

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES BOARD OF DIRECTORS

**January 19, 2012
MEETING MINUTES**

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services (BOCES) met on January 19, 2012 at the Centennial BOCES Office – 2020 Clubhouse Drive – Greeley, Colorado.

1.1 CALL TO ORDER

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

1.2 SELF INTRODUCTIONS

1.3 ROLL CALL

- 1) Rob Carruth, Morgan RE-3
- 2) Julie Chesnut, Platte Valley RE-7
- 3) Karl Cline, Weldon Valley RE-20J
- 4) John Cordova, Ault-Highland RE-9
- 5) Mike Dixon, Brush RE-2J
- 6) Marsha Harris, Weld RE-1
- 7) Tony Paglia, Park R-3
- 8) Rod Schmidt, St Vrain RE-1J
- 9) Mike Steinbach, Wiggins RE-50J
- 10) Tim Swain, Eaton RE-2
- 11) Scott Tietmeyer, Pawnee RE-12
- 12) Robert Utley, Briggsdale RE-10

Board Members (or alternates) absent:

- 1) Danielle Mertens, Prairie RE-11

Superintendents present:

- 1) Glenn McClain, Platte Valley RE-7
- 2) Jo Barbie, Weld RE-1
- 3) Greg Wagers, Morgan RE-3
- 4) Michelle Johnstone, Brush RE-2
- 5) Bret Robinson, Pawnee RE-12

BOCES Staff present:

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

Guests present:

Sheryl Groves, Weldon Valley RE-20J

1.4 APPROVAL OF AGENDA

Mr. Tony Paglia 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; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

1.5 APPROVAL OF MINUTES

Mr. Mike Steinbach moved to approve the Minutes from the November 17, 2011 Meeting. Seconded by Mr. Scott Tietmeyer.

The motion passed by a majority roll call vote: [Rob Carruth, abstain; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, abstain; Tony Paglia, yes; Rod Schmidt, abstain; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

2.0 RE-ORGANIZATION OF THE BOARD OF DIRECTORS

2.1 Election of Officers

- President
- Vice President
- Secretary
- Treasurer

Mr. Rod Schmidt nominated Mr. Tim Swain for President. Mr. John Cordova moved to close nominations and elect Mr. Swain as President. Seconded by Mr. Rob Carruth.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

- **Mr. Tim Swain is the newly elected Board President**
 ~~~~~

**Mr. Rod Schmidt nominated Mr. Mike Steinbach for Vice President. Mr. Mike Dixon moved to close nominations and elect Mr. Steinbach as Vice President. Seconded by Ms. Julie Chesnut.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]**

- **Mr. Mike Steinbach is the newly elected Board Vice President**  
 ~~~~~

Mr. Mike Steinbach nominated Mr. Scott Tietmeyer for Secretary. Mr. Tony Paglia moved to close nominations and elect Mr. Tietmeyer as Secretary. Seconded by Mr. Rod Schmidt.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

- **Mr. Scott Tietmeyer is the newly elected Board Secretary**
~~~~~

**Mr. Tony Paglia nominated Mr. Mike Dixon as Treasurer. Mr. Rod Schmidt moved to close nominations and elect Mr. Dixon as Treasurer. Seconded by Mr. Mike Steinbach.**

**The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]**

- **Mr. Mike Dixon is the newly elected Board Treasurer**  
~~~~~

2.2 Approve Resolution authorizing the use of facsimile signatures of the Board President and the Board Secretary

Mr. Rod Schmidt moved to approve the Resolution authorizing the use of facsimile signatures of the Board President and the Board Secretary. Seconded by Mr. John Cordova.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

3.0 CONSENT AGENDA / ACTION ITEMS

3.1 Approve Personnel Items as presented

- Staff Appointments
- Staff Resignations

3.2 Approve Supplemental Appropriations as presented

- CBOCES Technology Support Project: \$ 31,700.00
- Intel Teach ITA (eNetColorado) Project: \$ 48,430.00
- Migrant Education Title I-C Grant Project: \$236,340.00

Mr. Tony Paglia moved to approve the Consent Agenda / Action Items as presented. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

4.0 REPORTS / DISCUSSION

4.1 Program Directors' Reports

- **Written reports were provided by each Program Director**
- **Dr. Zila provided a verbal report**
 - Terry Buswell – CFO / Business Services / HR / Technology Director
 - Mary Ellen Good – Federal Programs
 - Jocelyn Walters – Special Education
 - Christine Muldoon – Innovative Education

- Randy Zila – Executive Director
Dr. Zila reported as follows:
 - Thank you to Dr. Barbie for hosting the Mike Schmoker event at Valley H.S.
 - Race-To-The-Top funds ~ options were discussed at the last SAC Meeting. There is a possibility that funds to districts can be pooled, with BOCES being the administrator. Checking with CDE on the specifics.
 - Senate Bill 191 is still under discussion and training models are being put into place.
 - Eagle Net Report ~ a project map was projected showing the current build out activity with estimated completion dates for various regions around the state. Visit the Eagle Net website at www.co-eaglenet.net for more information and current updates.

4.2 Financial Reports – Terry Buswell

- a. Board Notes for the Financial Reports
- b. Investment Report through 12/31/11
- c. Two page Summary Financial Report through 12/31/11
- d. 15 page Detailed Expense Report through 12/31/11
- e. Cash Flow Analysis Report through 12/31/11
- f. Cash Flow Chart through 12/31/11
- g. Single Audit Report June 30, 2011

Discussion: Mr. Buswell reviewed details of the Single Audit Report and shared that a training session will be held for district personnel to update them on the type of supporting documentation required. This mainly refers to record keeping and detail relative to federal funding and grant dollars that flow through BOCES. District and BOCES records much adhere to grant compliance.

4.3 Discuss plans for future Board Orientation Meetings

- Review of Board Reference Notebooks
 - Orientation for new Board Members is scheduled for 5:00 p.m. prior to the February Board Meeting

5.0 ACTION ITEMS

5.1 Approve Revised Policy DJE

- Bids - Quotations on Second Reading

Mr. John Cordova moved to approve Revised Policy DJE upon Second Reading. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

5.2 Approve Resolution authorizing the use of beginning fund balance

- WOHS CVA Funds

Mr. Rod Schmidt moved to approve the Resolution authorizing the use of beginning fund balance for dispersal of the WOHS CVA funds to participating districts. Seconded by Mr. Mike Steinbach.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

5.3 Approve Resolution authorizing the use of beginning fund balance
○ **CBOCES one-time-bonus**

Mr. Mike Steinbach moved to approve the Resolution authorizing the use of beginning fund balance for the CBOCES one-time-bonus for staff. Seconded by Mr. Rod Schmidt.

The motion passed by a unanimous roll call vote: [Rob Carruth, yes; Julie Chesnut, yes; Karl Cline, yes; John Cordova, yes; Mike Dixon, yes; Marsha Harris, yes; Tony Paglia, yes; Rod Schmidt, yes; Mike Steinbach, yes; Tim Swain, yes; Scott Tietmeyer, yes; Robert Utley, yes]

Discussion: Mr. Steinbach thanked Dr. Zila for making the decision to give CBOCES staff this one-time-bonus.

6.0 ANNOUNCEMENTS – UPCOMING MEETINGS

A survey will be distributed to check the possibility of changing the February 16th Board Meeting to February 23rd due to a conflict with the CASB Legislative Conference. More information will be distributed via email.

7.0 ADJOURNMENT

There being no further business, Mr. Tim Swain adjourned the meeting at 8:35 p.m.

Respectfully Submitted,



Melony Sandquist
Executive Administrative Assistant
Centennial BOCES