

# CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

January 29, 2009  
SPECIAL MEETING MINUTES

## OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services met on January 29, 2009 at the Centennial BOCES Office - 2020 Clubhouse Drive – Greeley, Colorado for a Special Meeting.

## 1.1 CALL TO ORDER

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

## 1.2 ROLL CALL

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

- 1) Don Abbott – Thompson R-2J
- 2) Connie Allmer – Briggsdale RE-10
- 3) Milton Beydler – Wiggins RE-50J
- 4) Carolyn Breninger – Johnstown / Milliken RE-5J
- 5) Don Dillehay – Brush RE-2J
- 6) John Dudley – Ault / Highland RE-9
- 7) Pat Montoya – Weld RE-1
- 8) Bob Richardson – Park R-3
- 9) Tim Swain – Eaton RE-2
- 10) Kathy Wood – Weldon Valley RE-20J

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

- 1) Rob Carruth – Morgan RE-3
- 2) Donald Johnston – Pawnee / Grover RE-12
- 3) Marianne Kaiser – Prairie RE-11J
- 4) Ron Pfeleiderer – Platte Valley RE-7
- 5) Sandi Searls – St Vrain RE-1J

### **Superintendents present:**

There were no Superintendents present at this meeting

### **BOCES Staff present:**

Jack McCabe, Executive Director  
Melony Sandquist, Executive Administrative Assistant

### **Guests present:**

None

## 2.1 APPROVAL OF AGENDA

Ms. Carolyn Breninger moved to approve the Agenda as presented. Seconded by Mr. Milton Beydler.

The motion passed by a unanimous roll call vote: Don Abbott, yes; Connie Allmer, yes; Milton Beydler, yes; Carolyn Breninger, yes; Don Dillehay, yes; John Dudley, yes; Pat Montoya, yes; Bob Richardson, yes; Tim Swain, yes; Kathy Wood, yes.

**NOTE:** Since this was a Special Meeting to focus on strategic planning, there was no review of minutes, typical action items or reports. These items will be addressed at the February 19, 2009 Regular Meeting.

## 3.0 DISCUSSION ITEMS

- Begin Strategic Plan Process (Strategic Planning Definition Attached)
  - Develop Timeline
  - Create Focus Groups
  - Analyze SWOT
    - Strengths, Weaknesses, Opportunities, Threats

### General Discussion – Topics of Concern:

Mr. McCabe explained how strategic planning works and referred to the information enclosed in the Agenda.

Various topics of discussion among the group were as follows:

- One Goal should be to develop relevance and sustainability.
- Another Goal should be to work on Customer Service – focus more on the end user.
- What does BOCES look like in 1 – 5 years?
- Balance – Developing new services without compromising current services.
- What is obsolete?
- What needs changed – how soon?
- Is BOCES a Vendor or a Cooperative?
- Who do we want to be?
- Are there shared needs that are not being met?
- Board Members expressed an interest in obtaining a better understanding of the services each district is receiving.
- Request: Do a “Did You Know Session” at future Board Meetings. Suggestions from the floor included receiving information from department personnel (not always a report from the Program Director).
- Explain / give examples: How does the cooperative benefits the districts.
- Suggestion: BOCES information be included in district newsletters – this information would educate teachers and parents alike. Also valuable for all new staff.
- Suggestion: Each Program Department establish a motto that harmonizes with the BOCES Motto.
- Suggestion: Get input from teachers on what services are needed and how the current services are working.

- Suggestion: Every fall do a BOCES Orientation (BOCES 101) for anyone who wants to attend: i.e. anyone from a Board of Education, Parents, District Staff, etc. Open to public.

**SWOT – (Strengths, Weaknesses, Opportunities, Threats) – Review for each BOCES Department:**

Overview & Discussion:

SWOT Documents were prepared by each Program Director for their department.

These documents were provided to each Board Member and were reviewed and discussed one at a time.

Requests from Board of Directors:

- Each Program Director develop a criteria whereby they explain their services, which districts are taking advantage of their services, and outline how the services are impacting the end user (district, families, students, etc.).
- At each Board Meeting, provide a short program that will explain how each department operates. One department or service at a time; not all at once. Possibly have department staff (instead of the Director) present an overview of what they do in their specific job position. Example: Federal Programs reports on their homeless initiative and how the service is impacting the end user (the homeless).

**Ms. Kathy Wood moved to adjourn the meeting at 9:10 p.m. Seconded by Ms. Carolyn Breninger.**

**The motion passed by a unanimous roll call vote: Don Abbott, yes; Connie Allmer, yes; Milton Beydler, yes; Carolyn Breninger, yes; Don Dillehay, yes; John Dudley, yes; Pat Montoya, yes; Bob Richardson, yes; Tim Swain, yes; Kathy Wood, yes.**

Respectfully Submitted,

Melony Sandquist  
Executive Administrative Assistant