior to Board Meetings

CBOCES administration provided food purchased at King Soopers in lieu of catering by Dorothy's. Cost of the meal was approximately \$3.00 per person. The Board agreed by consensus to have CBOCES administration continue to provide meals prior to Board Meetings and manage the cost to around \$3.00 per person.

6.0 Action Items

- 6.1 Approve Revised Regulation GCBD – R Fringe Benefits on Second Reading
- Approved on First Reading at the November 18, 2010 Meeting

Note: New Regulation GCQA / GCQB – R (Reduction In Force) was presented at the November 18th Meeting and unanimously voted down. Mr. Buswell is working through significant changes to this Regulation per request of the Board. This new and revised Regulation will be brought back to the Board at a future date for re-consideration.

Mr. Rob Carruth moved to approve revised Regulation GCBD – R on Second Reading. The motion was seconded by Ms. Julie Chestnut.

The motion passed by a majority roll call vote: [Julie Chesnut, yes; Rob Carruth, yes; John Dudley, yes; Sheryl Groves, yes; Kelly Johnston, yes; Tony Paglia, yes; Mike Steinbach, no; Scott Tietmeyer, yes]

6.2 Executive Director's Report and Recommendations

Dr. Zila provided a written report to the Board with his recommendations for proceeding under Options B & D as determined at the January 20, 2011 meeting

- **Option B:** Investigate the possibility of interviewing current Directors who are interested in a combined position of being an Executive Director and maintaining their position responsibilities
- **Option D:** The Executive Director position could be a part time position for 2-3 days a week. A retired Superintendent, BOCES executive, or other administrative retiree maybe an optimal option for the future until the organizations regains balance financially

Mr. Tony Paglia 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 discussion around Option B, the possibility of interviewing current Directors for the position of Executive Director. Those present at the outset of the Executive Session shall be members of the Board of Directors, Superintendents and the Executive Director. The motion was seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Rob Carruth, yes; John Dudley, yes; Sheryl Groves, yes; Kelly Johnston, yes; Tony Paglia, yes; Mike Steinbach, yes; Scott Tietmeyer, yes]

The regular meeting reconvened at 7:51 p.m.

Mr. Tony Paglia moved that the Board of Directors and Superintendents work with Dr. Zila on a feasible solution for Dr. Zila to continue as Executive Director on a part time basis. The motion was seconded by Ms. Julie Chesnut.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; Rob Carruth, yes; John Dudley, yes; Sheryl Groves, yes; Kelly Johnston, yes; Tony Paglia, yes; Mike Steinbach, yes; Scott Tietmeyer, yes]

7.0 Announcements / Upcoming Meetings

Board of Directors	Superintendents Advisory Council
March 17, 2011	March 4, 2011
April 21, 2011	April 8, 2011

There being no further business, Mr. John Dudley adjourned the meeting at 7:55 p.m.

Respectfully Submitted,



Melony Sandquist
Executive Administrative Assistant
Centennial BOCES