

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**November 20, 2014
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on November 20, 2014 at the Centennial BOCES Office – 2020 Clubhouse Drive – Greeley, Colorado.

1.1 CALL TO ORDER

Ms. Marsha Harris, President, 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) Ms. Marsha Harris, Weld RE-1
- 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) 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
- 3) Mr. Scott Stump, Prairie RE-11

Superintendents present:

- 1) Dr. Michelle Johnstone, Brush RE-2

BOCES Staff present:

Dr. Randy Zila, Executive Director
Dr. Mary Ellen Good, Federal Programs Director
Ms. Jocelyn Walters, Special Education Director
Mr. Mark Rangel, Innovative Education Director
Mr. Terry Buswell, CFO / HR & Technology Director
Mr. Cale Whicker, Assistant Special Education Director
Ms. Analisa Romano, Communications / Marketing Specialist
Melony Graham, Executive Administrative Assistant

1.4 APPROVAL OF AGENDA

Mr. Mike Linton moved to approve the Agenda 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; Marsha Harris, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Patricia Wedan, yes]

1.5 APPROVAL OF MINUTES

Mr. Mike Linton moved to approve the Minutes from the September 18, 2014 Meeting. Seconded by Mr. Rob Carruth.

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

2.0 CONSENT AGENDA

2.1 Approve Supplemental Appropriations as presented

2.2 Approve Personnel Items as presented

Mr. Mike Linton moved to approve the Consent Agenda as presented. Seconded by Mr. Mike Dixon.

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

3.0 REPORTS / DISCUSSION

3.1 Audit Report – Mr. Terry Buswell & Mr. Tim Mayberry

- Mr. Mayberry reported that the audit went very smoothly and that Mr. Buswell has excellent records and bookkeeping standards. There were no problems found and very few recommendations have been issued as a result of the audit. Each Board Member received the Financial Statement with the Independent Auditors Report for the year ended June 30, 2014 as part of the November 20, 2014 Agenda Packet.

3.2 SAC Report from November 6, 2014 meeting – Dr. Michelle Johnstone

3.3 Board of Directors' Round Table Discussion – Ms. Marsha Harris

- Each Board Member reported on updates from their district

3.4 Financial Reports

- Mr. Terry Buswell, CBOCES CFO
 - a. Board Notes for Financial Reports
 - b. Investment Report A
 - c. Cash Flow Analysis Report B
 - d. Cash Flow Chart C
 - e. Two page Financial Summary Report
 - f. 12 page Detailed Expense Report

- 3.5 Directors' Reports – written updates from each Director are included in the Board Packet
- a. Dr. Randy Zila, Executive Director
 - b. Dr. Mary Ellen Good, Director of Federal Programs
 - c. Ms. Jocelyn Walters, Director of Special Ed
 - d. Mr. Mark Rangel, Director of Innovative Education Services
 - e. Mr. Terry Buswell, CFO / Director of Business Services/ Director of Technology

4.0 ACTION ITEMS

4.1 Approve New Policy DIG (ACH Data Security) On Second Reading

Mr. Mike Linton moved to approve Action Item 4.1 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; Marsha Harris, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Patricia Wedan, yes]

4.2 Approve CBOCES Accreditation Report for 2013-14

Mr. Mike Linton moved to approve Action Item 4.2 as presented. 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; Marsha Harris, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Patricia Wedan, yes]

4.3 Approve Financial Audit for 2013-2014

Ms. Berlyn Clear moved to approve Action Item 4.3 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; Marsha Harris, yes; Karl Isakson, yes; Mike Linton, yes, Paula Peairs, yes; Patricia Wedan, yes]

5.0 UPDATES / REQUESTS

➤ None

6.0 ANNOUNCEMENTS – UPCOMING MEETINGS

<p><u>Upcoming Board Meetings</u> January 15, 2015 April 16, 2015 May 21, 2015</p>
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7.0 ADJOURNMENT

There being no further business, Ms. Marsha Harris adjourned the meeting at 7:55 p.m.

Respectfully Submitted,



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