

# **CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS**

## **February 23, 2012 MEETING MINUTES**

Board Member Orientation was held at 5:00 p.m. prior to the regular meeting. This orientation was open to all Board Members and Superintendents and included a brief overview of the BOCES Programs and Services.

### **1.0 OPENING OF MEETING**

The Board of Directors of the Centennial Board of Cooperative Educational Services (BOCES) met on February 23, 2012 at the Centennial BOCES Office – 2020 Clubhouse Drive – Greeley, Colorado.

### **1.1 CALL TO ORDER**

Mr. Tim Swain, Board President, called the meeting to order at 6:30 p.m.

### **1.2 SELF INTRODUCTIONS**

### **1.3 ROLL CALL**

- 1) Julie Chesnut, Platte Valley RE-7
- 2) John Cordova, Ault-Highland RE-9
- 3) Mike Dixon, Brush RE-2J
- 4) Marsha Harris, Weld RE-1
- 5) Danielle Mertens, Prairie RE-11
- 6) Mike Steinbach, Wiggins RE-50J
- 7) Tim Swain, Eaton RE-2
- 8) Robert Utley, Briggsdale RE-10

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

- 1) Rob Carruth, Morgan RE-3
- 2) Karl Cline, Weldon Valley RE-20J
- 3) Tony Paglia, Park R-3
- 4) Rod Schmidt, St Vrain RE-1J
- 5) Scott Tietmeyer, Pawnee RE-12

### **Superintendents present:**

- 1) Glenn McClain, Platte Valley RE-7
- 2) Jo Barbie, Weld RE-1
- 3) Michelle Johnstone, Brush RE-2J

### **BOCES Staff present:**

Randy Zila, Executive Director  
Mary Ellen Good, Federal Programs Director  
Jocelyn Walters, Special Ed Director  
Christine Muldoon, Innovative Education Services Director  
Melony Sandquist, Executive Administrative Assistant

### **Guests present:**

None

**1.4 PUBLIC PARTICIPATION**

None

**1.5 APPROVAL OF AGENDA**

The Agenda was amended prior to the Meeting by adding Agenda Item 2.3 as follows:

- o Approve Resolution for use of Facsimile Signatures for CBOCES Bank Accounts.

Mr. John Cordova moved to approve the Amended Agenda as presented. Seconded by Ms. Julie Chesnut.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]

**1.6 APPROVAL OF MINUTES**

Mr. Mike Steinbach moved to approve the Minutes from the January 19, 2012 Meeting. Seconded by Mr. John Cordova.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]

**2.0 CONSENT AGENDA**

**2.1 Approve Supplemental Appropriations:**

Grant Writing Project:	\$3,019.00
ELSS Math Grant Project:	\$14,730.00
Intel Teach ITA (eNetColorado) Project:	\$9,924.00
Adobe Connect Project:	-\$9,924.00
Out of District Placement Project:	\$95,019.00

This item was pulled for discussion and separate vote

**2.2 Approve Personnel Items as presented**

- o Staff Resignation
- o Staff Appointment

**2.3 Approve Resolution for use of Facsimile Signatures for CBOCES Bank Accounts**

Mr. John Cordova requested that within Agenda Item 2.1 - Supplemental Appropriations - the item listed as “Out of District Placement Project for \$95,019.00” be pulled and voted on separately.

Mr. Mike Steinbach moved to approve the Consent Agenda, pulling from the list Supplemental Appropriation “Out of District Placement Project for \$95,019.00”. Seconded by Ms. Julie Chesnut.

The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]

Discussion: Mr. Buswell, CFO and Ms. Walters, Special Ed Director, explained the Supplemental Appropriation “Out of District Placement Project for \$95,019.00” to the satisfaction of the Board.

**Mr. John Cordova moved to approve Supplemental Appropriation “Out of District Placement Project for \$95,019.00”. Seconded by Mr. Mike Steinbach.**

**The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]**

### **3.0 REPORTS / DISCUSSION ITEMS**

#### **3.1 SAC Report – February 9<sup>th</sup> Meeting**

- Dr. Glenn McClain – Superintendent, Platte Valley RE-7
  - Race To The Top – Discussed options for pooling district funds
  - Presentation by Dan Morris around eNet Colorado
  - Questions presented for CDE through representative Chad Auer

#### **3.2 Financial Reports**

- Mr. Terry Buswell, CBOCES CFO presented and responded to questions
  - Board Notes for the Financial Reports (A)
  - Investment Report through 1/31/12 (B)
  - Cash Flow Analysis Report through 1/31/12 (C)
  - Cash Flow Chart through 1/31/12
  - 2 page Summary Financial Report through 1/31/12 (1-2)
  - 15 page Detailed Expense Report through 1/31/12 (1-15)

#### **3.4 Directors’ Reports**

Written reports were provided and briefly reviewed by each Program Director

Dr. Zila provided a verbal report

- Mr. Terry Buswell, CFO / Director of Business Services/ Director of Technology
- Dr. Mary Ellen Good, Director of Federal Programs
- Ms. Christine Muldoon, Director of Innovative Ed
- Ms. Jocelyn Walters, Director of Special Ed
- Dr. Randy Zila, Executive Director
  - Verbal report
    - Update - prior Executive Director, Jack McCabe is receiving Hospice Care
    - Dr. Zila and Mr. Buswell will be meeting soon with Superintendents to develop the 2012 – 2013 budget
    - Recent conversations with St Vrain; anticipate they will be pulling out of CBOCES as of June 30, 2013; we are planning accordingly. The only service they currently use is IFAS Support
    - Sheridan School District (not a member district) purchases IFAS Support from CBOCES; they may discontinue using BOCES if they transfer to different software
    - Dr. Zila will be meeting with Program Directors in the near future to start working toward a 5 year plan for CBOCES

#### **3.5 Review & Discuss Policy GCQEA – Voluntary Retirement Incentive For Employees**

Discussion: Mr. Terry Buswell reviewed the purpose for the Voluntary Retirement Incentive Policy which was adopted on June 16, 1998. Mr. Buswell explained that there is currently only one BOCES employee who is eligible to take advantage of this incentive. The language of the policy is as follows:

*"The Centennial BOCES has determined that it is financially advantageous to the CBOCES, and a significant benefit to CBOCES' employees, to offer a Voluntary Retirement Program. Eligible employees who elect to participate in the voluntary program shall be awarded a voluntary retirement benefit in accordance with the terms and conditions of this policy."*

Due to the changes in the economy, and to follow suit with the policies and practices of our member districts, it was determined that Policy GCQEA is outdated and should be deleted after allowing a grace period for the one BOCES employee who is eligible to take advantage of this incentive if they so desire.

**Mr. Mike Dixon moved to terminate Policy GCQEA, allowing the CBOCES employee who is currently eligible to take advantage of the incentive, a 90 day grace period to make their decision. Seconded by Mr. Mike Steinbach.**

**The motion passed by a unanimous roll call vote: [Julie Chesnut, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Danielle Mertens, yes; Mike Steinbach, yes; Tim Swain, yes; Robert Utley, yes]**

**ANNOUNCEMENTS / UPCOMING MEETINGS**

Board of Directors	Superintendents Advisory Council
<b>March 15, 2012</b>	<b>March 1, 2012</b>

There being no further business, Mr. Tim Swain adjourned the meeting at 7:18 p.m.

Respectfully Submitted,



Melony Sandquist  
Executive Administrative Assistant  
Centennial BOCES