

**CENTENNIAL BOARD
OF COOPERATIVE EDUCATIONAL SERVICES**

SUPERINTENDENTS ADVISORY COUNCIL

**MINUTES
January 8, 2010**

SUPERINTENDENTS ROUND TABLE DISCUSSION

A. CALL TO ORDER – DR. RANDY MILLER

- **The following Superintendents, or designees, were present:**

1) Glenn McClain	Platte Valley RE-7
2) Marty Foster	Johnstown-Milliken RE-5J
3) Joe Kimmel	Prairie RE-11
4) Bob Petterson	Weldon Valley RE-20J
5) Jo Barbie	LaSalle, Gilcrest, Platteville Weld RE-1
6) Steve Neel	Wiggins RE-50J
7) Randy Miller	Eaton RE-2
8) Rick Mondt	Briggsdale RE-10
9) Rob Ring	Ault-Highland RE-9
10) Donna Howell	Brush RE-2J
11) Luis Martinez	Thompson R-2J
12) Mike Gradoz	St Vrain RE-1J
13) Linda Chapman	Park R-3
14) Sharon Warren	Pawnee RE-12
15) Greg Wagers	Morgan RE-3

- **The following CBOCES staff members were present:**

Jack McCabe	Executive Director / Director of Technology
Terry Buswell	CFO / HR Director
Mary Ellen Good	Federal Programs / Learning Services Director
Becky Minnis	Special Education / Gifted & Talented Director
Melony Sandquist	Executive Administrative Assistant

B. CONSENT GROUPING ACTION ITEMS

- Approve Agenda
- Approve Minutes from November 6, 2009

Dr. Marty Foster moved to approve the Minutes of the November 6, 2009 Superintendents Advisory Council Meeting. Seconded by Dr. Jo Barbie. The motion passed unanimously.

C. CDE REPORT

- Mr. John Penn was unable to attend the meeting

D. BUDGET MEETING REPORT - UPDATES

- Mr. Terry Buswell reported details on the budget meetings that have already taken place
Mr. Buswell and Mr. McCabe responded to questions

E. BREAK - None was taken

F. PROGRAM DIRECTOR REPORTS – UPDATES

- **Mary Ellen Good – Federal Programs / Learning Services**
 - Final allocation approval on the Consolidated Application has been received
 - Ms. Good provided a handout explaining current allocations compared to last year and what had been projected
 - An ‘Improving Math’ grant through the Daniels Fund has been applied for
 - Ms. Good provided information on a program available for teachers through Adams State College – 24 credits – contact Christine Muldoon for more information
- **Becky Minnis – Special Education / Gifted & Talented**
 - Staff continues to prepare for the GT and CIMP Audits later this month
 - Transition House Students have invited all Superintendents to a Luncheon at 12:20 p.m. A map with directions was provided. The students are very excited about this luncheon they have prepared – please stop by and meet them
 - An e-mail communication from Ed Steinberg was just received regarding the RE-5J Admin Unit application to CDE
 - Ms. Minnis read the following e-mail to the group in order to clarify any misunderstanding regarding how and by whom the delay in a decision for RE-5J’s request was generated

From: Steinberg, Ed [mailto:Steinberg_E@cde.state.co.us]
Sent: Friday, January 08, 2010 10:24 AM
To: mfooster@weldre5j.k12.co.us; Jack McCabe; Becky Minnis
Subject: Clarification

Marty, Jack, and Becky----I want to clarify the communication that occurred right before the holidays----CDE was requesting the delay in the approval process surrounding Re-5j’s application ----as you know, the Commissioner has created an AU Standards task Force to look at existing State Board Rules and we wanted to see where that might be headed prior to ruling on any pending application----Centennial BOCES had requested a time for us to meet to provide additional perspective----I had no sense that this potential meeting was intended as an ‘11th hour surprise’ but, rather, was intended to facilitate planning for next year if the department grants the variance----In any case, I want to clarify that the CDE requested the time extension, and not the BOCES----Sorry for the misunderstanding-----Ed

Ed Steinberg, Ph.D.
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State Director, Exceptional Student Leadership
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- **Terry Buswell – CFO / HR**
 - Mr. Buswell is still waiting for the hard copies of the June 30, 2009 Audit from Swanhorst & Company. He is very displeased with the service from Swanhorst & Company and reported that he plans to put out a RFP. Any suggestions of Auditors to contact will be welcomed. Dr. Glenn McClain and Dr. Marty Foster, (Superintendents who attended the December 10, 2009 Board Meeting) where the Audit Report was presented, agreed that the audit report / service / communications from Wendy Swanhorst was unacceptable
 - WOHS Property update – some fine points are being worked through, but the plan is to close on the sale sometime around January 27, 2010. Once closing is finalized, Mr. Buswell will contact the Superintendents whose districts have an equity interest in the building to discuss final details
 - Office Space at the Fort Morgan CBOCES – the African / American Community continues to rent the office space in the building; they always pay the rent on time and pay in cash
 - Morgan County STEPS Program update – enrollment has declined significantly Mr. Buswell will be in contact with the four Morgan County Districts who send students to that program (Wiggins, Weldon Valley, Fort Morgan, and Brush) to discuss a plan; it may be necessary to decrease staff

- **Jack McCabe – Executive Director / Director of Technology**
 - Still waiting to hear back on the Broadband – Eagle Net Grant. Mr. McCabe, along with some team-members who have been working on the Grant, were asked to meet at the Governor’s PR Office on January 4, 2010 to receive an update and plan for a press release once the final decisions have been made CBOCES recently submitted a 98 page document in response to due diligence requests
 - Work continues on preparing for the 2010-2011 budgets. CBOCES is looking at more cuts in administration, and possibly other areas as well. Much of what happens is dependent on if we receive the Broadband – Eagle Net Grant
 - Mr. McCabe reported that the Brush Technology Audit is going well and nearly completed. Dr. Donna Howell said she is very pleased with the assistance she has received from CBOCES and could not have performed the audit without their technical and professional knowledge

G. DISCUSSION – UPDATES

- Dr. Marty Foster declared his concern regarding the use of \$456,000 from the beginning fund balance this past year.
- Mr. Terry Buswell responded to Dr. Foster’s concerns with the following clarification:
 - The use of beginning fund balance was approved during the year by the Board of Directors to help offset certain budgets. These included:
 - New roof on 2040 Clubhouse Drive and related expenses from water damage, rental revenue shortfall
 - Eagle Net and Internet 2 project costs
 - New roof on Weld Opportunity High School and costs associated with closing the facility and preparing to sell the property
 - Learning Services revenue shortfall (3 staff members not retained for 2009-10)

- **ARRA Stimulus Funds**
 - Mr. Buswell provided a series of handouts, reviewed details and responded to questions

- Ms. Minnis will ask CDE for some preliminary approval to use ARRA funds for Special Ed staff salaries. Districts need to know in advance if salaries are included in the approved spending
- **Medical Benefits Summary**
 - Mr. Buswell handed out a Medical Benefits Summary for CBOCES comparing the benefits for 2008-09 to 2009-2010. The CBOCES 2009-2010 benefits are now more closely aligned with the benefits most districts are providing
- **2010-2011 CBOCES Draft Calendar**
 - Mr. Buswell presented a Draft Meeting Calendar for the 2010-2011 fiscal year (June 30, 2010 through July 1, 2011). By consensus, the Superintendents unanimously approved the Draft Calendar. This Calendar will be taken to the Board of Directors at their February meeting for their consideration
- **Letter from Eaton RE-2**
 - Eaton RE-2 presented CBOCES with a letter at the Board Meeting on December 10, 2009 providing formal notification of possible withdrawal from CBOCES Special Education services during the 2010-2011 or the 2011-2012 school year
 - Dr. Randy Miller explained that his district is looking at all options. They have not made any formal decisions, but the bottom line is money and how best to spend it. When asked where Eaton School District would go for a Special Ed Services if they left the CBOCES, he responded they are considering Windsor
- **Letter from Thompson R-2J**
 - Thompson R-2J provided official notice to CBOCES on December 22, 2009 of their withdrawal of membership from CBOCES effective July 1, 2010
 - Mr. McCabe reported on his recent meeting with Dr. Ron Cabrera, Superintendent of Thompson R-2J, regarding the Thompson Board's notice to CBOCES of their intent to withdraw. Dr. Cabrera shared with Mr. McCabe that they were in the process of evaluating their membership in the CBOCES including the services they receive and how they add value to their current level of services. The district felt it was necessary to notify CBOCES of the significant possibility that they would withdraw, therefore providing the letter to fulfill the 6 months prior written notice requirement as stated in the CBOCES By Laws.
 - Dr. Cabrera indicated they are still interested in possibilities for innovation and partnership and that "the door is still open". Mr. McCabe will continue his discussion with Dr. Cabrera regarding this matter.
- Dr. Jo Barbie expressed strong concern on the future of the CBOCES after receiving the letters from Eaton and Thompson
- Mr. Michael Gradoz added that the main reason he is attending this SAC Meeting is to advise the CBOCES that St Vrain School District is seriously considering phasing out their membership with CBOCES in the 2011 – 2012 school year. St Vrain wants to know if their assessments will go up now that Thompson is pulling out. Mr. McCabe assured St Vrain and the other member districts that their administrative costs will not go up, as the required expense reductions would be made for 2010 – 2011.

- **Update on RE-5J Request to CDE**
 - Some of the details regarding this matter were discussed earlier in the meeting with the reading of the e-mail from Ed Steinberg and during the budget discussion. Dr. Foster reiterated that if RE-5J's request to form their own Administrative Unit is approved by CDE, it will not cause a negative financial affect to the CBOCES or the other remaining districts

H. EXECUTIVE DIRECTOR REVIEW PROCESS - TIMELINE

Mr. Rob Ring moved to conduct a Superintendents only, confidential discussion regarding the Executive Director's Evaluation and Evaluation Process. Seconded by Dr. Marty Foster. The motion passed by a majority vote of those present: 7 – yes. 4 – opposed.

Mr. Luis Martinez moved to adjourn the meeting at 1:10 pm. Seconded by Dr. Jo Barbie. The motion passed unanimously.

Respectfully Submitted,

Melony Sandquist
Centennial BOCES
Executive Administrative Assistant