

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

**March 15, 2012  
MEETING MINUTES**

## **1.0 OPENING OF MEETING**

The Board of Directors of the Centennial Board of Cooperative Educational Services (BOCES) met on March 15, 2012 at the Centennial BOCES Office – 2020 Clubhouse Drive – Greeley, Colorado.

## **1.1 CALL TO ORDER**

Mr. Tim Swain, Board President, called the meeting to order at 6:30 p.m.

## **1.2 SELF INTRODUCTIONS**

### **1.3 ROLL CALL**

- 1) Rob Carruth, Morgan RE-3
- 2) Julie Chesnut, Platte Valley RE-7
- 3) Karl Cline, Weldon Valley RE-20J
- 4) John Cordova, Ault-Highland RE-9
- 5) Mike Dixon, Brush RE-2J
- 6) Marsha Harris, Weld RE-1
- 7) Danielle Mertens, Prairie RE-11
- 8) Mike Steinbach, Wiggins RE-50J
- 9) Tim Swain, Eaton RE-2
- 10) Robert Utley, Briggsdale RE-10J

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

- 1) Tony Paglia, Park R-3
- 2) Rod Schmidt, St Vrain RE-1J
- 3) Scott Tietmeyer, Pawnee RE-12

### **Superintendents present:**

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

### **BOCES Staff present:**

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

### **Guests present:**

None

## **1.4 PUBLIC PARTICIPATION**

None

## **1.5 APPROVAL OF AGENDA**

**Ms. Julie Chesnut moved to approve the Agenda as presented. Seconded by Mr. Mike Steinbach.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]**

## **1.6 APPROVAL OF MINUTES**

**Mr. John Cordova moved to approve the Minutes from the February 23, 2012 Meeting. Seconded by Mr. Mike Dixon.**

**The motion passed by a majority roll call vote: [Rob Carruth, abstain; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]**

## **2.0 CONSENT AGENDA**

### **2.1 Approve Supplemental Appropriations:**

eNetColorado Phase II ARRA Grant Project:	\$3.00
SWAP – Greeley Grant Project:	\$71,694.00
SWAP – Fort Morgan Grant Project:	\$21,473.00
Title I Grant Project:	-\$5,643.00
Title II – Teacher Quality Grant Project:	-\$358.00

### **2.2 Approve Personnel Items as presented**

- Staff Appointments – refer to separate document

**Mr. Rob Carruth moved to approve the Consent Agenda as presented. Seconded by Mr. Mike Steinbach.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]**

## **3.0 REPORTS / DISCUSSION ITEMS**

### **3.1 SAC Report – March 1<sup>st</sup> Meeting**

- Dr. Glenn McClain – Superintendent, Platte Valley RE-7
  - Race To The Top Funding
    - Member Districts will pool resources to use for professional development
  - Discussion around the new IEP Software being promoted by CDE
  - Questions / comments were presented for CDE through representative Chad Auer

### 3.2 Financial Reports

- Mr. Terry Buswell, CBOCES CFO presented and responded to questions
  - Board Notes for the Financial Reports
  - Investment Report through 2/29/12
  - Cash Flow Analysis Report through 2/29/12
  - Cash Flow Chart through 2/29/12
  - Two page Summary Financial Report through 2/29/12
  - 15 page Detailed Expense Report through 2/29/12

### 3.3 Budget Development Process / Timeline for 2012 – 2013

#### January 2012 – March 2012

- BOCES meetings to focus on budget scenarios and analysis of possible reductions in districts' state funding.
  - BOCES Salary and Benefit review
  - Special Education, federal funding and other possible grant impacts
- Superintendent Budget Work Group meets to review data and impacts of budget scenarios. Provide input to Executive Director
- Develop and share communications with staff regarding fiscal issues and the budget process for the 2012 – 2013 school year
- Monitor and re-assess State and Federal revenue picture
- Potential budget changes reviewed by departments and SAC Budget Work group

#### April 2012 – June 2012

- Budget drafts (to date) on SAC Agenda for review, additional input, etc.
- Continue to monitor / re-assess State and Federal picture
- Superintendent Budget Work Group meetings scheduled (as needed)
- Tentative recommendations to SAC (April 5<sup>th</sup>) and Board (April 19<sup>th</sup>)
- Potential adoption of BOCES budget – SAC meeting (May 3<sup>rd</sup>) and Board meeting (May 17<sup>th</sup>) depending on the final outcome of the state legislative session
- If necessary, adoption of final BOCES 2012-2013 budget – SAC meeting (June TBD) and Board meeting (June TBD)

### 3.4 Directors' Reports

Written reports were provided and briefly reviewed by each Program Director

Dr. Zila provided a verbal report

- Mr. Terry Buswell, CFO / Director of Human Resources / Director of Technology
- Dr. Mary Ellen Good, Director of Federal Programs
- Ms. Christine Muldoon, Director of Innovative Ed
- Ms. Jocelyn Walters, Director of Special Ed
- Dr. Randy Zila, Executive Director
  - Verbal report
    - Daily business at CBOCES is running smoothly
    - Will meet with Program Directors soon to begin working on a 5-year plan

- 3.5 Report on Deleted Policy GCQEA / “Voluntary Retirement Incentive For Employees”
  - o Discuss / Clarify Grace Period for CBOCES Employee Effected by Policy Elimination
  - o Policy, Exhibit and Regulation are attached

Discussion: Mr. Terry Buswell asked the Board to clarify this action item from the February 23, 2012 meeting. Specifically, can the CBOCES employee who currently qualifies to take advantage of the Voluntary Retirement Incentive – Policy GCQEA be considered as “grandfathered in” on this option through her 30<sup>th</sup> year of employment? Since the action taken last month, this employee has been notified of the Board’s action to eliminate the policy and she is considering her options, indicating that she may want to take advantage of the early retirement incentive upon her 30<sup>th</sup> year of employment. Is this timeline agreeable with the Board? Board discussion revealed that the timeline as stated is correct and that it was the Board’s intention to allow the one CBOCES employee to be grandfathered in on the Voluntary Retirement Incentive Policy as outlined in the Policy Regulation.

**Mr. Mike Dixon moved to “grandfather in” the CBOCES employee that currently qualifies for the “Voluntary Retirement Incentive under Policy GCQEA” and that she is allowed to take advantage of this option through her 30<sup>th</sup> year of employment as outlined in the Policy Regulation GCQEA – R. Seconded by Mr. Mike Steinbach.**

**The motion passed by a majority roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, no; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]**

**ANNOUNCEMENTS / UPCOMING MEETINGS**

<b>Board of Directors</b>	<b>Superintendents Advisory Council</b>
April 19, 2012	April 5, 2012 * * This date may change

There being no further business, Mr. Tim Swain adjourned the meeting at 7:03 p.m.

Respectfully Submitted,



Melony Sandquist  
Executive Administrative Assistant  
Centennial BOCES