

**CENTENNIAL BOARD
OF COOPERATIVE EDUCATIONAL SERVICES**

SUPERINTENDENTS ADVISORY COUNCIL

**MINUTES
March 6, 2009**

The March 6, 2009 meeting of the Centennial BOCES Superintendents Advisory Council, held at the Centennial BOCES Office in Greeley Colorado, was called to order at 9:10 a.m. by Chairperson, Dr. Randy Miller.

A. CALL TO ORDER & ROLL CALL: the following Superintendents, or designees, were present:

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|-------------------|--|
| 1) Glenn McClain | Platte Valley RE-7 |
| 2) Marty Foster | Johnstown-Milliken RE-5J |
| 3) Luis Martinez | Representing Thompson R-2J |
| 4) Joe Kimmel | Prairie RE-11 |
| 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) Greg Wagers | Morgan RE-3 |
| 11) Bret Miles | Brush RE-2J |
| 12) Bob Petterson | Weldon Valley RE-20J |
| 13) Linda Chapman | Park R-3 |
| 14) Tony Graham | Pawnee RE-12 |

The following Superintendents (or designees) were not present:

- 1) Randy Zila – Mike Gradoz St Vrain RE-1J

The following CBOCES staff members were present:

Jack McCabe	Executive Director
Terry Buswell	Business Services / HR Director
Mary Ellen Good	Federal Programs Director
Tresban Rivera	Learning Services Director
Deniece Cook	Weld Opportunity High School Principal
Melony Sandquist	Executive Administrative Assistant

The following guests were present:

Sally Sherman CDE – Regional Manager

B. ACTION ITEMS – CONSENT GROUPING:

- Approve Agenda
- Approve Minutes – January 9, 2009

Dr. Jo Barbie moved to approve the Agenda and the Minutes as presented. Seconded by Dr. Glenn McClain. The motion passed unanimously.

C. OUTLOOK for 2009-2010 BOCES PROGRAMS

- Special Ed
- Learning Services
- Administration
- Technology Services
- Federal and Migrant Programs

Announcements were made regarding plans for staff reduction in the 2009-2010 budget year, and what actions are being considered to reduce / manage district costs for the upcoming year. Two Program Director positions will be eliminated – Learning Services & Technology Services. Mr. McCabe will oversee functions of the Technology Department and Mary Ellen Good will oversee functions of the Learning Services activities. Other department areas are being closely evaluated.

Deliberation regarding cost reductions were discussed as follows:

- Future of the Longmont office if St Vrain does eventually pull its Technology Services from BOCES. Should this office be closed and all services / staff moved to Greeley?
- Mr. McCabe responded that there are many considerations regarding band width and related technology equipment that is currently housed in the Longmont office. More discussion and evaluation would be needed to take place before this would be a consideration. Given the fact that our technology infrastructure for services is housed there as well as a significant number of staff impacts would be significant and complicated. This item would be more of future discussion but at the present time is not one for next year's budget cycle. BOCES will provide to the superintendents a summary of the current state of our facilities including background information and current financial status on each.
- Courier Service. Should this service be discontinued and use over night or express mail instead? What would the cost savings be? This service is currently under review for this budget year as a possible reduction.
- Concern was expressed over eliminating Program Director positions (Technology & Learning Services). Would this put undue pressure and responsibility on program staff? Would BOCES be asking too much of other Program Directors to assume duties across departments (i.e. putting all the learning services programs under Mary Ellen's leadership)? Will this philosophy be short term? Regular updates requested on how this transition is working.
- Still need to continue discussions on BOCES as a vendor or a cooperative. Bring this topic back at a future meeting.

Discussion Summary:

- Mr. McCabe will prepare a needs assessment on all 3 office locations over the next 90 days (Longmont, Greeley, South Platte) and will present the results at the May SAC Meeting.
- Mr. McCabe will re-do the BOCES Organizational Chart and present an updated version at the May SAC Meeting.
- Ms. Marietta Sears is retiring at the end of 2009. A statewide search is in process for a new Special Ed Director. An interview committee will be formed and will include representatives from the Superintendents Advisory Council, Board of Directors, BOCES staff and possibly district personnel.
- Prepare a district needs assessment on the Learning Services department. What services and programs do the districts want to receive from BOCES? Districts need to know what to count on receiving from the BOCES. What other professional development needs do the districts have that the BOCES is not currently providing? Develop a list of services that BOCES can provide and what the costs will be for each district. Can these classes be more centrally located; possibly take turns having them at various district locations? Develop or hire a few people who are specialists in their area. No deadline was determined for this assessment.
- Request was made for a Learning Services Work Study to be held during a future SAC meeting.

D. COST STUDY – TECHNOLOGY SERVICES

- **Review Technology Cost Allocation Study**
 - Methodology Document Presented & Reviewed.
 - Mr. Buswell provided additional handouts and responded to budgeting questions.
 - Mr. McCabe also reviewed the information presented and responded to questions and concerns.
 - Suggested Action Item – Accept Cost Study Resolution as a process used to develop future budget criteria and as a means to un-bundle costs per district.
 - It was suggested that the Resolution is a good accounting procedure, but needs to be re-worded. Some Superintendents requested additional time to review this process with their district finance managers.
 - Mr. McCabe recognized the need for clarification on the Resolution and asked that anyone having questions or input contact him directly.

Dr. Jo Barbie moved to table the Cost Study Resolution, asking that Mr. McCabe work on the wording, and bring this item back for action at the April SAC Meeting. Seconded by Ms. Linda Chapman. The motion passed unanimously.

E. BREAK

F. STATE REPORT

Ms. Sally Sherman presented an update on the state's financial condition and what is predicted for available funds from the government's stimulus money. The news from Ms. Sherman is that the overall funding picture is grim. Informational handouts were provided.

Some dates to remember:

- March 25th will be the second RSA meeting.
- April 30th there will be a Principal Round Table hosted by RE-5J; contact Ms. Sherman or Ms. Mary McGrane for details.
- Watch your e-mail for upcoming regional meetings planned by CDE.

G. ELECT SAC CO-CHAIR

It is necessary to elect a new SAC Co-Chair to replace Dr. Sharol Little. This position will be for the remainder of the original term.

Dr. Jo Barbie nominated Ms. Linda Chapman as SAC Co-Chair. Seconded by Mr. Tony Graham. Ms. Chapman declined the nomination.

Mr. Jo Kimmel nominated Mr. Tony Graham as SAC Co-Chair. Seconded by Mr. Glenn McClain. The motion passed unanimously.

H. REPORTS – DISCUSSION ITEMS

- Stimulus Bill Discussion
 - Ms. Marietta Sears reported that she is waiting to find out how the money is being earmarked. She suggested a Work Session be planned in order to inform districts how the money is to be used.
 - Work Session confirmed at the Greeley BOCES office for March 20th – 1:00 pm.
- BOCES Salary & Benefits Update
 - Mr. Terry Buswell handed out a proposal for the upcoming year Salary & Benefits.
 - Mr. Buswell is waiting for the insurance broker to provide cost estimates for upcoming year.

I. PROGRAM DIRECTOR REPORTS

- **Deniece Cook – WOHS**
 - Provided update on students' plans for graduation and where they would attend school next year.
 - The stolen computers will be replaced by insurance and the current plan for them is to donate them to the Aims HS Diploma Program.
 - Superintendents requested that there be no final decision made yet on the future of the WOHS computers. Possibly those could be used for BOCES / District programs. Deniece and Jack agreed the computers would not be automatically donated to Aims and that member district input would be requested before any decision is made.
 - Dr. Barbie requested that Ms. Cook e-mail information to Superintendents on where each member district student will be attending school next year, or if they are graduation this year.

- **Tresban Rivera – Learning Services**
 - Teaching American History Grant has been submitted
 - Funding has been arranged through the Regional Development Council for the second round of People Skills Training. Dates for the classes are April 20 & 21 and April 23 & 24. There will be no charge for attending the classes.
 - LS Department is working on the Summer Academies. June Educator Training will be June 1 – 5.

- **Terry Buswell – Business Services**
 - Asbestos Management Plans have been completed for the buildings at 2040 Clubhouse Drive and 2505 1st Avenue.
 - District 6 is seriously considering a lease on the 2040 Clubhouse Drive facility.
 - Mr. Buswell will be meeting with Realtec next week to prepare a listing agreement for the facility at 2505 1st Avenue.

- **Marietta Sears – Special Education**
 - March 12th will be the final review of the Infinite Campus IEP project.
 - CIMP Audit will be April 8 & 9.
 - Special Ed Coordinators will attend a review class on April 22nd.

- **Mary Ellen Good – Federal Programs**
 - State audit on migrant records has recently been completed. Waiting on a list of findings.
 - A new coordinator has been hired. Christine Muldoon will assume the position previously held by Mary McGrane.
 - There will be a revised application coming out for use in applying for the Consolidated Application.

J. ANNOUNCEMENTS / UPCOMING MEETINGS

- Ms. Linda Chapman announced that the Park R-3 District will be hosting a training this summer that will benefit the regular classroom teacher. More information and dates to follow.
- The next SAC meeting is scheduled for Friday, April 3rd (not April 4th as indicated on the Agenda).

The meeting was adjourned at 12:27 pm by consensus.

Respectfully Submitted,

Melony Sandquist
 Centennial BOCES
 Executive Administrative Assistant