

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**April 15, 2010
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met on April 15, 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 6:30 p.m.

1.2 SELF INTRODUCTIONS

1.3 ROLL CALL

- 1) Carolyn Breninger, Alternate - Johnstown-Milliken RE-5J
- 2) Rob Carruth, Morgan RE-3
- 3) Mike Dixon - Brush RE-2J
- 4) John Dudley, Ault-Highland RE-9
- 5) Sheryl Groves – Weldon Valley RE-20J
- 6) Jana Gettman, Alternate – Platte Valley RE-7
- 7) Marsha Harris, Alternate – Weld RE-1
- 8) Kelly Johnston – Briggsdale RE-10
- 9) Marianne Kaiser, Prairie RE-11J
- 10) Sharon Olson, Thompson R-2J
- 11) Tony Paglia, Park R-3
- 12) Rod Schmidt – St Vrain RE-1J
- 13) Mike Steinbach – Wiggins RE-50J
- 14) Tim Swain, Eaton RE-2

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

BOCES Staff present:

Jack McCabe, Executive Director
Mary Ellen Good, Federal Programs / Learning Services Director
Terry Buswell, Chief Financial Officer / HR
Becky Minnis, Special Ed / Gifted & Talented Director
Melony Sandquist, Executive Administrative Assistant

Guests:

Todd Jirsa, Park R-3

1.4 APPROVAL OF AGENDA

Mr. Rod Schmidt moved to approve the Revised Agenda as presented. Seconded by Marianne Kaiser. The motion was approved by a majority roll call vote: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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, no]

Tim Swain asked to make a change to the Revised Agenda as presented, since there was no discussion prior to the previous vote. Mr. Dudley approved Mr. Swain's request and motion to consider an amendment to the Agenda.

Mr. Swain moved that the approved Agenda be amended by moving Item 2.0 (Executive Session) and Item 3.0 (Action Items) to the end of the Agenda after all other business matters and reports have been addressed. Seconded by Ms. Carolyn Breninger. The motion passed by a unanimous roll call vote: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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]

1.5 APPROVAL OF MINUTES

Mr. Tim Swain moved to approve the Minutes from February 18, 2010. Seconded by Ms. Sheryl Groves. The motion passed by a unanimous roll call vote: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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]

1.6 BOARD REPORTS / REQUESTS

Mr. John Dudley reported that he received a letter from Vody Herrmann, Assistant Commissioner of the Public School Finance Unit at the Colorado Department of Education. The letter read as follows:

The FY08-09 audit and ADE submission season has come to an end. The BOCES ADE data matches the independent audit and has been accepted by CDE. Submitting ADE data is not a small task. The effort and time put into audit preparation and ADE submission is appreciated. The overall presentation of the Audit and the submission should be commended in consistently providing quality ADE data that matches your audit in a timely manner.

Mr. Dudley congratulated Mr. Terry Buswell and his staff for consistently submitting quality audits that match or exceed the expectations of CDE.

2.0 CONSENT AGENDA

- 2.1 Approve Personnel Items - Resignations / Releases
- 2.2 Approve Special Ed Agreements
- 2.3 Approve Supplemental Appropriations
- 2.4 Approve Centennial BOCES Public Relations and Communication Guide
- 2.5 Approve or Amend CBOCES Meeting Calendar for 2010-2011

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: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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]

3.0 DISCUSSION / REPORTS

3.1 Program Directors' Reports

- **Terry Buswell – CFO / HR Director**
 - Audit Firm RFP

Discussion: Terry Buswell provided the following documentation regarding the Audit Firm RFP:

As approved at the February 18th Board meeting, Centennial BOCES conducted a Request for Proposal for Auditing Services beginning with the 2009-2010 fiscal year.

Request for Proposals were sent to seven audit firms the last week of February. Only three responded; Lauer, Szabo & Associates, PC sent a letter back indicating they would be unable to complete the engagement in the time frame required. We did receive proposals back from Sample & Bailey CPAs, P.C. out of Fort Collins and Johnson, Holscher & Company, P.C. out of Centennial. The proposal from Sample & Bailey came in at \$30,000 - \$34,000 for the first year. Subsequent years were \$1,500 above the first year. The proposal from Johnson, Holscher & Company came in at \$15,500 for the first year. Subsequent years were \$500 above the first year.

Swanhorst & Company LLC was not notified of the RFP being sent out. We do have a tentative third year under the original agreement from 2008. Centennial BOCES can terminate the agreement with a 60 day written notice. Swanhorst & Company LLC conducted the past two audits and had a very difficult time providing the documents in a timely, accurate, and complete manner. Specific deadlines were not met by the firm during the audit process. Centennial BOCES' goal is to present a final audit document to the Board of Directors at the October meeting. In order to accomplish this deadline, the selection of a different audit firm is being considered.

Since only one cost viable RFP was received, the need for a small committee to review the proposals does not seem warranted. The options are to retain Swanhorst & Company for one more year or recommend Johnson, Holscher & Company to the Board. We are requesting a recommendation from the SAC to take to the Board at the April 15th Board meeting.

- Mr. Buswell also reported that since the Larimer BOCES is dissolving, Centennial BOCES will no longer be working with them (and receiving revenue) to file financial reports, etc. as has been the practice in the past.

➤ **Becky Minnis – Special Ed / Gifted & Talented Director**

Special Education:

- We received our “Determination Letter” from the Colorado Department of Education on April 1. This addresses our level of compliance in meeting the State Performance Plan targets. These targets are based on federal requirements established by the Individuals with Disabilities Education Improvement Act of 2004. CDE bases our level of compliance on data collected from our BOCES. The rating categories are:
 - i. Meets Requirements
 - ii. Needs Assistance
 - iii. Needs Intervention, or
 - iv. Needs Substantial Intervention

We had a follow-up audit in January 2010, and we scored 100% and “Meets Requirements” in all areas except Indicator 15, which is “Noncompliance corrected but beyond 1 year or required timeline”. This was based on their follow-up audit last June, 2009. We had no control over that this year. I commend our special education staff (both BOCES and District) for working so hard to be in compliance in all those areas. Unfortunately, because of the audit last June 2009, our 2010 Determination is, again, “Needs Assistance”.

The 2009 Determination was “Needs Assistance”, and the 2008 Determination was “Needs Intervention”.

Since we have already corrected and met compliance in all of our areas now, the direction given to me was to just “continue submitting reports on time and keep meeting the requirements”.

- Our BOCES hosted a “Twice Exceptional Level II” training this week. This involves identification and services for students who are gifted but also have some type of disability. Most of our school psychologists have now completed the Level I and Level II training.
- We have worked out the arrangements with RE-5J for our staff members who will no longer be on CBOCES contracts due to RE-5J becoming their own Administrative Unit July 1. RE-5J will be hiring its own Occupational Therapist, Certified Occupational Therapy Assistant, Preschool Teachers and Paras, Physical Therapist, and School Nurse. We’ll contract back with RE-5J for half the time of the School Nurse and Physical Therapist so that we can use them for other districts. RE-5J will buy some time from us for Physical Therapist Assistant, Child Find Coordinator, Transition Coordinator, Translator, Deaf/Hard of Hearing, Audiologist, and Vision Teacher.
- The SAC approved our proposal for the 2nd half of the IDEA B and Preschool ARRA Stimulus Funds, with BOCES requesting to use \$67,300 of the \$994,693 IDEA B funds and \$10,000 of the \$70,792 preschool funds. BOCES’ allocation for preschool funds will be spent on assessments for evaluating preschool students. The IDEA B funds will be spent on transition curriculum materials, a Transition Job Coach, a Behavior Specialist, Affective Ed Curriculum, Autism training, tests and observations, Behavioral Interventions Training, and a Portable Sound Booth for audiology screenings.

Gifted Education:

- We received our C-GER (Colorado-Gifted Education Review) results. The full report was shared with G/T contacts from each district at a meeting on April 6 and the Executive Summary was shared with Superintendents at last Friday's SAC meeting. The G/T contacts and I began drafting an improvement plan on April 6 that is due June 30. It focuses on communication efforts with gifted students and their parents, programming, and affective education for gifted students.
- The Superintendents approved our G/T Budget for next year because that report is due to CDE by April 30. Our funds were cut from \$158,978 to \$116,000 for next year, partly due to RE-5J becoming their own Administrative Unit, and partly because of declining enrollment. We are still going to participate in the Center for Advanced Student Learning (C.A.S.L.) for professional development. CDE removed the requirement for matching funds based on an opinion by the Attorney General this month.

➤ **Mary Ellen Good – Federal Programs / Learning Services Director**

- Teaching American History Grant application has been submitted for an amount of 1.7 million dollars. This grant is designated for elementary school teachers. The Teaching American History Grants that have been applied for and received previously have been for high school teachers.
- The Consolidated Application preliminary allocations have not been released.
- The Migrant Application is becoming more and more restrictive (on what qualifies) and the application is much lengthier than in years past.
- CBOCES / Aims High School Diploma Program graduation ceremonies are taking place during the month of May. Please refer to section 6.0 of the Board Agenda for locations and times. The students appreciate your support.
- Learning Services program is gearing up for the June Educator Training (JET)
- Both Longmont and Greeley CBOCES offices received Promethian Smart Boards; a partnership program brought forward through the Colorado BOCES Association. CBOCES has agreed to host eight events in the next year to preview the functions of this equipment to area educators. CBOCES will then be allowed to keep both boards and the software packages at no cost. Dr. Good prepared a welcome message on the Promethian Board for the Board Members to view. Training on the equipment is forthcoming.

➤ **Jack McCabe – Executive Director / Director of Technology**

- Report on 2040 Clubhouse Drive Lease. District 6 will continue to lease the building again for the 2010 – 2011 school year, but it will not be used as a school. The revenue from this lease is approximately \$58,000 per year.
 - Round 2 of the Federal Broadband Stimulus Grant has been submitted. Total amount of the Grant is \$143,785,000. Mr. McCabe explained how CBOCES was able to obtain the 30% match of funds that was

required in order to be considered for the Grant. The decision on the grant award should be received by September 2010.

3.2 Financial Reports – Terry Buswell

- Board Notes
- Investment Report
- Financial Report Summary
- Expense Detail Report
- Cash Flow Analysis
- Equity Report

Discussion: Mr. Buswell reviewed each report and responded to questions. Mr. Buswell also handed out a document titled “Centennial BOCES Equity Change between 2007 and 2010” that reads as follows:

The 2007-08 Ending Equity was impacted by the inclusion of the net IFAS Lease Proceeds of \$1,032,527 and reached a high mark of \$4,678,041.

In 2007-08, the following major changes took place in reducing the ending equity balance to \$3,723,494.

- 207 MIS Lease Escrow balance reduced \$693,579
- 208 Managed Information Services – Budgeted equity use and supporting two software systems \$343,511
- 217 Internet Services – Budgeted equity use and ISP Service costs (Initial EagleNet Project costs) \$95,634.

In 2008-09, the following major changes took place in reducing the ending equity balance to \$2,661,622.

- 103 Greeley Building Lease – Budgeted equity use, Rental revenue shortfall, and roof repairs \$112,263
- 203 Data Analysis/Assessment – Budgeted equity use and Professional Services costs for Hudson temporary staff \$88,796
- 207 MIS Lease Escrow transfer, balance utilized \$338,947
- 208 Managed Information Services – Budgeted equity use and IFAS implementation \$689,635
- 217 Network and Internet Services – EagleNet Project, Budgeted equity use, and Revenue shortfall \$188,583
- 378 Weld Opportunity High School – Roof repairs and Building closing costs \$97,907

In 2009-10, the following major changes took place in reducing the ending equity balance to a projected \$1,278,546.

- 101 Administration – Budgeted equity use \$126,385
- 103 Greeley Building Lease – Equity used to pay off renovation lease \$68,850
- 203 Data Analysis and Assessment – Revenue shortfall \$110,686 (2 staff laid off)
- 205 Student Information Services – Revenue shortfall \$50,754 (2 staff laid off)
- 208 Technology Overhead – Revenue shortfall \$69,044 (2 staff laid off)
- 216 Network & Internet Access – Broadband grant application, EagleNet costs and Revenue shortfall \$332,084
- 378 WOHS – Budgeted equity use \$54,195
- 379 WOHS Capital Improvement – Equity used to reimburse CVA funds to the Colorado Community College System \$375,075
- 500’s Special Education projects – Budgeted equity use \$303,541
- 600’s Learning Services projects – Budgeted equity use \$58,358

3.3 Report on CBOCES Health / Dental Benefit Proposals – Mr. Terry Buswell

- Mr. Buswell reported that he has recently received insurance quotes as a result of his requests for bids on the BOCES benefits program. More bids should be arriving soon. Mr. Buswell reminded the Board that CBOCES revised their benefit package during the 2009 – 2010 year to more closely match the deductibles and co-pays that the member districts were offering to their employees. An updated report will be given at the May Board Meeting.

3.4 Report / Update from the April 9, 2010 SAC Meeting.

- Nothing to report that had not already been addressed earlier in the meeting.

4.0 ANNOUNCEMENTS / UPCOMING MEETINGS

Mr. John Dudley explained the process for the CBOCES / Aims High School Diploma Program graduation ceremonies and asked for volunteers to attend each of the three locations:

GREELEY - Weld County Schools: Ault/Highland, Briggsdale, Eaton, Johnstown/Milliken, Keenesburg, Platte Valley, Weld RE1 (Gilcrest), Windsor, etc.

Tuesday, May 18, 2010
7:00 PM
Union Colony Civic Center
Monfort Hall
701 10th Avenue
Greeley, CO

LOVELAND - Thompson School District

Monday, May 24, 2010
7:00 PM
Resurrection Fellowship
6502 East Crossroads Blvd.
Loveland, CO

LONGMONT – St. Vrain Valley School District

Tuesday, May 25, 2010
7:30 PM
The Memorial Building
700 Longs Peak Avenue
Longmont, CO

Mr. Tim Swain volunteered to be the CBOCES representative at the Greeley graduation ceremony. Mr. Rod Schmidt volunteered to be the CBOCES representative at the Longmont graduation ceremony. Ms. Sharon Olson volunteered to be the CBOCES representative at the Loveland graduation ceremony.

5.0 EXECUTIVE SESSION

Mr. Tim Swain 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 – Separation Agreement. Those present at the outset of the Executive Session shall be members of the Board of Directors, the Executive Director and members of the Superintendents Advisory Council. The Board may subsequently invite the Program Directors or excuse the Executive Director and/or members of the Superintendents Advisory Council at any time during the Executive Session. Seconded by Ms. Carolyn Breninger. The motion passed by a unanimous roll call vote: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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]

Reconvene Regular Meeting 9:38 p.m.

6.0 ACTION ITEMS

6.1 Executive Director’s Contract – Separation Agreement

Ms. Carolyn Breninger moved to approve Mr. Jack McCabe’s Separation Agreement as presented during Executive Session. Seconded by Mr. Tim Swain. The motion passed by a unanimous roll call vote: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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]

Mr. Tony Paglia moved to appoint Ms. Becky Minnis as Temporary Executive Director until an Interim Director can be found. Seconded by Mr. Tim Swain. The motion passed by a unanimous roll call vote: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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]

Mr. Mike Dixon moved to authorize Dr. Glenn McClain, Superintendent of Platte Valley RE-7 School District, to begin negotiations with Dr. Randy Zila regarding the possibility of him becoming the Interim Executive Director for Centennial BOCES. Seconded by Mr. Tim Swain.

6.2 Select new Board Vice President

Mr. John Dudley, Board President, announced that a new Board Vice President must be chosen since Ms. Pat Montoya has resigned from her local Board of Education at Weld RE-1 School District. Mr. Dudley asked if anyone was interested in being the Board Vice President. Mr. Tim Swain expressed interest.

Mr. Rod Schmidt nominated Mr. Tim Swain for Board Vice President (Mr. Swain is already Board Treasurer). Seconded by Ms. Carolyn Breninger. There were no additional nominations. The motion passed by a unanimous roll call vote: [Carolyn Breninger, yes; Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Jana Gettman, 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]

7.0 ADJOURNMENT

The meeting was adjourned at 9:48 p.m.

Respectfully Submitted,

Melony Sandquist
Executive Administrative Assistant