

# CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**May 19, 2011  
MEETING MINUTES**

## **1.0 OPENING OF MEETING**

The Board of Directors of the Centennial Board of Cooperative Educational Services met on May 19, 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) Mike Dixon, Brush RE-2J
- 2) John Dudley, Ault/Highland RE-9
- 3) Josh Fox, Platte Valley RE-7
- 4) Sheryl Groves, Weldon Valley RE-20J
- 5) Marsha Harris, Weld RE-1
- 6) Kelly Johnston, Briggsdale RE-10
- 7) Tony Paglia, Park R-3
- 8) Rod Schmidt, St Vrain RE-1J
- 9) Mike Steinbach, Wiggins RE-50J
- 10) Tim Swain, Eaton RE-2
- 11) Scott Tietmeyer, Pawnee RE-12

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

- 1) Rob Carruth, Morgan RE-3
- 2) Marianne Kaiser, Prairie RE-11
- 3) Don Wilson, Johnstown/Milliken RE-5J

### **Superintendents present:**

- 1) Glenn McClain, Platte Valley RE-7
- 2) Bob Petterson, Weldon Valley RE-20J
- 3) Bret Robinson, Pawnee RE-12

### **BOCES Staff present:**

Randy Zila, Executive Director  
Terry Buswell, CFO / HR Director  
Jocelyn Walters, Special Education Director  
Mary Ellen Good, Federal Programs Director  
Melony Sandquist, Executive Administrative Assistant

## **1.4 APPROVAL OF AGENDA**

**Mr. Tim Swain moved to amend the Agenda by adding November and December Board Meeting Discussion to Item 5.3. The motion was seconded by Mr. Mike Steinbach.**

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

**The motion passed by a majority roll call vote: [Mike Dixon, yes; John Dudley, yes; Josh Fox, unavailable for vote; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes]**

## **1.5 APPROVAL OF MINUTES**

**Mr. Rod Schmidt moved to approve the Minutes from the April 21, 2011 Meeting. The motion was seconded by Mr. Tim Swain.**

**The motion passed by a majority roll call vote: [Mike Dixon, yes; John Dudley, yes; Josh Fox, unavailable for vote; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes]**

## **1.7 BOARD REPORTS**

Mr. Tim Swain reported that he attended the CBOCES / Aims High School Diploma Graduation Ceremony for the Weld County students. There were 85 graduates.

## **2.0 SAC REPORT**

Dr. Glenn McClain reported on the May 6, 2011 SAC Meeting as follows:

- Nomi Ketterling & Kathy Zavela Tyson from Weld County Prevention Partners presented.
- Jhon Penn provided CDE Updates.
- CBOCES Budget details are pretty well ironed out.
- Report was received from the Executive Director Negotiations Committee that they recommend extending Dr. Zila's employment contract for another 6 months.

## **3.0 CONSENT AGENDA**

### **3.1 Approve Supplemental Appropriations**

- Dropout Prevention and Student Re-Engagement Pilot Project \$20,000.00

### **3.2 Approve Personnel Items**

- Staff Resignation / Non-Renewal
- Approve Licensed Schedule A for 2011-2012
- Approve Schedule A Attachment B for 2011-2012
- Approve Licensed Schedule B for 2011-2012
- Instructional Support Schedule for 2011-2012
- Professional & Support Schedule for 2011-2012
- Substitute Teacher Schedule for 2011-2012
- Benefit Schedule A for 2011-2012
- Benefit Schedule B for 2011-2012
- Benefit Schedule C for 2011-2012

**Mr. Tim Swain moved to approve the Consent Agenda as presented. The motion was seconded by Mr. Scott Tietmeyer.**

**The motion passed by a majority roll call vote: [Mike Dixon, yes; John Dudley, yes; Josh Fox, unavailable for vote; Sheryl Groves, yes; Marsha Harris, yes; Kelly Johnston, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, 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:  
Earlier this year, we began the discussion on the 2011-2012 budget process. We agreed to conduct 2011-12 budget work sessions with all Superintendents invited to attend, instead of having four to five Superintendents per work group. The first Superintendent budget work meeting took place on Wednesday, March 2<sup>nd</sup>. The second Superintendent budget work meeting was held on April 15<sup>th</sup>. The meetings were productive and as a result, no additional budget meetings are planned at this time. The proposed 2011-12 Budget draft was part of the Superintendents Advisory Council meeting on May 6<sup>th</sup>. A few minor adjustments to the budget are being completed. A presentation of the budget draft will be part of the Board of Directors meeting. Final review and approval of the 2011-12 budget will be part of the June 16<sup>th</sup> Board meeting.

After review of the proposals received, Centennial BOCES will be switching health/dental insurance coverage to CEBT for 2011-12. Centennial BOCES will see significant savings in premiums for the 2011-12 fiscal year of approximately \$900 per year per employee. This decrease is achieved while still maintaining essentially the same coverage from 2010-11 to 2011-12. This cost reduction has been factored into the 2011-12 budgets. We anticipate adequate insurance reserves from our partially self-funded program to cover the insurance run out claims.

The staff at the Longmont building continues to prepare for the move to the Greeley office, which is scheduled for the week of May 16<sup>th</sup>. As part of that process, a number of furniture and equipment items were identified as surplus. In late April, some of the Fort Morgan BOCES office staff and a few members of the Morgan County RE- staff picked up most of the items from the Longmont office. The remaining furniture items are not very desirable and will be removed. St. Vrain School District will be utilizing empty office space in the Longmont BOCES building starting in June.

I met with Perry Movick and Steve Plutt on March 31<sup>st</sup> to start the process for Centennial BOCES to obtain reimbursements for expenses related to EagleNet. On May 2<sup>nd</sup>, a check for \$550,000 was received from EagleNet as partial reimbursement for costs associated with the EagleNet project and grant application. During April, staff transferred from the Centennial BOCES Technology Department to EagleNet. Another meeting is being scheduled to continue the transition of the Internet Services from BOCES to EagleNet. This will include transferring service agreements from Centennial BOCES to EagleNet for the 2011-12 fiscal year.

- **Jocelyn Walters, Director of Special Education**

- A written report was submitted in the Board Agenda and included the following highlights:  
The Colorado Department of Education is planning to provide a supplemental IDEA allocation to all administrative units. In this regard, and as an additional support to districts in response to the state budget crisis, CDE will be distributing a total of \$3 million of supplemental funding state-wide.

This allocation will be distributed by formula. As such, Centennial BOCES' proportionate share will be approximately \$27,000. As CDE is finalizing budget numbers, the exact amount will be posted soon on the Grants Fiscal website. CDE is attempting to flow these dollars with a minimum amount of paperwork. They propose utilizing this additional funding for an achievement-focused project, with such project being defined within the allowable use of federal IDEA funds. Recommended uses of this supplemental appropriation include: professional development and re-employing special education personnel affected by budget cuts.

Colorado's IDEA Part B appropriation for next year will have a small decrease in the appropriation, CDE will use part of their funds available for State-level activities to add to the distribution dollars to make sure the total amount available for administrative units for next year stays the same as this year. The amount for each individual administrative unit will vary based on changes in each administrative unit's student counts.

- **Mary Ellen Good, Director of Federal Programs**

- A written report was submitted in the Board Agenda and included the following highlights:

- Title I Part C ~ Migrant Education Program (MEP):

- *The 12<sup>th</sup> Annual Outstanding Migrant Student/High School Graduation Celebration* was held May 13, 2011 from 6 – 9 pm at Valley HS in Gilcrest to recognize migrant student success in Arts, Most Improved, Leadership, and Academics. High School Graduates and Outstanding Educators from each school district were also honored. Eight high school graduates received scholarships for academic excellence.
  - We are still hoping Colorado will receive a level-funded grant award next year (approximately \$7 million) from the Office of Migrant Education. CBOCES will submit a Regional Application and Budget request to CDE for approximately \$2 million by May 31<sup>st</sup>. We have received applications/budgets from districts to provide services and programs specific to their migrant student' needs. We plan to continue our collaboration with the Northeastern BOCES and the East Central BOCES in 2011-12 to enhance service delivery for migrant families in those geographic areas.
  - We are finalizing plans for a new, innovative Regional Summer Migrant Family Literacy Program focused on School Readiness. This program will target families with preschool children and will operate on Saturdays from 10 am – 2 pm, June 4-July 30. The program will be housed at Jefferson HS in Greeley. We will also be hosting a summer school program in Fort Morgan.

- Consolidated Federal Grants ~ Titles 1 Part A, IIA, Title IID, Title III, Title III SAID:

- Per last email update sent April 19<sup>th</sup> from CDE:  
*“Currently, it is unclear when NCLB allocations will be ready. However, once CDE receives preliminary allocations from the USDE, CDE’s Grants Fiscal office will run the calculations to determine allocations for each NCLB program in every eligible school district. This process typically takes from two to four weeks. The application will be opened when that work has been completed. CDE is committed to doing everything possible to ensure that subgrantees will be able to obligate funds by July 1, 2011. If by mid-May CDE has not received necessary allocation information, an alternative application method will be presented to districts and BOCES in order to provide a smooth transition for the release of 2011-12 funds. More details will be shared if an alternate process is needed.”*

- Teaching American History Grant (TAH)

- On March 28<sup>th</sup> we submitted a new grant proposal for another TAH grant to target 5<sup>th</sup> grade teachers: *America’s Stories, America’s People: Individuals, Events and Ideas (ASAP)*; the budget for this grant is slightly under \$1 million. This grant cycle will run 2011- 2014. If funded, ASAP will serve 30 teachers each year over the next 3 years. We hope to hear back about our grant proposal in July.
  - We are currently serving 26 secondary teachers (Middle and HS) in Year 2 of our *Fabric of Freedom (FOF)* Project. Teachers have been participating in 6 days of high quality professional development during the school year, and in a 5-day Summer Academy (June 13-17, 2011). Additionally, they are required to complete 5 days of independent summer research on using primary sources in the classroom. This grant provides \$2000 for summer teacher stipends and district reimbursement for substitute teachers during the school year. We are in Year 2 of this 3 year (possibly 5 year) grant cycle.

- **Christine Muldoon, Innovative Education Services**

- Ms. Muldoon is attending the CBOCES HS Diploma Program graduation ceremony in Loveland this evening:
- A written report was submitted in the Board Agenda and included the following highlights:

**Expelled and At-risk Student Services EARSS Grant (2011-2012):** The consortia (Weld RE-1, 5J, RE-7, Ault, and Eaton) is expecting another year of funding on our EARSS grant. Our projected allocation is \$73,500, and is to be used to help support district efforts for at-risk and expelled students.

**June Educator Training (JET):** JET will take place at South Valley Middle School in Weld RE-1 from June 6 – June 9, 2011. Most classes are \$75 per teacher (\$100 for non-members), unless otherwise noted.

### **June 6th:**

A Whole New World: Welcome to IC/Admin  
Teaching Reading to Ell's/Intro to Teachers  
Data Team Process  
More than Enrichment: Practical strategies to  
meet needs of Gifted Learners

Cindy Kidwell  
SueAnn Highland Free – Grant Funded  
Jenn Sheldon  
Valerie Davis

### **June 7th:**

Marzano in the Classroom  
Web 2.0  
Teaching Reading to Ell's/Elementary Strategies  
A Whole New World: Welcome IC / Teachers  
More than Enrichment: Practical strategies to  
meet needs of Gifted Learners

Vicki Tonski  
Keith Ouweneel  
SueAnn Highland Free – Grant Funded  
Cindy Kidwell  
Valerie Davis

### **June 8th:**

Intel Leadership/Technology  
Response to Intervention  
Teaching Reading to Ell's/Secondary Strategies  
Researched Based Literacy (Day 1)

Dan Morris  
Jenn Sheldon  
SueAnn Highland Free – Grant Funded  
Vicki Tonski

### **June 9th:**

Time to Teach  
Researched Based Literacy (Day 2)  
Podcast  
Using Reading Assessment Data  
Promethean Board Training (Greeley)

Linda Chapman  
Vicki Tonski  
Keith Ouweneel  
SueAnn Highland  
Bethany Christiansen

**National Coalition on Literacy:** Centennial BOCES will host *Every Child and Writer* (June 6-8, 2011) and *Every Child a Reader* (June 27-29, 2011) in Greeley. Registration is at a discount for CBOCES members (\$375 for members - \$475 for non-members).

### **Centennial BOCES Diploma Program Graduations:**

GREELEY – Wednesday, May 18<sup>th</sup> - 7:00 pm  
LOVELAND – Thursday, May 19<sup>th</sup> - 7:00 pm (Yes this is a Board meeting night.)  
LONGMONT – Tuesday, May 24<sup>th</sup> – 7:30 pm

### • **Randy Zila, Executive Director**

- Dr. Zila reported that the office move from Longmont to Greeley was completed on May 18<sup>th</sup>.
- An All Staff Day and BBQ is planned for May 19<sup>th</sup>.
- During the All Staff Day, a teambuilding session will be held along with discussion on developing office norms and a discussion on how to navigate through cultural changes.
- Five technology staff will remain at the Longmont office. One technology staff person is in Greeley.
- Minor construction and upgrading is happening inside the Greeley office to accommodate the changes and various operational needs as the organization consolidates.

## **5.0 REPORTS / DISCUSSION**

### **5.1 Eagle Net Report from Dr. Randy Zila**

- CBOCES has received an initial payment of \$550,000 from EagleNet as partial reimbursement of expenses for the Grant application. Mr. Buswell is working on the details for a final payment.
- The first draft of the Environmental Assessment report has been submitted to the Federal Grant Agency.
- The Federal Grant Agency is pleased with the type of information and detail that EagleNet has included in their reports.
- The next step will be to send out RFP's for the design and build out of the middle mile project.
- Dr. Zila has arranged for a meeting with the Colorado Rural Caucus to work out details as the project moves through communities throughout Colorado.

## 5.2 Financial Report – Mr. Terry Buswell

- a) Board Notes
- b) Investment Report
- c) 2 Page Financial Report Summary
- d) 16 Page Expense Detail Report
- e) Cash Flow Analysis Report
- f) Cash Flow Chart

Mr. Buswell reviewed the above referenced documents as presented in the Agenda and responded to questions.

## 5.3 Review and Discuss Board Meeting Schedule for November and December, 2011

- Discussion: General discussion took place among Board Members regarding the November, 2011 CBOCES Board Meeting date and should a special meeting be held in December to seat new Board Members and Officers? Local BOE elections will take place throughout November.

Consensus was to leave the CBOCES Meeting Calendar “as is” and to seat new CBOCES Board Members and Officers at the January 19, 2012 meeting. There were no changes no vote.

## 6.0 ACTION ITEMS

- Discussion / Action Items

1. Dr. Zila Contract Extension
  2. Dr. Zila Evaluation Process
  3. 2011-2012 Draft Budget – Separate Document
1. Mr. Mike Steinbach, member of the Executive Director Negotiations Committee, reported that Mr. Jim Branum (CBOCES attorney) is working on revising Dr. Zila’s original contract to extend same for another six months. The revised documents will be presented at the June 16, 2011 Board Meeting.
  2. Mr. Scott Tietmeyer reported that the committee has decided to continue using the current evaluation instrument that was in place when Mr. McCabe was Executive Director. A few minor adjustments will be made before the final draft is presented. The Negotiations Committee members reported that the Superintendents and Board are very pleased with Dr. Zila’s leadership of the CBOCES.
  3. Mr. Buswell reviewed the 2011-2012 Draft Budget as presented and responded to questions.
- Budget Discussion: General discussion took place regarding the formula change for the Special Ed Budget from a 50/50 approach to a 12.5/87.5 formula. Dr. McClain explained the discussion that the Superintendents had around this subject and noted that the change in formula is the most logical method to use at this time. Budget updates will be brought forward at the June Board Meeting. Mr. Buswell noted that district assessments should not change for what was currently presented. There was no vote.

There being no further business, Mr. John Dudley adjourned the meeting at 7:21 p.m.

Respectfully Submitted,



Melony Sandquist  
Executive Administrative Assistant  
Centennial BOCES