

**CENTENNIAL BOARD
OF COOPERATIVE EDUCATIONAL SERVICES**

SUPERINTENDENTS ADVISORY COUNCIL

**MINUTES
November 5, 2010**

A. 9:00 a.m. SUPERINTENDENTS ROUND TABLE DISCUSSION

B. 9:30 a.m. CALL TO ORDER – MR. RICK MONDT, CHAIRPERSON

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

1) Glenn McClain	Platte Valley RE-7
2) Marty Foster	Johnstown-Milliken RE-5J
3) Steve Neel	Wiggins RE-50J
4) Priscilla Huston	Brush RE-2J
5) Randy Miller	Eaton RE-2
6) Rick Mondt	Briggsdale RE-10
7) Rob Ring	Ault-Highland RE-9
8) Greg Wagers	Morgan RE-3

• **The following Superintendents, or designees, were absent:**

1) Undesignated	Pawnee / Grover RE-12
2) Bob Petterson	Weldon Valley RE-20J
3) Michael Gradoz	St Vrain RE-1J
4) Jo Barbie	Weld RE-1
5) Linda Chapman	Park R-3
6) Joe Kimmel	Prairie RE-11

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

Randy Zila	Executive Director
Terry Buswell	CFO / HR / Technology Services Director
Jocelyn Walters	Special Education Director
Mary Ellen Good	Federal Programs / Learning Services Director
Christine Muldoon	Learning Services Program Coordinator
Melony Sandquist	Executive Administrative Assistant

• **The following guests were present:**

Jhon Penn	Colorado Department of Education
-----------	----------------------------------

C. CONSENT GROUPING ACTION ITEMS

- Approve Agenda

Mr. Greg Wagers moved to approve the Agenda as presented. Seconded by Dr. Randy Miller. The motion passed unanimously.

- Approve Minutes from October 1, 2010

Dr. Randy Miller moved to approve the Minutes as presented. Seconded by Dr. Glenn McClain. The motion passed unanimously.

D. DISCUSSION / REPORT ITEMS

- **Report from Dr. Marty Foster**

- RE-5J Superintendent

Discussion: Dr. Foster shared a recent action taken by the RE-5J Board of Education:

Board Resolution and Notification to Centennial BOCES dated November 1, 2010 regarding intent to withdraw from Centennial BOCES effective July 1, 2011.

- Dr. Foster explained that he and the RE-5J district desire to continue working with CBOCES and other member districts on various projects in the future. Mr. Buswell will calculate and report at a future meeting on how the withdrawal of RE-5J affects CBOCES and the remaining member districts.

- **Global Assessment Certificate Report**

- Christine Muldoon – Learning Services Coordinator

Discussion: Ms. Muldoon presented a PowerPoint and arranged for a live chat with Gaye Pullyn and Ros Washington of ACT Education Solutions, Limited. Both of them joined the meeting via phone conference from Australia. Presentation and discussion centered on the following topics:

- ACT Information For Life's Transitions
- ACT Education Solutions Overview
- Global Assessment Certificate Key Features
- GAC Course Structure
- GAC Materials
- Competency Based Assessment
- Flexible Delivery Modes
- AES Suite of English Language Programs
- The GAC and CBOCES – Is There a Fit?

Discussion Continued: Dr. Glenn McClain questioned the similarity and comparison of the ACT Program to the Work Keys model, indicating that further exploration should be done to be certain the ACT Program is viable in the United States. Ms. Muldoon will do further research, consider all discussion and comments, and report back at the January 7th meeting.

- **Budget Process Discussion**

- Terry Buswell - CFO

Discussion: Mr. Buswell provided a handout of the recommended 2011 – 2012 Budget Development Process & Timeline. Dr. Glenn McClain suggested approaching the Budget Process differently this year by arranging designated work sessions and inviting any and all Superintendents to attend those work sessions. This open work session process would eliminate “committees” and allow for anyone to attend a work session that they are interested in. Mr. Buswell agreed that this would work for him. Mr. Buswell will arrange dates, times

and locations for the various budget work sessions and advise all Superintendents. The discussed timeline would be to start the budget process in January, 2011.

- **Allocation of Overhead Discussion**

- Terry Buswell

Discussion: Mr. Buswell provided a handout outlining the request that the process of allocating overhead over each direct cost project be discontinued in the 2010-11 fiscal year as well as the upcoming 2011-12 fiscal year. The purpose for the allocation method does not increase the transparency of the budget since each project has already been updated to include direct costs related to that project. This distribution method also needs to be reversed at year end for auditing purposes to eliminate duplication of revenues and expenditures. This request would not change the overall budgets in the Special Education or Technology budgets, nor would this change any assessments. Mr. Buswell would like to move this request forward to the Board at the November 18th meeting. There was no opposition to this change in process.

Dr. Glenn McClain moved to approve the change in process for allocation of overhead and to recommend approval to the BOD. Seconded by Dr. Priscilla Huston. The motion passed unanimously.

E. BREAK

F. ACTION ITEMS

- MOU – Distribution of WOHS Funds
- MOU – Distribution of CVA Funds

Discussion: Two separate Memorandum of Understanding documents were presented for review and discussion. Details are as follows:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into as of the 5th of November 2010, between Centennial BOCES and the following school districts: Ault-Highland RE-9, Briggsdale RE-10, Eaton RE-2, Johnstown-Milliken RE-5J, Platte Valley RE-7, and Weld RE-1. This MOU is being established for the purposes of detailing the agreement between Centennial BOCES and the above noted school districts regarding the distribution of the Weld Opportunity High School fund balance. The distribution of the WOHS fund balance would be as follows:

Ault-Highland RE-9	\$33,040.93	Briggsdale RE-10	\$27,615.50
Eaton RE-2	\$27,553.46	Johnstown-Milliken RE-5J	\$16,630.97
Platte Valley RE-7	\$25,085.23	Weld RE-1	\$57,525.24

As agreed upon by the Superintendents Advisory Council, the funds will be retained by Centennial BOCES for cash flow purposes through May 2011. At the June 3, 2011 Superintendents Advisory Council meeting, Centennial BOCES will bring forward a Cash Flow report outlining the need to retain the WOHS funds. Unless Centennial BOCES needs the WOHS funds for cash flow purposes, the WOHS funds will be distributed in June of 2011 upon Board approval. If Centennial BOCES needs the WOHS funds for cash flow purposes as determined in June 2011, the funds will be retained for the 2011-12 fiscal year. Centennial BOCES will bring forward a Cash Flow report each subsequent June to determine whether the WOHS funds are critical for cash flow needs. If it is determined that the WOHS funds are no longer needed for cash flow purposes in any subsequent year, the funds will be distributed as listed above.

This MOU may only be modified or amended by written agreement signed by all parties. The parties hereto have executed this Memorandum of Understanding on the date set forth above.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into as of the 5th of November 2010, between Centennial BOCES and the following school districts: Ault-Highland RE-9, Briggsdale RE-10, Eaton RE-2, Johnstown-Milliken RE-5J, Platte Valley RE-7, and Weld RE-1. This MOU is being established for the purposes of detailing the agreement between Centennial BOCES and the above noted school districts regarding the distribution of the Colorado Vocational Act fund balance. The distribution of the CVA fund balance would be as follows:

Ault-Highland RE-9	\$16,873.22	Briggsdale RE-10	\$19,283.68
Eaton RE-2	\$14,462.76	Johnstown-Milliken RE-5J	\$9,641.84
Platte Valley RE-7	\$12,052.30	Weld RE-1	\$33,746.44

As agreed upon by the Superintendents Advisory Council, the funds will be retained by Centennial BOCES for cash flow purposes through May 2011. At the June 3, 2011 Superintendents Advisory Council meeting, Centennial BOCES will bring forward a Cash Flow report outlining the need to retain the CVA funds. Unless Centennial BOCES needs the CVA funds for cash flow purposes, the CVA funds will be distributed in June of 2011 upon Board approval. If Centennial BOCES needs the CVA funds for cash flow purposes as determined in June 2011, the funds will be retained for the 2011-12 fiscal year. Centennial BOCES will bring forward a Cash Flow report each subsequent June to determine whether the CVA funds are critical for cash flow needs. If it is determined that the CVA funds are no longer needed for cash flow purposes in any subsequent year, the funds will be distributed as listed above.

This MOU may only be modified or amended by written agreement signed by all parties. The parties hereto have executed this Memorandum of Understanding on the date set forth above.

Dr. Randy Miller moved to approve both the CVA and the WOHS Memorandum of Understanding as presented, and to recommend approval by the BOD. Seconded by Dr. Glenn McClain. The motion passed unanimously.

G. DIRECTOR REPORTS

- **The Program Directors have provided written reports**
 - Additional Information shared:
 - 1) Terry Buswell, CFO / HR / Technology Services
 - Spent time yesterday (11/4/10) at Pawnee School District assisting with business services. They hope to interview soon for a new Superintendent
 - 2) Mary Ellen Good, Federal Programs
 - There will be 5 Christmas Fiesta Celebrations this year. Yuma is an added location
 - Districts, remember to bill CBOCES for Migrant Dollars spent
 - 3) Jocelyn Walters, Special Education
 - Working with Dr. Zila to set up various internal Focus Groups
 - 4) Christine Muldoon, Learning Services
 - Learning Services name has been changed to Innovative Education Services
 - 5) Randy Zila, Executive Director
 - Beginning to set up and meet with internal CBOCES Focus Groups
 - A comprehensive report will be delivered to the Board in February (there are no Board Meetings scheduled for December or January)

- Eagle Net continues to search for a line of credit; the broadband grant is a reimbursable grant, therefore operating funds are needed up front
- Will be working with Directors soon to start the new budget process

H. CDE REPORT – Mr. Jhon Penn

- Mr. Penn provided new Colorado Law Books to anyone interested
- Robert Hammond has been appointed Interim Commissioner of Education
- Mr. Penn asked if it would be acceptable to utilize the Greeley CBOCES office as a Regional Training Site. The response from SAC members and CBOCES Directors was yes, it is a central location for many and has worked well in the past
- Dr. Miller brought up a concern that his district has been having licensing issues with CDE. Mr. Penn offered to assist. Each Superintendent was encouraged to email Jhon with specifics on the problems they are having; he will take the matter up with the appropriate people at CDE
- It was agreed by all Superintendents and Mr. Penn that a strong message needs delivered to authorities at CDE: “let up on issuing more regulations and requests for reports, the school districts need a chance to catch up”

I. FUTURE AGENDA ITEMS REQUESTS

- None

The meeting was adjourned by consensus at 12:10 p.m.

Respectfully Submitted,



Melony Sandquist
Centennial BOCES
Executive Administrative Assistant