

EAST CENTRAL BOCES BOARD MEETING

November 17, 2021
7:00 p.m. (Over Zoom)

I. Call to Order

Meeting was called to order at 7:01 p.m. by Nancy Barden, President; roll call was taken; the following Board members were in attendance:

Renea Saffer – Arriba/Flagler
Nancy Barden – Bennett
Seth Ebright – Bethune (alternate)
Allison Harris – Byers
Jake Pelton – Cheyenne Wells
Reagan Hahn – Deer Trail

Michael Buchanan – Kit Carson
Alicia Sears - Liberty
Wendy Pottorff – Limon
Diana Elliott - Strasburg
Jerry Clapper - Stratton
Doug Vondy - Woodlin

Those Board members not in attendance were:

Doug Purdy – Agate
Drew Axsom – Arickaree
Stacie Perez – Burlington
Rose Mosher – Genoa/Hugo

Joel Tanner – Hi-Plains
Dustin Weyerman - Idalia
Janet Kravig - Karval
Kurt Wassail - Kiowa

Those Superintendents in attendance were:

Lisa Weigel – Arickaree
John Weigel – Arriba/Flagler
Chuck Smithey – Burlington
Tom Turrell – Byers
B.J. Buchmann – Deer Trail

Terry Weber – Genoa/Hugo
Rhonda Puckett - Liberty
Rob McMullen - Limon
Monica Johnson – Strasburg
Kandy Davis - Stratton

Those Superintendents not in attendance were:

Melinda Walls – Agate
Robin Purdy – Bennett
John Haddan – Bethune
Randy Holmen – Cheyenne Wells
Jerry Monks – Hi-Plains

Myles Johnson - Idalia
Sarah Nuss - Karval
Silvia McNeely - Kiowa
Robert Framel – Kit Carson
Chris Whetzel - Woodlin

Others in attendance were: Jason Westfall, Beverly Blagg, Mitzi Swiatkowski, Lorie Coonts, Moira Hawks, Jarred Masterson, Megan Eikleberry, Craig Bailey – BOCES and Scott Szabo – Lauer, Szabo & Associates.

II. Approval of Agenda

Rena Saffer – Arriba/Flagler, made the motion to accept the agenda as presented. A second by Allison Harris – Byers. Roll call vote; motion carries

III. Approval of Minutes

Doug Vondy - Woodlin, made the motion to approve the minutes as presented. A second by Wendy Pottorff – Limon. Roll call vote; motion carries.

IV. Public Comments

There were none.

V. Consent Agenda Items

Under the consent Agenda are the Revenue and Expenditures Budgets and Quarterly Financial Reports. Let us know if you have any question or want something pulled out.

Jason shared that most of the policies you have probably seen at the local level. The 2nd reading of policy GBGG which talks about our Staff General Leave and the change is the payout for unused leave days. It had previously been \$25 for paraprofessionals and that has been changed to payout at the same rate of the other staff at \$50/day. For those part-time employees who accrue hours and not days will be paid out at \$6.25 per hour. There is also verbiage for additional leave during a public health emergency.

The other policy listed are updated to stay in line with the recommended policies sent out by the CASB legal team on behalf of Colorado BOCES. Like most of the districts the BOCES is being audited by CBI and so policy GBI updates this policy for destroying all CBI records upon termination or end of employment for any employee.

Policy DKCR is our Expense Authorization and we had to adjust the reimbursement amount because of increased costs to the food service industry and our local caterers, our maximum reimbursements are now breakfast - \$12, lunch - \$18, dinner - \$29.

Dianna Elliott asked about who makes sure these policies are administered. Such as policy CDE – EDF pg. 3 note 3 talks about annually distributing information materials related to federal student loan repayment and forgiveness programs to employees annually. Jason and Bev said that is something that could easily be put in an employee packet at either the beginning, mid or end of year gathering with our employees.

Jason shared information on the IDEA funds paid to the Byers online.

The ESSER II budget was reviewed which includes paying \$13 per day for all special service providers and center-based staff for additional cleaning of their workspaces due to COVID. This requires an addendum to the contracts for those workers which is included with this action. The payment of this additional pay is planned for December and May. We have also purchased about 20 OWL's with ESSER dollars for our IEP meetings so that when parents are on a Zoom meeting they can still see all the people in the room. It has helped make those IEP Zoom meetings more personable.

Diana Elliott - Strasburg, made the motion to accept the Consent Agenda as presented. A second by Renea Saffer – Arriba/Flagler. Roll call vote; motion carries.

VI. Business – Action Items

A. Approval of the EC BOCES 2020-21 Audit

Scott Szabo presented the audit to the board. He went through the packet and highlighted the following pages.

- The first pages are the letter of an Independent Auditors' Report. This year the Title I programs were looked at and everything was good from top to bottom. Your administrators do an exemplary job with these programs.
- Pages 7 & 8 are put together by the staff, these would be good pages for you to look at with budgetary highlights and some of the economic factors for this year's budgets.
- Page 14 is the balance sheet as of the end of June with an increase of about \$400,000 to total fund balance. Which is an adequate cash flow for the BOCES, they are a little different than a school district because there is more cash flow going out the door before they are reimbursed.
- Pages 15 & 16 shows revenue sources.
- Page 85 is a summary of the audit and he highlighted items 1-6.

- Included in the bound copy of the audit are some charts highlighting revenue sources, expenditures, revenue by program, Federal program revenues, local program revenues and State program revenues. Just a little better visual of the funding and expenditures.

He asked if there were any questions. Mitzi reminded the districts if they received over \$750,000 in Federal funds they would be required to have a single audit. Scott agreed.

Diana Elliott – Strasburg made the motion to approve the 2020-2021 East Central BOCES Audit as presented. A second from Allison Harris – Byers. A roll call vote; motion carries.

B. Board Reorganization

Nancy shared with the new members that they would need to reorganize and vote for the offices of President, Vice-President, Secretary and Treasurer. She encouraged anyone who was interested in running for a position to please speak up during the appropriate time.

The first position up for election is President. There was nomination for Nancy Barden – Bennett to continue as president by Doug Vondy – Woodlin. A second by Allison Harris – Byers; nominations ceased. A roll call vote; motion carries with Nancy Barden abstaining.

There was a motion by Diana Elliott – Strasburg to nominate Renea Saffer – Arriba/Flagler for Vice-President. A second by Wendy Pottorff – Limon. Nominations ceased. A roll call vote; motion carries with Renea Saffer abstaining.

There was a motion by Allison Harris – Byers to nominate Dianna Elliott – Strasburg for Secretary. A second by Renea Saffer – Arriba/Flagler. Nominations ceased. A roll call vote; motion carries with Diana Elliott abstaining.

There was a motion by Renea Saffer – Arriba/Flagler for Janet Kravig – Karval to continue as Treasurer. A second by Doug Vondy – Woodlin. Nominations ceased. A roll call vote; motion carries.

C. Banking Resolution

Dianna Elliott – Strasburg read the following resolution:

The Board of Directors of the EAST CENTRAL BOCES, do hereby certify that the following resolution was adopted at a board meeting, duly called and held on **November 17, 2021** at which said meeting more than a quorum of said directors was present, that said resolution is attached to the minutes of said meeting, and that the same have never been amended, rescinded or revoked:

RESOLVED, That on the following Account: **NOW Checking (General Fund)**, ANY TWO of the following officers and employees of this company be, and they hereby are authorized, in the name of this company, to collect, discount, negotiate, endorse and assign all checks, drafts, notes and other negotiable or non-negotiable instruments payable to this company, or in which this company has an interest, and to draw, sign and deliver, in the name of this company, checks or drafts against the funds of this company on deposit in said bank. Signature requirements do not apply to electronic transactions.

Treasurer: **Janet Kravig - Karval**

Secretary: **Diana Elliott - Strasburg**

Executive Director: **Jason Westfall**

Director of Financial Services: **Craig Bailey**

FURTHER RESOLVED, That for the purpose of making a deposit in the account or accounts of this company with said bank, any officer or employee of this company may endorse, sign or deliver on behalf of this company, any checks, orders or other evidence of indebtedness for the payment of moneys payable to the order of this company;

FURTHER RESOLVED, That the authority of the aforesaid officers and employees to perform each and all of the powers conferred by the foregoing resolutions shall continue until notice in writing, terminating such authority, shall be served upon said bank, and shall be noted upon the original copy of such resolutions delivered to said bank.

FURTHER RESOLVED, That the authority previously granted to **Doug Vondy – Woodlin** identified in a Resolution dated August 28, 2019, Authorizing Signing of Checks and Notes, is hereby terminated. WITNESS, our hands on behalf of said company this 17th day of November, 2021.

A second by Renae Saffer – Arriba/Flagler. Roll call vote; motion carries.

VII. Discussion Items

A. Executive Director Evaluation

The Exec. Director Evaluation is usually done in mid-January by a board representative and a superintendent from the west, central and east areas of the BOCES. Nancy usually serves as the west representative and also the board president. Monica Johnson will serve as the west area superintendent and the SAC chair.

They asked for board members to volunteer:

Renea Saffer – Central

Stacie Perez – East – she was not in attendance but Chuck will make sure it is okay with her.

Nancy Barden – West and EC BOCES Board President

Superintendents to volunteer:

Monica Johnson as west and SAC Chair

Kandy Davis or Robert Framel - East

Rob McMullen – Central

Jason said he would send a Doodle Scheduler out with some dates before the next SAC meeting on January 12th so that it could be presented to SAC first, then bring it to the board with their recommendation on the January 26th meeting.

The evaluation should only take a few hours like 9 a.m. to noon; he would bring lunch in for them. Thank you to all those who are willing to serve on this committee.

B. Board Members Attend SAC Meeting

Jason shared that in the past, not recent past though, the SAC committee has invited a current board member to attend a SAC meeting to see what it is they do when they are here. The interaction with all the various organizations that attend our meetings.

We are looking at the February 9, 2022 meeting. The agenda will look a little different for that day than it usually does because we will probably flip it. The board members will meet from 9 to noon in the east or west room in the morning with Colorado Department of Education, CASE, CASB, CHSAA, Colorado BOCES Association, and Rural Alliance. As well as the BOCES Special Education Director, Professional Development Coordinator, Federal Program Director, as well as IT staff. The Superintendents will meet in the opposite room and have their “Superintendents Only Session”.

We will have lunch and then the regular SAC meeting all together in the afternoon. Please be talking to your other board members and decide who might be able to attend this day.

C. January Meeting over V-NET's

We will have our January meeting over the V-NET's. In the past everyone has come together at a district at the west end (Bennett, Strasburg, Byers) and then the central area would come to the BOCES here in Limon, Woodlin and Arickaree would take turns meeting in their districts and then the east end would host (Bethune, Arriba/Flagler, Burlington, etc.) If anyone is willing to host and provide a light meal where people can come together in their area. If not you can attend from your home district, but please put it on the calendar. We will be providing dinner for those attending here at the BOCES office.

Meeting will start at 7 p.m. on Wednesday, January 26th over Zoom.

VIII. Reports - Enclosed

A. Executive Director – Enclosed

Jason wanted to bring to their attention in his report are his goals and the progress of them are in blue.

He also wanted to inform them that he attended his first CSAC meeting on October 29th to give the commissioner feedback regarding the new Department of Early Childhood. There were many questions raised as to how the new department would be funded and if the funds would be pulled from current programs or school-based pre-schools. I asked about how “under-sourced and under-served” would be defined. These terms are included, but not defined, in the draft plan for the new department. Defining these terms could cause funding to be shifted toward or away from rural and small rural school-based programs.

We will continue to keep our eyes on this and encourage all of you to do the same, it can really affect your districts.

B. Additional Staff Reports – Enclosed

No other comments or questions.

IX. Adjournment

There was a motion by Allison Harris – Byers, to adjourn the meeting. A second by Renea Saffer – Arriba/Flagler. Roll call vote; motion carries. Meeting was adjourned at 7:58 p.m.

BOCES Board Secretary

Date Approved