

**CENTENNIAL BOARD
OF COOPERATIVE EDUCATIONAL SERVICES**

SUPERINTENDENTS ADVISORY COUNCIL

**MINUTES
March 5, 2010**

9:00 a.m. SUPERINTENDENTS ROUND TABLE DISCUSSION

A. 11:10 a.m. CALL TO ORDER – DR. RANDY MILLER

- **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) Joe Kimmel | Prairie RE-11 |
| 4) Bob Petterson | Weldon Valley RE-20J |
| 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) Donna Howell | Brush RE-2J |
| 11) Luis Martinez | Thompson R-2J |
| 12) Mike Gradoz | St Vrain RE-1J |
| 13) Linda Chapman | Park R-3 |
| 14) Greg Wagers | Morgan RE-3 |

- **The following Superintendents, or designees, were absent:**

| | |
|------------------|-----------------------|
| 1) Sharon Warren | Pawnee / Grover RE-12 |
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- **The following CBOCES staff members were present:**

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|------------------|--|
| Jack McCabe | Executive Director / Director of Technology |
| Terry Buswell | CFO / HR Director |
| Mary Ellen Good | Federal Programs / Learning Services Director |
| Becky Minnis | Special Education / Gifted & Talented Director |
| Melony Sandquist | Executive Administrative Assistant |

B. CONSENT GROUPING ACTION ITEMS

- Approve Agenda
- Approve Minutes from January 8, 2010

Dr. Donna Howell requested that Agenda Items G – ARRA Stimulus Funds Discussion – be moved forward on the Agenda as Item D.

Dr. Jo Barbie moved to approve the Agenda as amended and the Minutes of the January 8, 2010 Superintendents Advisory Council Meeting as presented. Seconded by Mr. Mike Gradoz. The motion passed unanimously.

C. CDE REPORT

- Mr. John Penn reported on recent information from CDE and provided handouts titled “March Updates”, along with a flowchart titled “Timelines for District Plan Development and Submission”.
- Dr. Jo Barbie requested that Mr. Penn spend some additional time at a future SAC meeting to do a “mini-training” for Superintendents on how to develop the District Plan. It was suggested that possibly the training could be done during an upcoming Northern Superintendents meeting. Mr. Penn will check with the Northern Supts Chairperson and let the Superintendents know what has been decided about the training (when, where, etc.).

D. DISCUSSION – UPDATES

- **Becky Minnis**
 - SWAP Request for Continuation – Becky Minnis
 - ARRA Stimulus Funds
 - ARRA Preschool Stimulus Funds
 - Gifted Education C-GER Audit results and budget for 2010-2011

Discussion:

- Ms. Minnis reported that the SWAP Request for Continuation has been put on hold until the contract has been received from the state.
- Ms. Minnis provided handouts relative to the ARRA Stimulus Funds and responded to questions.
 - Dr. Donna Howell asked for consensus from the group that they receive details at the April SAC Meeting on the recalculation of the “maintenance of effort” around ARRA funding.
 - Superintendents requested Ms. Minnis to provide them with a projection on the carry over of funds.
- Ms. Minnis provided handouts for ARRA Funds Distribution for Preschool, proposing to the Superintendents how some funds for CBOCES be spent. Dr. Foster suggested spending the funds this year to keep it simple. Superintendents agreed by consensus that Ms. Minnis’ proposed plan is acceptable to them.
- Ms. Minnis provided handouts regarding C-GER and responded to questions. A request was made that this topic be brought back to the April SAC meeting for further discussion; do the districts need a GT specialist and should this be worked into the budget for next year. Ms. Minnis will be meeting with District G/T representatives on April 6th.

- **Terry Buswell**
 - WOHS Facility / sale update
 - Wells Fargo Credit Proposals (3)
 - Propose possible action / recommendation to the Board

Discussion:

- Mr. Buswell provided a handout on the final sale figures and district distribution amounts of the WOHS property. It was agreed that Mr. Buswell would contact the districts involved so they could finalize all business matters relative to the WOHS property.
- Mr. Buswell explained the details around the Wells Fargo Credit Proposals, stating that he would like to have a plan in place in the event that CBOCES needs to borrow money for cash flow purposes, stating that unlike school districts, BOCES cannot borrow on funds expected from the state.
 - Dr. Randy Miller stated that he wants to confirm three things regarding a line of credit:
 1. The Board of Directors and Superintendents first approve any request for a line of credit, to know what the credit line will be used for, and the amount of credit requested.
 2. The use of the line of credit will not effect the districts’ assessments.

3. The line of credit will be paid back in the same fiscal year in which is borrowed.
- Dr. Marty Foster said he is not happy that the CBOCES is in a financial position where they may need to borrow funds for cash flow purposes, and that he believes the reserves have been spent down too low.
 - Dr. Glenn McClain shared that his district has approved a plan to borrow money should they need to in order to meet payroll and monthly expenses. He eluded that during these tight economic times (when promised funds are not dispersed as expected) it is necessary to have a plan pre-approved, and that there can be many different circumstances arise where the situation would put a district or CBOCES into a negative cash flow.
 - Dr. Jo Barbie said she remembers that the Board of Directors approved the expenditures out of the cash reserve that are being referred to. She asked if the CBOCES was going to continue to spend down the cash reserves, and if there is a plan in place whereby the CBOCES will start to rebuild the reserves.
 - Mr. Jack McCabe explained that the CBOCES is trying (in many different areas) to cut expenses while at the same time attempting to arrive at a process to rebuild the reserves.
 - Dr. Donna Howell asked to see something in writing that shows the history of the CBOCES reserve account and what happened that caused the CBOCES to start borrowing funds from the reserve account.
 - Dr. Jo Barbie agreed that the Superintendents need to see a transaction outline of the reserve account and that this information needs to be presented (in writing) at the April SAC Meeting. She also recommended that the Board of Directors adopt a resolution to stop spending money from the CBOCES reserve account.
 - Superintendents agreed that they would like to receive the requested documentation in advance of the April SAC meeting in order to review the details prior to the meeting.
 - Dr. Randy Miller suggested omitting the Round Table discussion from the April SAC Agenda in order to allow adequate time for the Reserve Account Information / Discussion to take place.
 - Dr. Miller will not be present for the April SAC Meeting. Mr. Rob Ring is Co-Chairperson.
 - Mr. Jack McCabe and Mr. Terry Buswell agreed to bring this item forward in April. There will be a SAC Meeting on April 9th and a Board Meeting on April 15th.
 - Dr. Glenn McClain recommended extending the time of the April 9th SAC Meeting due to the amount of detail that will be brought forward and discussed. Superintendents unanimously agreed that a longer meeting in April was necessary, that meeting will be extended through the noon hour and CBOCES will provide lunch.

E. BUDGET MEETING REPORTS – UPDATES

- **Jack McCabe & Terry Buswell**
 - Draft Admin Budget Proposal
 - Special Ed Process

Discussion:

- Mr. Buswell reported that the Administration budget is being reduced by just less than 2 FTE; the expenses are down by 12% and assessments are down by 29% (much of the reduction in assessments is due to the loss of Thompson School District as a member district).
- Dr. Jo Barbie asked at this time to report on a recent meeting she attended as a member of the JAC (Juvenile Assessment Center) Advisory Board. Dr. Barbie is concerned about the future plans for the JAC Case Manager, Athena Loftus, who is actually a CBOCES employee. At the JAC Advisory Board Meeting, it was announced that there was a strong possibility this position would be cut as it was currently being partially funded by the Department of Human Services and subsidized by the CBOCES. Mr. Buswell briefly explained the history of this position and that part of the salary was funded this year by the EARSS Grant through the Federal Programs department and prior to this current year, Ms. Loftus salary was supported through the Administration department. Dr. Barbie stated that reality is - DHS is cutting positions, the EARSS Grant is ending this year, and the CBOCES Administration budget needs to be reduced. How is the JAC Case Manager position going to be funded in the future? Mr. McCabe offered to

check into previous and current MOU's and bring this issue back for discussion at the April SAC meeting.

- Mr. Buswell provided handouts on the Special Education budget, reviewed details and responded to questions. Dr. Randy Miller said that the document titled Center Based Programs – 507 – 9b Reduced, is the one to pay attention to, since this is the scenario that was agreed upon at the last budget meeting. Dr. Foster reminded the group that if Eaton pulls out, this proposal is void.
 - Dr. Miller announced that Eaton School District will have a Board of Education Meeting next Monday evening (March 8th) at which time they will decide on whether to stay with Centennial BOCES for Center Based services or make a change to obtain those services through the Windsor School District Administrative Unit. If Eaton School District decides to not receive Center Based Programs next year from CBOCES, it will change the budget as it is currently being proposed.
 - Additional discussion took place on how administrative support services are being paid for, what is the process for assessing indirect, and around the fact that this process has not been consistent. (An example is Grants and Stimulus Funds)

Dr. Glenn McClain moved that indirect costs would not be assessed in the 507 Center Based Program with an agreement that there will be a discussion at a future meeting on how indirect will be assessed. Seconded by Dr. Jo Barbie. The motion passed unanimously.

- Ms. Minnis recommended that CBOCES take a look at how other BOCES are handling indirect costs.
- Mr. McCabe said Technology Budget meetings will begin in 2-3 weeks, noting those who had already expressed an interest in being on that committee were: Rick Mondt, Joe Kimmel, Sharon Warren, and Glenn McClain. Rob Ring asked to be added to the committees.
- Dr. Foster asked to be added to the Learning Services budget committee.

F. PROGRAM DIRECTOR REPORTS - UPDATES

- **Mary Ellen Good – Federal Programs / Learning Services**
 - 30% state reduction in Migrant Funding next year.
 - Bill the CBOCES ASAP for Migrant expenses – don't plan for more than 10% carry over.
 - Applying for the Homeless Education Grant again.
 - 11th Annual Outstanding Migrant Student and High School Graduation Celebration will be Friday May 14th at Platte Valley High School - 6:00 pm.
- **Terry Buswell – CFO / Human Resources**
 - Seven RFP's have been sent out seeking a new audit firm.
 - Attempting to get quotes on Health & Dental from CEBT.
- **Jack McCabe – Executive Director / Director of Technology**
 - Moving forward to submit on round two of the Broadband Grant; there is approximately \$100 million designated for round two.
 - First round awards for the Broadband Grant were primarily given to the eastern states.
 - Laid off six CBOCES staff members in the Technology Department yesterday.
 - District 6 lease on 2040 Clubhouse Drive. Mr. McCabe has been speaking with Mr. Wayne Eades every week since the announcement came out that District 6 is consolidating their schools and will be moving Trademark West to another location. District 6 is still unsure of their final decisions and if they will or will not be continuing to lease the 2040 Clubhouse Drive facility. Mr. McCabe will continue to be in contact with Mr. Eads on this matter.

- **Becky Minnis – Special Education / Gifted & Talented**
 - In addition to what had already been discussed earlier in the meeting, Ms. Minnis handed out a report and indicated that the CIMP audit around transition issues went well. Transition trainings are scheduled for April and a new transition team is being put together.
 - RE-5J's Special Ed Director is Marietta Sears and she is working with CBOCES to help make the transition as smooth as possible.

G. ACTION ITEMS

- **Approve or Amend CBOCES Draft Meeting Calendar for 2010 – 2011 as presented**

Discussion: Dr. Marty Foster said he believes the amended calendar looks good with the exception that there is no meeting scheduled now for the months of December and January. Dr. Foster suggested leaving the January 7th meeting on the calendar. That would add one additional SAC meeting, for a total of 9 meetings (June is an “as needed” meeting).

Superintendents present unanimously agreed to approve the CBOCES 2010 – 2011 Meeting Calendar as presented, adding back on the previously scheduled meeting for January 7th. Approved by consensus.

The meeting was adjourned at 1:35 p.m.

Respectfully Submitted,

Melony Sandquist
Centennial BOCES
Executive Administrative Assistant