

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**January 16, 2014
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on January 16, 2014 at the Centennial BOCES Office – 2020 Clubhouse Drive – Greeley, Colorado.

1.1 CALL TO ORDER

Mr. Mike Dixon, Presiding Officer and current Secretary/Treasurer, called the meeting to order at 6:30 p.m.

1.2 SELF INTRODUCTIONS

1.3 ROLL CALL

- 1) Mr. Rob Carruth, Morgan RE-3
- 2) Ms. Berlyn Clear Valley RE-7
- 3) Ms. Juliana Coalson, Eaton R-2
- 4) Mr. Mike Dixon, Brush RE-2
- 5) Ms. Alphretta Erdmann, Briggsdale RE-10
- 6) Marsha Harris, Weld RE-1
(Ms. Harris was not present for roll call and initial action items; she was present for Reports & Action Items 5.0)
- 7) Mr. Karl Isakson, Ault / Highland RE-9
- 8) Mr. Mike Linton, Weldon Valley RE-20J
- 9) Ms. Paula Peairs, St Vrain RE-1J
- 10) Mr. Scott Stump – Prairie RE-11
- 11) Ms. Patricia Wedan, Estes Park R-3

Board Members (or alternates) absent:

- 1) Mr. Brian Baker, Wiggins RE-50J
- 2) Mr. Jeff Wahlert, Pawnee RE-12

Superintendents present:

- 1) Dr. Glenn McClain, Platte Valley RE-7
- 2) Dr. Jo Barbie, Weld RE-1
- 3) Dr. Michelle Johnstone, Brush RE-2

BOCES Staff present:

Dr. Randy Zila, Executive Director
Ms. Jocelyn Walters, Special Ed Director
Mr. Mark Rangel, Innovative Ed Director
Mr. Terry Buswell, CFO / HR & Technology Director
Melony Sandquist, Executive Administrative Assistant

Guests present:

UNC Student – Guest of Dr. Zila

1.4 APPROVAL OF AGENDA

Mr. Mike Linton moved to approve the Agenda as presented. Seconded by Mr. Rob Carruth.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

1.5 APPROVAL OF MINUTES

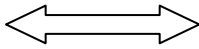
Mr. Karl Isakson moved to approve the Minutes from the November 21, 2013 Meeting. Seconded by Mr. Mike Linton.

The motion passed by a majority roll call vote: [Rob Carruth, abstain; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, abstain; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, abstain, Paula Peairs, abstain; Scott Stump, yes, Patricia Wedan, abstain]

2.0 RE-ORGANIZATION OF THE BOARD OF DIRECTORS

2.1 Election of Officers

- President
- Vice President
- Secretary
- Treasurer



According to CBOCES By-Laws, the offices of Secretary and Treasurer may be held separately or combined

Board President:

- Ms. Marsha Harris presented a written self-nomination for the office of President.

There being no other nominations for the office of President, Mr. Mike Dixon called for a motion, followed by a roll call vote, to ratify Ms. Harris as Board President.

Mr. Rob Carruth moved that the Board approve Ms. Marsha Harris as Board President. Seconded by Mr. Mike Linton.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

- Ms. Marsha Harris is the new Centennial BOCES Board President

Vice President:

- Mr. Karl Isakson self-nominated for the office of Vice President.
- Mr. Mike Linton nominated Mr. Mike Dixon for the office of Vice President.

There were no further nominations; a confidential paper ballot vote was taken.

Karl Isakson = 4 votes

Mike Dixon = 6 votes

- Mr. Mike Dixon is the new Centennial BOCES Board Vice President

Secretary / Treasurer

Discussion: According to CBOCES By-Laws, the office of Secretary / Treasurer may be held separately or combined into one office. Discussion revealed that there has been very little responsibility upon the offices of Secretary and Treasurer and it would make sense to combine those offices into one. Discussion on Board preference resulted in the following motion.

Mr. Mike Linton moved to combine the offices of Secretary / Treasurer. Seconded by Mr. Scott Stump.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

- Ms. Patricia Wedan nominated Mr. Mike Linton for the office of Secretary / Treasurer.
 - ✓ Mr. Linton declined.
- Mr. Rob Carruth nominated Mr. Karl Isakson for the office of Secretary / Treasurer.

There being no other nominations for the office of Secretary / Treasurer, Mr. Mike Dixon called for a roll call vote to ratify Mr. Isakson as Secretary / Treasurer.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

- Mr. Karl Isakson is the new Centennial BOCES Board Secretary / Treasurer

Discussion of Legal Documents and Check Signing: For the purpose of signing checks and legal documents, CBOCES By-Laws require the signature of two officers. It has been past practice of CBOCES to use one of two combinations of signatures: President & Secretary / Treasurer **or** President & Vice President. Discussion on Board preference resulted in the following motion.

Mr. Rob Carruth moved that CBOCES use the signatures of the President and the Secretary / Treasurer on various legal and banking documents. Seconded by Ms. Berlyn Clear.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

2.2 Approve Resolution authorizing the use of facsimile signatures of the Board President and the Board Secretary / Treasurer

Mr. Mike Linton moved to approve the official seating of the new CBOCES officers and approve the Resolution authorizing the use of facsimile signatures of the Board President and Board Secretary / Treasurer. Seconded by Mr. Karl Isakson.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

3.0 CONSENT AGENDA / ACTION ITEMS

3.1 Approve Personnel Items as presented

3.2 Approve Supplemental Appropriations as presented

Mr. Scott Stump moved to approve the Consent Agenda / Action Items as presented. Seconded by Mr. Mike Linton.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

4.0 REPORTS / DISCUSSION

4.1 SAC Report - Dr. Glenn McClain presented a report on the transactions and discussion items from the January 9, 2014 SAC Meeting

- The meeting was held at the Poudre Learning Center (PLC) to give Superintendents an opportunity to view the facility.
 - Discussion took place regarding the possibility of CBOCES assuming administrative duties of the PLC from Greeley-Evans School District 6.
- Discussion with CDE representative regarding SB 191 and ongoing issues relative to funding and reporting.

4.2 Program Directors' Reports

- **Written reports were provided by each Program Director**
 - Mr. Terry Buswell – CFO / HR & Technology Director
 - Dr. Mary Ellen Good – Federal Programs Director (unable to attend the meeting)
 - Ms. Jocelyn Walters – Special Education
 - Mr. Mark Rangel – Innovative Education
 - Dr. Randy Zila – Executive Director
- Dr. Zila reported as follows:
- The town of Milliken recently held a recognition ceremony for all who helped support the community flood victims. CBOCES was recognized for their assistance to several families in the area.

4.3 Financial Reports – Terry Buswell

- a. Board Notes for the Financial Reports
- b. Investment Report A
- c. Cash Flow Analysis Report B
- d. Cash Flow Chart C
- e. Financial Summary Report
- f. Detailed Expense Report
- g. Single Audit Report June 30, 2013

Mr. Buswell reviewed the Financial Reports – there were no questions.

Dr. Zila reviewed details of the Single Audit Report and thanked Mr. Buswell for a job well done.

4.4 Discuss Oversight and Management of the Poudre Learning Center (PLC)

Discussion: Dr. Zila referred to the various documents provided in the Agenda regarding the consideration of assuming oversight and management of the PLC from Greeley-Evans School District 6. The Superintendents Advisory Council had an opportunity to review these same documents and tour the facility

during their meeting on January 9, 2014. More information will be provided at the February SAC Meeting to allow for further consideration. An updated report will be provided at the next Board Meeting.

4.5 Discuss New Board Member Orientation

Discussion: Dr. Zila asked if the BOD would like to receive orientation on the function of CBOCES, outline of the programs, board norms, etc. Several Board Members said they would be interested in receiving this type of training. Dr. Zila will put a plan together and let the Board know.

5.0 ACTION ITEMS

5.1 Approve Single Audit Report for June 20, 2013

Mr. Karl Isakson moved to approve the Single Audit Report as presented. Seconded by Ms. Berlyn Clear.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Marsha Harris, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

5.2 Approve Revised Policy JFABD “Admission & Success of Homeless Students” on Second Reading.

Ms. Berlyn Clear moved to approve Revised Policy JFABD on second reading as presented. Seconded by Mr. Mike Linton.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Marsha Harris, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

5.3 Approve Revised Policy BEAA “Electronic Participation in Board Meetings” on Second Reading.

Ms. Marsha Harris moved to approve Revised Policy BEAA on second reading as presented. Seconded by Mr. Scott Stump.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Berlyn Clear, yes; Juliana Coalson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Karl Isakson, yes; Marsha Harris, yes; Mike Linton, yes, Paula Peairs, yes; Scott Stump, yes, Patricia Wedan, yes]

6.0 ANNOUNCEMENTS – UPCOMING MEETINGS



Upcoming Board Meetings:
April 17, 2014 & May 15, 2014

7.0 ADJOURNMENT

There being no further business, Mr. Mike Dixon adjourned the meeting at 7:38 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Melony Sandquist', written in a cursive style.

Melony Sandquist – Centennial BOCES
Executive Administrative Assistant to the CEO, BOD, SAC