

# CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**December 10, 2009  
MEETING MINUTES**

## **1.0 OPENING OF MEETING**

The Board of Directors of the Centennial Board of Cooperative Educational Services met on December 10, 2009 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 OFFICIAL SEATING OF NEW CENTENNIAL BOCES BOARD MEMBERS**

The By-Laws of the Centennial BOCES Board of Directors and Colorado Revised Statutes 22-5-104 require each CBOCES member district to appoint one of its elected board members to serve on the CBOCES governing board and to appoint an alternate CBOCES Board Member. The following is a list of the returning and newly appointed Centennial BOCES Board Members and Alternates. The BOCES By-Laws specify that the appointments are for a two-year term.

<b>Returning Board Members</b>	<b>District</b>
Tim Swain - Treasurer	Eaton RE-2
John Dudley - President	Ault/Highland RE-9
Lola Johnson	Thompson R-2J
Marianne Kaiser	Prairie RE-11
Donald Johnston	Pawnee/Grover RE-12
Pat Montoya	LaSalle/Gilcrest/Platteville -Weld RE-1
Rob Carruth	Morgan County RE-3

<b>New Board Members</b>	<b>District</b>
Rick Heyman	Platte Valley RE-7
Rod Schmidt	St Vrain RE-1J
Tony Paglia	Park R-3
Mike Dixon	Brush RE-2J
Sheryl Groves	Weldon Valley RE-20J
Mike Steinbach	Wiggins RE-50J
Kelly Johnston	Briggsdale RE-10
Don Wilson	Johnstown-Milliken RE-5J

**1.4 APPROVE RESOLUTION TO OFFICIALLY SEAT NEW CENTENNIAL BOCES BOARD MEMBERS**

**RESOLUTION**  
**Seating of Board Members**

WHEREAS, the Centennial Board of Cooperative Educational Services By-Laws requires that all new Directors be seated on the Board with full rights and responsibilities by resolution of the Board,

WHEREAS, the following local board of education members have been duly elected to their respective Boards of Education and have been officially appointed to the Centennial Board of Cooperative Educational Services Board of Directors by their local boards:

- |                    |                          |
|--------------------|--------------------------|
| 1. Rob Carruth     | Morgan RE-3              |
| 2. Mike Dixon      | Brush RE-2J              |
| 3. John Dudley     | Ault-Highland RE-9       |
| 4. Sheryl Groves   | Weldon Valley RE-20J     |
| 5. Rick Heyman     | Platte Valley RE-7       |
| 6. Lola Johnson    | Thompson R-2J            |
| 7. Kelly Johnston  | Briggsdale RE-10         |
| 8. Don Johnston    | Pawnee RE-12             |
| 9. Marianne Kaiser | Prairie RE-11            |
| 10. Pat Montoya    | Weld RE-1                |
| 11. Tony Paglia    | Park R-3                 |
| 12. Rod Schmidt    | St Vrain RE-1J           |
| 13. Mike Steinbach | Wiggins RE-50J           |
| 14. Tim Swain      | Eaton RE-2               |
| 15. Don Wilson     | Johnstown-Milliken RE-5J |

THEREFORE, be it resolved that the Board of Directors, as specified in the Centennial Board of Cooperative Educational Services By-Laws, does hereby officially seat the above named Directors representing each of their respective school districts for a two-year term.

Adopted this 10th day of December, 2009

Centennial Board of Cooperative Educational Services

(Seal)

By: \_\_\_\_\_  
President  
Centennial Board of Cooperative Educational Services

Attest: \_\_\_\_\_  
Secretary  
Centennial Board of Cooperative Educational Services

**Ms. Marianne Kaiser moved to approve the Resolution to officially seat new Board Members. Seconded by Ms. Kathy Wood. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

**1.5 ROLL CALL**

**Board Members (or alternates) present:**

- 1) Rob Carruth, Morgan RE-3
- 2) Mike Dixon, Brush RE-2J
- 3) John Dudley, Ault-Highland RE-9

- 4) Rick Heyman, Platte Valley RE-7
- 5) Kelly Johnston, Briggsdale RE-10
- 6) Marianne Kaiser, Prairie RE-11
- 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) Don Wilson, Johnstown-Milliken RE-5J
- 12) Kathy Wood, Weldon Valley, RE-20J

**Board Members absent:**

- 1) Don Johnston, Pawnee RE-12
- 2) Lola Johnson, Thompson R-2J
- 3) Pat Montoya, Weld RE-1

**Superintendents present:**

- 1) Randy Miller, Eaton RE-2
- 2) Marty Foster, Johnstown / Milliken RE-5J
- 3) Donna Howell, Brush RE-2J
- 4) Glenn McClain, Platte Valley RE-7
- 5) Rick Mondt, Briggsdale RE-10
- 6) Steve Neel, Wiggins RE-50J

**BOCES Staff present:**

Jack McCabe, Executive Director  
 Mary Ellen Good, Federal Programs Director  
 Terry Buswell, Chief Financial Officer / HR  
 Becky Minnis, Special Education Director  
 Melony Sandquist, Executive Administrative Assistant

**Guests Present:**

Wendy Swanhorst, Auditor w/Swanhorst & Company

**1.6 APPROVAL OF AGENDA**

**Mr. John Dudley requested amending the Agenda by adding Item 4.7 – Board Goals**

**Mr. Tim Swain moved to approve the Agenda as amended. Seconded by Mr. Rob Carruth. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

**1.7 APPROVAL OF MINUTES**

**Ms. Kathy Wood moved to approve the Minutes from November 19, 2009. Seconded by Mr. Tim Swain. The motion passed by a majority roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, abstain; Kathy Wood, yes]**

**1.8 BOARD REPORTS / REQUESTS**

Ms. Kathy Wood requested putting the CBOCES phone number on the front of the Agenda.

## **2.0 REORGANIZATION OF THE BOARD OF DIRECTORS**

- 2.1 The Bylaws of the Centennial BOCES and Colorado Revised Statutes 22-5-105 require the Centennial BOCES Board to reorganize and elect officers to serve a two-year term following each general election in which local boards of education members are elected and are appointed to the Centennial BOCES Board of Directors.

The Bylaws specify that the Board of Directors shall elect the following officers: President, Vice-President, and Secretary and Treasurer. The By-Laws specify that the Secretary and Treasurer position may be served by one person.

### Election of Officers

- President
- Vice President
- Secretary
- Treasurer

### President:

Ms. Kathy Wood nominated Mr. John Dudley for President  
Mr. Don Wilson nominated Mr. Tim Swain for President

**Ms. Marianne Kaiser moved to cease nominations. Seconded by Ms. Kathy Wood. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

Votes were taken by secret ballot with the following results:

- John Dudley = 8
- Tim Swain = 4

### **Mr. John Dudley is the newly elected CBOCES Board President for a two-year term.**

### Vice President:

Ms. Kathy Wood nominated Ms. Pat Montoya for Vice President. Mr. John Dudley reported that Ms. Montoya had previously accepted the nomination, knowing in advance that she was unable to attend the meeting in person. No other interest was expressed in the Vice President position.

**Ms. Marianne Kaiser moved to cease nominations. Seconded by Mr. Don Wilson. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

### **Ms. Pat Montoya is the newly elected CBOCES Board Vice President for a two-year term.**

### Secretary:

Ms. Kathy Wood nominated Ms. Marianne Kaiser for Secretary. No other interest was expressed in the Secretary position.

**Ms. Kathy Wood moved to cease nominations. Seconded by Mr. Don Wilson. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

**Ms. Marianne Kaiser is the newly elected CBOCES Secretary for a two-year term.**

Treasurer:

Ms. Kathy Wood nominated Tim Swain for Treasurer. No other interest was expressed in the Treasurer position.

**Ms. Kathy Wood moved to cease nominations. Seconded by Mr. Rod Schmidt. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

**Mr. Tim Swain is the newly elected CBOCES Treasurer for a two-year term.**

- 2.2 To comply with Centennial BOCES Bylaws and state statutory requirements, it is necessary to pass a Resolution to allow the BOCES administration to use facsimile signatures of the Board President, Board Secretary and Board Treasurer. Facsimile signatures of the Board President and Board Treasurer will be used to approve all checks and payments issued by the BOCES.

**RESOLUTION**  
**Use of Facsimile Signatures**

WHEREAS, \_\_\_\_\_ has been duly elected as the President of Centennial Board of Cooperative Educational Services at the December 10, 2009 meeting

WHEREAS, \_\_\_\_\_ has been duly elected as the Vice President of the Centennial Board of Cooperative Educational Services at the December 10, 2009 meeting

WHEREAS, \_\_\_\_\_ has been duly elected as the Secretary of the Centennial Board of Cooperative Educational Services at the December 10, 2009 meeting

WHEREAS, \_\_\_\_\_ has been duly elected as the Treasurer of the Centennial Board of Cooperative Educational Services at the December 10, 2009 meeting

NOW, THEREFORE, BE IT RESOLVED, that the Board, acting under the authority of Section 22-32-121, 9 C.R.S., does hereby authorize and approve the use of facsimile signatures for:

\_\_\_\_\_ as President  
\_\_\_\_\_ as Treasurer  
\_\_\_\_\_ as Secretary

BE IT FURTHER RESOLVED, that the "Consent to Use Facsimile Signature", approving the designated employees to affix said facsimile signatures, be recorded in the proceedings of the Board.

WHEREAS, it will be necessary to continue to use the previous officers' signatures until a new signature plate is completed,

BE IT THEREFORE RESOLVED, that the Centennial Board of Cooperative Educational Services Board of Directors authorizes the continued use of the facsimile signatures of the previous officers until a new signature plate is completed.

Adopted this 10<sup>th</sup> Day of December, 2009

Centennial Board of Cooperative Educational Services

(Seal)

By: \_\_\_\_\_  
President  
Centennial Board of Cooperative Educational Services

Attest: \_\_\_\_\_  
Secretary  
Centennial Board of Cooperative Educational Services

**Mr. Rob Carruth moved to approve the Resolution authorizing the use of facsimile signatures. Seconded by Mr. Tim Swain. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

### **3.0 CONSENT AGENDA / ACTION ITEMS**

Mr. Jack McCabe announced that he is pulling two of the Aims H.S. Diploma Program Agreements from the Consent Agenda (Thompson and St Vrain), because they are not signed by the Districts' Superintendent yet. CBOCES anticipated having the fully signed documents by the time of the Board Meeting but they did not arrive. Those two agreements will be brought back to the Board for approval once they are fully executed.

**Ms. Kathy Wood moved to approve the Consent Agenda as amended. Seconded by Mr. Tony Paglia. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

### **4.0 REPORTS / DISCUSSIONS**

#### 4.1 Program Directors' Reports

- Terry Buswell – Business Services / HR
  - Update on WOHS property sale. A request has been received and approved to extend the closing to 1/27/2010
  - Budget work for 2010/2011 will begin next week with the budget committees meetings for Special Ed, Admin, Federal Programs and Learning Services. CBOCES is waiting to receive the final decision on the Federal Broadband Grant before scheduling the Tech budget meeting
- Mary Ellen Good – Federal Programs / Learning Services
  - Final approval has been received on the Consolidated Application
  - Migrant Fiestas are coming up on the following dates:
    - Burlington Fiesta December 14<sup>th</sup>
    - Fort Morgan Fiesta December 13<sup>th</sup>
    - Fort Lupton Fiesta December 17<sup>th</sup>
    - Greeley Fiesta December 19<sup>th</sup>
  - Ms. Good returned today from Washington DC where she attended a Teaching American History Grant Seminar

- Becky Minnis – Special Education / Gifted & Talented
  - Next Thursday and Friday is a great workshop for Professional Development; Mary Beth Hewitt will be teaching on the “Cycle of Conflict”
  - Have not received a final decision from CDE on the status of the RE-5J request to form their own Administrative Unit
  - Preparing for the GT Audit coming up on January 28-29, 2010
- Jack McCabe – Executive Director / Technology Services
  - All Staff Day is December 11, 2009 at Island Grove Event Center. All Board Members are invited to attend
  - Mr. McCabe provided an update on CDE Grants

4.2 Financial Reports – Mr. Terry Buswell explained documents and responded to questions

- Board Notes
- Investment Report
- Financial Summary Report through 11/30/09
- Expense Detail Report through 11/30/09

4.3 Audit Report for Year Ending June 30, 2009 – Mr. Terry Buswell & Ms. Wendy Swanhorst from Swanhorst & Company reviewed the draft audit document that was handed out at the meeting

- Ms. Swanhorst responded to questions and provided the following information:
  - The State of Colorado does not mandate that a Board of Directors officially approve the audit
  - The CBOCES audit is clean. BOCES has good bookkeeping practices
  - Swanhorst & Company can begin the June 30, 2010 audit in August 2010 and have the report ready for the Board Meeting in October 2010

4.4 Discuss process and planning for Board Orientation Meetings

- Mr. McCabe would like to have one meeting at each of the three offices, and offered to meet individually with new Board Members if they so desired
- Board consensus was that a series of group meetings to begin in January would be more helpful than individual meetings
- A meeting schedule will be arranged and Board Members will be notified
- Revised / Updated Board Reference Notebooks were passed out to all Board Members in attendance. Notebooks will be mailed to those unable to attend the meeting.

4.5 Discussion process / timeline for Executive Director Evaluation

- Board President, Mr. John Dudley, revised the Evaluation Timeline for Mr. Jack McCabe in section “By February 12, 2010” to have the completed evaluations sent to the CBOCES Executive Administrative Assistant, Melony Sandquist. Mr. Dudley will meet with Ms. Sandquist to jointly tabulate the Evaluation Documents prior to the February 18, 2010 Board Meeting

4.6 Discussion / appointment of new CBOCES Policy Committee

- Volunteers to be on the Policy Committee beginning January 2010 are as follows:
  - Tony Paglia – Park R-3
  - Don Wilson – Johnstown-Milliken RE-5J
  - Rick Heyman – Platte Valley RE-7

4.7 Board Goals

- Mr. John Dudley stated that CBOCES has not had Board Goals in the past and asked the Board if they would like to start considering what some Board Goals would be. This item will be on the Agenda for the February 18, 2010 Board Meeting

## **5.0 ACTION ITEMS**

- 5.1 Approve Revised Policies / Procedure on Second Reading
- EHB Centennial BOCES Records
  - EHB-R Centennial BOCES Records Procedure
  - JFABD Admission and Success of Homeless Students

**Mr. Tim Swain moved to approve the Revised Policies / Procedure on Second Reading as presented. Seconded by Ms. Kathy Wood. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

- 5.2 Approve CBOCES Accreditation Report

**Mr. Rod Schmidt moved to approve the CBOCES Accreditation Report as presented. Seconded by Mr. Don Wilson. The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Mike Dixon, yes; John Dudley, yes; Rick Heyman, yes; Kelly Johnston, yes; Marianne Kaiser, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Don Wilson, yes; Kathy Wood, yes]**

## **6.0 ANNOUNCEMENTS**

Mr. Tim Swain, Board Member Representative from Eaton RE-2, presented a letter to the CBOCES Board signed by RE-2 Superintendent, Dr. Randy Miller. The letter stated the following:

RE: Formal Notification of Possible Withdrawal from CBOCES Special Education

“The purpose of this letter is to serve as notice of Eaton School District’s intent to possibly withdraw from some or all of the special education services at Centennial BOCES either during the 2010-2011 or the 2011-2012 school year. With looming budget reductions coming to our district, it is vital that we look at all options open to the district including sharing services with other districts. Please contact Superintendent of Schools Dr. Randy Miller if you have any other questions concerning this matter.”

The meeting was adjourned by consensus at 8:42 p.m.

Respectfully Submitted,

Melony Sandquist  
Executive Administrative Assistant