

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

**May 16, 2013  
MEETING MINUTES**

## **1.0 OPENING OF MEETING**

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on May 16, 2013 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) Mr. Rob Carruth, Morgan RE-3
- 2) Ms. Julie Chesnut, Platte Valley RE-7
- 3) Mr. Mike Dixon, Brush RE-2
- 4) Ms. Alphretta Erdmann, Briggsdale RE-10
- 5) Ms. Marsha Harris, Weld RE-1
- 6) Mr. Mike Linton, Weldon Valley RE-20J
- 7) Mr. Tony Paglia, Park R-3
- 8) Mr. Rod Schmidt, St Vrain RE-1J
- 9) Mr. Mike Steinbach, Wiggins RE-50J
- 10) Mr. Scott Stump, Prairie RE-11
- 11) Mr. Tim Swain, Eaton RE-2

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

- 1) Mr. John Cordova, Ault-Highland RE-9
- 2) Mr. Jeff Wahlert, Pawnee RE-12

### **Superintendents present:**

- 1) Dr. Glenn McClain, Platte Valley RE-7

### **BOCES Staff present:**

Dr. Randy Zila, Executive Director  
Dr. Mary Ellen Good, Federal Programs Director  
Ms. Jocelyn Walters, Special Education Director  
Mr. Terry Buswell, CFO/ HR / Technology Director  
Ms. Melony Sandquist, Executive Admin Assistant

### **Guests present:**

- None

## **1.4 APPROVAL OF AGENDA**

Mr. Mike Steinbach moved to approve the Agenda as presented. Seconded by Ms. Julie Chesnut.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes]. Mr. Mike Linton was not available for this vote.

## **1.5 APPROVAL OF MINUTES**

Mr. Mike Steinbach moved to approve the Minutes from the March 21, 2013 Meeting. Seconded by Mr. Rod Schmidt.

The motion passed by a majority roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, abstain; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes]. Mr. Mike Linton was not available for this vote.

## **2.0 CONSENT AGENDA**

### **2.1 Approve Supplemental Appropriation As Presented**

### **2.2 Approve Personnel Items As Presented**

Mr. Mike Steinbach moved to approve the Consent Agenda as presented. Seconded by Mr. Mike Dixon.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes]. Mr. Mike Linton was not available for this vote.

## **3.0 REPORTS / DISCUSSION**

### **3.1 SAC Report – May 2, 2013**

- Dr. Glenn McClain reported:
  - Reviewed Draft Budget
    - Approved and Recommended Approval to the BOD
  - Discussed Re-Financing of the Greeley Property
    - Approved and Recommended Approval to the BOD
  - Extensive Report from CDE – Jhon Penn
  - Elected New Chair (Ron Echols) and Co-Chair (Bret Robinson) for 2013-14

### **3.2 Financial Reports**

- Mr. Terry Buswell
  - No questions / no discussion

### **3.3 Director Reports**

- Mr. Terry Buswell, CFO / Director of Business Services / Director of Technology
  - Written and verbal report provided

- Dr. Mary Ellen Good, Director of Federal Programs
  - Written and verbal report provided
- Ms. Jocelyn Walters, Director of Special Ed
  - Written and verbal report provided
- Dr. Randy Zila
  - Verbal report provided
    - Updates on new staffing at CDE
    - Directed a discussion on Graduation Requirements adopted by CDE
    - Legislative updates discussed

#### **4.0 ACTION ITEMS**

##### **4.1 Approve 2013 – 2014 Budget As Presented**

**Mr. Tony Paglia moved to approve the 2013-2014 Budget as presented. Seconded by Mr. Mike Steinbach.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Mike Linton, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes].**

##### **4.2 Approve Resolution 2013-2014 Budget Appropriation**

##### **4.3 Approve Resolution Authorizing Use of Beginning Fund Balance for 2013-2014**

Discussion: Mr. Tim Swain recommended voting on Items 4.2 and 4.3 in unison. Consensus received by all Board Members.

**Mr. Mike Steinbach moved to approve Item 4.2 Resolution for the 2013-2014 Budget Appropriation and to also approve Item 4.3 Resolution Authorizing Use of Beginning Fund Balance for 2013-2014 as presented. Seconded by Mr. Rod Schmidt.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Mike Linton, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes].**

##### **4.4 Approve CBOCES Meeting Calendar for 2013-2014**

Discussion: Dr. Zila explained that three draft calendars have been presented for consideration. The last several years the BOD has met eight (8) times during the fiscal year. Taking into consideration we have recently had much lighter agenda topics, and to be respectful of everyone's time, two alternative calendars have been presented, one offering a six (6) meeting schedule and the other offering a five (5) meeting schedule. Mr. Tim Swain shared his thought that eight (8) meetings per year is not necessary and that CBOCES policy requires only four (4) meetings per fiscal year. Additional meetings can be called if needed. Mr. Buswell added that the five (5) meeting schedule fits within the timelines established for presenting and approving the budget and audit documents. Dr. Glenn McClain announced that the SAC considered the same three calendars and suggested the BOD try to reduce the number of meetings down to 5 per year and then schedule additional meetings or work sessions if needed.

**Mr. Rob Carruth moved to approve the 2013-2014 Meeting Calendar with five (5) Board of Director Meetings per fiscal year: (September 19, 2013; November 21, 2013; January 16, 2014; April 17, 2014; May 15, 2014). Seconded by Ms. Julie Chesnut.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Mike Linton, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes].**

#### **4.5 Approve Dr. Randy Zila's Contract with CBOCES for 2013-2014 As Presented**

**Mr. Tony Paglia moved to approve Dr. Randy Zila's Contract as presented. Seconded by Mr. Mike Dixon.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Mike Linton, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes].**

#### **4.6 Approve Resolution Authorizing Re-Finance of Greeley Office Building**

Discussion: Mr. Terry Buswell explained there would be a cash out of \$80,000 to be used to upgrade the Air Conditioning and Heating units in the building. The Supplemental Appropriation noted in item 4.7 provides additional detail.

**Mr. Tony Paglia moved to approve the Resolution Authorizing the Re-financing of the Greeley Office Building as presented. Seconded by Mr. Rod Schmidt.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Mike Linton, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes].**

#### **4.7 Approve Supplemental Appropriation for Greeley Office Building**

**Mr. Mike Steinbach moved to approve the Supplemental Appropriation as presented, stating that the increased amount of \$80,000 be appropriated into the 2012-2013 CBOCES budget for the Greeley Office Building project. Seconded by Ms. Julie Chesnut.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Marsha Harris, yes; Mike Linton, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Scott Stump, yes; Tim Swain, yes].**

### **5.0 FUTURE AGENDA ITEM REQUESTS**

#### **5.1 EAGLE-Net Update**

Discussion: Mr. Rod Schmidt (EAGLE-Net Board Member) provided an update on the progress being made on this federal grant project. Much of what happens (past and future) is politically driven.

**6.0 ANNOUNCEMENTS / UPCOMING MEETINGS**

Graduation Ceremony dates and times were announced for CBOCES / Aims High School Diploma Program and for I-Connect High School.

There being no further business, Mr. Tim Swain adjourned the meeting at 7:48 p.m.

Respectfully Submitted,



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***Melony Sandquist***  
Centennial BOCES  
Executive Ass't to CEO, BOD, SAC