

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

February 21, 2008
MINUTES

OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met for a Special Meeting on February 21, 2008 at the Greeley Centennial BOCES Office - 2020 Clubhouse Drive - for a face-to-face meeting.

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 ROLL CALL

Board Members (or alternates) present:

- 1) Don Abbott – Thompson RE-2J
- 2) Carolyn Breninger – Johnstown / Milliken RE-5J
- 3) Milton Beydler – Wiggins RE-50J
- 4) John Dudley – Ault / Highland RE-9
- 5) Don Dillehay – Brush RE-2J
- 6) Donald Johnston – Pawnee, Grover RE-12
- 7) Pat Montoya – LaSalle, Gilcrest, Platteville Weld RE-1
- 8) Ron Pfleiderer – Platte Valley, Kersey RE-7
- 9) Bob Richardson – Park R-2
- 10) Sandi Searls – St Vrain RE-1J
- 11) Roger Segura – Morgan RE-3
- 12) Tim Swain – Eaton RE-2
- 13) Kathy Wood – Weldon Valley RE-20J

Board Members (or alternates) absent:

- 1) Connie Allmer – Briggsdale RE-10
- 2) Marianne Kaiser – Prairie, New Raymer RE-11J

Superintendents present:

1. Dr. Marty Foster
2. Dr. Sharol Little
3. Mr. Rob Ring
4. Mr. Bret Miles
5. Dr. Jo Barbie
6. Dr. Randy Miller
7. Mr. Bob Petterson

BOCES Staff present:

Jack McCabe, Executive Director
Melony Sandquist, Executive Administrative Assistant
Terry Buswell, Chief Financial Officer / HR Director
Deniece Cook, Principal – Weld Opportunity High School
Marietta Sears, Director of Special Education
Mary Ellen Good, Director of Federal Programs

1.4 APPROVAL OF AGENDA

Mr. Jack McCabe requested that Agenda Item 4.5 – Educational Presentation on CDE Growth Model - be removed from the Agenda since Ms. Rivera is not able to attend the meeting for this presentation.

Ms. Sandi Searls moved to approve the Agenda as amended. Seconded by Mr. Ron Pfleiderer.

The motion passed by a majority roll call vote: [Don Abbott, yes; Carolyn Breninger, presently unavailable to vote; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

1.5 APPROVAL OF MINUTES

Ms. Kathy Wood moved to approve the Minutes as presented. Seconded by Ms. Sandi Searls.

The motion passed by a majority roll call vote: [Don Abbott, yes; Carolyn Breninger, presently unavailable to vote; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

2.0 EXECUTIVE SESSION

2.1 Executive Session to discuss Jack McCabe’s Evaluation Results & Employment Contract Renewal

Mr. Ron Pfleiderer moved to go into Executive Session to include Board Members and Superintendents only to discuss and review Mr. McCabe’s Evaluation Results & Employment Contract Renewal. Seconded by Mr. Tim Swain.

The motion passed by a majority roll call vote: [Don Abbott, yes; Carolyn Breninger, presently unavailable to vote; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

2.2 Executive Session continued including Mr. Jack McCabe. Review of Evaluation Results & Employment Contract Renewal.

Ms. Carolyn Breninger (Board Secretary) was in charge of collecting all Evaluation responses and comprising a Summary Report.

Once the final report is prepared, Mr. John Dudley (Board President) will meet with Mr. McCabe to sign off on the appropriate documents.

3.0 CONSENT AGENDA

3.1 Approve Personnel Items

- **Resignations:** Mary McGrane – Federal Programs Coordinator Effective 6-30-08. Took position with RE-5J as Director of Curriculum, Instruction, and Professional Development.

3.2 Approve Special Ed Agreements

- Contract for Educational Services between Centennial BOCES and THIRD WAY CENTER for children with disabilities who reside in District RE-7.
- Contract for Independent Contractor / Consultant Agreement between Centennial BOCES and RIGHT TO READ to design, coordinate, implement and evaluate family literacy-focused programs in RE-1 and RE-5J Districts.
- Contract for Educational Services between Centennial BOCES and FLATIRON ACADEMY for children with disabilities
- Contract for Educational Services between Centennial BOCES and EXCELSIOR YOUTH CENTERS, INC. for children with disabilities.

3.3 Approve NCLB Family Literacy Grant

- The requested amount is \$45,715 for Centennial BOCES to contract with RIGHT TO READ to implement the Family Literacy Centers for Districts RE-1 and RE-5J.

3.4 Approve Supplemental Appropriations

Contingency Designated Reserves:	\$1,860,705.00
Network Quality Services:	-\$132,870.00
C2D3 Local Funds:	\$36,535.10
High School Diploma Program:	\$10,898.00
Title I Part A Reallocated District Improvement Grant:	\$66,000.00
Title I Technical Assistance Program:	\$6.00
Title I Part A Reallocated Family Literacy Grant:	\$45,715.00

Ms. Kathy Wood moved to approve the Consent Agenda items as presented. Seconded by Carolyn Breninger.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

4.0 DISCUSSION / REPORTS

4.1 Update on Facilities – Jack McCabe

- 2040 Clubhouse Drive - Greeley
- 2505 1st Avenue – Greeley

2040 Clubhouse Drive: Mr. McCabe reported that final lease arrangements have been made with IntelliTec College. They will use the facility for their nursing program. A down payment and first months rent has been received. The only condition left on the contract is that the state approves accreditation of the building to be used for a nursing program. This should not be a problem since the facility had been used by Aims Community College for their nursing program.

2505 1st Avenue: Mr. McCabe reported that negotiations for another year (2008-2009) have been reached with District 6 and that he recommends the facility be taken off the market at this time.

Mr. Don Abbot moved to remove 2505 1st Avenue from the market at this time with the option to list the facility again at any future date. Seconded by Mr. Don Dillehay.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

4.2 Financial Reports – Terry Buswell

Mr. Terry Buswell reported and answered questions on the following financial documents:

- Investment Report as of 12/31/07
- Financial Report Summary as of 12/31/07
- Expense Detail Report as of 12/31/07

4.3 Program Director’s Reports

- Marietta Sears – Special Education
 - Finished with the CDE Audit.
 - Area wide for February 26th has been cancelled.
 - Staff is currently working to finalize December 1 count.
- Terry Buswell – Business Services / HR
 - RFP for Audit services was sent out on February 1st to 18 audit firms
 - Working on Salary & Benefit Survey document. The survey will be sent out to member districts and some non-member districts to be used for BOCES salary comparisons.
- Denise Atkinson / Shorey – Technology Services
 - Report on Eagle Net update.
- Mary Ellen Good – Federal Programs
 - Migrant Application will go out in March and there are many changes happening.
 - Report on \$50,000 Grant Application.
- Deniece Cook – Weld Opportunity High School
 - All staff is very excited that Mr. McCabe has reached negotiations with District 6 for 2008-2009.
- Jack McCabe – Executive Director
 - Thanks to everyone who attended the Board Member Orientation meetings.
 - Report on recent 2 hour visit with Spec Ed Transition House.
 - Met with Commissioner of Education, Dwight Jones re: Eagle Net opportunities.

4.4 Update / Report on Senate Bill 38 – Jack McCabe

Mr. McCabe reported on the most recent activity of the bill and where it lies within the system.

5.0 ACTION ITEMS

5.1 Establish and Approve a Policy Review Committee

Mr. John Dudley, Board President, asked for volunteers from both Superintendents and Board Members to be on the Policy Review Committee. Those who volunteered were:

- Carolyn Breninger
- Bob Richardson
- Marty Foster

- Sandi Searls
- Ron Pfleiderer

Mr. Bob Richardson moved to establish a Policy Review Committee consisting of the above named volunteers. Seconded by Mr. Ron Pfleiderer.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

5.2 Approve Policy Revisions & New Policy Procedure on First Reading

Revised - Policy AC	Non Discrimination / Equal Opportunity
Revised - Policy GBA	Equal Employment <u>changed to</u> Open Hiring / Equal Employment Opportunity
Revised - Policy GBAA	Staff Sexual Harassment
Revised - Policy GCA	Staff Positions
Revised - Policy BDH	Consultants
New – EHB-R-1	Procedure for Access to Centennial BOCES Records

Mr. Tim Swain moved to approve the Policy Revisions and New Policy Procedure on First Reading. Seconded by Ms. Kathy Wood.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

5.3 Approve Board Norms – As Follows:

- Respect staff and other Board Members
- Provide and maintain a safe environment for all to speak and ask questions freely
- Follow Roberts Rules
- Listen to understand
- Laughter is good
- Be prepared, read materials before hand
- Be on time for the meeting
- Be as concise and succinct as possible
- Support the work of appointed committees
- Build cohesiveness as a Board through our interactions at meetings and a yearly retreat

Mr. Don Dillehay moved to approve the Board Norms as presented. Seconded by Ms. Carolyn Breninger.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

5.4 Approve Working Relationships Document – As Follows:

I. Principles Underlying the Working Relationship

A. Executive Director Responsibilities

1. Recognizes the responsibilities and follows the policies of the board.
2. Solicits from each board member and collectively from the entire board knowledge and understanding of the community and member districts from their unique perspectives.

3. Works with the board to establish a mission, vision and plans for BOCES, clarify policy and administrative implications of new issues.
4. Informs the board of issues and concerns prior to their surfacing at board meetings or in the media.
5. Works with the board in ways that promote trust and respect and which allow the executive director to do the risk taking necessary to conduct the business of the district.
6. Shows impartiality in BOCES board officer elections.

B. Board's Responsibilities

1. Respects the administrative authority of the executive director and avoids involvement in the administration of the BOCES.
2. Respects the professional expertise of the executive director and staff.
3. Works with the executive director in ways which promote trust and respect.
4. Works with the executive director to establish a mission, vision and plans for BOCES, clarify policy and administrative implications of new issues.
5. Discusses with the executive director problems and conflicts between the board and the executive director or staff.
6. Keeps the executive director informed of community and district issues and concerns prior to their surfacing at board meetings or in the media.

II. Operational Guidelines of the Working Relationship

A. Policy and Administration

1. The board and executive director carry out their respective responsibilities designated in state statutes and board policy.
2. The board reserves to itself the ultimate decision in all matters concerning policy or expenditure of funds, but will normally proceed in those areas only after receiving recommendations from the executive director. The board delegates to the executive director all matters of decision and administration which come within his scope as chief executive of the BOCES.
3. The board extends to the executive director the responsibility for implementing state and federal statutes, regulations and board policy decisions.
4. All rules/regulations or administrative directives developed pursuant to the board's policies confirm to the intent of said policies. The board normally does not review as a body administrative rules/regulations or procedures except in those instances in which the board of education or executive director believes review is necessary or desirable because of its high sensitivity (legal requirements, potential litigation, public or staff reaction).
5. The board gives the executive director authority to develop and implement all necessary rules/regulations, and administrative directives authorized by board policy or statutes.
6. The executive director keeps the board informed of any rules/regulations developed to implement board policy. The board may veto any administrative rule/regulation only when, in the judgment of the board, it is inconsistent with board policy or the intent of the policy.
7. Before being issued, rules/regulations are properly titled and coded in conformance with the codification system adopted by the board and included in the board's policy manual.
8. The board reserves to the executive director the authority for the organizational structure of the BOCES, i.e., line and staff relationships, and job descriptions, and where appropriate, submit to the board for review and

adoption as policy. The board is informed of proposed structural changes and alterations in the formal job descriptions of the cabinet. However, authorization for the establishment of new positions is the prerogative of the board upon recommendation of the executive director. The executive director recommends the staffing level as a part of the budget for approval by the board. The recruiting and selecting of staff and evaluation of personnel is the executive director's responsibility.

9. The recommendation of salary, benefits, and working conditions for employees is the responsibility of the executive director. The board approves the hiring of all personnel.
10. The board president or designee may poll the members of the board on matters in which the executive director needs timely advice.
11. Since policy is set by the entire board and not by individual members of the board, members do not make policy commitments to citizens or promises to staff members.
12. The board expects the executive director to recommend a process for developing a strategic plan and a format for the contents of the plan. The executive director annually recommends a strategic plan for adoption by the board, which contains the mission statement, beliefs, goals, strategic multi-year objectives and annual operational objectives for each strategic objective.
13. The executive director gives board members an opportunity for input into the development of the budget and to receive background information regarding proposed budget expenditures. The objectives embodied in the BOCES strategic plan serve as priorities in guiding the development of the budget. The adoption of the annual budget is the responsibility of the board.

B. Resolution of Conflicts or Problems between the Board and Executive Director

1. When either a board member or the executive director believes that clarification is needed regarding the responsibilities and prerogatives of the board or executive director in general or on a specific matter, informal discussions are initiated by the board president and executive director.
2. If it appears that a conflict exists or is emerging between the board and the executive director which is material to the executive director evaluation, then an executive session is called to hear the concern. If the concern is between the executive director and an individual board member, then those two individuals attempt to resolve their conflict or problem. The president of the board, however, may be informed and asked to intervene. The matter is not raised with the full board unless requested by one of the parties.

C. Communications

1. The executive director keeps the board informed through a variety of means. The executive director informs the board at its regular meetings, by duplicating other appropriate written communication, by email, or by telephone when necessary on timely matters. The executive director may delegate to a staff member the conveyance of information to board members, but should personally convey sensitive matters to the board when necessary. Conversely, board members convey sensitive matters directly to the executive director.
2. Board members share information with the executive director which may be important in the administration of the BOCES.
3. The executive director provides periodic reports to the board at regular or committee meetings on the functioning of the elements of the BOCES operation.
4. As new issues arise, the board requests and executive director or designee presents to the board an analysis of the policy issues. After staff study is completed and information is prepared, options are presented to an appropriate board committee or full board with, if appropriate, the policy recommendations of the executive director.
5. The executive director keeps the board informed of issues and concerns in an orderly manner to avoid surprises. The executive director provides adequate information or decision and does not withhold pertinent information

from some or all of the board members. The executive director provides guidance to the board for it to fulfill its responsibilities.

6. Board members are welcome to any and all information concerning the operation of the BOCES. Requests for such information by individual board members shall be provided by the executive director and shared at the same time with all members of the board. Occasionally, those requests may entail significant staff time in its preparation and in those cases the executive director may request authorization of the full board.

Board members should feel free to view programs and visit with staff. On occasion, this may result in the surfacing of sensitive issues. It is incumbent upon each member of the board to immediately bring such sensitive issues to the attention of the executive director.

7. Board members can share information and concerns with staff, but do not direct members of the staff in the resolution of problems and concerns. If a board member expects that a citizen will contact the executive director or staff member, the board member notifies such staff member or executive director. Conversely, the executive director will inform board members when a staff member suspects that a board member will be contacted by a citizen.
8. All board members and the executive director and staff shall follow federal and state laws, regulations and local policies concerning confidential information on a "right to know" or "need to know" basis.
9. Board members convey personal judgments about staff, issues, and recommendation on policy to the executive director.
10. Any member of the board can request that the executive director or the executive director's designee prepare a response to a letter the BOCES board member has received.
11. All board members receive a copy of any letter addressed to the entire board. Letters written to individual board members are not opened by staff unless authorized by that board member. The executive director intends to send copies to board members of his written communications to others when, in the executive director's judgment, it would be of benefit to board members.
12. BOCES board members refer individuals or groups who appeal a management decision to their next higher level of management. Board members inform the executive director of such action when the matter is likely to reach the executive director's attention or it is of a controversial or serious nature.
13. The board authorizes the board president and the executive director or designee to act as spokespersons for the board. In actual practice, the executive director makes the majority of public announcements. Board members are informed when public announcements are made or press interviews take place on matters of high interest to the public or on sensitive issues.
14. The executive director or designee does not issue press releases on topics that are of high interest to the public without the board members' prior knowledge.
15. The executive director will prepare the board president or other members of the board if the press is likely to call them on a matter. Board members do not make unsolicited statements to the press. The board president presents the views of the board without bias as spokesperson of the board.
16. The executive director prepares the board for dealing with major public issues.
17. The board president requires special communication with the executive director. Those communications exist to determine matters related to board meetings such as:
 - a. The items on the forthcoming regular or special meeting agendas
 - b. Sequence of events on the agenda
 - c. How much time is to be devoted to each item
 - d. What action is necessary by the board on each item
 - e. What reports the executive director will be giving to the board
 - f. How the executive director intends to use staff members or outside consultants during the meeting

- g. How to handle emergency situations that may arise at the board meeting
- h. How to deal with special interest and/or pressure groups. In this case the executive director and the board president will discuss strategy and the president or executive director will then relay that information to all board members.

The executive director attempts to communicate with the board president before contacting other board members on the same matter. The president may poll individual board members to advise the executive director on timely matters. At the request of the executive director, the president may assist in resolving problems or conflicts between a board member and the executive director.

D. Community

1. The executive director calls upon the board to provide observations, facts and opinions on community and member district related issues.
2. The executive director offers to conduct orientation sessions for new board members and alternates.
3. The executive director agrees not to contribute personal or BOCES resources to an opponent or an incumbent in board officer elections. Staff is not to use office hours or BOCES resources in the support of any board officer candidate for the BOCES board.

E. Board Regular or Special Meetings

1. The executive director briefs the board president prior to the publishing of a special or regular meeting agenda.
2. At board regular or special meetings, the board president refers first to the resource person designated by the executive director listed on the agenda, if not the executive director himself, at the beginning of the discussion of each item. Staff policy recommendations are the responsibility of the executive director. The executive director may defer to appropriate staff as resource personnel to provide background information which will be helpful to the board in its deliberations.

Mr. Don Abbott moved to approve the Working Relationships Document. Seconded by Ms. Kathy Wood.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

5.5 Approve 2008-09 Draft Budget Timeline – As Follows

February 2008 – March 7, 2008 (Date of SAC Meeting)

- Individual departments begin their budget development in relation to service needs for budget development.
- Administration / Business Office develop estimates and projections around variable costs such as insurance, salary & benefits. In addition, we will be looking to make improvements in the budget document to increase understanding for all stakeholders.

March 10, 2008 – April 4, 2008 (Date of SAC Meeting)

- Present first draft to Superintendents and receive input.

April 17, 2008 (Date of Board Meeting)

- Share first draft and revisions (based on Superintendents input) with Board of Directors for their review and approval.

April 17, 2008 – May 15, 2008 (Date of Board Meeting)

- During this time, meet with Superintendents for further input, review, and preliminary approval of the 2008-2009 budget. On May 15th review with Board of Directors.

May 15, 2008 – June 6, 2008 (Date of SAC Meeting)

- Final approval of budget by Superintendents.

June 19, 2008 (Date of Board Meeting)

- Final review and approval of budget by Board of Directors.

Mr. Bob Richardson moved to approve the proposed budget timeline as presented. Seconded by Ms. Carolyn Breninger.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

6.0 PUBLIC COMMENT

- None

7.0 ANNOUNCEMENTS – UPCOMING MEETINGS

<p style="text-align: center;"><u>Board of Directors Meetings</u></p> <p style="text-align: center;">April 17, 2008 May 15, 2008 June 19, 2008</p>

8.0 CORRESPONDENCE

- None

8.0 ADJOURNMENT

Mr. Milton Beydler moved to adjourn the meeting at 9:40 p.m. Seconded by Mr. Tim Swain.

The motion passed by a unanimous roll call vote: [Don Abbott, yes; Carolyn Breninger, yes; Milton Beydler, yes; John Dudley, yes; Don Dillehay, yes; Donald Johnston, yes; Pat Montoya, yes; Ron Pfleiderer, yes; Bob Richardson, yes; Sandi Searls, yes; Roger Segura, yes; Tim Swain, yes; Kathy Wood, yes]

Respectfully Submitted,

Melony Sandquist
Executive Administrative Assistant