



Board of Cooperative Educational Services  
[www.cboces.org](http://www.cboces.org)

*"Through collaboration, CBOCES will provide value-added resources that enrich educational opportunities for all students."*

## **BOARD OF DIRECTORS**

### **REGULAR MEETING AGENDA**

#### **Date**

**September 21, 2017**

5:30 PM Dinner

6:30 PM Regular Meeting

#### **Location**

**CBOCES Office**

**Lower Level Boardroom**

2020 Clubhouse Drive

Greeley, CO 80634

#### **Board of Directors**

Ms. Mary Clawson, Weld RE-9

Mr. Mike Dixon, Brush RE-2J

Ms. Alphretta Erdmann, Briggsdale RE-10J

Mr. Troy Freauff, Wiggins RE-50J

Ms. Cindy Horner, RE-1 Valley Sterling

Ms. Jane Johnson, Platte Valley RE-7

Ms. Paula Peairs, St. Vrain Valley School District, RE-1J

Ms. Nancy Sarchet, Weld RE-1

Mr. Todd Schneider, Morgan County RE-3

Ms. Lynette St. Jean, Eaton RE-2

Mr. Scott Stump, Prairie RE-11J

Mr. Jeff Wahlert, Pawnee RE-12

Mr. Cody Walker, Estes Park RE-3

Mr. Greg Wheaton, Weldon Valley RE-20J

#### **Administration**

Dr. Randy Zila, Executive Director

Mr. Terry Buswell, Assistant Executive Director

Dr. Mary Ellen Good, Federal Programs Director

Mr. Mark Rangel, Innovative Education Services Director

Mrs. Jocelyn Walters, Special Education Director

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#### **1.0 Opening of Meeting – 6:30 PM**

1.1 Call to Order

1.2 Roll Call

1.3 Introductions/District Updates

1.4 Approval of Agenda

1.5 Approval of Minutes – May 18, 2017

1.6 Public Participation

1.7 Board Reports/Requests

1.8 Old Business



Board of Cooperative Educational Services  
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*"Through collaboration, CBOCES will provide value-added resources that enrich educational opportunities for all students."*

## **2.0 Consent Agenda**

- 2.1 Approval of Personnel Items
- 2.2 Approval of Supplemental Appropriations

## **3.0 Presentations**

None

## **4.0 Reports/Discussion**

- 4.1 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.2 First Reading, Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Sections A, B, C, D, E, F
- 4.3 Financial Reports – Mr. Terry Buswell, Assistant Executive Director
  - a. Board Notes for Financial Reports
  - b. Investment Report A
  - c. Cash Flow Analysis Report B
  - d. Cash Flow Chart C
  - e. Two Page Financial Summary Report
  - f. 12 Page Detailed Expense Report
- 4.4 Directors' Reports
  - a. Dr. Randy Zila, Administration
  - b. Mr. Terry Buswell, Business Services/Human Resources/Technology Departments
  - c. Dr. Mary Ellen Good, Federal Programs Department
  - d. Mr. Mark Rangel, Innovative Education Services Department
  - e. Mrs. Jocelyn Walters, Special Education Department

## **5.0 Action Items**

- 5.1 Approval of Contract Award for Parking Lot Repair/Improvements at Greeley Office to Schneider Paving LLC

## **6.0 Updates/Announcements**

## **7.0 Adjournment**

### **Future Meetings**

November 16, 2017  
January 18, 2018  
April 19, 2018  
May 17, 2018

**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** September 21, 2017  
**SUBJECT: Opening of Meeting**

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***Background Information***

- 1.1 Call to Order
- 1.3 Roll Call
- 1.3 Introductions/District Updates
- 1.4 Approval of Agenda
- 1.5 Approval of Minutes
- 1.6 Public Participation
- 1.7 Board Reports/Requests
- 1.8 Old Business

***Recommended Action***

Approve or Amend Agenda  
Approve or Amend Minutes  
Other – as determined by Board

## **1.0 OPENING OF MEETING**

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on May 18, 2017 at the CBOCES Office, 2020 Clubhouse Drive, Greeley, Colorado.

### **1.1 Call to Order**

*Dr. Randy Zila called the meeting to order at 6:30 PM.*

### **1.2 Roll Call**

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

Jim Bostron, Alternate, Wiggins RE-50J  
Mary Clawson, Weld RE-9  
Mike Dixon, Brush RE-2 (electronically)  
Alphretta Erdmann, Briggsdale RE-10 (electronically)  
Bridgette Holcomb, Alternate, Weld RE-1  
Jane Johnson, Platte Valley RE-7  
Lynnette St. Jean, Eaton RE-2

#### **Board Members absent:**

Paula Peairs, St Vrain Valley RE-1J  
Todd Schneider, Morgan RE-3  
Scott Stump, Prairie RE-11  
Jeff Wahlert, Pawnee RE-12  
Cody Walker, Estes Park R-3  
Greg Wheaton, Weldon Valley RE-20J

#### **Superintendents present:**

Dr. Glenn McClain, Platte Valley RE-7

#### **CBOCES Staff present:**

Dr. Randy Zila, Executive Director  
Terry Buswell, Assistant Executive Director  
Dr. Mary Ellen Good, Federal Programs Director  
Mark Rangel, Innovative Education Director  
Jocelyn Walters, Special Education Director  
Shana Garcia, Executive Administrative Assistant

#### **Guests Present**

Cindy Horner, Valley RE-1 Sterling Board of Education Member

#### **Guest Speaker Present:**

None

### **1.3 Introductions/District Updates**

### **1.4 Approval of Agenda**

*Mary Clawson moved to approve the agenda as presented. Jim Bostron seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane**

**Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

### **1.5 Approval of Minutes**

*Lynette St. Jean moved to approve the minutes from the April 20, 2017 regular meeting. Bridgette Holcomb seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

### **1.6 Public Participation**

None

### **1.7 Board Reports/Requests**

Board Members shared information for their respective districts' activities

### **1.8 Old Business**

None

## **2.0 CONSENT AGENDA**

### **2.1 Approval of Personnel Items**

### **2.2 Approval of 2017-18 Salary Schedules**

### **2.3 Approval of 2017-18 Benefit Schedules**

*Lynette St. Jean moved to approve Consent Agenda items 2.1 through 2.3 as presented. Jim Bostron seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

## **3.0 PRESENTATIONS**

None

## **4.0 REPORTS / DISCUSSION**

### **4.1 Superintendents' Advisory Council (SAC) Report – Dr. Glenn McClain**

Dr. McClain provided information from the May SAC meeting that included:

- Reviewed 2017-18 budget
- Elected new chairperson
- Received reports from CBOCES food COOP, and eNet Digital Learning

### **4.2 Directors' Reports**

➤ Written updates were included in the Board packet as noted below

- a. Dr. Randy Zila, Executive Director – shared information on the following topics:

- Provided health update
- b. Mr. Terry Buswell, Assistant Executive Director – written report
- c. Dr. Mary Ellen Good, Director of Federal Programs – written report
- d. Mr. Mark Rangel, Director of Innovative Education Services – written report
- e. Ms. Jocelyn Walters, Director of Special Education – written report

## **5.0 ACTION ITEMS**

### **5.1 Approval of Resolution for New Centennial BOCES District Member – Valley RE-1 Sterling School District**

Valley RE-1 (Sterling) School District has been in discussion with Centennial BOCES to become a district member beginning with the 2017-18 school year in accordance with the Centennial BOCES Constitution and Bylaws Section 7.

The Board of Education of Valley RE-1 School District approved a resolution at their April 17, 2017 BOE meeting to apply for membership to the Centennial BOCES.

*Mary Clawson moved to approve the resolution for the new Centennial BOCES district member – Valley RE-1 Sterling School District. Bridgette Holcomb seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

### **5.2 Approval of Revisions to Centennial BOCES Constitution and By-Laws**

With the addition of Valley RE-1 as a new member, a revision to the constitution and by-laws is required.

*Lynnette St. Jean moved to approve the revisions to the Centennial BOCES Constitution and By-Laws. Jim Bostron seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

### **5.3 Approval of Centennial BOCES 2017-18 Budget**

Terry Buswell presented information and answered questions related to the 2017-18 CBOCES budget that included:

- Member district assessments slightly reduced
- Increase in IES department revenue
- SPED department revisions for staffing changes
- Additional budget revisions expected due to addition of Valley Re-1 Sterling

*Mary Clawson moved to approve the Centennial BOCES 2017-18 Budget. Jim Bostron seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

**5.4 Approval of Resolution for 2017-18 Budget Appropriation**

*Lynnette St. Jean moved to approve the resolution for the 2017-18 budget appropriation. Jim Bostron seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

**5.5 Approval of Resolution Authorizing Use of Beginning Fund Balance for 2017-18**

*Jim Bostron moved to approve the resolution authorizing use of beginning fund balance for 2017-18. Bridgette Holcomb seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

**5.6 Approval of Dr. Zila 2017-18 Centennial BOCES Executive Director Contract**

*Jane Johnson moved to approve Dr. Zila's 2017-18 Centennial BOCES executive director contract. Jim Bostron seconded.*

**The motion passed by unanimous roll call vote: [Jim Bostron, yes; Mary Clawson, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Bridgette Holcomb, yes; Jane Johnson, yes; Paula Peairs, absent; Todd Schneider, absent; Lynnette St. Jean, yes; Scott Stump, absent; Jeff Wahlert, absent; Cody Walker, absent; Mike Linton, absent]**

**6.0 UPDATES/ANNOUNCEMENTS**

**ICconnect High School Graduation Ceremony**

Wiggins Event Center

320 Chapman Street, Wiggins, CO

Friday, May 26, 2017

5:30 PM Commencement Ceremony

**7.0 ADJOURNMENT**

*The meeting was adjourned by acclamation at 7:16 PM.*

Respectfully Submitted,

**Centennial BOCES  
BOARD OF DIRECTORS  
MEETING MINUTES  
May 18, 2017**

A handwritten signature in cursive script that reads "Shana Garcia". The signature is written in dark ink on a light-colored background.

**Shana Garcia – Centennial BOCES  
Executive Administrative Assistant to the CEO, BOD, SAC**



**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** September 21, 2017  
**SUBJECT: Consent Agenda**

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***Background Information***

**2.1 Approval of Personnel Items**  
See Attached

**2.2 Approval of Supplemental Appropriations**

Administration Project:	\$16,530.00
Carl Perkins Grant Project:	- \$1,144.00
Gifted and Talented Consultant Project:	- \$908.00
Alternative Licensure Program Project:	\$112,400.00
Gifted and Talented Administrative Unit Project:	\$7,262.00
Migrant Education Grant Project:	\$20,600.00
Migrant Education Coordination Program Project:	\$12,000.00
McKinney Homeless Grant Project:	\$2,000.00
Basic Center Program Project:	\$10,000.00

***Recommended Action***

Approve Consent Agenda Action Items As Presented

## M E M O R A N D U M

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** September 21, 2017  
**SUBJECT:** Approval of Personnel Items - Staff Appointments

Employee Name	Beginning Date	Assignment	Department	Position FTE	Rate of Pay	Justification / Comments
Ahmadbin Ahmed, Sultan	6/1/17	Translator/ Interpreter	Fed Prog	N/A	\$20.00/hr	New Hire
Bhajan, Alan	8/9/17	Science Teacher/ Science Teacher Substitute	Innovative Ed	N/A	\$26.00/hr	New Hire
Del Campo, Maria De Los Dolores	8/14/17	Migrant Recruiter/MEGA	Fed Prog	1.0	\$30,465/yr	New Hire
Lefever, Leah	8/14/17	Parent Liaison	Special Ed	1.0	\$36,331/yr	New Hire
Mohamed, Mohamed	7/24/17	Translator/ Interpreter	Fed Prog	N/A	\$20.00/hr	New Hire
Quesenberry, Brenda	9/20/17	ESL Parent Facilitator	Fed Prog	N/A	\$20.00/hr	New Hire
Reh, BU	6/1/17	Translator/ Interpreter	Fed Prog	N/A	\$20.00/hr	New Hire
Schriever, Koleen	8/14/17	ECE Special Ed Teacher	Special Ed	.6	\$25,952/yr	New Hire

# MEMORANDUM

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** September 21, 2017  
**SUBJECT:** Approval of Personnel Items - Staff Resignations / Releases

[illegible]

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$16,530 be appropriated into the 2017-2018 Centennial BOCES budget for the Administration project. This budget increase is based on adding Prairie School District Fiscal Services Support for 2017-18 and will increase this budget from \$954,995 to \$971,525.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the reduced amount of \$1,144 be appropriated into the 2017-2018 Centennial BOCES budget for the Carl Perkins Centennial BOCES Consortium Grant project. This budget decrease is based on the revised allocation from the Colorado Community College System and will decrease this budget from \$119,398 to \$118,254.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the reduced amount of \$908 be appropriated into the 2017-2018 Centennial BOCES budget for the Gifted and Talented Regional Consultant project. This budget decrease is based on the final allocation received from the Colorado Department of Education and will decrease this budget from \$70,900 to \$69,992.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$112,400 be appropriated into the 2017-2018 Centennial BOCES budget for the Alternative Licensure Program project. This budget increase is based on additional students enrolled in the licensure program this year and will increase this budget from \$240,000 to \$352,400.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$7,262 be appropriated into the 2017-2018 Centennial BOCES budget for the Gifted and Talented Administrative Unit project. This budget increase is based on the final allocation received from the Colorado Department of Education and will increase this budget from \$135,137 to \$142,399.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$20,600 be appropriated into the 2017-2018 Centennial BOCES budget for the Migrant Education Grant project. This budget increase is based on the revised allocation of federal funds through the Colorado Department of Education and will increase this budget from \$2,069,186 to \$2,089,786.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the amount of \$12,000 be appropriated into the 2017-2018 Centennial BOCES budget for the Migrant Education Coordination Program Grant project. This budget is based on receiving an allocation of federal funds for data technology through the Colorado Department of Education.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$2,000 be appropriated into the 2017-2018 Centennial BOCES budget for the McKinney Homeless Grant project. This budget increase is based on the revised allocation of federal funds through the Colorado Department of Education and will increase this budget from \$40,000 to \$42,000.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the amount of \$10,000 be appropriated into the 2017-2018 Centennial BOCES budget for the Basic Center Program project. This budget is based on the anticipated funds from the Shiloh Home – Basic Center Program.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors

**FROM:** Dr. Randy Zila, Executive Director

**DATE:** September 21, 2017

**SUBJECT: Reports/Discussion**

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***Background Information***

- 4.1 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.2 First Reading, Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Sections A, B, C, D, E, F
- 4.3 Financial Reports - Mr. Terry Buswell
  - a. Board Notes for Financial Reports
  - b. Investment Report A
  - c. Cash Flow Analysis Report B
  - d. Cash Flow Chart C
  - e. Financial Summary Report
  - f. Detailed Expense Report
- 4.4 Directors' Reports
  - a. Dr. Randy Zila, Administration
  - b. Mr. Terry Buswell, Business Services/Human Resources/Technology Department
  - c. Dr. Mary Ellen Good, Federal Programs Department
  - d. Mr. Mark Rangel, Innovative Education Services Department
  - e. Ms. Jocelyn Walters, Special Education Department

***Recommended Action***

Reports only – no action required

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Dr. Randy Zila, Executive Director

**DATE:** September 21, 2017

**SUBJECT: Proposed Additions/Deletions/Revisions to Board Policies/  
Regulations/Exhibits in Manual Sections A, B, C, D, E, F**

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***Background Information***

Proposed additions/deletions/revisions to Board policies/regulations/exhibits in manual sections A, B, C, D, E, and F are the result of a scheduled review to streamline policies/regulations/exhibits and ensure alignment with applicable procedure and/or statute, promote best practice, and to eliminate redundancy. The proposed additions/deletions/revisions reflect the sample policies/regulations/exhibits produced by the Colorado Association of School Boards (CASB) and contain all the content/language CASB believes best meets the intent of the law. The last complete review of the Centennial BOCES policy manual was completed in 2005, however as required by law all districts and BOCES must follow the most current statutes which always supersede outdated local policies. Although generally not requiring Board approval, regulations and exhibits have been included in this discussion item to assist with policy review and clarification. This agenda item will return for approval at the November 16, 2017 Board meeting.

## NONDISCRIMINATION/EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to accordance with applicable federal and state laws and constitutional provisions. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any Centennial BOCES program or activity on the basis of race, color, national origin, ancestry, creed, religion, , age, sex (which includes marital status), gender expression, sexual orientation (which includes transgender) and handicaps. Respect for the dignity and worth of each individual shall be paramount in the establishment of, disability or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in other policies by the Board and in the administration of those policies by the administration listed in this policy's cross references.

In keeping with these statements, the following shall be objectives of the Centennial BOCES:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. ~~To consider carefully, in all decisions made which affect the BOCES, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.~~
4. ~~To utilize educational experiences to build each individual's pride in the community in which he lives.~~
3. To initiate a process of reviewing all policies and practices of Centennial BOCES in order to achieve the objectives of this policy to the greatest extent possible.
4. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
- 3.5. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of Centennial BOCES policy.

### **Annual Notice**

The Centennial BOCES shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the programs, activities and employment opportunities offered by the Centennial BOCES are offered without regard to race, color, sex (which includes marital status), sexual orientation (which includes transgender).

religion, national origin, ancestry, creed, disability or need for special education services. With respect to employment practices, the Centennial BOCES shall also issue written notice that it does not discriminate on the basis of age, genetic information or conditions related to pregnancy or childbirth. The notice shall also include the name, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all Centennial BOCES media containing general information, including: teachers' guides, school publications, the Centennial BOCES's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

### **Harassment is Prohibited**

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of Centennial BOCES facilities and programs. All such harassment, by Centennial BOCES employees, students and third parties is strictly prohibited.

All Centennial BOCES employees and students share the responsibility to ensure that harassment does not occur at any Centennial BOCES school, on any Centennial BOCES property, at any Centennial BOCES or school-sanctioned activity or event, or off Centennial BOCES property when such conduct has a nexus to the Centennial BOCES.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from a Centennial BOCES's program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the Centennial BOCES. Board policy on sexual harassment will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. verbal acts and name-calling;
2. graphic depictions and written statements, which may include use of cell phones or the Internet;
3. other conduct that may be physically threatening, harmful or humiliating.

### **Reporting Unlawful Discrimination and Harassment**



Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the Centennial BOCES's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the Centennial BOCES's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer shall be designated to investigate the matter, in accordance with this policy's accompanying regulation.

### **BOCES Action**

All Centennial BOCES employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the Centennial BOCES.

The Centennial BOCES shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the Centennial BOCES shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular Centennial BOCES settings or activities, the Centennial BOCES shall implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable Board policies and the Centennial BOCES shall take reasonable action to restore lost educational or employment opportunities to the victim(s).

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

### **Notice and Training**

To reduce unlawful discrimination and harassment and ensure a respectful environment, the administration is responsible for providing notice of this policy to all Centennial BOCES schools and departments. The policy and complaint process shall be referenced in student and employee

handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Students and Centennial BOCES employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Centennial BOCES employees shall receive additional training related to handling reports of unlawful discrimination and harassment.

LEGAL REFS.:—20 U.S.C. §1681 (Title IX, Education Amendments of 1972)  
20 U.S.C. §1701-1758 (Equal Employment Opportunity Act of 1972)  
29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)  
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §120112101 et seq. (Title II of the Americans with Disabilities Act)  
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)  
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)  
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)  
34 C.F.R. Part 100 through Part 110 (civil rights regulations)  
C.R.S. 2-4-401(13.5) (definition of sexual orientation, which includes transgender)  
C.R.S. 18-9-121 (bias-motivated crimes)  
C.R.S. 24-34-301 ~~through 24-34-308~~(7) (definition of sexual orientation, which includes transgender)  
C.R.S. 24-34-402301 et seq. (Colorado Civil Rights Division)  
C.R.S. 24-34-401 et seq. (discriminatory or unfair employment practices)  
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in conspicuous place” accessible to employees)  
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)  
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS.:—~~ACE, Nondiscrimination on the Basis of Handicap/Disability~~  
~~GBA, Open Hiring/Equal Employment and Affirmative Action Opportunity~~  
GBAA, Sexual Harassment  
~~JB, Equal Educational Opportunities~~  
JBB\*, Sexual Harassment

Revised:

Revised: January 17, 2013

Revised: February 19, 2009

Revised: April 17, 2008

Adopted: April 20, 2000

Centennial BOCES

## **NON-DISCRIMINATION/EQUAL OPPORTUNITY (Complaint and Compliance Process)**

The Centennial BOCES is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The Centennial BOCES shall promptly respond to concerns and complaints of unlawful discrimination and/or harassment reported; take action in response when unlawful discrimination and/or harassment is discovered; impose appropriate sanctions on offenders in a case-by-case manner; and protect the privacy of all those involved in unlawful discrimination and/or harassment complaints to the extent practical and appropriate under the circumstances as required by state and federal law. These actions shall apply to the extent permitted by law or where personal safety is not an issue. Under certain circumstances, When appropriate, the complaint may ~~may~~ shall be referred to law enforcement for investigation.

The Centennial BOCES has adopted the following procedures to promptly and fairly address concerns and complaints about unlawful discrimination and/or harassment. Complaints may be submitted orally or in writing, ~~informally or formally~~.

### **Definitions**

1. ~~The term~~ "Compliance officer" means an employee designated by the Board to receive complaints of alleged unlawful discrimination and harassment. ~~The compliance officer to act as such by the Board of Education. That individual shall be identified by name, address and telephone number and email address.~~ See exhibit AC-E-1. If the designated individual is not qualified or is unable to act as such the ~~eExecutive Ddirector~~ shall designate another employee-administrator who shall serve until a successor is appointed by the Board.
2. ~~The term~~ "Aggrieved individual" shall mean a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, ~~a student over the age of 18~~ an employee of the Centennial BOCES district, or member of the public who is directly affected by and/or is witness to an alleged violation of ~~district Board~~ policies prohibiting unlawful discrimination or harassment.

### **Compliance Officer's ~~d~~Duties**

The compliance officer shall be responsible for conducting an ~~confidential~~ investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment. ~~, whether the violation is alleged under Title II (discrimination based on disability), Title VI (discrimination based on race, color or national origin), Title IX (discrimination based on sex or marital status), Section 504 (discrimination based on disability) or under district policies prohibiting discrimination or harassment.~~ The compliance officer's duties shall include providing notice to students, parents/guardians of students, employees and the general public concerning the compliance process, providing training for Centennial BOCES staff regarding the prohibition of unlawful discrimination/harassment in all Centennial BOCES programs, activities and employment practices. ~~available, disseminating~~ on information concerning the forms and procedures for ~~upon request of information concerning the forms and procedures for the filing of complaints, ensuring the prompt investigation of all complaints, and coordinating~~ on of the hearing procedures, and identifying and addressing any patterns of systemic problems that arise during the review of complaints. The compliance officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

### **Complaint Procedure**

~~An aggrieved individual who believes he or she has been subject to harassment or discrimination in violation of law and BOCES policy~~ is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals or other ~~district~~ Centennial BOCES employees shall be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint shall be forwarded to the executive director.

Any aggrieved individual may file, with the compliance officer, a complaint charging the Centennial BOCES, another student or any ~~school~~ Centennial BOCES employee with ~~a violation of Title II, Title VI, Title IX or Section 504 or with a violation of BOCES policies prohibiting unlawful~~ discrimination or harassment. The complaint ~~shall may be made orally or in writing~~. Persons who wish to file a written complaint shall be encouraged to use the Centennial BOCES's complain form, and shall describe with reasonable specificity the nature of the complaint.

All complaints shall include a detailed description of the alleged events, the dates the alleged events occurred and names of the parties involved, including any witnesses. The complaint shall be made as soon as possible after the incident.

~~Upon receiving a complaint, the~~ The compliance officer shall confer with the aggrieved individual and/or the alleged victim of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than five calendar days following the Centennial BOCES's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint, and to discuss what action the aggrieved individual is seeking.

Within five calendar days following the initial meeting with the aggrieved individual and/or alleged victim, the compliance officer shall attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if a student, his or her parents/guardians, in order to obtain a response to the complaint. Such person(s) shall be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meeting, the compliance officer shall explain the avenues for informal and formal action, ~~and provide a description of the complaint process, and explain that both the victim and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the matter at any time.~~ The compliance officer shall also explain that whether or not the individual files a ~~formal~~ written complaint or otherwise requests action, the Centennial BOCES is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment or retaliation against anyone who makes a ~~harassment~~ report or participates in an investigation. The compliance officer shall also explain that any request for confidentiality shall be honored so long as doing so does not preclude the Centennial BOCES from responding effectively to the prohibited conduct harassment and preventing future prohibited conduct, harassment.

### **Informal Action**

If the aggrieved individual and/or the individual alleged to have engaged in the prohibited conduct requests that the matter be resolved in an informal manner and/or the compliance officer believes that the matter is suitable to such resolution, the compliance office may attempt to resolve the matter informally through mediation, counseling or other non-disciplinary means. If both parties feel a resolution has been achieved through the informal process, then no further compliance action must be taken. No party shall be compelled to resolve a complaint of unlawful

discrimination or harassment informally and either party may request an end to an informal process at any time. Informal resolution shall not be used to process complaints against a Centennial BOCES employee and shall not be used between students where the underlying offense involves sexual assault or other act of violence.

### **Formal Action**

~~If informal resolution is inappropriate, unavailable or unsuccessful, Following the initial meeting with the aggrieved individual,~~ the compliance officer shall promptly investigate the allegations to determine whether and/or to what extent, unlawful discrimination or harassment has occurred. ~~attempt to meet with the alleged harasser and his or her parents/guardians, if the alleged harasser is a student, in order to obtain a response to the reported harassment. Such person(s) shall be informed only of those facts which, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material facts or to obtain an informal resolution.~~ The compliance officer may consider the following types of information in determining whether unlawful discrimination or harassment occurred:

- a. statements by any witness to the alleged incident,
- b. evidence about the relative credibility of the parties involved,
- c. evidence relative to whether the individual alleged to have engaged in prohibited conduct harasser has been found to have engaged in prohibited conduct against harassed others,
- d. evidence of the aggrieved individual and/or alleged victim's reaction or change in behavior following the alleged prohibited conduct, harassment.
- e. evidence about whether the alleged victim and/or aggrieved individual ~~claiming harassment~~ took action to protest the conduct,
- f. evidence and witness statements or testimony presented by the parties involved,
- g. other contemporaneous evidence, and/or
- h. any other evidence deemed relevant by the compliance officer.

In deciding whether conduct is ~~sufficiently severe, persistent or pervasive to be~~ a violation of law or policy, all relevant circumstances shall be considered by the compliance officer, including:

- a. the degree to which the conduct affected one or more students' education or one or more employee's work environment,
- b. the type, frequency and duration of the conduct,
- c. the identity of and relationship between the individual alleged to have engaged in the prohibited conduct harasser and the aggrieved individual and/or alleged victim,
- d. the number of individuals ~~involved as alleged to have engaged in the prohibited conduct~~ harassers and number of victims of the prohibited conduct as subjects of the harassment,

- e. the age of the individual alleged to have engaged in the prohibited conduct ~~harasser~~ and the aggrieved individual and/or alleged victim,
- f. the size of the school, location of the incident and context in which it occurred,
- g. other incidents at the school.

~~The compliance officer shall determine whether the matter should proceed formally or informally. At any time, the aggrieved individual may request an end to an informal process and begin the formal compliance process.~~

~~On the basis of the compliance officer's investigation and if the aggrieved individual requests that the matter be resolved in an informal manner and the compliance officer agrees that the matter is suitable for such resolution, the compliance officer may attempt to resolve the matter informally.~~

The compliance officer shall prepare a written report containing findings and recommendations, as appropriate, and submit the report to the eExecutive dDirector within 15 calendar days following the compliance officer's receipt of the complaint or five calendar days following the termination of the informal resolution process. The compliance officer's report shall be advisory and shall not bind the ~~E~~Executive ~~d~~Director or the Centennial BOCES to any particular course of action or remedial measure. Within 10 calendar days after receiving the compliance officer's findings and recommendation, the executive director or designee shall determine any sanctions or other action deemed appropriate including if appropriate recommendations to the Board for disciplinary or other action. ~~However, the report may be used by the Executive Director or other BOCES administration officials as a basis for disciplinary or other appropriate action.~~

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, shall be notified in writing of the final outcome of the investigation and all steps taken by the Centennial BOCES within five calendar days following the executive director's determination.

### **Hearing Procedure**

For allegations under Section 504 and as otherwise required by law, the aggrieved individual may request a hearing. This hearing procedure will not address guilt or innocence or disciplinary consequences which shall instead be governed by the Board's discipline policies and procedures.

The Centennial BOCES shall retain a person to serve as the impartial hearing officer, who shall be knowledgeable about Section 504 and/or the ADA, if applicable. The hearing shall be informal and shall be recorded. Formal rules of evidence shall not apply. A student shall be entitled to be represented by his/her parent or by an attorney. An employee shall be entitled to be represented by an attorney or other representative of his/her choice. The complainant may appear at the hearing and shall be entitled to present testimony and other evidence. A Centennial BOCES representative shall likewise be entitled to present testimony and other evidence. The hearing shall be closed to the public.

Within five calendar days after the hearing, the hearing officer shall issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions shall include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur and restore lost educational opportunities.

After the hearing officer has issued his or her decision, the recording of the hearing, all physical and documentary evidence and all other items comprising the record of the hearing shall be returned to the Centennial BOCES. Within five calendar days of receiving the hearing officer's recommendations, the executive director or designee shall determine any action deemed appropriate.

Either party may seek review of the hearing officer's decision in a court of competent jurisdiction, in accordance with applicable law and applicable timelines for requesting such review.

Nothing contained herein shall be interpreted to confer upon any person the right to a hearing independent of a Board policy, administrative procedure, statute, rule, regulation or agreement expressly conferring such right. This process shall apply, unless the context otherwise requires and unless the requirements of another policy, procedure, statute, rule, regulation or agreement expressly contradicts with this process, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement shall govern.

### **Outside Agencies**

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Toll Free: 800-262-4845 English/Spanish. Telephone: 303-844-5695. Fax: 303-844-4303. TTY: 303-844-3417. Email: OCR Denver @ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC), 303 E. 17<sup>th</sup> Avenue, Denver, CO 80203. Toll Free: 800-669-4000. Fax: 303-866-1085. TTY: 800-669-6820. Email: egov.eeoc.gov.eas

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite 1050, Denver, CO 80202. Toll Free: 800-262-4845. Telephone: 303-894-2997. Fax: 303-894-7830. Email: dora\_CCRD@state.co.us

### **Formal complaint process**

~~If the aggrieved individual requests a formal complaint process, the compliance officer shall transfer the record within five school days to the Executive Director or designee for formal resolution and so notify the parties by certified mail.~~

~~After reviewing the record made by the compliance officer, the Executive Director or designee may gather additional evidence necessary to decide the case and/or determine that a hearing is necessary. At such time the matter should be referred to an administrative hearing officer for further fact finding. The hearing officer will be an administrative employee of the BOCES designated by the Executive Director.~~

~~The hearing shall be informal. The hearing officer shall provide the affected person a written statement of charges, evidence and reasons supporting the proposed adverse action. A student shall be entitled to be represented by his/her parent or by an attorney. An employee shall be entitled to be represented by an attorney or other representative of his/her choice. The complainant shall appear at the hearing and shall be entitled to present testimony and other~~

~~evidence. Formal rules of evidence shall not apply. The compliance officer or designee may represent the BOCES at the hearing and shall likewise be entitled to present testimony and other evidence. The hearing shall be closed to the public. The hearing officer shall make a recommendation to the Executive Director based upon evidence presented at the administrative hearing.~~

~~Within 10 school days of receiving the record from the hearing, the Executive Director or designee shall determine any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action~~

**BOCES action**

~~Whether or not a formal complaint is filed, the BOCES shall take appropriate action to end the harassment, to make the victim whole by restoring lost educational or employment opportunities, to prevent harassment from recurring and to prevent retaliation against anyone that reports harassment or participates in a harassment investigation.~~

~~All parties, including the parents/guardians of all students involved, shall be notified by the Executive Director of the final outcome of the investigation and all steps taken by the BOCES. If disciplinary action is recommended for a student or employee, that action shall proceed in accordance with applicable BOCES policy. Remedial and/or disciplinary actions shall include measures designed to stop the harassment, correct its negative impact on the affected individual, and ensure that the harassment does not recur.~~

Adopted: February 19, 2009  
Centennial BOCES



## **NON-DISCRIMINATION/EQUAL OPPORTUNITY**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Centennial BOCES does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, ~~gender expression~~, sexual orientation (which included transgender), genetic information, conditions related to pregnancy or childbirth, disability or need for special education services in admissions, access to, treatment, or employment in ~~educational~~ programs or activities which it operates.

Complaint procedures ~~for Title IX and Section 504~~ have been established for students, parents, employees and members of the public. The following person(s) have been identified as the ~~designated employee(s) to coordinate compliance activities for the district~~ compliance officer for the Centennial BOCES:

~~Specific complaints of alleged discrimination under Section 504 or the ADA (disability) and Title IX (sex) should be referred to:~~

Terry Buswell, Assistant Executive Director of Human Resources  
2020 Clubhouse Drive, Greeley, CO 80634  
970-352-7404  
[tbuswell@cbores.org](mailto:tbuswell@cbores.org)

### **Outside Agencies**

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), or Section 504/ADA (handicap or disability) may also be filed directly with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 East 17<sup>th</sup> Avenue, Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Revised:

Revised: January 17, 2013

Revised: February 19, 2009

Centennial BOCES

**NONDISCRIMINATION/EQUAL OPPORTUNITY**  
**(Complaint Form)**

Date: \_\_\_\_\_

Name of complainant: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Summary of alleged unlawful discrimination or harassment:

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Name(s) of individual(s) allegedly engaging in prohibited conduct:

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Date(s) alleged prohibited conduct occurred:

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Name(s) of witness(es) to alleged prohibited conduct:

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If others are affected by the possible unlawful discrimination or harassment, please give their names:

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Your suggestions regarding resolving the complaint:

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Please describe any corrective action you wish to see taken with regard to the alleged unlawful discrimination or harassment. You may also provide other information relevant to this complaint.

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Signature of complainant Date

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Signature of person receiving complaint Date

Adopted:

## **ACCOUNTABILITY/COMMITMENT TO ACCOMPLISHMENT**

### **Centennial BOCES Accountability Committee**

The Centennial BOCES accountability committee (CBAC) shall consist of at least:

- three parents of students enrolled in the Centennial BOCES school(s)
- one teacher employed by the Centennial BOCES
- one school administrator employed by the Centennial BOCES
- one person who is involved in business or industry in the community within the Centennial BOCES's boundaries

A person may not serve in more than one of the required membership roles on the CBAC. A person who is employed by Centennial BOCES or related to a Centennial BOCES employee shall not be eligible to serve as a parent on the CBAC. "Related" means the person's spouse, son, daughter, sister, brother, mother or father. If, however, the Centennial BOCES makes a good faith effort and is unable to identify a sufficient number of parents that meet these criteria, a person may serve as a parent on the CBAC and also be employed by the Centennial BOCES or related to a Centennial BOCES employee.

The Board shall appoint persons to the CBAC. In making these appointments, the Board shall ensure, to the extent practicable, that the parents appointed reflect the student populations significantly represented within the Centennial BOCES.

If the Board chooses to increase the number of persons on the CBAC, it shall ensure that the number of parents appointed exceeds the number of representatives from the group with the next highest representation.

Members of the CBAC will serve terms of two years. The CBAC shall select a parent representative to serve as chair or co-chair, who shall serve terms of two years. The CBAC shall also establish a schedule of meetings and adopt general rules for its operation.

Adopted

## ACCREDITATION

The Board believes its primary responsibility is to provide leadership in the area of student achievement. In order to foster greater accountability and enhance improvement in student achievement, the Board shall enter into an accreditation contract with the State Board of Education regarding the Centennial BOCES accreditation and shall accredit the school(s) within the Centennial BOCES.

### **Centennial BOCES Accreditation**

The accreditation contract ~~will~~ shall bind the Board to manage the Centennial BOCES and its school(s) to meet certain standards, goals, and requirements over the term of the contract, in accordance with the Education Accountability Act of 2009 and applicable . ~~Accreditation by the State Board of Education rules, means that the BOCES and its school meet the requirements of the accreditation law and the accreditation indicators set forth in regulations.~~

In conjunction with accreditation, the Board is committed to adopting academic content standards for student learning, achievement performance levels, systems for measuring student achievement and methods for improving student achievement.

~~To support high student achievement and accountability throughout the BOCES, the Board shall ensure:~~

- ~~1. community involvement, including processes for involving parents, the business community and other interested citizens~~
- ~~2. public disclosure of non-identifying student achievement results for each student in the district~~
- ~~3. recognition for schools that meet or exceed accreditation indicators and assistance for schools that fail to meet such indicators.~~

~~The Board is also committed to improving BOCES school performance in the following areas:~~

- ~~1. parental and familial involvement~~
- ~~2. attainment of local achievement goals that meet or exceed the accreditation indicators~~
- ~~3. implementation of district content standards for student learning~~
- ~~4. attainment of achievement and proficiency levels~~
- ~~5. implementation of systems of measuring student achievement, including methods for improving the scores of students who score below proficient in the statewide assessments~~
- ~~6. reduction of consistent patterns of academic achievement discrepancies in student performance related to ethnicity, gender, disability and limited English proficiency~~

~~Each year the Colorado Department of Education will conduct a written assessment review of achievement pursuant to the BOCES accreditation contract. During this assessment, the BOCES will report on the following:~~

- ~~1. a plan for technology and information literacy that is integrated into the BOCES standards based educational plan that includes policies and procedures to prevent students from accessing inappropriate material on the internet~~
- ~~2. a plan to recruit, provide staff development for, and retain licensed teachers~~
- ~~3. changes the BOCES wishes to make in its existing standards, goals, or requirements~~
- ~~4. a plan for contextual learning~~
- ~~5. a plan to increase academic achievement and graduation and attendance rates~~

LEGAL REFS.: C.R.S. 22-7-1013 (1) (adoption of academic standards)  
C.R.S. 22-11-101 et seq. (Educational Accreditation Act of 1998 2009)  
C.R.S. 22-30-105 (school district organization planning process)  
C.R.S. 22-32-142 (2) (parent notice and public hearing requirements for schools on improvement, priority improvement or turnaround status)  
C.R.S. 22-55-105 and 22-11-201 (plan for use of increased funding pursuant to Sect. 17, Art. IX of Colorado Constitution must be included in accreditation contract)  
1 CCR 301-1, Rules 2202-R-1.00-0.00 (accreditation rules)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
AEA, Standards Based Education  
IK, Academic Achievement  
IKA, Grading/Assessment Systems

Revised:

Reviewed: CASB 2005

Adopted: October 25, 2001

Centennial BOCES

**This policy is recommended for deletion as it is not necessary**  
**WAIVER OF STATE LAW AND REGULATION**

~~The CBOCES Board of Directors believes that many state laws and regulations impede the CBOCES progress toward achieving its mission. Therefore, the Board directs the Executive Director to work with CBOCES legal counsel, the CBOCES accountability committee, program directors, and school principals to:~~

- ~~1. Review state laws and regulations for which a waiver application can be filed.~~
- ~~2. Determine which state laws and regulations, if waived, would enhance educational opportunity and quality within the CBOCES and reduce or eliminate costs that are significantly limiting educational opportunity within the CBOCES. This determination shall be made on a school by school basis and a CBOCES wide basis.~~
- ~~3. Make recommendations to the Board regarding which state laws and regulations the Board should consider for waiver.~~

~~The Board must consider whether to apply for waivers in a CBOCES meeting that includes a public hearing. The Board shall consult with the CBOCES accountability committee concerning the intent to seek waivers at least 60 days prior to the scheduled public hearing.~~

~~In the Board meeting, which includes a public hearing, the Board shall adopt a resolution stating the Board's intent to apply for waivers and specifying the statutes or rules for which the Board will request waivers. In the waiver application, the Board shall state the manner in which the BOCES will comply with the intent of the waived rule or statute and be accountable to the State Board of Education.~~

~~The Board shall post notice of the public meeting in three public places within the CBOCES not less than 30 days prior to the meeting. The notice shall include a description of the waivers to be considered. If there is a newspaper published in the county, the Board shall also publish notice once a week for four weeks prior to the meeting.~~

~~LEGAL REFS.: C.R.S. 22-2-117 (state board power to grant waivers)~~

*~~Note: BOCES that have a funded pupil count, as defined in C.R.S. 22-54-103(7), of 3,000 or more pupils must demonstrate that an application for waiver has the consent of a majority of the BOCES accountability committee (or the school level accountability committee if the waiver is sought for only one school), and a majority of the licensed administrators and teachers of the affected school or district.~~*

*~~Note: The State Board of Education cannot waive requirements under the Public School Finance Act of 1994, the Exceptional Children's Educational Act, the accreditation law or state assessments.~~*

~~Reviewed: May 21, 2009~~

~~Adopted: February 15, 2001~~

~~Centennial BOCES~~

## STANDARDS BASED EDUCATION

The Board supports a system of education that develops and teaches standards that enable students to achieve the highest level of knowledge and skills. Academic ~~content~~ standards clearly identify what students should know and be able to do at key points in their school careers.

In accordance with state law, the Board has adopted a standards-based education system which focuses on student learning of the Centennial BOCES academic ~~content~~ standards. It is the intent of the Board that the Centennial BOCES program of instruction and assessments be aligned with the Centennial BOCES academic ~~content~~ standards. In standards-based education, courses and units of study are clearly defined, understood by teachers and students and communicated to staff members, families and the community. The Centennial BOCES standards-based education system will advance equity, promote student learning and reinforce accountability.

The executive director shall be responsible for developing a plan to implement the Centennial BOCES academic ~~content~~ standards that meet or exceed the model state ~~content~~ academic standards and revise curriculum and programs of instruction to align them with the ~~district's~~ Centennial BOCES standards to provide students with the educational experiences necessary to achieve the standards. The plan shall also address the professional development of teachers and administrators to enable successful implementation of standards-based education. The plan shall ensure that the educational programs of the Centennial BOCES district actively address the needs of exceptional students, consciously avoid gender or cultural bias and address the different learning styles and needs of students of various backgrounds and abilities and eliminate barriers to equity. The plan shall conform with all timelines established by law.

The Centennial BOCES shall work with educators, parents, students, businesspersons, members of the community and the Centennial BOCES accountability committee to review and revise the Centennial BOCES academic ~~content~~ standards as necessary to ensure maximum effectiveness and develop assessments that will adequately measure each student's progress. Parents shall be kept informed of student progress in achieving the Centennial BOCES academic ~~content~~ standards and how such progress will be measured. This information shall also be provided to the Centennial BOCES accountability committee.

LEGAL REFS.: C.R.S. 22-1-104 (6)(a) (financial assistance to develop and promote programs that address state academic ~~content~~ standards for civics)  


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C.R.S. 22-5-108 (1)(c) (board authority to operate schools)  


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C.R.S. 22-7-~~401-1013~~ (1) (~~education reform — obligation to provide a standards-based system~~ adoption of academic standards)  


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C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)  


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C.R.S. 22-32-109 (1)(r);~~(t)~~ (duty to comply with rules and state regulations adopted by the State Board of Education ~~and determine programs~~)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
IGA, Curriculum Development  


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IGD, Curriculum Adoption

Revised:

Adopted: February 16, 2006  
 Centennial BOCES



## **SCHOOL ACCOUNTABILITY/COMMITMENT TO ACCOMPLISHMENT REPORTS**

The Board accepts its ultimate responsibility for the academic accomplishments of its students. Consistent with this responsibility and as required by law, the Board shall adopt and maintain an accountability program to measure the adequacy and efficiency of the educational program.

In accordance with state law and this policy's accompanying regulation, the Board shall appoint or create a process for the election of a Centennial BOCES accountability committee. The Centennial BOCES accountability committee shall have those powers and duties prescribed by state law. The Board and the Centennial BOCES accountability committee shall, at least annually, cooperatively determine the areas and issues, in addition to budget issues, that the Centennial BOCES accountability committee shall study and the issues on which it may make recommendations to the Board.

All Centennial BOCES accountability committee meetings shall be open to the public. Meeting notices for Centennial BOCES accountability committee meetings shall be posted in the same place and manner as notices of Board meetings and shall also be posted in the school.

~~The Colorado legislature has determined that giving each public school an accountability report rating its performance and improvement in academic achievement and providing overall safety information will assist the general assembly, parents, and taxpayers in evaluating whether individual public schools are providing students with an opportunity for a safe and quality education.~~

~~The state-generated accountability report rates individual schools (except those schools designated as alternative education campuses and granted exemption by the State Board of Education) on their academic performance and improvement as determined solely by student test results on the Colorado State Assessment Program. The report also provides information on safety in individual schools by compiling data on safety and discipline incidents, the average daily attendance and the school dropout rate (secondary schools), or time in the classroom (elementary schools).~~

~~The BOCES Board of Directors acknowledges that the state-generated accountability report serves an important purpose, but believes it does not represent the full measure of a safe and quality education. Therefore, the Board directs the executive director to develop a program that enables and supports principals of BOCES schools who wish to develop their own school reports for distribution to parents and community members.~~

~~The school-generated reports could include such information as:~~

- ~~• Current student performance results related to district academic standards~~
- ~~• A summary of implementation and results of the school improvement plan~~
- ~~• Dropout and school completion rates~~
- ~~• At the secondary level, the number or percentage of the school's total student population completing "advanced" courses, percentage of students taking college aptitudes examinations and their scores, and percentage of graduates entering post-secondary education (where applicable)~~
- ~~• Conduct and disciplinary actions taken during the school year, including the number and percentage of students suspended and/or expelled~~
- ~~• Community satisfaction with student achievement and the learning environment~~
- ~~• Accomplishments of the school related to its mission, goals, and objectives~~

- ~~Information from the school accountability committee about its accomplishments~~
- ~~Any other information that helps provide parents and community members with a comprehensive view of the school's challenges and achievements~~

~~The report shall be provided to the parents/guardians of students in the school, to local media and others interested in the schools, and to members of the public who request it. The report may be included or inserted in the state-generated accountability report as long as the school report does not refute information included in the state-generated report.~~

~~Because the Board believes that a supportive and involved public is crucial to the safety and achievement of students in BOCES schools, it directs the executive director to work with the Board to develop and implement a BOCES-wide, year-round communication plan around safety and student achievement that:~~

- ~~Includes two-way communication involving both listening and telling activities~~
- ~~Has a primary goal of building productive relationships between the BOCES, Board, staff, parents, students, and community members~~
- ~~Is targeted to include different messages and different strategies depending on the audience~~
- ~~Includes strategies for communicating internally as well as outside the BOCES~~

~~The Board directs each BOCES school to gather and accurately report data required by law to be reported for the state-generated accountability report. The Colorado Department of Education is required by law to deliver the report card to each public school by January 15 of each year. Within a reasonable time from receipt of the report card, each school shall distribute the report card to the parents/guardians of each student enrolled in the school and to members of the public who request it.~~

LEGAL REFS.:      ~~C.R.S. 22-7-602 & 604 (alternative education campus criteria and exemption from receiving academic rating)~~  
                         ~~C.R.S. 22-7-605 (report card format and data reporting requirements)~~  
~~C.R.S. 22-7-606 (report card delivery)~~  
~~C.R.S. 22-7-608 (procedures instituted by the state board for schools receiving academic rating of "low")~~  
~~C.R.S. 22-7-609 (school improvement plan or charter required for schools receiving academic rating of "unsatisfactory")~~  
~~C.R.S. 22-5-108 (1)(c) (board authority to operate schools)~~  
~~C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)~~  
~~C.R.S. 22-11-301 and 302 (BOCES accountability committee)~~  
~~C.R.S. 22-11-401 (4)(c) (in a BOCES with less than 1,000 students enrolled in a rural public school, the BOCES accountability committee may serve as the school accountability committee)~~  
~~C.R.S. 24-6-402 (open meetings law)~~  
~~1 CCR 301-1, Rules 2202-R-1.00 et seq. (accreditation rules)~~

CROSS REFS.:      AEA, Standards Based Education  
                         AED\*, Accreditation  
                         DBD, Determination of Budget Priorities

Revised:

Revised: February 12, 2004  
Centennial BOCES

## **TOBACCO-FREE SCHOOLS — CENTENNIAL BOCES**

~~Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a BOCES should provide both effective educational programs and a positive example to students concerning the use of tobacco.~~

~~In order to~~ To promote the general health, welfare, and well-being of students and staff, ~~;~~ smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is ~~banned from prohibited on~~ all Centennial BOCES property.

Possession of any tobacco product by students is also prohibited on Centennial BOCES property.

For purposes of this policy, the following definitions apply:

1. “Centennial BOCES property” means all property owned, leased, rented, or otherwise used or contracted by the Centennial BOCES; including but limited to the following:
  - a. All indoor facilities and interior portions of any Centennial BOCES building or other structure. The term does not apply to buildings used primarily as residences, i.e., teacherages, used for instruction, administration, support services, maintenance or storage.
  - b. All facilities and Centennial BOCES grounds over which the Centennial BOCES exercises control; including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the Centennial BOCES for transporting students, staff, visitors, or other persons.
  - d. At a Centennial BOCES sanctioned activity or event.
2. “Tobacco product” means:
  - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to includes cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco; and
  - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
  - c. “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product, all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. “Tobacco” includes cloves or any other product packaged for smoking.
3. “Use” means lighting, chewing, ~~inhaling, or~~ smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all Centennial BOCES property buildings to notify the public that smoking or other use of tobacco products is prohibited in accordance with ~~state law and Centennial BOCES’~~ policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered by the executive director or designee to be in violation of this policy will be instructed to leave Centennial BOCES property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

### **Exemptions**

~~Pursuant to state law, no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid after July 1, 1999.~~

LEGAL REFS.:      20 U.S.C. ~~§6083~~ 7181 et seq. (Pro-children Act of 2001 contained in No Child Left Behind Act of 2001 ~~Federal law prohibits smoking in any indoor facility used to provide educational services to children.~~)  
C.R.S. 18-13-121 (furnishing tobacco products to minors)  
C.R.S. 22-32-109 (1)(bb) (policy required prohibiting use of tobacco products on school grounds)  
C.R.S. 22-32-109.1 (2)(a) (~~VHI~~) (H) (policy required as part of safe schools plan)  
C.R.S. 25-14-103.5 (tobacco use prohibited on school property)  
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)  
~~6 CCR 1010-6, Rule 5-306~~  
~~City of Longmont Ordinance No. 0-85-81~~  
~~City of Greeley Ordinance No. 9.44.010 — 9.44.060~~

### Revised:

Revised: May 21, 2009

Adopted: December 14, 2000

Centennial BOCES

## **CENTENNIAL BOCES MISSION**

The mission of the Centennial BOCES is: **Through collaboration, provide value-added resources that enrich educational opportunities for all students.**

Reviewed: June 2017

Revised: January 17, 2009

Centennial BOCES

**This regulation is recommended for deletion as it is included entirely in regulation**  
**AC-R**  
**RACE/ETHNICITY DISCRIMINATION GRIEVANCE PROCEDURE**

~~Members of the BOCES community who believe that they have been subject to age or race/ethnicity discrimination may report the incident in writing to the Executive Director or his/her designee.~~

~~The Executive Director shall attempt to resolve the problem, if warranted, in an informal manner through the following process:~~

~~The Executive Director shall confer with the charging party in order to obtain a clear understanding of the basis of the complaint.~~

~~The Executive Director shall then attempt to meet with the charged party in order to obtain a response to the complaint.~~

~~The Executive Director may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.~~

~~On the basis of the Executive Director's perception of the situation, the Executive Director may:~~

~~——— Attempt to resolve the matter informally through conciliation.~~

~~Report the incident and make a recommendation to the Board of Directors for disciplinary action.~~

~~Reviewed: CASB 2005~~  
~~Centennial BOCES~~

**This regulation is recommended for deletion as it is included entirely in regulation**  
**AC-R**  
**GENDER DISCRIMINATION GRIEVANCE PROCEDURE**

Members of the BOCES community who believe that they have been subject to discrimination on the basis of gender may report the incident in writing to the designated Title IX Compliance Officer.

The Title IX Compliance Officer shall attempt to resolve the problem, if warranted, in an informal manner through the following process:

~~The Title IX Compliance Officer shall confer with the charging party in order to obtain a clear understanding of the basis of the complaint.~~

~~The Title IX Compliance Officer shall then attempt to meet with the charged party in order to obtain a response to the complaint.~~

~~The Title IX Compliance Officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.~~

On the basis of the Title IX Compliance Officer's perception of the situation, the compliance officer may:

——— ~~Attempt to resolve the matter informally through conciliation.~~

~~Report the incident and transfer the record to the Executive Director or his/her designee, and so notify the parties by certified mail.~~

~~After reviewing the record made by the Title IX Compliance Officer, the Executive Director or designee may attempt to gather any more evidence necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board of Directors for disciplinary action.~~

~~Reviewed: CASB 2005~~  
~~Centennial BOCES~~



**This regulation is recommended for deletion as it is included entirely in regulation**  
**AC-R**  
**DISABILITY DISCRIMINATION GRIEVANCE PROCEDURE**

~~Members of the BOCES community who believe that they have been subject to disability discrimination may report the incident in writing to the Section 504 Compliance Officer.~~

~~The Section 504 Compliance Officer shall attempt to resolve the problem, if warranted, in an informal manner through the following process:~~

~~The Section 504 Compliance Officer shall confer with the charging party in order to obtain a clear understanding of the basis of the complaint.~~

~~The Section 504 Compliance Officer shall then attempt to meet with the charged party in order to obtain a response to the complaint.~~

~~The Section 504 Compliance Officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.~~

~~On the basis of the Section 504 Compliance Officer's perception of the situation, the Section 504 Compliance Officer may:~~

~~Attempt to resolve the matter informally through conciliation.~~

~~Report the incident and transfer the record to the Executive Director or designee, and so notify the parties by certified mail.~~

~~After reviewing the record made by the Section 504 Compliance Officer, the Executive Director or designee may attempt to gather any more evidence necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board of Directors for disciplinary action.~~

Reviewed: CASB 2005  
Adopted: April 20, 2000  
Centennial BOCES

**This policy is recommended for deletion as it is included entirely in Policy AC**  
**NON-DISCRIMINATION ON THE BASIS OF SEX OR HANDICAP/DISABILITY**

~~The Board of Directors shall designate an individual as the responsible employee to coordinate BOCES compliance with Section 504 of the Rehabilitation Act, its administrative regulations, and the Americans with Disabilities Act (ADA). This person shall be referred to as the Section 504 Compliance Officer.~~

~~The Board of Directors shall designate an individual as the responsible employee to coordinate BOCES compliance with Title IX. This person shall be referred to as the Title IX Compliance Officer.~~

~~The Section 504 and Title IX Compliance Officers shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of BOCES educational programs and activities with regard to compliance with Section 504 and its administrative regulations, the ADA and its administrative regulations and with Title IX and its administrative regulations.~~

~~The Section 504 and Title IX Compliance Officers shall, upon adoption of these policies and once each academic year thereafter, notify all students and employees of the BOCES of the name, office, address and telephone number of the Compliance Officers. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.~~

~~Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex or of handicap in the educational programs or activities of the BOCES.~~

~~In the event a student or employee believes that there has been a violation of Title IX or of Section 504 or its administrative regulations, he/she shall mail or deliver to the appropriate Compliance Officer a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved, and the dates, times and locations involved.~~

~~Within two days of receiving the statement, the Compliance Officer shall provide the individual filing a written statement an opportunity to discuss the matter personally, if requested.~~

~~The Compliance Officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the Executive Director his or her findings and recommendations regarding resolution of the matter within 14 days of the initial meeting with the person making the statement. The matter shall be reported to the Board of Directors at its next regular meeting for its review and action if it deems further action necessary.~~

~~If the student or employee submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the Executive Director, he or she may appear before the Board of Directors and present the matter directly to the Board of Directors.~~

~~The Executive Director shall notify applicants for admission, students, parents/guardians of students, sources of referral of applicants for admission, employees, and applicants for employment that the BOCES does not discriminate on the basis of handicap in the educational programs or activities which it operates, and that it is required by Section 504, its administrative~~

~~regulations, and the ADA not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.~~

~~The Executive Director shall notify applicants for admission, students, parents/guardians of students, sources of referral of applicants for admission, employees, and applicants for employment that the BOCES does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations, not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.~~

~~LEGAL REFS.: 29 U.S.C. §701 et seq. (Section 504)  
42 U.S.C. §1201 et seq. (Americans with Disabilities Act)  
34 C.F.R. 104 et seq.  
20 U.S.C. §1681 (Title IX of the Education Amendment of 1972)~~

~~Reviewed: CASB 2005  
Adopted: April 20, 2000  
Centennial BOCES~~

## **BOARD MEMBER COMPENSATION/EXPENSES/INSURANCE/LIABILITY**

Board ~~members~~~~of Directors~~ shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from Centennial BOCES funds in accordance with the Board's policy on expense authorization and reimbursement.

~~Such expenses may include the cost of attendance at conferences of the Association of Educational Service Agencies and the Colorado BOCES Association, and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.~~

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

The Board shall rely on the Colorado Governmental Immunity Act (the Act), as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

LEGAL REFS.: 20 U.S.C. 2361 through 2368 (Coverdell Teacher Protection Act contained in NCLB Act of 2001 limits the liability of board members  
C.R.S. 22-12-101 et seq. (Teacher and School Administrator Protection Act also limits liability of board members)  
C.R.S. 22-32-104(5) (board member compensation)  
C.R.S. 22-32-109.1(9) (immunity provisions in safe schools law also apply to board members)  
C.R.S. 22-32-110(1)(n), (u) (power to provide necessary expenses)  
C.R.S. 24-10-101~~2~~ et seq. (Colorado governmental immunity act)  
C.R.S. 24-18-104 (3)(d), (e) (reimbursements are not considered gifts)

CROSS REFS.: DKC, Expense Authorization/Reimbursement (Mileage and Travel)  
EI, Insurance Program/Risk Management

Revised:

Revised: June 2005

Portions adopted: June 18, 1998

Centennial BOCES

**This policy is recommended for deletion as it is included in policy BID-BIE**  
**BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

~~The Board of Directors may plan and authorize specific in-service activities and resources designed to improve members' skills as a policy-making body, expand members' knowledge about trends, issues, and new ideas affecting the continued welfare of local schools, and to deepen members' insights into the nature of leadership in a modern democratic society.~~

~~Funds shall be budgeted annually to support such activities and resources. Individual Board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The Board, as a whole, shall retain the authority to approve or disapprove expenditure of funds for participation of individual member activities.~~

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**This policy is recommended for deletion as it is included in policy BG POLICY  
IMPLEMENTATION**

~~The Executive Director shall have responsibility and authority for ensuring that the policies established by the Board of Directors are properly carried out. Such authority shall include the authority to establish additional requirements or conditions as necessary to properly effectuate such policies.~~

~~Every employee shall be solely and completely responsible for becoming aware of and complying with all Centennial BOCES policies. Disregard for CBOCES policies and administrative regulations may be interpreted as insubordination, neglect of duty, other good and just cause, or as any other basis for appropriate discipline.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

**This policy is recommended for deletion as it is included entirely in policy BG**  
**POLICY DEVELOPMENT**

~~The Board of Directors shall have final discretion and authority in policy development and adoption.~~

~~The Board of Directors, individual Board members, the Executive Director, or the Superintendents' Advisory Council may propose the adoption of policies.~~

~~The Executive Director shall recommend to the Board such policies as may be necessary from time to time.~~

~~The Board may direct specific procedures for policy development and adoption; however, the Board shall have the discretion to modify or disregard such procedures as it may determine appropriate.~~

~~The Executive Director shall refer existing or proposed policies to legal counsel or other consultants for review, input or drafting when deemed appropriate.~~

~~The Executive Director shall develop procedures to ensure that BOCES policies are published, circulated, and made available.~~

~~The Executive Director shall develop, adopt, and implement administrative procedures, guidelines, or similar processes as necessary and appropriate to implement policies adopted by the Board. Such administrative procedures, guidelines, or similar processes shall be subject to review and revision by the Board. In the absence of other direction, the Executive Director and the Board may, but are not required to, be guided by prior administrative procedure or prior policies, provided such are not inconsistent with current policies.~~

~~The Board reserves the right to review regulations, administrative procedures, guidelines, or similar processes issued by the Executive Director. At its discretion, the Board may revise or veto such regulations, administrative procedures, guidelines, or similar processes. The Board shall be provided with copies of all BOCES wide regulations, administrative procedures, guidelines, or similar processes issued by the Executive Director.~~

~~The Board may adopt regulations when specific state or federal laws require the Board to do so, or when the Board or Executive Director considers such adoption desirable.~~

~~The Board may suspend any policy upon determining that an emergency requiring such action exists or that a temporary or limited waiver is justified.~~

Reviewed: CASB 2005  
Adopted: June 16, 1998  
Centennial BOCES

## **CENTENNIAL BOCES BOARD POLICY PROCESS**

The Board considers policy development one of its chief responsibilities. ~~It is the intent of the Board to develop policies and puts them in writing to provide so that they may serve as guidelines for its own operations and for the successful, consistent and efficient operation functioning of the Centennial BOCES.~~

The policies of the Board shall be interpreted in accordance with state and federal laws and regulations.

### **Policy Adoption**

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board. ~~However, P~~proposals regarding policies may originate with a member of the Board, the Executive Director, the superintendents' advisory council, staff members, parents, students, consultants, civic groups or other residents of the Centennial BOCES service area. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board. ~~The Board shall take action after hearing the recommendations of the Executive Director and the viewpoints of persons and groups affected by the policy.~~

~~State law does not require a specific number of readings before a board adopts a policy; rather, policy adoption is dictated by the local board and can be modified as needed.~~

The Board shall adhere to the following procedure in formally considering and adopting policy proposals to ensure thoughtful examination of the issues prior to ~~that they are well examined before final adoption.~~

1. First meeting - the proposal shall be presented for a first reading, discussion and first vote.
2. Second meeting - the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the public and staff shall be considered. Amendments may be proposed by Board members. An amendment shall not require that the policy go through an additional reading unless the Board determines that ~~the amendment needs further study~~ is needed or ~~and that an additional reading would be desirable~~ helpful.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. ~~In the case of emergency conditions~~ However, the above procedure is required before the policy shall be considered permanent. Alternatively, the Board may adopt a revised policy on first reading if the changes being made are required by law.

~~In addition, the Board shall establish procedures to~~ may waive or delete policies to facilitate attainment of Centennial BOCES or school-level goals. ~~federal or state mandates.~~

### **Policy Revision and Review**

~~Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board.~~

The executive director ~~is given the continuing commission of~~ shall be responsible for calling to the Board's attention all policies that are out of date, or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption.



Additionally, from time to time the Board may undertake a process to review and revise all of the policies in its manual. At the Board's discretion, it may utilize an outside facilitator to conduct this review and revision process. Such process shall be in accordance with a schedule developed by the Board and the outside facilitator, if applicable. Once the review and revisions process is complete, the Board may choose to adopt the revised policy manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any readings, shall not apply.

### **Board Review of Regulations**

The executive director shall develop, adopt and implement administrative procedures, guidelines or similar processes as necessary and appropriate to implement policies adopted by the Board.

The Board reserves the right to review regulations issued by the executive director at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all Centennial BOCES-wide regulations issued by the executive director.

Regulations shall be officially approved by the Board when this is required by state or federal law or when the Board or executive director considers such adoption desirable. ~~—strong community, staff, or student attitudes make it advisable.~~

~~Before issuance, regulations shall be properly titled and coded.~~

### **Policy Communication/~~feedback~~**

The executive director shall establish and maintain an orderly plan for preserving and disseminating ~~on the Centennial BOCES policies and regulations.~~ ~~adopted by the Board.~~ CBOCES staff will be informed of policy changes on a regular basis and shall have access to all policies and regulations on the CBOCES website or by personally viewing the policy manual that is kept in the administration office.

The Board's policy manual is a public record and shall be open for inspection on the organization's website or by appointment at the administrative office of the Centennial BOCES.

### **Monitoring Policy Implementation**

The Board shall continuously monitor the implementation of its policies to ensure that reasonable progress is being made toward achieving the Board's goals and that operation of the Centennial BOCES is consistent with its policies.

### **Suspension/Repeal of Policy**

In the event of special circumstances, the operation of any ~~section or sections of~~ Board policies, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, shall ~~does not~~ apply to any ~~section of~~ Board policy established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

LEGAL REFS.: C.R.S. 22-5-107 (duties of the board)  
C.R.S. 22-32-109 (1) (a-c), (w), (y) (1) (specific duties of board)  
~~C.R.S. 22-32-109.1 (specific duties of boards in relation to safe schools plan)~~

~~———— C.R.S. 22-33-104 (4) (compulsory school attendance)~~

Revised:

Revised: January 17, 2013

Adopted: November 14, 2000

Centennial BOCES

## **PUBLIC PARTICIPATION AT BOARD MEETINGS**

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of all citizens throughout the Centennial BOCES and also needs to conduct its business in an orderly and efficient manner, it shall schedule time during some Board meetings for brief comments and questions from the public. Some public comment periods may relate to specific items on the agenda. The Board shall set a time limit on the length of the public participation time and a time limit for individual speakers.

During times of general public comment at a regular meeting, comments and questions may deal with any topic related to the Board's conduct of the Centennial BOCES. Comments at special meetings must be related to the call of the meeting. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Board. Speakers may offer such criticism of Centennial BOCES operations and programs as concern them, but are encouraged to exercise their speech rights responsibly. The Board encourages the discussion of all personnel matters to be conducted in executive session.

The Board president shall be responsible for recognizing all speakers, who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Questions asked by the public shall, when possible, be answered immediately by the president or referred to staff members present for reply. Questions requiring investigation shall be referred to the executive director for consideration and later response.

Members of the public will not be recognized by the president during Board meetings except as noted in this policy.

Members of the public wishing to make formal presentations before the Board should make arrangements in advance with the executive director so that such presentations, when appropriate, may be scheduled on the agenda.

LEGAL REF.: C.R.S. 24-6-401 et seq. (open meetings law)

CROSS REF.: KE, Public Concerns and Complaints

Adopted:  
Centennial BOCES

## MINUTES

Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Official minutes of the meetings of the Board constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the executive director and others and through communications from the staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held (if the Board convened in executive session), including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, the specific citation to the statute that authorizes the Board to meet in executive session, and the amount of time the topic was discussed.
6. The record of adjournment.

The official minutes shall be signed by the Board secretary. Following approval, the official copy shall be signed by the president of the Board. The official minutes shall be in the custody of the Board secretary and shall be made available to the public in accordance with the requirements of applicable state law.

LEGAL REFS.: C.R.S. 22-5-105 (meetings of the Board)  
C.R.S. 22-32-106 (duties of the secretary)  
C.R.S. 22-32-108 (5)(d) (board meetings - executive session minutes)  
C.R.S. 24-6-402 (2)(d)(II) (open meetings law - minutes)  
C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)

Adopted:  
Centennial BOCES

## **VOTING METHOD**

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the president and vice president may be by secret ballot. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.

A member may abstain from voting only if excused by the Board for good cause.

To pass, any motion must be approved by a majority of the members present except as state law or policies of this Board may require a majority of full membership or a two-thirds majority.

LEGAL REFS.: C.R.S. 22-5-105 (meetings of the Board)  
C.R.S. 22-32-108 (6) (voting by roll call, excused for good cause)  
C.R.S. 22-32-108 (7)(a) (a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")  
C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)  
C.R.S. 24-6-402 (4) (a two-thirds majority of the quorum present is required to go into executive session)  
C.R.S. 24-18-109 (3) (conflict of interest and voting)  
C.R.S. 24-18-110 (voluntary disclosure of conflict of interest)

CROSS REFS.: BCB, Board Member Conflict of Interest  
BE, Board Meetings  
BEAA\*, Electronic Participation in Board of Directors Meetings

Adopted:  
Centennial BOCES

## **RULES OF ORDER**

Except as otherwise specified by state law or Board of Directors' policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in Robert's Rules of Order, Newly Revised, as those rules can reasonably be applied to the conduct of Centennial BOCES Board business. It shall be the responsibility of the Board president to utilize such rules when appropriate to do so.

Variances from Robert's Rules of order, Newly Revised, Board policy or established custom and practice shall not be deemed to invalidate any action taken by the Board.

Revised:

Adopted: February 16, 2006  
Centennial BOCES

## **AGENDA PREPARATION AND DISSEMINATION**

To expedite the Board's proceeding and provide a framework for the orderly conduct of business, The agenda for regular and special meetings of the Board of Directors shall be prepared by the Executive Director in cooperation with the Board president shall prepare an agenda outlining the matters to be brought to Board attention at meetings.

The Board shall follow the order of business set by the agenda unless the order is altered or new items are added in accordance with this policy. At regular and special meetings, the Board may add to or take action on matters not appearing on the posted agenda if the item is reasonably related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meeting requires a majority vote of Board members present. All Board members must be present and cast a unanimous vote to amend the agenda of a special meeting.

### **Consent Grouping**

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

~~The Executive Director shall, when feasible, arrange to mail or hand deliver the agenda and meeting materials to Board members at least seventy two (72) hours prior to the meeting. The Executive Director shall ensure that notice of Board meetings, as required by law, and Board action is given in a timely fashion. The agenda and appropriate related materials shall be available to the media and the public at or prior to the meeting.~~

LEGAL REFS.: C.R.S. 22-5-105 (board meetings)  
C.R.S. 22-32-108 (4) (board meetings)  
C.R.S. 22-32-108 (7)(a) (a board member who participates electronically in  
conformance with the board's policy on electronic meeting participation is  
considered "present")  
C.R.S. 24-6-402 (2)(c) (notice of meeting "shall include specific agenda  
information where possible")

CROSS REFS.: BEAA, Electronic Participation in Board of Directors Meetings  
BEDA, Notification of Board Meetings  
BEDH, Public Participation at Board Meetings

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

## **NOTIFICATION OF BOARD MEETINGS**

The Board shall give full and timely notice to the public of any meeting of three or more Board members at which public business may be discussed or any formal action taken, including special and regular meetings.

At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public place(s) used in the previous year shall continue as the official posting site(s).

At a minimum, the Board shall cause notice of regular and special meetings to be posted at the designated public place no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

Copies of the agenda shall be available to representatives of the community and staff and others at the Centennial BOCES's Administrative Office upon publication and dissemination to the Board.

The Centennial BOCES shall maintain a list of persons who, within the previous two years, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of Board meetings unless the meeting is a special meeting and there is insufficient time prior to the meeting to mail notice to persons on the list.

### **Notice to the Board**

The executive director shall send the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting.

LEGAL REFS.: C.R.S. 22-5-105 (meetings of the board)  
C.R.S. 22-32-108 (2), (3) (meetings of the board)  
C.R.S. 24-6-402 (2)(c) (notice of meeting "shall include specific agenda information where possible")

CROSS REFS.: BE, Board of Directors Meetings  
BEDB, Agenda

Adopted:  
Centennial BOCES



**The regulation is recommended for deletion as it is included entirely in policy BEC  
EXECUTIVE SESSIONS/OPEN MEETINGS**

- ~~1. An executive session may be called as part of any regular or special Board meeting.~~
- ~~2. The executive session is called pursuant to a duly made motion and second and with approval of two-thirds of the quorum present.~~
- ~~3. The motion must include the subject matter and legal citation authorizing the conduct of an executive session and the persons to be invited into the executive session.~~
- ~~4. The form of the motion for an executive session would be as follows:~~

~~"I move that the Board of Directors go into executive session for the purpose of \_\_\_\_\_. This matter involves [put in as much specific information as is possible without compromising the purpose of the executive session]. Those present at the outset of the executive session shall be members of the Board and the Executive Director. The board may subsequently invite into the executive session (name of guests).~~

~~\*The subject matter and the citation to be inserted will be one or more of the following:~~

- ~~a. Discussion regarding the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests as authorized by C.R.S. §24-6-402(4)(a).~~
  - ~~b. Conferences with an attorney for the purposes of receiving legal advice on specific legal questions as authorized by C.R.S. § 24-6-402(4)(b).~~
  - ~~c. Discussion of matters required to be kept confidential by federal or state law or rules and regulations as authorized by C.R.S. § 24-6-402(4)(c).~~
  - ~~d. Discussion of specialized details of security arrangements or investigations as authorized by C.R.S. § 24-6-402(4)(d).~~
  - ~~e. Discussions determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators as authorized by C.R.S. § 24-6-402(4)(e).~~
  - ~~f. Discussions regarding personnel matters as authorized by C.R.S. § 24-6-402(4)(f). (Note that discussions involving board members, any elected official, or any appointment of a person to fill the office of a board member do not fall under the personnel exception. These discussions must be public.)~~
  - ~~g. Consideration of any documents protected by the mandatory nondisclosure provisions of the Part II of Article 72 of Title 24, commonly known as the Open Records Act as authorized by C.R.S. § 24-6-402(4)(g).~~
  - ~~h. Discussion of individual students where a public disclosure would adversely affect that person or persons involved as authorized by C.R.S. § 24-6-402(4)(h).~~
- ~~5. An electronic recording of the executive session shall be made and retained by the Board for 90 days following the session. The electronic recording must include the specific statutory~~

~~citation to the executive session law that allows the Board to meet in executive session. The Board directs the Executive Director or designee to assure that the record of any executive session is routinely destroyed after the 90 day period has passed.~~

- ~~6. No electronic record shall be made of an executive session held for the purpose of discussing an individual student matter.~~
- ~~7. No electronic record shall be made of an executive session involving a privileged attorney-client communication. This attorney-client privileged communication must be stated on the electronic recording or the attorney representing the Board must provide a signed statement attesting that the portion of the Executive Session that was not recorded constituted a privileged attorney-client communication.~~

~~A sample attest statement is as follows:~~

~~"I hereby attest that the portion of the executive session held on (date) that was not recorded constituted a privileged attorney-client communication."~~

Revised: June 15, 2006  
Centennial BOCES

## EXECUTIVE SESSIONS

All ~~regular and special~~ meetings of the Board of Directors shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of the quorum ~~Board members~~ present.

The Board shall not make final policy decisions nor shall any resolution, policy, or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session.

Prior to convening in executive session, the Board shall announce the topic of the executive session which shall be reflected in the minutes. The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.

The Board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer or sale of any real, personal or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. C.R.S. 24-6-402(4)(a)
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S. 24-6-402(4)(b) The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or regulations. C.R.S. 24-6-402(4)(c) An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
4. Specialized details of security arrangements or investigations. C.R.S. 24-6-402(4)(d)
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations and instruction of negotiators. C.R.S. 24-6-402(4)(e)
6. Personnel matters except if an employee who is the subject of an executive sessions requests an open meeting. C.R.S. 24-6-402(4)(f) If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters". Discussions concerning a member of the Board, any elected official or the appointment of a Board member are not considered personnel matters.
7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. 24-6-402(4)(g)

8. Discussion of individual students where public disclosure would adversely affect the person or persons involved. C.R.S. 24-6-402(4)(h)

Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters).

The Board shall cause an electronic recording to be made of the executive session in accordance with applicable law. Such record which shall be retained by the Board for 90 days following ~~theis~~ session. ~~No electronic record shall be made of an executive session held for the purpose of discussing an individual student matter or of a session in which the discussion involves a privileged attorney client communication. The electronic record must include the specific statutory citation to the executive session law that allows the board to meet in executive session.~~

LEGAL REFS.: C.R.S. 22-32-108 (5) (meetings of the board)  
C.R.S. 22-32-108 (5)(d) (executive session minutes)  
C.R.S. 24-6-402 (open meetings law)

CROSS REFS.: BEDG, Minutes  
KDB, Public's Right to Know/Freedom of Information

Revised:

Revised: June 15, 2006

Adopted: October 2001

Centennial BOCES

## **ELECTRONIC PARTICIPATION IN BOARD MEETINGS**

Members of the Board of Directors may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting when determined by the Board president to be appropriate. In accordance with state law, the Board shall gather in one physical location for at least one quarterly regular meeting each year. ~~only when extenuating circumstances prevent the Board member from physically attending the meeting. For purposes of this policy, "extenuating circumstances" means the Board member's job or military service requires the member to be unavailable at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting.~~ A meeting at which one or more Board members attend and participate by electronic means shall be subject to the same procedural requirements, including but not limited to notice requirements, as apply to other meetings. In the event a meeting is held entirely via electronic means, the public shall have access to the meeting at the Centennial BOCES Greeley office. ~~open to the public, except for periods in which the Board is in executive session. A quorum of the Board shall be physically present at the meeting for a Board member to attend and participate by electronic means.~~

If the meeting agenda includes the election of Board officers, Board member attendance and participation by electronic means shall not be permitted during that portion of the meeting. The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

The physical location(s) specified for regular meetings of the Board shall be available for public access to any meeting at which one or more Board members attend and participate by electronic means. The executive director may, when feasible, arrange additional or alternative sites for such purposes. Public involvement in the meeting shall be on the same basis as for a meeting held in a single physical location. A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the CBOES Executive Director and/or CBOCES Board Secretary as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a Board member who attends and participates by electronic means shall identify the location from which he/she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. A Board member who attends and participates by electronic means shall identify the location from which he or she is participating and those present. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

~~A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.~~

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

LEGAL REFS.: C.R.S. 22-5-104(5) (board must adopt policy allowing board members to attend and participate electronically in meetings, if the BOCES wishes to allow this practice)

C.R.S. 22-31-129 (board vacancies)

~~C.R.S. 22-32-108 (7)(a) (board may adopt policy allowing board members to attend and participate electronically in regular or special board meetings)~~

~~C.R.S. 24-6-401 et seq. (open meetings law)~~

CROSS REF.: BE, Board of Directors Meetings

Revised:

Revised: January 16, 2014

Centennial BOCES

## **PROCEDURES FOR BOARD OF DIRECTORS MEETINGS**

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board. In the absence of a regular member, the alternate, if present, may be counted toward the required quorum and assume the prerogatives of the regular member.

A recording shall be made of regular and special meetings as required by law and at a minimum shall be an audio recording. Recordings shall be maintained for 90 days.

### **Regular meetings**

Regular meetings of the Board of Directors shall be held at such times and places as determined by the Board. The Board shall meet at least four times per year.

### **Special meetings**

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if delivered. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all members must be present and cast a unanimous vote to amend the agenda.

### **Work sessions and retreats**

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

### **Officers of the Board of Directors**

The elected Secretary/Assistant Secretary and Treasurer/Assistant Treasurer of the Board shall receive no compensation.

The President and Vice President of the Board may be elected by secret ballot.

### **Meetings of the Board of Directors**

Regular meetings of the Board shall be held at such times and places as determined by the Board. Such determination shall be deemed to be part of these procedures. The Board may temporarily or permanently modify the time and place or date of the regular meeting of the

~~Board. Notice of meetings shall be posted at the Centennial BOCES offices, located at 2020 Clubhouse Drive, Greeley, Colorado.~~

### **Meeting Procedures of the Board of Directors**

~~Copies of the minutes of the preceding Board meeting shall be included with the agenda for each regular meeting. Copies of the minutes shall be subject to review and correction by Board members and approved before commencing with further business at each regular meeting. An original copy of minutes, as approved by the Board, shall be maintained as a permanent record.~~

~~Actions of the Board shall be initiated by a motion made by a Board member. A motion may be made by any member of the Board, including the presiding officer. A second by a Board member is required in order for the Board to act on any motion. Except as otherwise provided by law, Board action on any motion shall be by a majority vote of the quorum of the Board who are present at the meeting. A quorum shall mean a majority of the total membership of the Board.~~

~~The order of business of the Board shall be as set out in the Board meeting agenda. Subject to requirements of law, the presiding officer may vary the order of business if there is no objection from any Board member. In the event there is an objection, variations shall be allowed only with majority consent of the Board who are present at the meeting.~~

~~One period of time shall be scheduled during each regular business meeting for brief comments and questions from the public. A time limit may be established for each person. Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the Centennial BOCES. Comments at special meetings must be related to the agenda items. However, in public session, the Board may decline to hear personal complaints against any person. The Board President, or other presiding officer, shall be responsible for recognizing all speakers, who shall properly identify themselves, for maintaining proper order, and for adherence to or allowing variances from any time limits or procedural rules.~~

~~Members of the public wishing to make formal presentations before the Board shall make arrangements with the Executive Director prior to the meeting so that such presentations may be scheduled on the agenda. Persons wishing to make such formal presentations to the Board may be asked to fill out a form briefly outlining the subject they wish to discuss. Persons making such presentations may be required to provide background materials in advance to be distributed with the agenda~~

~~Robert's Rules of Order shall generally be followed in the absence of contrary provisions in Centennial BOCES policy or established custom and practice. If a dispute as to any procedural matter arises, the presiding officer shall rule on the matter, subject to being overruled by a majority of the Board. Variances from Robert's Rules of Order, the bylaws, Centennial BOCES policy or established custom and practice shall not be deemed to invalidate any action taken by the Board.~~

### **Meeting Minutes of the Board of Directors**

~~Minutes shall be kept of all public proceedings of the Board. Minutes of meetings with the annual auditor's report, the annual financial report, and similar documentation, as appropriate, shall be maintained as a permanent record of the Centennial BOCES.~~

### **Superintendents' Advisory Council**

~~The Superintendents' Advisory Council shall conduct its meetings in accordance with such procedural rules as it may develop and implement from time to time.~~



LEGAL REFS.: C.R.S. 22-5-104(4) (board shall meet at least quarterly, simple majority is quorum)  
C.R.S. 22-5-105 (board meetings)  
C.R.S. 22-32-108 (board meetings)  
C.R.S. 24-6-401 et seq. (open meetings law)

CROSS REFS.: BEAA\*, Electronic Participation in Board of Directors Meetings  
BEC, Executive Sessions  
BEDA, Notification of Board Meetings

Revised:

**Reviewed: CASB 2005**

**Adopted: June 16, 1998**

## Centennial BOCES

**This policy is recommended for deletion as it is not necessary**  
**CONSULTANTS**

~~The Board of Directors may, at its discretion, solicit the service of and employ professional consultants and advisors, or may authorize the Executive Director to do so.~~

~~The administrative and supervisory staff of the BOCES shall encourage the use of professional consultants from the State Department of Education, colleges, universities, and other resource agencies, when such consultative services will be helpful in the improvement of the programs of Centennial BOCES and its member school districts. All consultants shall be approved by the Executive Director prior to the consultation/event.~~

~~Approved consultants will be listed on the Approved Consultant List for Centennial BOCES. The listing will be reviewed annually. Consultants shall be employed according to agreed upon hourly and/or daily rates commensurate with their standard fees and those paid for such services in the immediate area. Additional expenses for travel, meals and lodging shall be allowed, if applicable and with prior approval.~~

~~Consultants will be employed for purposes such as meetings, planning services, surveys, seminars and workshops. Other purposes may be determined at the discretion of the Executive Director.~~

~~Administrators shall submit Form 29 to the Executive Director for each proposal to use such consultant. Any proposal shall state the name of the consultant(s), area of expertise, the reason for selection, the purpose of presence, the duration of stay, the expected outcomes of participation and the total cost for the visit.~~

~~Policy Reference: Form 29 Agreement for Professional Services~~

~~Revised: April 17, 2008  
Adopted: June 16, 1998  
Centennial BOCES~~

### **SUPERINTENDENTS' ADVISORY COUNCIL**

A Superintendents' Advisory Council shall be formed, consisting of the ~~chief executive officer~~ superintendents from each school district participating in the Centennial BOCES.

The Superintendents' Advisory Council shall meet regularly with the Executive Director and, shall review and make recommendations to the Board of Directors regarding Centennial BOCES actions, programs, and activities, ~~and curricula~~. The Superintendents' Advisory Council shall have such other authority and responsibility as may be delegated to it by the Board.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the council members. Decisions and recommendations to the Board shall be made by consensus.

At least one member of the council shall attend each Board meeting. The council may hold additional meetings to review recommendations to be presented to the Board.

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**CENTENNIAL BOCES LICENSED PERSONNEL PERFORMANCE EVALUATION  
COUNCIL**

In accordance with state law, the Board shall appoint an advisory Centennial BOCES licensed personnel performance evaluation council. At a minimum, the council shall consist of one teacher; one administrator; one school principal of a district participating in Centennial BOCES; one Centennial BOCES licensed employee; one resident parent of a child attending a school within a district participating in Centennial BOCES; and one resident representative of a district participating in Centennial BOCES who is not a parent of a child in such district.

The council may be composed of any other Centennial BOCES committee having membership as defined above.

The council shall consult with the Board as to the fairness, effectiveness, credibility and professional quality of the licensed personnel performance evaluation system and its processes and procedures and shall conduct a continuous evaluation of the system.

LEGAL REF.: C.R.S. 22-9-107 licensed personnel performance evaluation council

CROSS REFS.: CBI, Evaluation of Executive Director  
GCO, Evaluation of Licensed Personnel

Adopted:  
Centennial BOCES

**This policy is recommended for deletion as it is not necessary BOARD MEMBER  
CONTACT WITH STAFF**

~~It is hereby acknowledged that the CBOCES administration and staff report to the Executive Director and not to the Board. All communications from any member of the Board, acting in an official capacity, including any request for information or request to meet with any member of the CBOCES staff, shall be made through the Executive Director.~~

~~The Executive Director will consider the Board member's request and determine whether or not the request is substantial enough to require approval of the Board as an entity. If the Executive Director determines the request is substantial, the request will be taken to the next Board meeting for Board consideration. A minimum of five out of 15 Board members must agree with the request for it to be granted. All information provided to an individual Board member will be shared with all Board members unless an individual Board member expresses that he/she does not want or need the information. The Executive Director will provide periodic reports of CBOCES activities to the Board.~~

~~Board members have access to all CBOCES records that are not protected by law. All requests for records or documents by Board members will be made to the Executive Director. The Executive Director will handle all Board member requests for information or meetings in a prompt and timely manner.~~

Adopted: November 16, 2006  
Centennial BOCES

## ADVISORY COMMITTEES

The Board of Directors of Centennial BOCES encourages the participation of citizens of the Centennial BOCES ~~its districts~~ in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Board.

1. **Board-appointed advisory committees**, both ~~Centennial BOCES-wide district-wide~~ and at the school level, shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution ~~and/or by-laws or operating procedures~~, carry out its functions and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.
2. **School and Centennial BOCES-level Program** ~~Program~~ advisory committees that are required under federal and state programs shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project as required by law.
3. ~~Program Advisory Committees~~ **Community groups** that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision-making process. The final responsibility for all decisions, however, rests with the Board alone.

~~Appointments to Board-appointed~~ of citizens to advisory committees shall be approved by the Board. An advisory committee member shall be removed from office by the Board if that member does not attend three consecutive meetings unless the committee, by resolution, approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee, by majority vote, may request the removal from office of any member. Such removal shall require subsequent Board approval.

~~If required by state law, advisory~~ All committee meetings shall be open to the public ~~and~~. ~~Meeting notices shall be posted. If notice of the meeting is legally required, such notice shall be posted in the same place and manner as notices of Board meetings.~~

LEGAL REFS.:      ~~C.R.S. 22-7-104 (accountability programs)~~  
                         C.R.S. 22-9-107 (performance evaluation councils)  
                         C.R.S. 22-11-301 (accountability committee)  
                         ~~C.R.S. 22-32-109.1 (2) (community consultation on safe school plan,~~  
                         ~~including conduct and discipline code)~~  
                         C.R.S. 24-6-402 (open meetings law)

CROSS REFS.:      AE, Accountability/Commitment to Accomplishment  
                         BDFA, BOCES Licensed Personnel Performance Evaluation Council  
                         BDFB, Career and Technical Advisory Council (Career and Technical  
                         Program Advisory Committees)  
                         BEDA, Notification of Board Meetings

Revised:

Reviewed: CASB 2005

Adopted: December 2000

Centennial BOCES

**This policy is recommended for deletion as it is included entirely in Policy BDF**  
**BOARD COMMITTEES**

~~The Board of Directors may from time to time appoint permanent committees. Such committees shall exist and function at the pleasure of the Board and in accordance with conditions approved by the Board.~~

~~The President of the Board may appoint temporary committees. Such committees shall exist and function subject to the pleasure of the Board.~~

~~No committee shall be deemed to have assumed or been delegated the powers or duties of the Board, and the Board retains ultimate discretion over all actions of committees.~~

~~Reviewed: CASB 2005~~  
~~Adopted: June 16, 1998~~  
~~Centennial BOCES~~

**This policy is recommended for deletion as it is included entirely in Policy BG**  
**BOARD AND EXECUTIVE DIRECTOR RELATIONS**

~~Except where otherwise provided by law or by action of the Board of Directors, the Board shall act in a legislative/policy making role. Execution and administration of Board policy is hereby delegated to the Executive Director, except as otherwise specifically directed by the Board.~~

~~Reviewed: CASB 2005~~  
~~Adopted: June 16, 1998~~  
~~Centennial BOCES~~



## **BOARD OFFICERS' BONDS**

### **President and vice president**

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the president shall:

1. Preside at all meetings of the Board.
2. Serve as the main point of contact between the Board and the executive director.
3. Consult with the executive director in planning agendas.
4. Bring before the Board such matters as in the president's judgment may require the attention of the Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the executive director on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board when necessary.
8. Appoint special committees, subject to the approval of the Board.
9. Sign any written contracts approved by the Board to which the Centennial BOCES may be a party.
10. Sign all official reports of the Centennial BOCES except as otherwise provided by law.
11. Appear on behalf of the Board in all actions brought by or against it, unless individually a party, in which case the duty shall be performed by the vice president.

In the absence of the president, the vice president shall have and perform all of the powers and duties of the president.

### **Secretary/Treasurer**

The secretary/treasurer of the Board shall perform the following duties:

1. Ensure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.
3. Be custodian of the seal of the Centennial BOCES.
4. Attest any written contract to which the Centennial BOCES may be a party and affix the Centennial BOCES seal thereto.
5. Account for all moneys belonging to the Centennial BOCES.
6. Report to the Board as required for all moneys of the Centennial BOCES.
7. Sign either by written signature or facsimile all warrants or orders drawn on a Centennial BOCES depository. The Board may require the countersignature of another person.
8. Deposit to the credit of the Centennial BOCES all money belonging to the Centennial BOCES in one or more depositories designated by the Board.
9. Perform such other duties as may be assigned by the Board.

~~In addition to any surety bond required by statute, the Treasurer and/or Assistant Treasurer shall provide, at Centennial BOCES expense, surety bonds in form and amount as directed from time to time by the Board of Directors.~~

LEGAL REFS.: C.R.S. 22-5-105 (duties of officers)

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C.R.S. 22-32-105 (president and vice president)

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C.R.S. 22-32-106 (secretary)

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C.R.S. 22-32-107 (treasurer)

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CROSS REFS.: DG, Banking Services (And Deposit of Funds)

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DH, Bonded Employees and Officers

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**BOARD ORGANIZATIONAL MEETING**

The Board shall meet biennially for the purpose of selecting officers.

The following officers, in order, shall be elected from the membership: president, vice president, secretary/treasurer. Voting shall be by roll call. The president and vice president may be elected by secret ballot, if the Board so determines.

Officers shall serve two-year terms unless their terms of office as school board members expire earlier in which case their offices similarly shall expire.

Such other items of business shall then be considered by the Board as are scheduled on the agenda.

LEGAL REFS.: C.R.S. 22-5-105 (organization of BOCES - meetings)  
C.R.S. 22-32-108 (meetings of the board)

Adopted:

**This policy is recommended for deletion as it is included entirely in Policy BBA**  
**CENTENNIAL BOCES CONSTITUTION AND BYLAWS**

~~The Centennial BOCES has a formal Constitution adopted by the Board of Directors.~~

~~To the extent bylaws may be required or necessary in the conduct of Centennial BOCES affairs, policies adopted by the Board of Directors shall be deemed to constitute, to the extent appropriate, such bylaws.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

## **BOARD MEMBER FINANCIAL DISCLOSURE**

Board members are required by law to disclose certain items received in connection with serving on the Board. If Board members receive such items, they must file a report with the secretary of state on forms prescribed by the secretary of state. Such report must be filed on or before January 15, April 15, July 15 and October 15 of each year, and shall cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt. Board members who do not receive any items that must be reported are not required to file a report.

Items which must be reported include the following:

1. Any money received, including a loan, pledge, advance, guarantee of a loan or any forbearance or forgiveness of indebtedness from any person with a value greater than \$59.
2. Any gift of any item of real or personal property other than money with a value greater than \$59.
3. Any loan of real or personal property if the value of the loan is greater than \$59. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance or publication.
5. Tickets to a sporting, recreational, educational or cultural event with a value greater than \$59 for any single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting if the board member is scheduled to deliver a speech, make a presentation, participate on a panel or represent the school district unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).
7. Any gift of a meal to a fund-raising event of a political party.

To avoid misunderstandings about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

LEGAL REF.: C.R.S. 24-6-201 et seq. (public official disclosure law)

Adopted:

## **BOARD MEMBER CONFLICT OF INTEREST**

Public office is a trust created in the interest of the common good and for the benefit of the people. The Board of Directors determines that a A conflict of interest can arise when a public officer member of the Board is unable to devote himself/herself with complete loyalty and singleness of purpose to the general public's interest, required of his/her position.

It is the intent of this policy to protect the public trust placed in the Centennial BOCES Board of Directors. For purposes of this policy, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest. A conflict of interest may also exist where a member of the Board also serves the public as a fiduciary in a secondary capacity.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote on the matter, and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a Board member has complied with statutory disclosure requirements by notifying the Secretary of State of an interest in the matter, the member may vote if participation is necessary to obtain a quorum or otherwise enable the Board to act. If a member votes under these circumstances, that member shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the Secretary of State shall list the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services or such other information necessary to describe the interest.

Board members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:

- The contract is awarded to the lowest responsible bidder based on competitive bidding procedures.
- The merchandise is sold to the highest bidder at a public auction.
- The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money.
- If, Bbecause of geographic restrictions, the Centennial BOCES could not otherwise reasonable afford the contract because the additional cost to the Centennial BOCES would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.
- If the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed by state law following disclosure to the Secretary of State and to the Board.

Except as described above, a Board member shall not be a purchaser at any sale or a vendor for any Centennial BOCES purchase made by the Centennial BOCES with non-federal funds.

~~A member of the Board may request an advisory opinion from the Secretary of State concerning issues relating to his/her conduct and potential conflict of interest.  
The Executive Director is directed to file, or cause to be filed, this conflict of interest policy with the Colorado Department of Education.~~

### **Conflict of Interest – Federally Funded Transactions**

Separate from state law and the Board's policies concerning the Board's standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of Board members whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a Board member shall not participate in the selection, award or administration of a contract supported by a federal award if the Board member has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the Board member, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits Board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, "immediate family" means the Board member's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," the Board shall follow the standards of conduct and corresponding definitions applicable to local public officials under state law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

A Board member who violates the standards of conduct set forth in this policy's section may be subject to censure or other disciplinary action, in accordance with the Board's authority and state law.

LEGAL REFS.:	<u>2 C.F.R. 200.318(c) (Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds)</u>
	<u>Colorado Constitution, Article X, Section 13 (making profit on public money-felony)</u>
	<u>C.R.S. 24-18-109 (government rules of conduct)</u>
	<u>C.R.S. 24-18-110 (voluntary disclosure)</u>
	<u>C.R.S. 24-18-201 (standards of conduct – interests in contracts)</u>
	<u>C.R.S. 24-18-202 (standards of conduct – interests in sales)</u>

CROSS REFS.:	<u>BC, Board Member Conduct</u>
	<u>BEDF, Voting Method</u>
	<u>BID/BIE, Board Member Compensation/Insurance/Expenses/Liability</u>
	<u>DJE, Bidding Procedures</u>

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DKC, Expense Authorization/Reimbursement (Mileage and Travel)

Revised: January 16, 2006

Adopted: June 16, 1998

Centennial BOCES



## **BOARD MEMBER CONDUCT**

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards.

In carrying out his/her fiduciary duties, a Board member shall not:

1. Disclose or use confidential information acquired in the course of official duties to further substantially the member's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the Board member's public duties or which the member knows or should know is primarily for the purpose of a reward for official action taken.
3. Engage in a substantial financial transaction for the member's private business purposes with a person whom the member supervises in the course of official duties.
4. Perform an official act which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for a Board member to:

1. Use Centennial BOCES facilities and equipment to communicate or correspond with constituents, family members or business associates.
2. Accept or receive a benefit as an indirect consequence of transacting Centennial BOCES business.

LEGAL REFS.: C.R.S. 1-45-101 et seq. (Fair Campaign Practices Act)  
C.R.S. 22-5-108 (powers of board)  
C.R.S. 22-32-110 (1)(k) (specific powers of boards)  
C.R.S. 24-6-201 et seq. (public official disclosure law)  
C.R.S. 24-18-104 (rules of conduct for all public officers, general assembly, local government officials and employees)  
C.R.S. 24-18-109 (rules of conduct for local government officials and employees)

Adopted:

## **POWER TO ABSTAIN AND WITHDRAWAL FROM CENTENNIAL BOCES**

A participating school district may refrain from participating in a specific activity or program of the Centennial BOCES provided the school district's board of education formally approves a resolution to that effect and such abstention is in accordance with applicable law, including any required timeline.

The resolution shall be is delivered to the Centennial BOCES within 35 days after the Centennial BOCES notifies the school district of the proposed activity or program. No school district shall be bound to participate in the proposed activity or program unless the Centennial BOCES provides written notice to the district, advising the district of the proposed activity or program. Such written notice shall be provided with sufficient time for the district's local board to consider it and make a determination within the timeline provided by this policy.

### **Withdrawal**

A participating school district ~~Board~~ may withdraw from the Centennial BOCES provided:

1. ~~†~~The district's participating board of education formally approves a resolution authorizing such withdrawal and such withdrawal is in accordance with applicable law including any required timeline and approval by the Colorado Department of Education.
2. The resolution is delivered to the Centennial BOCES at least six months prior to the end of any fiscal year.
3. All contracted and financial obligations of the withdrawing district ~~Board~~ shall be are satisfied or completed prior to the district's withdrawal.
4. All provisions of Article VI, Section 5 of the Centennial BOCES Constitution and Bylaws are met by the withdrawing district.
5. The terms and conditions of such withdrawal shall be set out in a written contract between the Centennial BOCES and the withdrawing district ~~Board~~.

LEGAL REFS.:	C.R.S. 22-5-112 (veto poser and dissolution)
	C.R.S. 22-20-106 (1) (a school district must be an administrative unit or part of an administrative unit for purposes of serving students with disabilities)
	1 CCR 301-8, 2220-R-3.01 et seq. (standards for administrative units including timeline and requirements to form a new administrative unit or reorganize and existing administrative unit)

Revised:

Reviewed: March 2017

Adopted: June 16, 1998

Centennial BOCES

**This policy is recommended for deletion as it is included entirely in Policy BBA**  
**AUTHORITY OF BOARD MEMBERS**

~~No individual member of the Board of Directors shall have any authority to act on behalf of the Centennial BOCES or the Board of Directors except as provided by law or pursuant to specific instructions of the Board of Directors.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

## **BOARD OF DIRECTORS – GOVERNANCE, POWERS AND RESPONSIBILITIES**

The Centennial BOCES shall be governed by a Board of Directors selected in accordance with the law. For BOCES comprised of school districts, each school district's local board of education shall appoint its assigned number of members, and one alternate for each, from its local board.

The Board of Directors (Board) shall act in accordance with applicable law and the agreement made to form the board of cooperative educational services. The powers and duties of the Board are defined in state statutes. The Centennial BOCES has a formal Constitution adopted by the Board. To the extent bylaws may be required or necessary in the conduct of the Centennial BOCES's affairs, policies adopted by the Board shall be deemed to constitute, to the extent appropriate, such bylaws.

The Board may exercise its powers and duties only when convened in a legally constituted meeting. All powers of the Board lie in its action as a group. Individual Board members exercise authority only as they vote at a legal meeting of the Board and when the Board has lawfully delegated authority to them. Therefore, no individual member of the Board shall have any authority to act on behalf of the Centennial BOCES or the Board except as provided by law or pursuant to the Board's specific instructions.

The term of office of any Board member representing a board of education of a school district shall have the same expiration date as the term that the Board member is serving on his or her local board. The term of office of any other Board member shall expire in accordance with state law. When a Board member's term expires or a vacancy occurs, an appointment shall be made within 30 days and as provided by state law.

LEGAL REF.: C.R.S. 22-5-101 et seq. (Boards of Cooperative Services Act of 1965)

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

## **ADMINISTRATION IN THE ABSENCE OF POLICY**

In cases when ~~policy or legislative~~ action must be taken and the Board has provided there are no guides in policy for such action, the executive director shall have the power to act, in accordance with applicable law.

The executive director's ~~When feasible, such decisions, of the Executive Director~~ however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the executive director to inform the Board promptly of ~~shall report such action and of the need for policy. to the Board of Directors.~~

Revised:

Adopted: June 16, 1998

Centennial BOCES

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

In order that pertinent Board policies, Centennial BOCES regulations and/or school rules may be known by all staff members and students affected by them, Centennial BOCES administrators and principals are granted authority to ~~having supervisory responsibilities may~~ issue staff and student ~~handbooks~~ handbooks as found necessary and desirable, and directives for those whom they are supervising.

It is essential that the contents of all ~~Such~~ handbooks ~~shall be consistent~~ conform with and subject to applicable Centennial BOCES-wide Board of Directors policies and administrative regulations. It also is important that all handbooks bearing the name of the Centennial BOCES or one of its schools be of a quality that reflects credit on the Centennial BOCES. Therefore, the Board expects ~~Any such~~ all handbooks shall be approved by the Board and/or the executive director prior to publication.

The Board shall review and approve the Centennial BOCES-wide personnel handbooks and the student handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The executive director shall use judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for information purposes.

~~To the extent that any such handbook may be inconsistent with CBOCES policy or regulation, may operate to restrict or limit the authority of the Board or the Executive Director, or may be inconsistent with applicable laws, contracts, or procedures, such portion of the handbook shall be deemed to be void and of no effect.~~

Revised:

Adopted: June 16, 1998

Centennial BOCES

## **POLICY IMPLEMENTATION**

The executive director has responsibility and authority for carrying out the policies established by the Board. The executive director shall develop additional administrative regulations consistent with Board policies.

In the development of administrative regulations, the executive director shall involve at the planning stage those who would be affected by such rules including, where appropriate, staff members, students, parents and the public. The executive director shall weigh with care the counsel given by representatives of staff, student and community organizations. The executive director shall inform the Board of such counsel in presenting reports of administrative regulations and in presenting any regulations for Board approval.

The Board itself shall approve regulations when specific state or federal laws require the Board to do so or when the Board or executive director considers such approval desirable.

The executive director will develop a method for disseminating Centennial BOCES policies and regulations to Centennial BOCES employees, students, parents/guardians and members of the public who are affected by them.

CROSS REF.: BG, Board Policy Process

Adopted:  
Centennial BOCES

## SCHOOL BUILDING ADMINISTRATION

All Centennial BOCES building principals shall act as the chief administrative officers of their own buildings and grounds. They shall be responsible for and shall have authority over the actions of the students, professional, and support staff members, visitors and persons hired to perform special tasks.

Principals shall also be responsible for achieving the long-and short-range educational objectives of the CBOCES, as those objectives pertain to students and staff in their building(s). As part of the CBOCES standards-based education program, principals shall also be responsible for development and management of a comprehensive standards-based education program in their building(s) and shall rigorously monitor and modify the program to ensure that all students meet or exceed CBOCES's academic standards or complete the requirements and goals as listed on a student's Individual Education Program (IEP), which may include modified academic standards, district and state standards.

In the absence of a building principal, the executive director or designee shall assume all authority and duties of the principal.

LEGAL REFS.:        C.R.S. 22-5-108(1)(c) (board authority to operate schools)  
                         ~~C.R.S. 22-32-126 (employment of principals)~~  
                         C.R.S. 22-60.5-301,306 (principal and administrator licenses licensure  
                         ~~reciprocity for out-of-state applicants)~~  
                         ~~C.R.S. 22-63-103 (1.5) (definition of administrator)~~  
                         ~~C.R.S. 22-63-201 (exception to licensure requirement)~~

CROSS REFS.:        AEA, Standards Based Education  
                         IKE, Ensuring All Students Meet Standards

Revised:

Reviewed: CASB 2005

Adopted: February 15, 2001

Centennial BOCES



**This policy is recommended for deletion as it is not necessary.**  
**~~ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES~~**

~~The Executive Director may establish such permanent or temporary councils, cabinets and committees as deemed necessary for proper administration of the Centennial BOCES.~~

~~All such councils, cabinets and committees shall be advisory in nature and shall exercise no authority or control over the CBOCES or its employees.~~

~~The membership composition and responsibilities of such councils, cabinets, and committees shall be defined by the Executive Director and may be revised at his/her discretion.~~

~~Expenses incurred by such councils, cabinets, and committees shall be paid from the general operating funds of the CBOCES when such expenses are within the budgetary constraints of the CBOCES and are approved by the Executive Director.~~

Reviewed: CASB 2005  
Adopted: June 16, 1998  
Centennial BOCES

## **LINE AND STAFF RELATIONS**

The Board desires the executive director to establish clear understandings on the part of all Centennial BOCES personnel of the working relationships in the Centennial BOCES and its member school districts.

Lines of direct authority shall be those approved by the Board and shown on the Centennial BOCES's organization chart. In addition, personnel shall be under the authority of the building principal in any school in which they are working.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator shall refer such matters to the next higher administrative authority when necessary. Personnel are also expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict the cooperative, sensible working together of staff members at all levels to develop the best possible programs and services. Rather, the established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve Centennial BOCES programs and operations.

CROSS REFS.: CC, Administrative Organization  
GBK, Staff Concerns/Complaints/Grievances

Adopted:  
Centennial BOCES

## **ADMINISTRATIVE ORGANIZATION**

The authority of the Board of Directors shall generally be exercised through the executive director. However, nothing in these Board policies shall be construed as preventing or limiting the Board from acting otherwise at its discretion.

The executive director shall have the authority to organize and reorganize lines of authority and administrative staff as the executive director deems appropriate, subject to Board review and/or other Board directives or requirements.

LEGAL REF.: C.R.S. 22-32-109(1)(b) (Board duty to adopt policies necessary and proper for the efficient administration of the district)

Reviewed: July 2017

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

## **EVALUATION OF ADMINISTRATORS**

The Executive Director and other administrators shall be evaluated in accordance with his/her contract, applicable legal requirements and Centennial BOCES' policies.

Reviewed: July 2017

Adopted: June 16, 1998

Centennial BOCES

## **EXECUTIVE DIRECTOR'S CONDUCT**

The executive director shall observe the following rules of conduct established in state law. Accordingly, the executive director shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the executive director's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the executive director's duties or which the executive director knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the executive director supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the executive director has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for the executive director to:

1. Use Centennial BOCES facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting Centennial BOCES business.

LEGAL REFS.:    C.R.S. 18-8-308 (disclosure of pecuniary conflicts of interest)  
                         C.R.S. 22-5-108 (powers of the board)  
                         C.R.S. 22-32-110 (1)(k) (power to adopt conduct rules)  
                         C.R.S. 24-18-104 (government employee rules of conduct)  
                         C.R.S. 24-18-109 (local government employee rules of conduct)

Adopted:  
Centennial BOCES

**This policy is recommended for deletion as it is not necessary.**  
**RECRUITMENT OF CENTENNIAL BOCES EXECUTIVE DIRECTOR**

~~The appointment of an Executive Director is a function of the Board of Directors. The Board shall conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the BOCES, member districts, and professional staff.~~

~~The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection shall rest with the Board after a thorough consideration of qualified applicants.~~

~~A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action shall be required for the appointment of the Executive Director.~~

**Search Process**

~~When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures and applicable deadlines shall be adopted at a public meeting.~~

~~Records submitted to the BOCES by an applicant for an Executive Director position shall remain confidential until the applicant becomes a finalist for the position. If only three or fewer candidates possess the minimum qualifications for the position, said candidates are all considered finalists.~~

~~A list of all finalists being considered for the position shall be made public by the Board at least 14 days prior to appointing one of the finalists to fill the position. No offer of appointment shall be made prior to this public notice.~~

~~When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological, and sociological data shall remain confidential.~~

LEGAL REFS.: \_\_\_\_\_ C.R.S. 22-32-110 (1) (g) (support to employ a CEO)  
\_\_\_\_\_ C.R.S. 22-44-115 (4) (administrative contacts)  
\_\_\_\_\_ C.R.S. 24-6-402 (3.5) (search committee duties)  
\_\_\_\_\_ C.R.S. 24-72-204 (3) (a) (XI) (A) (inspection of public records)

Adopted: October 25, 2001  
Centennial BOCES

**QUALIFICATIONS/POWERS AND RESPONSIBILITIES OF EXECUTIVE  
DIRECTOR**

The Centennial BOCES shall employ a chief executive officer to administer the affairs and programs of the Centennial BOCES. The position shall be designated as Executive Director. The executive director shall possess such qualifications as determined by the Board of Directors to be necessary and appropriate. The employment of the Executive Director shall be pursuant to a written contract.

Generally, the Executive Director shall have the authority and responsibility for the implementation of the orders and directions of the Board of Directors, for supervising and directing all personnel of the CBOCES, for supervising and implementing all of the programs of the CBOCES, and for advising the Board on all CBOCES matters. More specifically, the Executive Director shall act in accordance with appropriate CBOCES policies and procedures, Board directives, job descriptions, contract requirements, and similar proper directives.

Revised:

Adopted: June 16, 1998  
Centennial BOCES

**This policy is recommended for deletion as it is redundant and included in policy  
CBA/CBC QUALIFICATIONS OF ADMINISTRATORS**

~~The Executive Director and other administrators shall possess such qualifications as determined by the Board of Directors to be necessary and appropriate.~~

~~Adopted: June 16, 1998  
Centennial BOCES~~



**This policy is recommended for deletion as it is included in funding requirements or equipment is well below sales value CBOCES FURNITURE AND EQUIPMENT DISPOSAL PROCEDURE**

~~The following procedure shall be observed in the disposal of Centennial BOCES equipment or furniture:~~

~~Obsolete or unserviceable furniture and equipment, when repair is not in the best interest of the CBOCES, shall, if feasible, be traded on new replacement furniture or equipment or it shall be sold if the CBOCES has no further need of it.~~

~~If the value of the equipment to be sold shall exceed \$500.00, then the same shall be advertised and sold to the highest bidder.~~

~~Unserviceable furniture or equipment having little or no sales value or trade in value, and that has been determined by the Executive Director to be of no use to the CBOCES, shall be classified as junk, donated or destroyed, and removed from the fixed asset inventory of the CBOCES.~~

~~All decisions shall be made at the discretion of the Executive Director or designee.~~

~~Revised: November 16, 2006~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

**This policy is recommended for deletion as it is informational only and will be provided to new employees with employment paperwork.**

**TAX SHELTERED ANNUITIES**

~~Tax sheltered annuities (“TSA”) in the form of vendor provided Section 403(b) and deferred compensation plans (“DCP”) in the form of vendor provided Section 457(b) of the IRS Code annuity contracts and/or custodial accounts are available to employees of the Centennial BOCES under the following conditions:~~

- ~~1. Employees may utilize any vendors on the CBOCES’ approved list. All vendors who are currently providing TSA and DCP products to Plan participants can continue to do so, providing that they comply with the CBOCES requirements for TSA and DCP vendors. New vendors will be added to the approved list when they can demonstrate that five or more CBOCES’ employees are willing to purchase plans, and that they comply with the CBOCES’ requirements. Vendors are removed from the list when the vendor fails to agree to the CBOCES’ Service Provider Agreement, when there are no longer any employees participating, or when a vendor fails to cooperate with requests for assistance of information from the CBOCES.~~
- ~~2. All employees may enroll in the CBOCES’ sponsored TSA and DCP programs.~~
- ~~3. Employees may cease salary deductions to TSA and DCP plans at any time by giving written notice to the payroll department no later than the current month’s payroll cut off date to be effective in the current pay period.~~
- ~~4. Employees will be allowed to apply maximum contributions in accordance with IRS regulations and CBOCES policy toward any 403(b) and 457(b)(2) of the IRS Code contract and/or the PERA Code §401(k) plan for any year. However, all employee contributions are subject to the following limits: (a) they may not exceed the maximum allowable contribution (MAC), (b) employees must comply with Section 402(g)(1) of the IRS Code, and may utilize any “catch-up” provision under Section 402(g)(7) of the IRS Code, and (c), employees must comply with Section 415(c)(1) of the IRS Code.~~
- ~~5. Contributions can only be made from salary as defined by PERA. Contributions are not allowed from accrued leave buyouts or other amounts that are not defined by PERA as salary payable to an employee upon retirement or termination of employment.~~
- ~~6. Employees participating in the CBOCES TSA or DCP Plans must (a) inform CBOCES of any other salary reduction plans in which they participate, and (b) provide the CBOCES with such information as may be needed to monitor the plan and assure compliance with all relevant laws, federal and state regulations, and Board Policy and Regulations. The employee agrees, upon the request of the CBOCES, to instruct his or her TSA or DCP vendor to release any information or report that is reasonably required by the CBOCES for purposes of compliance with Section 403(b) or 457(b) of the IRS Code. Any employee’s failure to comply with the requirements set forth in this paragraph may result in the employee being ineligible for further participation in the Plan.~~
- ~~7. The employee must complete a new Salary Reduction Agreement annually for each new employment contract period to continue the 403(b) or 457(b) payroll deduction. Also the 402(g) or 415(c) calculation must accompany any new Salary Reduction Agreement or any change in Salary Reduction Agreement.~~

- ~~8. The employee is responsible for determining that the salary reduction amount does not exceed the limits as set forth in applicable law. Furthermore, the employee agrees to indemnify and hold the employer harmless against any and all actions, claims and demands whatsoever that may arise from the purchase of annuities and custodial accounts for employees in amounts in excess of contribution limits as defined under applicable law which was calculated by Service Provider based on accurate information provided by the employee.~~
- ~~9. The Service Provider Representative agrees to comply with all pertinent written directives regarding the solicitation of employees. The Service Provider Representative will provide a maximum allowable contribution (MAC) calculation for each employee who initiates or changes contributions. A 402(g), 415(c) and 403(b)(2) calculation will be provided annually for each employee participating in a Salary Reduction Agreement.~~
- ~~10. The Service Provider Representative agrees to indemnify and hold harmless the employer, any individual member of the governing board and the employee participating in the 403(b) and 457(b) program against any claims based on error in the MAC calculation provided, except where the error is based upon erroneous information by employer or employee.~~
- ~~11. The CBOCES does not endorse any company, vendor, fund group or investment instrument, nor has the CBOCES undertaken any investigations regarding the soundness of any company, vendor, fund group, or investment offered. Investments in Section 403(b) and 457(b) of the IRS Code, Section 401(k) of the IRS Code, and any subsequent IRS approved plans available to CBOCES employees are made at the sole risk of the employee and CBOCES assumes no liability of fiduciary responsibility.~~
- ~~12. CBOCES has full authority and complete discretion to construe, interpret and apply any provisions of these regulations, to determine the eligibility of any employee or vendor to participate in the Plan, to determine the allowable amount of salary reduction contributions, and to determine any issue of compliance with the requirements of Section 403(b) and 457(b) of the IRS Code. The CBOCES' determination of any issue that may arise under these regulations or the Plan shall be final and binding on the employee and/or the employee's TSA vendor.~~

~~These regulations and/or the Plan may be amended or modified in whole or in part or terminated by action of the CBOCES at any time in a manner which is consistent with the requirements of Section 403(b) or 457(b) of the IRS Code.~~

~~Revised: November 16, 2006~~

~~Revised: December 15, 2005~~

~~Centennial BOCES~~

**EMPLOYEE EXPENSE AUTHORIZATION/REIMBURSEMENT**  
**(Mileage and Travel)**

This policy shall apply to all Centennial BOCES employees and Board members in regard to reimbursement of expenses. Subject to review by the Board of Directors, and subject to this policy, the Administration shall establish rates for reimbursement to employees for expenses incurred in the performance of their duties. Reimbursement may be up to, but not exceeding, allowable CBOCES expenses. Centennial BOCES employees and Board members – Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the Centennial BOCES upon submission of a properly completed filled-out and approved expense form, and such supporting receipts as required by the Centennial BOCES Business Office.

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses and program area, Board policy and applicable law.

All employee expenses for which reimbursement is made shall have approval of the executive director or designee.

**Travel Costs**

This policy ensures that:

- Centennial BOCES employees and Board members are reimbursed for the cost of approved Centennial BOCES-related travel;
- reimbursed travel costs are properly documented;
- reimbursed travel costs are consistent with cost-effectiveness and efficiency principles;
- reimbursed travel costs are within this policy's parameters and applicable state and federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals and related items incurred by Centennial BOCES employees or Board members who are on Centennial BOCES-related travel. Centennial BOCES related travel is defined as attendance at conferences, seminars, meetings or other events related to Centennial BOCES business and that promote or benefit the Centennial BOCES.

When Centennial BOCES-related travel by an employee's or Board member's personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or executive director. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service.

Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

**Travel Costs Not Covered by Centennial BOCES**

The following expenses shall not be reimbursed:

- alcohol
- expenses for spouse, significant other or guest
- gas for personal use of private vehicles
- mini-bar in hotel
- room service

- movie rental (which includes in-room movies)
- other forms of entertainment
- finest for parking or traffic violations

LEGAL REF: 2 C.F.R. 200.474(b) travel reimbursement requirements under the federal  
Uniform Grant Guidance  
C.R.S. 24-18-104 (3)(d)(e) code of ethics-rules of conduct-permissible payments  
and reimbursements

Revised:

Revised: August 17, 2006

Adopted: June 16, 1998

Centennial BOCES

**This regulation is recommended for deletion as it is better suited as an HR updated document. PROCEDURES FOR EXPENSE REIMBURSEMENT**

*~~Note: All out of state travel must be approved by the Executive Director and the employee's program director prior to traveling out of state.~~*

Expenses incurred in conducting Centennial BOCES business will be reimbursed as follows:

1. ~~Per Diem:~~ A regular rate of \$40.00 will be paid for meals only. Maximum rates are as follows:

<del>Breakfast</del>	<del>\$ 8.00</del>
<del>Lunch</del>	<del>\$12.00</del>
<del>Dinner</del>	<del>\$20.00</del>

~~To claim breakfast, the employee must depart from home or the CBOCES office prior to 6:00 a.m. To claim lunch, the employee must be out between 11 a.m. and 1:00 p.m. To claim dinner, the CBOCES business function must extend past 6:00 p.m. Travel localities eligible for high cost per diem rates as established by the Internal Revenue Service may be utilized for approved meal reimbursement. Detailed meal receipts showing items purchased are to be obtained whenever possible. The CBOCES will not provide reimbursement for alcoholic beverages. Where possible, a separate check for such expenses is recommended.~~

~~The following procedures for IRS high cost per diem meal rates have been established for the purposes of completing expense reimbursements in high cost travel localities.~~

~~The CBOCES regular rate of \$40.00 per day is split as follows:~~

<del>Meal</del>	<del>Rate</del>	<del>% of Daily Total</del>
<del>Breakfast</del>	<del>\$8.00</del>	<del>20%</del>
<del>Lunch</del>	<del>\$12.00</del>	<del>30%</del>
<del>Dinner</del>	<del>\$20.00</del>	<del>50%</del>

~~Each meal is a percentage of the daily maximum as listed above. These percentages can be utilized when determining the allowable maximum in high cost travel localities. As an example, effective October 1, 2005 the maximum daily meal and incidental expenses rate in Broomfield, Colorado is \$54.00. Using the percentages listed above the maximum rates for Broomfield would be as follows:~~

<del>Breakfast</del>	<del>\$10.80</del>	<del>(20% of \$54.00)</del>
<del>Lunch</del>	<del>\$16.20</del>	<del>(30% of \$54.00)</del>
<del>Dinner</del>	<del>\$27.00</del>	<del>(50% of \$54.00)</del>

~~The maximum rates per meal for eligible high cost travel localities would be calculated in the same manner as the example above: breakfast is 20% of the daily total, lunch is 30% of the daily total, and dinner is 50% of the daily total. These maximum rates include meals and incidental expenses. High cost travel localities are listed in the IRS Publication 1542. A current copy of Publication 1542 is available through each program director. High cost per diem rates are to be approved by the program director or the Executive Director prior to the business travel commencing.~~

~~CBOCES regular meal rates are for the cost of the meal, tips not exceeding 15% of the meal ticket may be added onto this amount. Note: High cost per diem meal rates include tip and incidental expenses. To be eligible for meal reimbursement or to use the CBOCES procurement card, an employee must be outside the CBOCES service area for business functions prior to 6:00 a.m. for breakfast, out between 11 a.m. and 1:00 p.m. for lunch and out beyond 6:00 p.m. for dinner.~~

- ~~2. Lodging: The CBOCES shall pay the cost of one standard room per occasion. Additional accommodations or expenses for upgraded accommodations due to family attendance at the event or personal preference shall be paid by the employee. If the employee elects to stay any additional time at the event location for an extended visit in the area, the additional expense shall be borne by the employee. If rooms are not available at the event location, the closest similarly priced location may be utilized, if the rate is approved by the employee's program director. Travel localities eligible for high cost per diem rates as established by the IRS may be utilized for approved lodging. Only actual receipted lodging costs will be paid per approved day. Event location and agenda must show a clear need to be at the site the night before prior to approval for that night. The distance to the event must exceed two hours from the employee's base office.~~
- ~~3. Registration Costs: Actual conference registration costs shall be paid directly by the CBOCES, in advance, whenever possible. Actual conference registration costs paid by the employee shall be reimbursed to the employee, providing the trip was approved by the program director and the Executive Director in advance.~~
- ~~4. Automobile Mileage Allowance: A mileage allowance will be paid for the use of privately owned automobiles on CBOCES' business. The mileage rate will be determined on a monthly basis utilizing the average price of regular unleaded gasoline between Greeley, Longmont, and Fort Morgan. The reimbursement rate is based on the following mileage rate chart:~~

~~Variable Mileage Rate~~

<del>Reimbursement Rate</del>	<del>Gasoline Price Range</del>
<del>.33</del>	<del>1.80 1.99</del>
<del>.34</del>	<del>2.00 2.19</del>
<del>.35</del>	<del>2.20 2.39</del>
<del>.36</del>	<del>2.40 2.59</del>
<del>.37</del>	<del>2.60 2.79</del>
<del>.38</del>	<del>2.80 2.99</del>
<del>.39</del>	<del>3.00 3.19</del>
<del>.40</del>	<del>3.20 3.39</del>
<del>.41</del>	<del>3.40 3.59</del>
<del>.42</del>	<del>3.60 3.79</del>

- ~~The CBOCES variable mileage rate will not exceed the prevailing IRS approved mileage rate.~~

5. ~~Transportation Expenses:~~ The expenses will normally be paid directly by the CBOCES through the purchase order or E-procurement card process. Charges paid for by individuals, must be supported by an indication of the business reason for the trip.
6. ~~Business Meals:~~ These expenses will be reimbursed where there is a clear indication of the business reason for the expenses and other information required by IRS regulations is provided. Program directors and the Executive Director are the only CBOCES staff who may utilize business meal reimbursement procedures. No other CBOCES staff will purchase business meals unless specifically approved in advance by the appropriate program director. Business meals must specifically be CBOCES related business to be approved for payment by the program director or Executive Director. Regular meal rate guidelines must be followed for all approved business meals.  
  
If CBOCES meetings are conducted before, during and after the breakfast, lunch or dinner hour, meals/food may be brought in if approved in advance by the program director or Executive Director. Staff in service, trainings, and meetings that are necessary to conduct CBOCES business during any meal hour are eligible for meals/food expense inclusion, including off site locations. Pursuant to Section 119 of the IRS Code, a substantial business reason for the inclusion of meals/food must be evident.
7. ~~Receipts:~~ Receipts are required for all lodging, transportation costs, and for all other items, for which reimbursement is requested.
8. ~~Parking and Related Incidental Expenses:~~ will be reimbursed only when documented.

Revised: June 5, 2007 — technical change to gas rates

Revised: August 17, 2006

Centennial BOCES —



## **SALARY DEDUCTIONS**

Deductions shall be made from the paychecks of all employees for retirement and federal and state income tax in keeping with federal and state requirements and Medicare tax if applicable.

Salary deductions shall be made for absences not covered by leave policies adopted by the Board of Directors. Such deductions shall be calculated on the basis of the employee's work year.

Except for deductions required by court order (i.e. wage garnishments, court-ordered child support, etc.), other deductions shall require the permission of the employee.

Reviewed: August 2017

Revised: November 16, 2006

Centennial BOCES

## **VENDOR RELATIONS**

No favoritism shall be extended to any vendor. All employees of ~~the C~~Centennial BOCES must exercise sound judgment in avoiding conflicts of interest or the appearance of impropriety in dealing with vendors. Gifts or gratuities of other than nominal value or which might obligate the Centennial BOCES employee in any manner shall be refused.

Any vendor or bidder who offers items in excess or in violation of the spirit of this policy may be disqualified indefinitely. ~~Vendors' past performance shall be a factor if all other considerations are substantially equal.~~

No person officially connected with or employed in ~~the C~~ Centennial BOCES shall be an agent or be in any way pecuniarily or beneficially interested in or receive any compensation or reward of any kind from any vendor for the sale of supplies, material, equipment or services to Centennial ~~the C~~BOCES without the express prior written consent of the Board of Directors.

~~Charge accounts with local vendors shall be used only in circumstances pre-approved by the Executive Director or designee and subject to CBOCES policy.~~

LEGAL REF.: C.R.S. 24-18-104 code of ethics – rules of conduct

CROSS REFS.: BC, School Board Member Conduct  
GBEB, Staff Conduct  
GBEBC, Gifts to and Solicitations by Staff

Revised:

Revised: November 16, 2006

Adopted: June 16, 1988

Centennial BOCES

## **BIDDING AND QUOTATION REQUIREMENTS PROCEDURES**

~~Except as otherwise authorized by CBOCES policy, the following process shall be followed in CBOCES purchasing activities:~~

All contractual services and purchases of supplies, materials and equipment in the amount of \$10,001 or more shall be put to bid. This shall not apply, however, to professional services or instructional services or materials. Other purchases may be made in the open market but shall, when possible, be based on competitive quotations or prices.

All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals.

With regard to materials or services for which bids are required, the executive director or designee shall develop a procedure to pre-qualify bidders. Suppliers shall be invited to have their names placed on mailing lists to receive information about pre-qualifying. When specifications are prepared, they shall be mailed to all merchants and firms who have pre-qualified. Only pre-qualified bidders may submit bids.

All bids shall be submitted in sealed envelopes, addressed to the Board, and plainly marked with the bid number and the time of the bid opening. Bids shall be opened in public by appropriate Centennial BOCES officials or employees at the time specified, and all bidders shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of Centennial BOCES.

The bidder to whom an award is made shall be required to submit to Centennial BOCES proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with Centennial BOCES. Any written contract shall include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction or food services as required by law. The contracting entity is responsible for any costs associated with the background check.

~~A total purchase over \$1,000 and under \$2,000 may be made by the Administration, based upon the best obtainable price and quality, without soliciting bids or quotations.~~

~~A total purchase between \$2,000.01 and \$10,000 may be made by the Administration on the basis of three separate telephone or verbal quotations.~~

~~A total purchase over \$10,000 may be made only after the presentation of at least three (3) separate written bids to the Executive Director for review, based on a request for proposal sent out by CBOCES.~~

~~The bidding requirements herein do not apply when it is impractical to secure three (3) quotations or formal bids. In such event, the administrator shall make every effort to secure the best price and shall document the basis for his/her action.~~

~~Except as otherwise authorized herein, no bid shall be accepted which does not conform to the specifications furnished.~~

~~All bids will be processed through the CBOCES on-line bidding system unless prior approval has been reached between the Program Director and the Director of Business Services / Human Resources.~~

~~When purchases are made by the CBOCES where it is not possible, practical or otherwise not to the advantage of the CBOCES to obtain three (3) quotations, or to enter into a formal bidding procedure, the Executive Director may authorize purchases, subject to ratification by the Board of Directors.~~

~~The Administration or the Board, whichever has the ultimate responsibility pursuant to this policy, may waive irregularities or omissions and approve purchases even though the preceding policy has not been followed precisely or there have been variations in compliance with specifications. In such event, the reasons for the waiver shall be documented. Any bid, quote or offer may be rejected or accepted as determined to be in the best interest of the CBOCES.~~

~~No purchase shall be made by the CBOCES, and no purported purchase shall be valid and binding, unless made in substantial compliance with CBOCES policy.~~

~~This policy shall not apply to the purchase of professional services.~~

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) board required to adopt bidding process  
C.R.S. 22-32-122 (4) background check provision required in service  
contracts for services performed for a school or with students  
C.R.S. 24-18-201 public official's interest in contract

CROSS REFS.: BCB, Board Member Conflict of Interest  
DJB\*, Federal Procurement

Revised:

Revised: January 19, 2012

Revised: June 18, 2002

Adopted: June 16, 1998

Centennial BOCES

## **PURCHASING/PURCHASING AUTHORITY**

The Board of Directors' authority for the purchase of materials, equipment, supplies and services is extended to the executive director through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

All purchases, with the exception of emergency repairs, equipment or supplies, not exceeding \$50,000 shall be in conformity with the budget or have prior Board approval.

~~The executive director shall direct the purchase of such books, supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to put to bid.~~

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment shall be scheduled so that annual budgetary appropriations for capital purposes will be of similar size or will show a continuous trend without severe fluctuations.

In order to receive the greatest value for each dollar expended, it shall be the policy of the Centennial BOCES to obtain comparative prices based on similar quality, to consider a balance between long-term quality and cost, and to purchase in quantity whenever possible and practical.

LEGAL REF.: C.R.S. 22-5-107 duties of board  
C.R.S. 22-32-109 (1)(b) board duty to adopt policies for efficient administration of the BOCES

CROSS REFS.: DHA, Contracts/Signing Authority  
DJB\*, Federal Procurement  
DJE, Bidding Procedures  
~~DK, Payment Procedures~~

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

## **FEDERAL PROCUREMENT**

### **“Single Source” Procurement**

One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., “single source” procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, Centennial BOCES determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from Centennial BOCES.

Centennial BOCES shall document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

### **Standards for Obtaining Price or Rate Quotations**

The following standards apply to Centennial BOCES procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options.
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations.
3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
  - a. other relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost estimates, vendor experience in connection with the purchase of services, etc.); and
  - b. such differences predominate over a strict cost comparison.
4. If Centennial BOCES determines that it is in Centennial BOCES's best interests to not select the lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor shall be documented.

### **Additional Standards Applicable to Procurements under Federal Uniform Grant Guidance**

Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards shall apply to Centennial BOCES purchases made in whole or in part with federal funds:

1. Centennial BOCES shall take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources.

2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.
3. Centennial BOCES procurement supported by federal funds may be subject to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The general requirements include procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative program for procurement of recovered materials as identified in Environment Protection Agency (EPA) guidelines.

Adopted:  
Centennial BOCES

## **FEDERAL PROCUREMENT**

### **Federal Procurement**

This policy and its accompanying regulation shall apply to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

Centennial BOCES employees shall follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. Centennial BOCES employees shall also follow applicable state law and Board policy concerning competitive bidding; to the extent state law and/or Board policy establish additional requirements that are not inconsistent with this policy and its accompanying regulation.

### **Micro-purchases (less than \$3,500)**

A “micro-purchase” is a purchase that, in an aggregate amount, is less than \$3,500.

Micro-purchases may be made or awarded without soliciting competitive quotations; to the extent Centennial BOCES staff determine that the cost of the purchase is reasonable. For purposes of this policy, “reasonable” means the purchase is comparable to market prices for the geographic area.

To the extent practicable, Centennial BOCES will distribute micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

### **Small Purchases (\$3,500 to under \$150,000)**

A “small purchase” is a purchase that, in an aggregate amount, is \$3,500 or more, but less than \$150,000.

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy’s accompanying regulation, unless:

1. a valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., “single source” procurement); or
2. Centennial BOCES elects to use a more formal competitive bid or request for proposal process.

### **Large Purchases (\$150,000 or more)**

A large purchase is a purchase that, in an aggregate amount, is \$150,000 or more.

Centennial BOCES shall conduct a cost or price analysis for large purchases that, at a minimum, includes making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.



Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall then be incorporated into any solicitations of bids or proposals.

**Unnecessary or Duplicative Items**

Centennial BOCES shall avoid the acquisition of unnecessary or duplicative items. Consideration shall also be given to consolidating or breaking out purchases to obtain a more economical purchase.

**Recordkeeping**

Centennial BOCES shall maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

LEGAL REFS.: 2 C.F.R. Part 200 Subpart D (post-award requirements under the federal Uniform Grant Guidance)  
2 C.F.R. 200.318 (general standards for procurement supported by federal funds)  
2 C.F.R. 200.319 (written procurement standards required)  
2 C.F.R. 200.320 (methods of procurement to be followed)  
2 C.F.R. 200.323 (cost or price analysis)  
2 C.F.R. 200.333 (record retention requirements)  
2 C.F.R. 200.336 (access to records)  
7 C.F.R. 3016.36 (USDA's procurement standards)  
7 C.F.R. 3016.37 (USDA's procurement requirements for subgrants)  
34 C.F.R. Parts 75, 76 (EDGAR - Education Department General Administrative Regulations)  
48 C.F.R. Subpart 2.1 (micro-purchase and competitive bidding thresholds)

CROSS REFS.: BCB, Board Member Conflict of Interest  
DAC\*, Federal Fiscal Compliance  
DJ/DJA, Purchasing/Purchasing Authority  
DJE, Bidding Procedures  
DKC, Expense Authorization/Reimbursement (Mileage and Travel)  
EHB, Records Retention  
GBEA, Staff Ethics/Conflict of Interest

Adopted:  
Centennial BOCES

## **ACH DATA SECURITY**

Centennial BOCES is committed to protecting the confidentiality and integrity of information obtained, created and/or maintained by Centennial BOCES that is considered “protected information” by the rules of the National Automated Clearinghouse Association (NACHA). “Protected Information” includes confidential information maintained as a result of the employer-employee relationship, such as employee home addresses, telephone numbers, social security numbers, and financial information, including bank account numbers, bank routing numbers, and the types and amounts of automated clearinghouse (ACH) transactions.

Centennial BOCES shall ensure appropriate controls are in place across all ACH systems, applications and processes used by Centennial BOCES. Centennial BOCES shall identify critical or confidential data used in its ACH operations and ensure that Protected Information is properly stored and disposed of, as follows:

- ACH files containing Protected Information shall be secured in a password protected file. These files shall be appropriately deleted when no longer needed, unless such file is otherwise required to be retained by applicable law.
- Protected Information in paper form shall be secured in a locked cabinet inside a locked room and appropriately destroyed when no longer needed, unless such documentation is otherwise required to be retained by applicable law.
- Protected Information in electronic form shall only be changed, revised, or deleted by authorized Centennial BOCES employees through password protected software.
- Protected Information shall not be stored on any portable device, such as a USB.

Centennial BOCES shall minimize and monitor the number of Centennial BOCES employees with access to Protected Information and shall also limit employee access to ACH maintenance and transaction support functions. Training shall be provided to appropriate Centennial BOCES employees and the executive director or designee shall be responsible for overseeing and documenting such training.

CROSS REF.: GBJ, Personnel Records and Files

Reviewed: August 2017

Adopted: November 20, 2014

## INVENTORIES

The Centennial BOCES shall maintain a system for an annual inventory of all real and personal property. All items with an estimated value of \$5,000 or more are inventoried on an official inventory list with a bar code. All items valued under \$5,000 are labeled with a CBOCES property sticker, however, they are not recorded on the official inventory list. Equipment permanently fixed in a building shall not be inventoried.

The equipment inventory shall serve both the function of control and conservation.

~~All CBOCES building and their contents are video taped on a biennial basis for insurance coverage purposes.~~

Responsibility for the inventory system shall lie with the executive director or designee.

LEGAL REFS.:      C.R.S. 22-5-108 (1)(a) powers of board  
                         C.R.S. 22-32-109 (1)(b) board duty to adopt policies for efficient  
                         administration of the BOCES  
                         C.R.S. 29-1-506 (1) local government – continuing inventory

Revised:

Adopted: November 16, 2006  
Centennial BOCES

### **CONTRACTS/SIGNING AUTHORITY APPROVAL**

All contracts (which shall not be deemed to include casual purchases made by purchase order) for purchase of goods or services shall be subject to approval of the Board of Directors. However, notwithstanding the preceding ~~or any other policy~~, a contract may be approved and executed by the executive director or designee when all of the following criteria are met:

1. The executive director deems such action to be in the best interest of the Centennial BOCES.
2. The amount of the contract does not exceed a total of ~~\$10,000~~ 100,000 in any fiscal year.
3. The expenditure is consistent with the Centennial BOCES budget ~~and appropriation resolution~~.
4. The contract does not have the effect of establishing for the CBOCES a significant policy decision that has not been approved by the Board.
5. The contract does not have the effect of significantly modifying or negating any policy decisions or actions of the Board.

Notwithstanding any other provision herein, only the Board may authorize lease-purchase agreements of buildings or facilities, regardless of the amount involved.

LEGAL REFS.: C.R.S. 22-5-108 (1)(h)(i) board power to enter into contracts  
C.R.S. 22-5-111 lease/purchase of buildings and facilities

CROSS REF.: DJ/DJA, Purchasing/Purchasing Authority

**Revised:**

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

## **BONDED ~~OR INSURED~~ EMPLOYEES AND OFFICERS**

All Centennial BOCES employees who are responsible for moneys controlled by the Board of Directors ~~or who may have more than \$50 from such funds in their custody shall be bonded or insured under a group fidelity bond in individual amounts of \$50,000.~~ in an amount at least sufficient to cover the amount of Centennial BOCES money which is likely to be in the employee's custody at any one time.

The secretary ~~/and~~ treasurer of the Board and any custodian of moneys authorized and appointed by the Board shall; ~~as required by Colorado statute,~~ be individually bonded ~~or insured~~. This bond ~~or insurance~~ shall be in an amount not less than \$40 5,000.

In lieu of a bond, the Centennial BOCES may maintain equivalent insurance coverage for such Centennial BOCES employees, Board officers and Board-appointed custodians.

The cost of bonding or insurance coverage shall be borne by Centennial BOCES.

LEGAL REFS.:       C.R.S. 22-~~32-104 (4)(b)(c)~~ 5-108 (1)(a) powers of board  
                          C.R.S. 22-32-109 (1)(h) bond or insurance requirement  
                          C.R.S. 22-32-121 (3) bond required if authorized to affix facsimile  
                          signature of treasurer

Revised:

Adopted: November 16, 2006

Centennial BOCES

**This regulation is recommended as it is included in the P-card agreement**  
**PROCEDURES FOR AUTHORIZED USE OF CENTENNIAL BOCES ISSUED**  
**PROCUREMENT CARDS**

~~Specific steps are in place to control the use of the procurement cards. Vendor restrictions are placed on all cards to not allow certain types of purchases, such as alcohol outlets, entertainment businesses, and gasoline stations (gasoline station exceptions established for the courier driver and the Executive Director). Credit limit restrictions are in place for each cardholder based on position. A procurement card action request form needs to be completed by the appropriate department requesting a procurement card. Approval by the program director and the business procurement card (BPC) coordinator (Director of Business Services & Human Resources) is required prior to the establishment of a new procurement card. Prior to receiving the procurement card, the cardholder must read and agree to the CBOCES procurement cardholder agreement. The agreement outlines the cardholder's responsibility and purchasing restrictions. A list of cardholders, account numbers and credit limits for each card is maintained by the BPC coordinator. The BPC coordinator and a designated backup are the only authorized individuals able to add, delete, or adjust credit limits on the procurement cards through UMB Bank.~~

~~On a monthly basis, UMB Bank sends statements for each procurement card that had activity and a control summary for each department to confirm transactions during the billing period. A procurement card transaction log is completed for all cardholders that had transactions during the billing period. The approval process requires that all department staff must have their transaction log approved by the Executive Director. The program director must have the approval of the Executive Director on their transaction log. Receipts are to be attached to the transaction log and UMB card statement. In a few cases a signed "Document in Lieu of Receipt" form is allowed with the approval of the program director. Repeated lack of receipts is not acceptable and payment will be the responsibility of the employee under these circumstances.~~

~~A purchase order is established for all procurement card statements that have charges during the billing period. The purchase order approval process is completed for card statements in the same manner as all other purchase orders are approved within the financial accounting system.~~

Approved: August 17, 2006  
Centennial BOCES

**This policy is recommended for deletion as it is included in the P-card agreement**  
**CREDIT / PROCUREMENT CARDS**

~~The CBOCES may provide for the issuance of credit/procurement cards to employees to be used for the sole purpose of covering approved purchases and to cover expenses incidental to authorized travel.~~

~~Upon billing, or no later than 10 days from the billing date, the employee shall submit a fully itemized Procurement Card Transaction Log. Any charges against the CBOCES credit card which are not properly identified on the Procurement Card Transaction Log are disallowed and shall be paid by the employee via check, United States currency or compensation deduction.~~

~~If for any reason disallowed charges are not repaid, the CBOCES shall have a prior lien against and a right to withhold any or all funds payable or to become payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged by the company which issued the card.~~

~~An employee shall not use the credit/procurement card if any disallowed charges are outstanding and shall surrender the card upon demand by the business manager or designee. However in the event the employee is the business manager, then the card shall be surrendered to the Executive Director.~~

~~The CBOCES shall have unlimited authority to revoke use of any credit/procurement card if use becomes other than that for which it was originally intended.~~

~~CROSS REF.: DKC, Expense Authorization/Reimbursement~~

~~Adopted: August 17, 2006  
Centennial BOCES~~

**BANKING SERVICES**  
(And Deposit of Funds)

All revenue received by the Centennial BOCES shall be deposited in an official bank or banks, ~~financial institutions~~, or savings and loan institutions as designated by the Board of Directors. Such financial institution must qualify as an eligible public depository in accordance with state law.

All moneys belonging to the Centennial BOCES shall be deposited by the treasurer of the Board or official custodian to the credit of the Centennial BOCES in a depository designated by the Board. The treasurer or official custodian shall comply with all requirements of state law regarding the deposit of Centennial BOCES funds. ~~Deposits shall be made multiple times each month to insure the funds are safe and are deposited and earning interest.~~

**Safety Deposit Box**

~~The Board shall maintain a fire proof safe at all CBOCES office sites and Weld Opportunity High School and shall name the Executive Director, the Director of Business Services and the Senior Accountant as official custodians of the safe.~~

LEGAL REFS.:        C.R.S. 11-10.5-101 et seq. (~~relates to deposits of public~~ deposit protection  
   act funds in banks)  
   C.R.S. 11-47-101 et seq. (~~relates to deposits of public funds in savings and~~  
   loan association public deposit protection act institutions)  
\_\_\_\_\_  
   C.R.S. 22-5-108 (1)(g) power to select depository for moneys belonging to  
   the Centennial BOCES  
\_\_\_\_\_  
   ~~C.R.S. 22-32-104 (4)(c)~~  
\_\_\_\_\_  
   ~~C.R.S. 22-32-107 (3)(4)(6)~~  
   C.R.S. 22-32-109 (1)(g) board duty to require deposit of money  
\_\_\_\_\_  
   ~~C.R.S. 22-32-110 (1)(x)~~  
\_\_\_\_\_  
   ~~C.R.S. 22-40-105~~

CROSS REF.:        BDB, ~~School~~ Board Officers

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES



## **FUNDRAISING AND CONTESTS**

The executive director, subject to review and approval ~~by~~ of the Board of Directors, may authorize fundraising activities involving Centennial BOCES personnel, facilities, and equipment in accordance with ~~when~~ the following criteria: ~~are met~~:

1. The fundraising activity and its purposes shall be ~~are~~ consistent with and complementary to the ~~educational~~ programs and services of the Centennial BOCES.
2. The fundraising activity ~~does~~ shall not interfere with Centennial BOCES programs and activities.
3. The fundraising activity shall be ~~is~~ consistent with applicable ~~all~~ laws, ~~does~~ shall not present any unreasonable risks, and shall enhance ~~enhances~~ the image of the Centennial BOCES.

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

## REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

~~The investment of CBOCES funds shall be accomplished in the following manner:~~

The Board of Directors recognizes the importance of prudent and profitable investment of Centennial BOCES moneyies and its responsibility in overseeing this part of the Centennial BOCES financial program.

This policy shall apply to the investment of all financial assets and all funds of the Centennial BOCES over which the Board exercises financial control. In order to effectively make use of Centennial BOCES cash resources, all moneys shall be pooled into one investment account and accounted for separately. The investment income derived from this account shall be distributed to the Centennial BOCES administration account as directed by the Board in accordance with state law.

All Centennial BOCES funds allocated to a specific use, but temporarily not needed, shall be invested by the executive director or designee in accordance with state law and in a manner designed to accomplish the following objectives: safety, liquidity and yield, in that order of importance.

~~All cash held by the BOCES (other than petty cash) shall be invested at all times. The objectives of investment shall be safety, liquidity, and yield, in that order of importance.~~

1. Safety. ~~All i~~Investments shall be undertaken in a manner that seeks to preserve the capital in the overall investment program, through the mitigation of credit risk and interest rate risk.
2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may reasonably be anticipated, through matching of maturity dates to cash flow needs, investment in securities that have active secondary markets, and investment of a substantial portion of assets in instruments that have same day liquidity and a constant dollar value per share.
3. Yield. Subject to the need for safety and liquidity, the investment program shall seek to attain a market rate of return.

The intent of the Centennial BOCES is to support financial institutions located within the Centennial BOCES boundaries. Investments in institutions located outside of the Centennial BOCES boundaries will be made when competitive rates or lack of collateral available from local financial institutions make this decision in the best interest of the Centennial BOCES or when investment timing requires investment alternatives and short-term yields not conveniently available in the Centennial BOCES. If the Centennial BOCES is contemplating any investment or deposit outside of the state, the Board shall be notified. The Board shall seek legal advice prior to any such investment or deposit.

On a periodic basis, the executive director or designee will determine the cash needs of the Centennial BOCES for the ~~ensuring~~ ensuing period. The amount so determined shall be retained in the operating account(s) of the Centennial BOCES. The operating account(s) may be opened at any financial institution that qualifies as an eligible public depository in accordance with state law. ~~is a member of the Federal Deposit Insurance Corporation.~~ Financial institutions

must also comply with all legal requirements regarding the pledging of collateral for public funds.

Funds that are not required to meet the cash needs of the ~~ensuring~~ ensuing period may be invested in legally permissible investments.

The Board shall be kept informed of investments and yields through regular ~~semi-annual~~ quarterly reports. These reports shall be formatted in a manner that allows the Board to evaluate the success of its investment practices in light of its stated objectives.

LEGAL REFS.: C.R.S. 11-10.5-101 et seq. Public Deposit Protection Act  
C.R.S. 11-47-101 et seq. Savings and Loan Association Public Deposit Protection Act  
C.R.S. 22-5-108 (1)(g) power to invest  
~~C.R.S. 22-45-103 (bond redemption fund trustee)~~  
C.R.S. 24-75-601 et seq. public funds – legal investments  
C.R.S. 24-75-701 et seq. investment funds – local government pooling

Revised:

Revised: December 12, 2004

Centennial BOCES

**This policy is recommended for deletion as it is included in policy DFA/DFAA**  
**INVESTMENT OF FUNDS**

~~The investment of Centennial BOCES funds shall be accomplished in the following manner:~~

~~On a periodic basis, the Executive Director or designee will determine the cash needs of the CBOCES for the ensuing period. The amount so determined shall be retained in the operating account(s) of the CBOCES. The operating account(s) may be opened at any financial institution that is a member of the Federal Deposit Insurance Corporation. Financial institutions must also comply with all legal requirements regarding the pledging of collateral for public funds.~~

~~Funds that are not required to meet the cash needs of the ensuing period may be invested in legally permissible investments.~~

~~Revised: November 16, 2006~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

**This policy is recommended for deletion as it is included in policy**  
**DFA/DFAAREVENUES FROM INVESTMENTS**

~~The investment of CBOCES funds shall be accomplished in the following manner:~~

~~The Board of Directors recognizes the importance of prudent and profitable investment of CBOCES monies and its responsibility in overseeing this part of the CBOCES financial program.~~

~~This policy shall apply to the investment of all financial assets and all funds of the CBOCES over which the Board exercises financial control. In order to effectively make use of CBOCES cash resources, all moneys shall be pooled into one or more investment accounts and accounted for separately. The investment income derived from those accounts shall be distributed to the CBOCES administration account as directed by the Board in accordance with state law.~~

~~All CBOCES funds allocated to a specific use, but temporarily not needed, shall be invested by the executive director or designee appointed by the Board in accordance with state law and in a manner designed to accomplish the following objectives:~~

- ~~1. ensure the safety of funds;~~
- ~~2. ensure that adequate funds are available at all times to meet the financial obligations of the CBOCES when due;~~
- ~~3. ensure a market rate of return on the funds available for investment throughout the budget cycle;~~
- ~~4. ensure that all funds are deposited and invested in accordance with state law.~~

~~The intent of the CBOCES is to support financial institutions located within the CBOCES boundaries. Investments in institutions located outside of the CBOCES boundaries will be made when competitive rates or lack of collateral available from local financial institutions make this decision in the best interest of the CBOCES or when investment timing requires investment alternatives and short term yields not conveniently available within the CBOCES boundaries. If the CBOCES is contemplating any investment or deposit outside of the state, the Board shall be notified. The Board shall seek legal advice prior to any such investment or deposit.~~

~~On a periodic basis, the executive director or designee will determine the cash needs of the CBOCES for the ensuring period. The amount so determined shall be retained in the operating account(s) of the CBOCES. The operating account(s) may be opened at any financial institution that is a member of the Federal Deposit Insurance Corporation. Financial institutions must also comply with all legal requirements regarding the pledging of collateral for public funds.~~

~~Funds that are not required to meet the cash needs of the ensuring period may be invested in legally permissible investments.~~

~~The Board shall be kept informed of investments and yields through regular semi-annual reports. These reports shall be formatted in a manner that allows the Board to evaluate the success of its investment practices in light of its stated objectives.~~

~~LEGAL REFS.: C.R.S. 11-10-5-101 et seq.  
C.R.S. 11-47-101 et seq.  
C.R.S. 22-45-103 (bond redemption fund trustee)  
C.R.S. 24-75-601 et seq.  
C.R.S. 24-75-701 et seq.~~

~~Revised: November 16, 2006~~  
~~Revised: February 12, 2004~~  
~~Centennial BOCES~~

**This policy is recommended for deletion as it is included in policy DD.**  
**FEDERAL AID**

~~Application shall be made for federal funds when available, provided that none of the conditions of acceptance are inconsistent with the policies of the Board of Directors, the objectives of the CBOCES, or the laws of the State of Colorado, and provided the application has been approved by the Board.~~

~~Revised: November 16, 2006~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

## **LOANS**

The Board may authorize the president and the secretary to execute promissory notes on behalf of the Centennial BOCES from time to time as borrowing of funds becomes necessary and may further authorize them to execute any and all other documents necessary or incidental to the borrowing of funds. Such authorization shall require the prior approval of the member school districts.

In accordance with state law, these short-term loans must be liquidated within six months after they are made from moneys subsequently credited to the Centennial BOCES's budget.

LEGAL REF.: C.R.S. 22-5-106.5 short-term loans

Adopted:  
Centennial BOCES



## **STATE AND FEDERAL AID ELIGIBILITY DETERMINATION AND PROJECT PROPOSALS**

The Centennial BOCES shall use state and federal funds to the fullest extent. Therefore the Board authorizes the executive director to apply for such funds from the appropriate state and federal agencies, provided that none of the conditions of acceptance are inconsistent with Board policy, the objectives of the Centennial BOCES or applicable state and federal law.

The Centennial BOCES is authorized by state law to use the contributions from the participating school districts to match state, federal and other special agency funds when required for the acceptance of such matching funds

The executive director shall keep the Board informed of available sources of state, federal, and other special funds outside regular Centennial BOCES sources for the support of the Centennial BOCES schools and/or for the enhancement of programs in the Centennial BOCES.

To ensure coordination and avoid confusion in developing proposals and making application for specially funded projects, the executive director or designee shall ultimately be responsible for the preparation of proposals and their review. No grant will be approved without the review of the executive director or designee. ~~No proposal for a Grant requests grant exceeding \$100,000 must may be submitted nor may any grant approved be accepted without approval of by the Board prior to submittal.~~

LEGAL REFS.: 34 C.F.R. (multiple parts) (regarding federal grants accounting (EDGAR))  
C.R.S. 22-5-106 (1) financing from participating member districts  
C.R.S. 22-5-109 matching power  
C.R.S. 22-5-110 state and federal payments  
C.R.S. 22-5-114 eligibility for state funds  
C.R.S. 22-5-115 financing from state  
C.R.S. 22-5-118 financing of regional education and support services  
C.R.S. 22-5-122 financing for implementing and meeting state educational priorities  
1 CCR 301-89(rules for administration of funding assistance to BOCES in implementing and meeting state educational priorities)

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

## FISCAL EMERGENCIES

If the Board of Directors determines during any budget year that the anticipated revenues and amounts appropriated for expenditure in the budget exceed actual revenues available to the Centennial BOCES due, in whole or in part, to action of the state legislature or, governor, ~~or federal government~~, the Board may declare a fiscal emergency. Such action shall require the affirmative vote of two-thirds of the members of the Board.

If a fiscal emergency is declared by the Board, it may implement a reduction in salaries for all employees of the Centennial BOCES on a proportional basis or may alter the work year of employees. Such reduction in salaries may be made notwithstanding any adopted salary schedule or policy.

Prior to taking such action, the Board shall hold at least one public hearing.

LEGAL REFS.: C.R.S. 22-5-106 (3) BOCES shall follow school district budget laws, as applicable  
\_\_\_\_\_C.R.S. 22-44-115.5 (reduction in salaries or alteration of work year due to fiscal emergency)  
~~C.R.S. 22-45-112 (2) (a) (sale of real property if fiscal emergency)~~  
~~C.R.S. 22-54-110 (2) (d) (loans in form of lease purchase agreements with state treasurer if fiscal emergency)~~

Revised:

Revised: August 17, 2006

Adopted: February 12, 2004

Centennial BOCES

## DEADLINES IN BUDGETING PROCESS SET BY STATUTE

~~Note: The Colorado Department of Education annually notifies each BOCES of critical dates in accordance with statutory requirements below.~~

By June 1	Proposed budget must be submitted to Board of Directors for tentative approval [C.R.S. 22-44-108(1)]
Within 10 days of above	Notice of proposed budget must be published; budget must be made available for public inspection [C.R.S. 22-44-109(1)]
Before final adoption	Public hearings must be held [C.R.S. 22-44-110(1)]
Before end of fiscal year (June 30)	Board must adopt official budget and appropriations resolution [C.R.S. 22-44-103 (1), 22-44-107 (1), 22-44-110 (4)]
<u>Within 60 days of final adoption</u>	<u>Centennial BOCES must post the Board's adopted budget online, in a downloadable format, for free public access [C.R.S. 22-44-304 (1)(a)(I), (3)(a)]</u>
Before <del>October 15</del> <u>January 31</u>	Board may review and change the budget with respect to both revenues and expenditures [C.R.S. 22-44-110 (5)]

Revised:  
Adopted: August 17, 2006  
Centennial BOCES

## **BUDGET ADOPTION PROCESS**

Following consideration of the budget proposal presented by the administration, the Board shall approve a proposed budget.

Within 10 days of submission of the proposed budget to the Board, a notice shall be published in a newspaper having general circulation within the Centennial BOCES that:

1. The proposed budget is available for inspection by the public at the central administrative office during business hours.
2. The Board will consider the adoption of the proposed budget at a hearing to be held at the date, time and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is adopted at a future meeting, the date, time and place of such meeting shall be entered in the minutes of the hearing.

The Board shall officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year. The adopted budget shall be posted online in accordance with the Public School Financial Transparency Act.

After adoption of the budget, the Board may review and change the budget with respect to both revenues and expenditures at any time prior to ~~October 15~~ January 31 of the fiscal year for which adopted. After ~~October 15~~ January 31, the Board shall not review or change the budget except as otherwise authorized by state law including declaration of a fiscal emergency.

If money for a specific purpose other than ad valorem taxes becomes available to meet a contingency after ~~October 15~~ January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

LEGAL REFS: See citations on exhibit coded DBG-E  
C.R.S. 22-7-105 5-106 (2) BOCES shall adopt a budget and appropriation resolution prior to the beginning of the fiscal year for which adopted  
C.R.S. 22-5-106 (3) BOCES follow school district budget laws, as applicable  
C.R.S. 22-44-103 budget and appropriation  
C.R.S. 22-44-107 through 111 budget adoption requirements  
C.R.S. 22-44-115 (1) (3) no obligation in excess of appropriation  
C.R.S. 22-44-115.5 fiscal emergency – effect on budget  
C.R.S. 22-44-301 et seq. Public School Financial Transparency Act

CROSS REFS.: DAB\*, Financial Administration  
DBK\*, Fiscal Emergencies

Revised:

Adopted: August 17, 2006  
Centennial BOCES

**This regulation is recommended for deletion as it is included in policy DBD.**  
**UNALLOCATED GENERAL FUND BALANCE RESERVE**

~~To create a consistent fund balance reserve, certain budget components are excluded in the fifteen percent (15%) unallocated federal fund balance reserve calculations. The exclusions are:~~

~~Budgeted Contingency Reserves~~

~~Capital Savings Accounts~~

~~Technology Capital Lease Account~~

~~Colorado Vocational Act Funds—set aside for Weld Opportunity High School facilities~~

~~Adopted: November 16, 2006~~

~~Centennial BOCES~~

## **BUDGET PLANNING AND DETERMINATION OF BUDGET PRIORITIES**

Budget planning shall be based upon the directions and policies adopted by the Board of Directors.

The executive director or designee shall cause to be prepared compilations of budget requests, shall convert Centennial BOCES requirements for staffing and other allocations to actual dollar costs, and shall include an estimate of financial resources available.

The Board shall retain continuing discretion regarding appropriate expenditures of Centennial BOCES monies.

Contributions from members of the Centennial BOCES shall be on the basis of a proportionality agreed upon by the participating members and such agreement shall be formalized by appropriate documentation in the budget.

In order to fulfill its obligation with regard to Centennial BOCES ~~district~~ resources, the Board must know how resources are currently allocated, whether such allocation is effective and what changes should be made to achieve the greatest ~~educational~~ returns. The executive director shall develop a comprehensive and ongoing system to collect and analyze resource allocation information ~~to match member district priorities~~. The analysis of this information shall form the basis for the budget prepared by the executive director for presentation to the Board. The system shall:

1. determine how resources are currently allocated by program or school
2. link specific inputs with results for students and determine whether the current allocation of resources is effective in raising student achievement
3. identify ways to better use resources to achieve the Centennial BOCES ~~educational~~ objectives

~~The Centennial BOCES As part of the budget preparation process, each school-level accountability committee shall make recommendations to the principal Board relative to priorities for expenditures of Centennial BOCES district funds and provide a copy of the recommendations to the executive director by the school. The principal shall consider these recommendations when formulating budget requests to be presented to the executive director. The Board shall consider these priorities when it adopts the annual budget. The executive director shall also consider the Centennial BOCES accountability committee recommendations when preparing the budget to be presented to the Board.~~

Accordingly, the budget prepared and presented by the executive director shall:

- ~~1. be derived from a five-year plan~~
- ~~2. include contingency plans in the event budget assumptions prove erroneous~~
- ~~3.1. be in a summary format understandable by a lay person~~
- ~~4.2. itemize Centennial BOCES expenditures by fund~~
- ~~5.3. include information regarding program and school-level expenditures~~
- ~~6.4. adequately describe proposed expenditures~~
- ~~7.5. show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year~~
- ~~8.6. consider recommendations made by the Centennial BOCES each school-level accountability committee relative to priorities for expenditures of Centennial BOCES funds~~
- ~~9.7. contain enough information to enable credible projection of revenue and expenses~~

- ~~10.8.~~ disclose budget planning assumptions
- ~~11.9.~~ not excessively rely on nonrecurring revenues
- ~~12.10.~~ not provide for expenditures, interfund transfers or reserves in excess of available revenues and beginning fund balances
- ~~13.11.~~ not include the use of beginning fund balance unless the Board has adopted a resolution as described in state law specifically authorizing such use ~~approved the use of these funds in the budget~~
- ~~14.12.~~ provide adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and Centennial BOCES legal fees
- ~~15.13.~~ take into consideration fiscal soundness in future years and plans for the building of organizational capabilities sufficient to achieve the Board's goals in future years
- ~~16.14.~~ reflect anticipated changes in employee compensation including inflationary adjustments, step increases, performance increases and benefits, etc.
- ~~17.15.~~ achieve a 15% ~~unassigned~~ located general fund balance reserve (capital savings accounts are not included in calculation) by June 30, 2010.
- ~~18.16.~~ comply with state and federal law
- ~~19.17.~~ provide sufficient resources to address Centennial BOCES's facility needs.

LEGAL REFS.: C.R.S. 22-5-106 financing, budgeting and accounting  
C.R.S. 22-7-207 11-302 (BOCES building level accountability committee budget recommendations)  
C.R.S. 22-44-105 (1.5)(a) (budget parameters regarding expenses not exceeding revenue and use of beginning fund balance)

CROSS REF.: AE, Accountability/Commitment to Accomplishment

Revised:

Revised: August 17, 2006

Adopted: June 16, 1998

Centennial BOCES

**This policy is recommended for deletion as it is included in Policy DB**  
**CENTENNIAL BOCES FUNDS**

~~The administration shall be responsible for maintaining adequate records of all expenditures and income, managing the major budget categories, and providing the information required for annual budget preparation and long range fiscal planning. The administration shall provide the Board of Directors with statements as may be required to keep it fully informed about the CBOCES financial condition.~~

~~The Board shall review the financial condition of the CBOCES periodically and require the executive director to submit financial reports covering the CBOCES fiscal transactions as deemed by the Board to be appropriate from time to time.~~

~~Revised: August 17, 2006~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~



## ANNUAL BUDGET

The annual budget is the financial plan for the operation of the Centennial BOCES system. It provides the framework for both expenditures and revenues for the year and future years and translates into financial terms the educational programs and objectives of the district Centennial BOCES.

### **Budget Process**

~~Public school budgeting is regulated and controlled by statutes and by requirements of the State Board of Education that prescribe the form of BOCES budgets in order to ensure uniformity throughout the state.~~

In accordance with state law, the budget shall be presented in a summary format that is understandable by any layperson. The budget format shall itemize expenditures of the Centennial BOCES by fund. It shall describe the expenditure and show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year. When budgeting for any enterprise funds, the Centennial BOCES shall use the full accrual basis of accounting.

The budget shall include a uniform summary sheet for each fund administered by Centennial BOCES that details the beginning fund balance and anticipated ending fund balance for the budget year; the anticipated fund revenues for the budget year; the anticipated transfers and allocations that will occur to and from the fund during the budget year; the anticipated expenditures that will be made from the fund during the budget year; and the amount of reserves in the fund.

The Board of Directors assigns to the executive director overall responsibility for annual budget preparation, budget presentation and budget administration. As part of the executive director's budget responsibility, the executive director shall cause to be prepared a budget preparation calendar that shall ensure that all deadlines established by law for budget presentation ~~and hearing and adoption s~~ are met by the Centennial BOCES. The executive director shall have authority to delegate portions of his or her Centennial BOCES budget responsibility to the ~~Director of Business Services of~~ assistant executive director of the CBOCES.

The budget prepared and presented by the executive director shall be consistent with the Board's budget priorities of the CBOCES member districts as established in policy DBD.

### **Year-end Fund Balance Operating Reserve**

Maintaining a fiscal year-end fund balance is a beneficial and sound financial management practice. The Board assigns to the executive director or designee the responsibility of accumulating and maintaining a general fund balance as an operating reserve in an amount determined by the Superintendents Advisory Council and the Board of Directors.

The operating reserve is intended to serve as a "rainy day" fund and will be used only for an unexpected loss of revenue or an extraordinary expenditure. Expenditures from this reserve shall be reported to the Board.

If any part of the operating reserve is used in any fiscal year to cover an unexpected loss of revenue or an extraordinary expenditure, funds will be reallocated to restore the year-end fund balance in the operating reserve before any other budget allocations in the subsequent fiscal year, unless the Board approves otherwise.

### **Statewide Financial, Student Management, and Human Resources Electronic Data Communication**

The statewide financial, student management, and human resources electronic data communications and reporting system implemented by the State Board of Education that is based on a redesigned standard chart of accounts, a standard information system and a standard personnel classification system, will be used by CBOCES.

LEGAL REFS.: C.R.S. 22-5-106 financing, budgeting and accounting, BOCES follow school district budget laws, as applicable  
C.R.S. 22-5-107 duties of the board  
C.R.S. 22-5-108 powers of the board  
C.R.S. 22-7-205 and 207 22-11-302 (1)(a) ~~(school level)~~ district accountability committee budget recommendations  
C.R.S. 22-32-109 (1)(b) board duty to adopt policies for the efficient administration of the BOCES  
C.R.S. 22-44-101 through 112 (1)(2) ~~7~~ (school district budget law, Board shall cause a proposed budget to be prepared and shall adopt a budget for each fiscal year)  
C.R.S. 22-44-113 through 22-44-115 (1)(3) school district budget law, borrowing and expenditures  
C.R.S. 22-44-115.5 through 119 school district budget law, fiscal emergency and reserve)  
C.R.S. 22-44-301 et seq. Public School Financial Transparency Act  
C.R.S. 29-1-103 (3) (budget to reflect lease-purchase payment obligations)

Revised:

Reviewed: August 17, 2006

Adopted: June 16, 1998

Centennial BOCES

## **FEDERAL FISCAL COMPLIANCE**

Federal funds received by Centennial BOCES shall be administered in accordance with this policy and applicable federal law, including but not limited to the federal Uniform Grant Guidance. The Board designates the executive director as the Centennial BOCES contact for all federal programs and funding.

The executive director or designee may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

### **Subrecipient Monitoring**

If Centennial BOCES awards subgrants, Centennial BOCES shall monitor grant subrecipients to ensure compliance with applicable law and Board policy.

### **Time and Effort Reporting**

Centennial BOCES employees paid with federal funds shall document the time they expend in work performed in support of each federal program and/or such program's cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

### **Recordkeeping**

Centennial BOCES shall maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records shall be retrievable and available for programmatic or financial audit.

LEGAL REFS.: 2 C.F.R. Part 200 (*Uniform Grant Guidance*)  
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFS.: BCB, Board Member Conflict of Interest  
DJB\*, Federal Procurement  
EHB, Records Retention  
GBEA, Staff Ethics/Conflict of Interest

Adopted:  
Centennial BOCES

**FINANCIAL ADMINISTRATION**  
**(Online Posting of Financial Information)**

The Public School Financial Transparency Act, C.R.S. 22-44-301 et seq. (the Act) requires Centennial BOCES to post financial information online, in a downloadable format, for free public access. The Act requires Centennial BOCES to update any required information within sixty days of Centennial BOCES's completion or receipt of the applicable report, statement or document. Once posted, the Act requires Centennial BOCES to maintain the prior two budget years' financial information online until the end of the current budget year.

In accordance with the Act, the BOCES shall post the following financial information:

1. Annual budget
2. Annual audited financial statements
3. Salary schedules or policies pertaining to salaries
4. Actual expenditures, including salary and benefit expenditures reported by job category specified in the chart of accounts, at the Centennial BOCES level and school-site level

Adopted:  
Centennial BOCES

## **FINANCIAL ADMINISTRATION**

With respect to the actual, ongoing financial condition and activities of the Centennial BOCES, the executive director shall not cause or allow fiscal jeopardy or a material deviation from the annual budget or any budget policies adopted by the Board of Directors, or any fiscal condition that is inconsistent with achieving Centennial BOCES's objectives.

### **Expending Centennial BOCES Funds**

The executive director shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

### **Reporting to Board and Community**

#### **Audits**

All Centennial BOCES funds and accounts shall be audited by an independent auditor ~~outside the CBOCES~~ annually in accordance with state law ~~and Board policy~~. ~~All CBOCES funds and accounts shall be audited internally on a quarterly basis.~~ Timely and appropriate corrective actions shall be taken in accordance with any ~~internal or external~~ audit findings.

The Board shall receive all audit reports and be informed of all corrective actions taken.

### **Financial Reports**

#### **Reports**

~~The executive director or designee shall prepare and submit to the Board each time the Board meets, cash receipts and disbursements reports.~~

The executive director or designee shall prepare and submit to the Board a quarterly each time the Board meets, fiscal actions reports of all Centennial BOCES funds. The report shall include:

- the actual amounts spent and received as of the date of the report from each of the funds budgeted by the CBOCES for the fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget
- a comparison of the expected year-end fund balances with the amount budgeted for that fiscal year

The format and basis for reporting shall be consistent with the adopted budget and the past year's generally accepted accounting procedures results.

#### **Reconciliation Report**

The executive director or designee shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting. The reconciliation shall include, but is not limited to, the liability for accrued salaries and related benefits. The reconciliation shall be included with the final version of the amended budget and the annual audited financial statements.

The Board shall receive all financial reports in a timely manner and be informed of all corrective actions taken.

The executive director or designee shall conduct financial reviews with the Board, ~~each time the Board meets,~~ using reports described above. The Board may request other financial reports as needed.

**Oral Notification**

The executive director shall assure that immediate verbal notification be given to the Board regarding any potential financial problem or any matter that may affect the Centennial BOCES financial condition ~~or ability to achieve its mission.~~

**Available to Public**

All financial and audit reports shall be made available to the public and shall be posted online in accordance with the Public School Financial Transparency Act.

**Legally-required Reports**

Reports and filings required by state and federal law and agencies shall be accurately and timely filed.

**Record Keeping**

Complete and accurate financial records shall be kept for all Centennial BOCES funds and accounts.

**Operating Losses or Deficits**

The executive director, as well as all fund directors, program directors, department heads and school principals, shall take all reasonable steps to identify funds, programs, departments or schools that may end the fiscal year with an operating loss or deficit. A corrective action plan shall be developed and implemented within 30 days of such identification.

The executive director, as well as all fund directors, program directors, department heads and school principals, shall develop and implement processes whereby variations or deviations in cash flow, revenues or other important financial indicators can be identified and dealt with in a timely manner.

**Employee Reporting**

The executive director shall develop and implement procedures to encourage all Centennial BOCES employees to report suspected financial problems or wrongdoing. No adverse employment decisions shall be taken in response to a good faith report by an employee.

**Contingency planning**

The executive director or designee shall continually be aware of the financial and political landscape both internally and externally and shall develop contingency plans against possible events.

LEGAL REFS.: C.R.S. 22-5-106 financing, budgeting and accounting  
C.R.S. 22-44-105 (1.5)(b) (itemized reconciliation)  
C.R.S. 22-44-301 et seq. Public School Financial Transparency Act  
C.R.S. 22-45-102 (1)(b) (quarterly financial reports)

**Revised:**

Revised: August 17, 2006  
Adopted: February 12, 2004  
Centennial BOCES

## **FISCAL MANAGEMENT GOALS/PRIORITY OBJECTIVES**

The Board of Directors recognizes that money and money management comprise the foundational support of ~~the entire~~ Centennial BOCES programs and services. To make that support as effective as possible, the Board intends:

1. To require advance planning through the best possible budget procedures.
2. To explore all practical and legal sources of revenue.
3. To study and guide the expenditure of funds so as to achieve the greatest educational returns.
4. To require maximum efficiency in accounting and reporting and procedures.
5. ~~To provide adequate resources to enable all students to meet or exceed state and district standards.~~

~~As trustee of local, state and federal funds allocated for use in local education, the Board has the responsibility to protect the funds and use them wisely.~~

LEGAL REF.: C.R.S. 29-1-506 financing, budgeting and accounting (4)

Revised:

Adopted: November 16, 2006

Centennial BOCES

**COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND  
ACCOUNTABILITY AFFORDABLE CARE ACT**

The Board of Directors directs the executive director or designee to take steps to ensure compliance with the ~~Health Insurance Portability and Accountability Act of 1996 (HIPAA)~~ Patient Protection and Affordable Care ACT (ACA). Compliance activities shall include ~~conducting an audit to determine applicability of HIPAA to CBOCES operations, recommending policies and regulations to be adopted by the Board,~~ adoption or revision of administrative policies and procedures and implementation of same, including record keeping procedures, preparation of necessary documents, employee training, and all other activities necessary to ensure ACA compliance.

LEGAL REFS.: P.L. ~~111-148 104-191 (1996); 42 U.S.C. 1320dd-1320d-8~~ (Patient Protection and Affordable Care Act)  
\_\_\_\_\_~~65 Fed. Reg. 50312-50372~~  
\_\_\_\_\_~~65 Fed. Reg. 82462-82829~~  
\_\_\_\_\_~~63 Fed. Reg. 43242-43280~~  
\_\_\_\_\_~~67 Fed. Reg. 53182-53273~~

CROSS REFS.: ~~GBJ, Personnel Records and Files~~  
\_\_\_\_\_~~GBGD, Workers' Compensation~~  
\_\_\_\_\_~~GCBD, Professional Staff Fringe Benefits~~  
\_\_\_\_\_~~GDBD, Support Staff Fringe Benefits~~  
\_\_\_\_\_~~JLA, Student Insurance Programs~~  
\_\_\_\_\_~~JLC, Student Health Services and Records~~  
\_\_\_\_\_~~JLCEA\*, Students with Special Health Needs~~  
\_\_\_\_\_~~JLCG\*, Medicaid Reimbursement~~  
\_\_\_\_\_~~JRA/JRC, Students Records/Release of Information on Students~~

Revised:

Reviewed: CASB 2005

Adopted: February 12, 2004

Centennial BOCES



## **INSURANCE PROGRAM/RISK MANAGEMENT**

The Centennial BOCES shall carry insurance protecting against such risks as are necessary to ensure adequate protection for the CBOCES, its officers, its employees, and CBOCES facilities, real and personal property, and equipment.

~~The CBOCES shall employ such professional expertise as is necessary to provide advice to the CBOCES regarding its insurance programs.~~

The executive director shall be responsible for ensuring implementation of this policysection. The executive director shall keep the Board of Directors fully advised to enable the Board to take action if it desires to do so regarding any insurance coverage.

The administration shall make reasonable efforts to obtain insurance at the best available rates-consistent with required coverage and service-through obtaining quotations or bids.

LEGAL REFS.: C.R.S. 8-44-110 (notice of cancellation of insurance coverage)  
C.R.S. 22-32-110 (1)(s),(t),(u),(v) (board to procure insurance coverage)  
C.R.S. 24-10-115 (authority to obtain insurance)  
C.R.S. 24-10-115.5 (self-insurance pool)

CROSS REF.: BID/BIE, Board Member Compensation/Expenses/Insurance/Liability

Revised:

Reviewed: CASB 2005

Adopted: June 6, 1998

Centennial BOCES

**This regulation is recommended for deletion as it is redundant. Information included in records management manual.**  
**CENTENNIAL BOCES RECORDS PROCEDURE**

The procedure of maintaining and disposing of official records for Centennial BOCES will be as defined in the following procedure, and a set of Record Control Schedules, as approved by the Colorado State Archivist, shall determine the type of disposition.

**Definitions**

Official Records (from State Archives and Public Records Law, Section 24-80-101)

1. ~~“Records” means all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any governmental agency in pursuant of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the value of the official governmental data contained therein. As used in this Part 1, the following are excluded from the definition of Record:~~
  - a. ~~Materials preserved or appropriate for preservation because of the value of the data contained therein other than that of an official governmental nature or because of the historical value of the materials themselves~~
  - b. ~~Library books, pamphlets, newspapers, or museum material made, acquired or preserved for reference, historical, or exhibition purposes~~
  - c. ~~Private papers, manuscripts, letters, diaries, pictures, biographies, books, and maps, including materials and collections previously owned by persons other than the state or any political subdivisions thereof and transferred by them to the state historical society~~
  - d. ~~Extra copies of publications or duplicated documents preserved for convenience of reference~~
  - e. ~~Stocks of publications~~
2. ~~Records Management Officer (RMO) — an individual, identified by organizational title, designated by the Executive Director to:~~
  - a. ~~Provide a single liaison between the CBOCES and the State Archivist and the Department of Education on CBOCES records management matters.~~
  - b. ~~Serve as the records coordinator throughout the CBOCES for the Executive Director.~~
  - c. ~~Act as central coordinator for the CBOCES in carrying out records management requirements stated in the policy and procedures and specifically the approved Records Retention and Disposition Schedules.~~
  - d. ~~Periodically review and recommend changes and up dating in CBOCES records management guidelines.~~
3. ~~Records Custodian — an individual designated by the Records Management Officer to receive, create, maintain and dispose of official records associated with a specific function(s) of their individual department or sub department.~~
4. ~~Records Schedules — a set of instructions prepared by the CBOCES and approved by the Board and the State Archivist concerning the retention and disposition of all official records received or created.~~

**Internal Operating Procedures**

~~The Centennial BOCES has six departments: Administration, Business Services, Technology Services, Special Education, Innovative Education Services, and Federal Programs. Within each department there is a designated Records Management Custodian that would fulfill the duties of records management retention and disposal as outlined by the Colorado State Archives and CBOCES Policy.~~

~~LEGAL REFS.: C.R.S. 24-72-205 § (5) (a)~~

~~Revised: December 10, 2009~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

## **CENTENNIAL BOCES RECORDS RETENTION**

The Board has approved Centennial BOCES's use of the Colorado School District Records Management Manual (records management manual) developed by the Colorado State Archives Department to assist Centennial BOCES in determining the appropriate retention period for various types of records. Centennial BOCES records regarding the Centennial BOCES's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

Centennial BOCES shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. CBOCES employees and Board members shall be responsible for adhering to the records management manual.

Whenever CBOCES is a party in litigation or reasonably anticipates being a party in litigation, Board members and CBOCES employees in possession of hard copy or electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the executive director or designee.

Documents and other materials that are not "records" required to be retained by CBOCES policy, the records management manual, or state or federal law, and are not necessary to the functioning of CBOCES, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or BOCES action, and emails that do not contain information otherwise required to be retained by CBOCES policy, the records management manual, or state or federal law.

CBOCES employees may be subject to disciplinary action for violation of this policy.

~~The Administration of the Centennial BOCES shall provide for the orderly and systematic collection, storage, release, and disposition of CBOCES records.~~

~~The Executive Director or designee shall be the custodian responsible for the preservation and disposition of the CBOCES records and shall have authority to order the destruction, retention, or other disposition of records, documents, papers, or instruments in writing, subject to legal requirements.~~

~~The Executive Director shall, as necessary, implement procedures for access to records that comply with state and federal requirements.~~

~~The Executive Director shall provide annual notice regarding access to student records as required by state and federal law.~~

LEGAL REFS.:        2 C.F.R. 200-333 (retention requirements for federal fiscal records)  
                             C.R.S. 22-5-107  
                             C.R.S. 22-32-109  
                             C.R.S. 24-72-113 (limit on retention of passive surveillance records)  
                             C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)

CROSS REFS.:        EGAEA, Electronic Communication  
                             GBJ, Personnel Records and Files

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JRA/JRC, Student Records/Release of Information on Students

Revised:

Revised: February 10, 2009

Adopted: June 16, 1998

Centennial BOCES

**This regulation is recommended for deletion as it is included in hiring forms and updated by HR**  
**GUIDELINES FOR MONITORING PUBLIC ELECTRONIC MAIL RECORDS**

**Definitions**

~~Electronic mail (E-mail) includes all electronic messages that are transmitted through a local, regional, or global computer network. An electronic mail message is a communication that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval.~~

~~Public E-mail records are those that evidence the CBOCES functions, policies, decisions, operations, or other activities of the CBOCES, or that contain valuable CBOCES/district data.~~

- ~~1. The custodian will review the electronic mail records and determine whether in his/her judgment the documents are, indeed, public electronic mail records. All electronic mail determined to be public records will be archived by the CBOCES in a manner that does not require proprietary software to retrieve the electronic mail and will be treated like any other public record of the CBOCES. Electronic mail records determined not to be public records will be destroyed at the convenience of the individual recipient/user and/or the custodian of records.~~

**BOCES Ownership and Responsibilities**

~~CBOCES electronic mail system is owned by the CBOCES/districts, and is provided for the purpose of conducting official CBOCES business. Employees' personal messages are permitted, but they shall not be considered private or secure. E-mail messages sent on or with CBOCES resources cannot be considered confidential.~~

~~The custodian of records for the CBOCES will assist the public in locating any specific public electronic mail record requested and will ensure public access to public electronic mail records without unreasonable delay or cost.~~

~~The CBOCES Executive Director will ensure that all CBOCES employees have notice of this policy and regulation.~~

**User Responsibilities**

~~Users of CBOCES E-mail system are responsible for appropriate use of those resources. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, illegal solicitations, or commercial advertisements are prohibited by CBOCES policy or administration limitations. Gambling and violation of copyright or intellectual property rights are also prohibited. Also, use of the electronic mail system for which the CBOCES will incur an expense without expressed permission of a supervisor is prohibited.~~

~~CBOCES employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. Such consent should be given only in rare circumstances. CBOCES employees should be aware that electronic mail messages may remain retrievable even if they have been deleted and that a statement made in electronic mail communications can form the basis of various legal claims against the individual author or the CBOCES.~~

~~CBOCES employees will be subject to disciplinary action for violation of this policy and regulation.~~

~~Employees should take care when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message “DO NOT FORWARD”.~~

~~To keep use of CBOCES electronic mail system restricted to employees and board members who are licensed CBOCES users, a user may not leave his/her computer or terminal “signed (logged) on” when unattended and may not leave a password available in an obvious place near the terminal nor share a password with anyone except the electronic mail system administrator.~~

### **Mail**

~~Except for director information, student records will not be transmitted by electronic mail. Student records are accessed by appropriate e-mail via more restricted, highly secure systems, though often on the same physical network.~~

~~Electronic mail sent or received by the Board, the CBOCES, or the CBOCES employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All Board and CBOCES electronic mail communications will be monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with state law.~~

### **Storage**

~~Upon sending or receiving electronic mail, users will segregate or store separately messages which constitute public records.~~

~~Storage of public E-mail records may be accomplished by creating a separate storage location for public electronic mail on the hard drive of the recipient’s computer or terminal, by saving public electronic mail to a disk or similar storage apparatus, or by printing the electronic mail on paper and deleting it from the electronic mails system. If the electronic mail is printed on paper, that document will be located with other documents having similar retention characteristics and will be treated like any other public record of the CBOCES. If a separate storage location or disk is used, it must be clearly identified as “public electronic mail”.~~

~~All CBOCES electronic mail records that have not previously been printed on paper will be retained by the recipient for a period of 180 days. Prior to expiration of the 180-day period, the recipient will notify the custodian of records for CBOCES, forwarding said records in an agreed-upon fashion (electronically, by disk, or in print).~~

LEGAL REFS.: \_\_\_\_\_ C.R.S. 24-6-401 *et seq.* (Colorado Sunshine Act)  
\_\_\_\_\_ C.R.S. 24-72-201 *et seq.* (Colorado Open Records Act)  
\_\_\_\_\_ C.R.S. 24-80-010 *et seq.* (State Archives and Public Records)

Reviewed: CASB 2005  
Adopted: June 16, 1998  
Centennial BOCES

**This exhibit is recommended for deletion as it is included in hiring forms and updated by**  
**HR**  
**~~STAFF TERMS AND CONDITIONS FOR USE OF CENTENNIAL BOCES TECHNOLOGY~~**  
**~~RESOURCES~~**

**~~Please read the following carefully before signing the attached agreement. This is a legally binding document.~~**

~~Technology, including the Internet and electronic mail, is available to Centennial BOCES staff. One of the goals in providing this service to staff is to promote excellence in the CBOCES services by facilitating resource sharing, innovation, collaboration and communication. To support these goals, all staff must agree to adhere to the terms and conditions stated below. These terms and conditions support the Centennial BOCES policies Staff Use of Electronic Mail (EGAEA) and Staff Use Centennial BOCES Technology (GBEE). Failure to follow the stated terms and conditions may result in the loss of the privilege to use these tools, in disciplinary action and/or appropriate legal action.~~

**Terms and Conditions**

**~~1. Acceptable Use Procedure~~**

~~Centennial Board of Cooperative Educational Services (CBOCES) technology must be used in a responsible, efficient, ethical and legal manner in accordance with the policies and procedures.~~

~~Transmission of World Wide Web publications, of any material in violation of any U.S. or state regulation, or beyond the scope of the educational objectives of the CBOCES is prohibited. This includes, but is not limited to:~~

- ~~• Copyrighted material~~
- ~~• Pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form)~~
- ~~• Material protected by trade secret~~
- ~~• Material which is threatening, promotes violence or advocates destruction or property~~
- ~~• Material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another~~
- ~~• Material related to political elections (state law prohibits the use of any public funds for political activities)~~

~~In addition, use of CBOCES technology resources by employees may not:~~

- ~~• Use inappropriate or profane language or material likely to be offensive to others in the CBOCES or school communities, including sexually harassing or discriminatory material~~
  - ~~• Use software without proof of proper licensing~~
  - ~~• Impersonate another user or transmit or publish material anonymously~~
  - ~~• Conduct a business or other for-profit activity~~
- ~~• Use CBOCES technology in such a way that the CBOCES will incur an expense unless spending authority has been granted by the appropriate administrator~~
- ~~• Destroy, modify or abuse CBOCES owned technology or disrupt the operation of any network within the CBOCES or any network connected to the internet, including the use, attempted use or possession of computer viruses~~
  - ~~• Create, transmit or retransmit chain mail, junk mail, non-business related correspondence~~
  - ~~• Fail to report any violation of the provisions contained herein to his or her supervisor.~~



**Employees will:**

- Use up-to-date virus protection software on any computer on which CBOCES files are created, saved or modified; this includes electronic mail
- Check CBOCES electronic mail accounts on a regular basis. Unused e-mail accounts waste resources, are a security risk, and will be deleted if no activity is detected for a period of six months
- Password protect each hard drive/ workstation/ laptop

Employees who work with students are expected to make every reasonable effort to ensure that students use technology appropriately and responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

**2. Student Information**

Privacy of student information and adherence to FERPA (Family Educational Rights and Privacy Act) is critical. CBOCES employees shall not transmit or electronically publish material regarding students, parents/guardians or CBOCES employees that are protected by confidentiality laws. Do not use electronic mail for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee and student records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students, EGAEA (Staff Use of Electronic Mail) and GBEE (Staff Use of Centennial BOCES Technology).

**3. Privacy**

Electronic mail and other electronic records are subject to the Public Records law which means that any e-mail or files sent, received, or stored on the school district's technology systems could become public information (i.e. appear in a newspaper) or subpoenaed for court purposes. In addition, the CBOCES reserves the right to inspect electronic mail if there is reasonable cause to expect wrong doing or misuse of the system. Deleted e-mail can often be retrieved if necessary. For these reasons, employees should have no expectation of privacy of electronic files.

**4. Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a technology related security problem in CBOCES, you must notify a system administrator immediately. Do not demonstrate the problem to other users. Do not use another employee's account; modify files, passwords or data belonging to another employee without consent from that individual or authorization from the appropriate administrator. Attempts to log on to CBOCES systems as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to CBOCES technology.

**5. Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy or alter data of another user, the CBOCES, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.

## **6. Privilege**

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The department administrator will deem what is inappropriate use and that decision is final. The system administrator(s) may restrict access to technology resources at any time, as required.

## **7. No warranty**

CBOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing. CBOCES will not be responsible for any damages you suffer using the CBOCES technology. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. CBOCES specifically denies any responsibility for the accuracy or quality of information obtained through this service. All employees must indicate their knowledge of and agreement with the above conditions by signing the attached staff contract agreement for use of CBOCES technology resources.

**LEGAL REFS:** — 20 U.S.C. 6801 *et seq* (Elementary and Secondary Education Act)  
20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974  
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)  
47 U.S.C. 231 (Child Online Protection Act of 2000)  
C.R.S. 24-6-401 *et seq* (Colorado Sunshine Act)  
C.R.S. 24-72-201 *et seq* (Colorado Open Records Act)  
C.R.S. 24-80-010 *et seq* (State Archives and Public Records)

**CROSS REFS:** — EGAEA, Staff Use of Electronic Mail  
GBEB, Staff Conduct and Responsibilities  
GBEA, Staff Ethics  
JS, Student Use of District Technology  
JRA/JRC, Student Records/Release of Information

Revised: February 19, 2009  
Adopted: June 16, 1998  
Centennial BOCES

**STAFF AGREEMENT AND APPLICATION**

**FOR USE OF CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
TECHNOLOGY RESOURCES**

**Directions:** After reading policy GBEE—STAFF TERMS AND CONDITIONS FOR USE OF CBOCES TECHNOLOGY RESOURCES and reviewing policy EGAEA—PUBLIC ELECTRONIC MAIL RECORDS, please read and legibly complete the following agreement. Keep pages 1-3 for your records and return pages 4-5 of **this agreement to the HR Office.**

Employee Name: \_\_\_\_\_

**ACCEPTABLE USE AGREEMENT**

I have read the Terms and Conditions for Use of Centennial BOCES Technology Resources, I understand and will abide by the stated Terms and Conditions. I understand that my use of CBOCES technology must comply with CBOCES policy on Staff Conduct (File GBEB) and Staff Ethics (File GBEA). I will not use CBOCES technology resources to conduct a business, to engage in political activity, to create or spread computer viruses or chain mail or any activity that would violate state or federal laws. CBOCES may modify the Terms and Conditions at any time by publishing the modified condition(s) on the CBOCES web site.

I understand that CBOCES electronic mail is subject to Open Records law and thus is public record unless the specific content is excluded from public record by the Federal Family Educational Rights and Privacy Act or other laws. I have no expectation of privacy when using district electronic mail systems. I alone will use any electronic mail account that I am issued by the CBOCES and I understand it is not meant for use by my family members or students.

I understand that violation of the stated terms and conditions is unethical and may constitute a criminal offense. Failure to comply could result in the loss of the privilege to use district technology and may result in disciplinary action, up to and including dismissal, and/or appropriate legal action.

I understand that when I am no longer employed by the Centennial BOCES, the Human Resource Department will inform the Information Technology Department. I further understand that this document and my signature retain their life throughout employment with Centennial BOCES.

Centennial BOCES technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the policies and educational objectives of the Centennial BOCES. Transmission or World Wide Web publication of any material in violation of any U.S. or state regulation or beyond the scope of the educational objectives of the district is prohibited. This includes, but is not limited to: copyrighted material, pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form), material protected by trade secret, material which is threatening, promotes violence or advocates destruction of property, material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another, material related to political elections. State law prohibits the use of any public funds for political activities.

In addition, use of Centennial BOCES technology resources by employees may not:

Use inappropriate or profane language or material likely to be offensive to others in the community, including sexually harassing or discriminatory material, use software without proof of proper licensing, impersonate another user or transmit or publish material anonymously, conduct a business or other for-

~~profit activity, use CBOCES technology in such a way that the CBOCES will incur an expense unless  
spending authority has been granted by the appropriate administrator, destroy, modify or abuse CBOCES  
owned technology or disrupt~~

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Portion of Document**

Directions: All staff members are **required** to complete this section.

Full Name (please print): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Username\*: \_\_\_\_\_

~~\* Convention used is first initial and last name, can use middle initial also, all small letters with no spaces~~

Please provide contact information for notice when the **NEW EMPLOYEE** account setup is complete:

Department: \_\_\_\_\_

Email address for confirmation message: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Human Resource Department Official

Revised 2-19-09

Internal Use Only:  
☐ Setup complete Initials:

## **PUBLIC ELECTRONIC MAIL RECORDS COMMUNICATION**

Electronic communication is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional or global computer network.

All Centennial BOCES electronic communication systems are owned by Centennial BOCES and are intended for the purpose of conducting official CBOCES business only. CBOCES electronic communication systems are not intended for personal use by CBOCES employees. Employees shall have no expectation of privacy when using CBOCES electronic communication systems.

Electronic communication sent or received by the Board, CBOCES or CBOCES employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever CBOCES is a party in litigation or reasonably anticipates being a party in litigation, Board members and CBOCES employees in possession of electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the executive director or designee.

To ensure compliance with applicable law and Board policy, CBOCES retains the right to review, store and disclose all information sent over CBOCES electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access CBOCES information in the employee's absence.

Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence CBOCES's functions, policies, decisions, procedures, operations or other activities of CBOCES or that contain valuable CBOCES data.

Electronic communication on CBOCES computers or CBOCES electronic communication systems shall be retained only as long as necessary. Such electronic communication shall be deleted on a routine basis unless otherwise required to be retained by Board policy or state or federal law.

The custodian of records for CBOCES shall assist the public in locating any specific public electronic records requested and shall provide public access to public electronic records in accordance with state law. The CBOCES's records custodian shall also be responsible for assisting CBOCES's schools and other sites in complying with record retention requirements.

BOCES employees may be subject to disciplinary action for violation of this policy.

Electronic mail ("e-mail") is a message that is transmitted between two or more computers or electronic terminals; regardless of physical form. Electronic mail sent or received by the Board, the BOCES, or the BOCES employee is considered a "public record", subject to retention under the state and federal laws.

In order to insure compliance with the law, Centennial BOCES policies and regulations as well

~~as appropriate use of the electronic communications systems, the CBOCES retains the right to inspect, maintain, and disclose all electronic communications sent over the CBOCES electronic mail system. Therefore, employees have no expectation of privacy when using CBOCES electronic mail systems. Employees are hereby notified that electronic messages can be retrieved even after those messages have been deleted from an individual computer. Other avenues of communications should be used for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege.~~

~~CBOCES employees may not access another employee's electronic mail without the employee's consent or authorization from the Executive Director or CFO — HR Director. CBOCES employees will take appropriate security measures, which include maintaining the confidentiality of passwords and codes and insuring that terminals do not become available for unauthorized use. Users of the CBOCES electronic mail systems are responsible for using the system appropriately as outlined in the associated regulations and acceptable use, agreement. Improper use includes but is not limited to violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act, and the Colorado Open Records Act or local, state and federal laws. Use of the system must comply with CBOCES policy including GBEB (Staff Conduct and Responsibilities), GBEA (Staff Ethics) and JO (Student Records). Use of CBOCES electronic mail systems for which the CBOCES will incur an expense are not permitted without authorization from the appropriate administrator. Failure to follow the acceptable use procedures may result in loss of the privilege to use electronic mail and may result in disciplinary action.~~

LEGAL REFS:    ~~20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974~~  
                     ~~CRS 24-6-401 et seq. (Colorado Sunshine Act)~~  
                     ~~CRS 24-72-201 et seq. (Colorado Open Records Act)~~  
                     ~~C.R.S. 24-72-203 (1)(b)(I) (BOCES must adopt a policy regarding the~~  
                     ~~retention, archival and destruction of electronic records)~~  
                     ~~C.R.S. 24-72-204.5 (BOCES must adopt policy on monitoring of electronic~~  
                     ~~mail)~~  
                     ~~CRS 24-80-101 et seq. (State Archives and Public Records)~~

CROSS REFS:    ~~EHB, Records Retention~~  
                     ~~GBEE, Staff Use of the Internet and Electronic Communications CBOCES~~  
                     ~~Technology~~  
                     ~~GBEA, Staff Ethics~~  
                     ~~GBEB, Staff Conduct and Responsibilities~~  
                     ~~GBJ, Personnel Records/Files~~  
                     ~~JO, Student Records~~  
                     ~~JS, Student Use of the Internet and Electronic Communications CBOCES~~  
                     ~~Technology~~  
                     ~~KDB, Public's Right to Know/Freedom of Information~~

Revised:

Revised: February 19, 2009

Adopted: February 13, 2003

Centennial BOCES

**COPYRIGHT COMPLIANCE : ~~EDUCATIONAL USE OF PRINT AND NON-PRINT MATERIALS~~**

Centennial BOCES recognizes that copyright laws make it illegal to duplicate copyright materials without permission, except for certain exempt purposes. The Centennial BOCES also recognizes that severe penalties may be assessed for the authorized copying of audiovisual or printed materials and computer software, unless the copying conforms to the “fair use” doctrine.

It is the intent of Centennial BOCES to adhere to copyright laws and guidelines in all areas, e.g., print, computer software, audiovisual materials, music, electronic data, etc. Centennial BOCES employees are expected to adhere to the provisions of law, rules, regulations and guidelines concerning the use of copyrighted materials. Legal or insurance protection of the Centennial BOCES shall not be extended to employees who violate copyright laws.

There shall be made available, at the Centennial BOCES level as well as the respective building levels, information on copyright infringement and “fair use” guidelines for copyrighted materials.

~~The Board of Directors directs that all employees abide by all provisions of the United States Copyright Law. Any staff member who willfully violates the Copyright Law shall be held personally responsible for the violation. No legal assistance will be provided by the BOCES for alleged copyright infringements unless the Board determines the allegations are not valid and/or the employee was justified in his/her actions.~~

LEGAL REF.: 17 U.S.C. 101 et seq. (copyright law)

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**USE OF WIRELESS COMMUNICATION DEVICES BY CENTENNIAL BOCES  
TRANSPORTATION VEHICLE OPERATORS**

While the Board believes the use of wireless communication devices by Centennial BOCES transportation vehicle operators is important to provide instant communication regarding emergencies as well as to convey other important information, vehicle operators shall be subject to the following restrictions to ensure safe use.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, beepers, pagers, etc.

Vehicle operators shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the Centennial BOCES transportation vehicle or while the vehicle is in motion.

Under usual circumstances, use of Centennial BOCES owned wireless communication devices shall be allowed when used to assist a vehicle operator and/or dispatcher in the necessary communications periodically needed to safely deliver students – home to school, school to school and school to home. Use of such devices while the vehicle is in motion shall be limited whenever possible.

Violation of this policy may subject the vehicle operator to disciplinary action.

LEGAL REFS.: C.R.S. 42-4-239 (using a wireless telephone for text messaging while driving is prohibited)  
1 CCR 301-26, Rule 4204-R-232.00 (rules governing operation of school transportation vehicles–use of cell phones/two way radios)

CROSS REF.: EEAE, Transportation Safety

Adopted:



## **PROCEDURES FOR DRUG AND ALCOHOL TESTING FOR EMPLOYEES WITHOUT COMMERCIAL DRIVER'S LICENSE OF MOTOR VEHICLE OPERATORS**

In accordance with the accompanying policy, post-accident and reasonable suspicion controlled substance and alcohol tests may be administered to a Centennial BOCES employee who at any time operates a Centennial BOCES vehicle. The Centennial BOCES may elect to join a consortium which administers tests and performs related duties in accordance with the law.

References to *tests* in this regulation include both drug and alcohol tests unless the context specifies otherwise. The terms *drugs* and *controlled substances* are interchangeable and have the same meaning and refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines).

### **Post-Accident Testing**

Tests will be conducted As soon as practicable after an accident on any involving one of its motor vehicles, the Centennial BOCES employee who shall test each driver for drugs and alcohol:

1. Who Was performing safety-sensitive functions job-related duties with respect to the vehicle (e.g. inspecting, repairing, driving, loading or unloading, or waiting to be dispatched) if and the accident involved the loss of human life; or
2. who Where any person involved in the accident required immediate medical attention away from the scene and the employee received a citation under state or local law for a moving traffic violation arising from the accident; or
3. Where the vehicle required towing from the scene and the employee received a citation for a moving violation.

No Centennial BOCES employee involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident alcohol test, whichever occurs first.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they are obtained by the Centennial BOCES.

If an alcohol test is not administered within two (2) hours after the accident, the Centennial BOCES shall prepare and maintain a record of the reasons why. If an alcohol test is not administered within eight (8) hours after the accident, the Centennial BOCES shall cease attempts to administer the test and shall prepare and maintain a record of the reasons why the test was not administered.

If a drug test is not administered within thirty two (32) hours after the accident, the Centennial BOCES shall cease attempts to administer the test and shall prepare and maintain a record of the reasons why the test was not administered.

Drivers who are subject to post accident testing may be deemed by the Centennial BOCES to have refused to submit to testing if they have not remained readily available for testing.

### **Random Testing**

~~Unless modified by law, the minimum annual percentage rate for random alcohol testing shall be twenty five (25) percent of the average number of driver positions within the Centennial BOCES or any consortium in which it participates. A driver shall only be tested for alcohol while the driver is performing safety sensitive functions, just before the driver is to perform safety sensitive functions, or just after the driver has ceased performing such functions.~~

~~Unless modified by law, the minimum annual percentage rate for random drug testing shall be fifty (50) percent of the average number of driver positions within the Centennial BOCES or any consortium in which it participates.~~

~~The selection of drivers for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table of a computer based random number generator that is matched with the drivers' social security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.~~

### **Reasonable Suspicion Testing**

~~Tests may be conducted when a~~ The Centennial BOCES official shall require drivers to submit to drug and/or alcohol tests when it has reasonable suspicion that the employee has violated the Centennial BOCES's alcohol or drug prohibitions.~~y are under the influence of drugs or alcohol when reporting for or remaining on duty which requires the performance of safety sensitive functions. Drivers under reasonable suspicion shall not perform any safety sensitive functions until after they have been tested with acceptable results. This reasonable suspicion must shall be based on specific, contemporaneous, articulable observations concerning the employee's appearance, behavior, speech, or body odors of the driver.~~

Tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the employee must comply with the BOCES's alcohol and drug prohibitions.

A BOCES official who makes a finding of reasonable suspicion also must make a written record of his or her observations leading to a reasonable suspicion test within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier.

2. ~~The required observations for drug and alcohol reasonable suspicion testing shall be made by a supervisor or Centennial BOCES official who has received at least (60) minutes of training on alcohol misuse and an additional sixty (60) minutes of training on drug use, both of which must cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of drugs.~~

### **Return-to-Duty Testing**

~~Before a driver may return to duty requiring the performance of a safety sensitive function after testing positive for drugs and/or alcohol, the driver shall undergo a return to duty alcohol test indicating an alcohol concentration of less than 0.02 or a return to duty drug test indicating a verified negative result for controlled substances use, as applicable. Follow up testing shall be conducted as required by law.~~

~~Each driver who has tested positive for drugs and/or alcohol shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and drug use. The Centennial BOCES shall make~~

~~information available to employees who test positive for drugs and/or alcohol concerning resources available in the community to evaluate and resolve substance abuse problems.~~

### **Records keeping Requirements and Disclosure**

~~Employee drug and alcohol test results and records shall be confidential and released only in accordance with law. A driver shall be entitled, u~~Upon written request, ~~an employee will receive to obtain copies of any Centennial BOCES records pertaining to the driver's personal use of drugs or alcohol tests, including test results.~~ Records ~~will shall~~ be made available to a subsequent employer ~~or other identified persons as expressly upon receipt of a written requested in writing by the employee from a driver.~~

~~The Centennial BOCES shall prepare and maintain an annual calendar year summary of the results of its drug and alcohol testing program by March 15 of each year. A consortium may prepare annual calendar year summaries and reports on behalf of the CBOCES, but the CBOCES remains responsible for ensuring the accuracy and timeliness of each report prepared on its behalf.~~

### **Notifications**

~~Before performing a drug or alcohol test, the Centennial BOCES shall notify the driver that the test is required by federal regulations.~~

~~The Centennial BOCES shall notify a driver of the results of a pre-duty drug test if the driver so requests within sixty (60) calendar days of being informed of the disposition of his or her employment application.~~

The Centennial BOCES ~~will shall~~ notify ~~an employee driver~~ of the results of ~~random~~, reasonable suspicion and post-accident drug tests if the test results are verified positive. The Centennial BOCES ~~will shall~~ also inform the ~~employee driver~~ which ~~drug(s) controlled substances~~ were verified as positive.

~~Employees will inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the employee that it will not adversely affect the ability to safely operate a Centennial BOCES vehicle.~~

### **Definitions**

~~The term "drugs" as used in these regulations means marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).~~

~~The term "driver" as used in these regulations means any person who is subject to the commercial driver's license requirements and operates a Centennial BOCES motor vehicle. The term includes full time, regularly employed drivers and casual, intermittent, or occasional drivers.~~

~~The term "safety sensitive function" as used in these regulations means any of the following functions:~~

- ~~1. All time at the transportation department or other CBOCES facility waiting to be dispatched, unless the driver has been relieved from duty by the CBOCES;~~

- ~~2. all time inspecting, servicing or conditioning any CBOCES motor vehicle or its equipment;~~
- ~~3. all time spent driving a CBOCES motor vehicle;~~
- ~~4. all time, other than driving time, in or upon any CBOCES motor vehicle;~~
- ~~5. all time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;~~
- ~~6. all time spent performing the driver requirements relating to accidents;~~
- ~~7. all time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle; and~~
- ~~8. "Performing a safety sensitive function" includes any period in which the driver is actually performing, ready to perform or immediately available to perform any safety-sensitive function.~~

### **Prohibited Conduct and Consequences for Violations**

~~Drivers who perform safety sensitive functions are prohibited from reporting for or remaining on duty under the influence of alcohol or under the influence of a drug which has not been prescribed by a physician who has knowledge of the driver's safety sensitive job functions and who has certified that the drug will not adversely affect the driver's ability to safely perform such functions.~~

- ~~1. Drivers who test positive for drugs, or who have an alcohol concentration of 0.04, or greater, shall not be hired or shall be subject to employment termination, as appropriate.~~
- ~~2. Drivers who have an alcohol concentration of 0.02 or greater, but less than 0.04 shall not be hired or shall be subject to discipline up to and including employment termination for the first violation, as appropriate, and shall be subject to employment termination for any subsequent violation. Drivers who have an alcohol concentration of 0.02 or greater, but less than 0.04, shall not be permitted to perform safety sensitive functions for at least 24 hours.~~
- ~~3. Drivers who refuse to submit to any required drug or alcohol test shall not be hired, or shall be subject to employment termination, as appropriate.~~

### **Testing**

#### **General Requirements**

~~The Centennial BOCES shall make available copies of its policy and procedures and educational materials that explain the requirements of the law to each driver prior to the start of drug and alcohol testing and to each driver subsequently hired or transferred into a position which requires the performance of safety sensitive functions.~~

~~The policy, procedures, and educational materials that must be available to drivers shall include a discussion of at least the following:~~

- ~~1. The identity of the person designated by the Centennial BOCES to answer driver questions about the materials;~~
- ~~2. the categories of drivers who are subject to the regulations;~~
- ~~3. sufficient information about the safety sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with the regulations;~~
- ~~4. specific information concerning driver conduct that is prohibited by the regulations;~~
- ~~5. the circumstances under which a driver will be tested for alcohol and/or drugs under the regulations;~~
- ~~6. the procedures that will be used to test for the presence of alcohol and drugs, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;~~
- ~~7. the requirement that a driver submit to alcohol and drug tests administered in accordance with the regulations;~~
- ~~8. an explanation of what constitutes a refusal to submit to an alcohol or drug test and the attendant consequences;~~
- ~~9. the consequences for drivers found to have violated these procedures, including the requirement that the driver be removed immediately from safety sensitive functions, and the procedures concerning referral, evaluation, and treatment;~~
- ~~10. the consequences for drivers found to have an alcohol concentration of 0.02 or greater, but less than 0.04; and~~
- ~~11. information concerning the effects of alcohol and drug use on an individual's health, work, and person life, signs and symptoms of an alcohol or drug problem (the driver's or a co-worker's), and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to any employee assistance program and/or referral to the administration or board of directors.~~

~~Each driver is required to sign a statement certifying that he or she has received a copy of the educational materials, and the Centennial BOCES shall maintain the original of the signed certificate.~~

~~The Centennial BOCES shall make available to drivers necessary post accident information, procedures, and instructions prior to their operation of any Centennial BOCES motor vehicle.~~

### **Pre-Duty Testing and Inquiries**

~~Prior to the first time a driver performs safety sensitive functions for the Centennial BOCES, the driver shall undergo a drug and alcohol test indicating an alcohol concentration less than 0.02 and a verified negative drug test result.~~

- ~~1. Exceptions to pre-duty testing exist under federal law if the driver applicant has been tested for alcohol within the previous six (6) months under an approved program with an alcohol concentration of less than 0.04 and/or has participated in an approved drug testing program within the previous thirty (30) days and either tested negative for drugs within the past six (6) months or participated in a random drug testing program for the previous twelve (12) months. The Centennial BOCES shall obtain the information and verifications required by law if these exceptions are applied.~~
- ~~2. No later than fourteen (14) days after the first time a newly hired driver performs safety-sensitive functions, the Centennial BOCES shall obtain, pursuant to the driver's consent and in accordance with federal law, information maintained by the driver's previous employers pursuant to the federal regulations on the driver's alcohol tests with a concentration result of 0.04 or greater, positive drug test results and refusals to be tested~~

~~within the preceding two (2) years. The Centennial BOCES shall not permit a driver to perform safety sensitive functions after this fourteen (14) day period unless the required information has been obtained.~~

LEGAL REFS.: ~~49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing Regulations)  
49 C.F.R. Part 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs)  
C.R.S. § 42-4-235 (4) (Minimum Standards for Commercial Vehicles)  
8 C.C.R. § 1507-1 (Rules and Regulations Concerning Minimum Standards for the Operation of Commercial Vehicles)~~

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**DRUG AND ALCOHOL TESTING FOR EMPLOYEES WITHOUT COMMERCIAL  
DRIVER'S LICENSE**

The Centennial BOCES is committed to the safe operation of all Centennial BOCES motor vehicles. The Centennial BOCES has adopted this drug and alcohol testing policy to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by operators of Centennial BOCES-owned motor vehicles (non-CDL drivers). Use of controlled substances and misuse of alcohol impairs an employee's ability to perform safely on the job, which may result in increased safety risks, hazards to the public, employee injuries, and impaired decision making.

Testing under this policy is not being conducted pursuant to the Federal Highway Administration Controlled Substance and Alcohol Testing Rule. The administrative and testing procedures and employee requirements for post-accident and reasonable suspicion tests are set forth in the regulation accompanying this policy. The Centennial BOCES may elect to join a consortium which administers tests and performs related duties.

This policy applies to Centennial BOCES employees who are required to drive Centennial BOCES vehicles as part of their job duties, or who volunteer to drive Centennial BOCES-owned vehicles.

It is a violation of this policy for an employee to refuse a controlled substance and/or alcohol test, or to refuse to release the results of a test. Such refusal will be grounds for disciplinary action, including termination.

CROSS REFS.: EEAEA, School Transportation Vehicle Operator Requirements and Training  
GBEC, Alcohol and Drug-Free Workplace  
GDQD, Discipline, Suspension and Dismissal of Support Staff

Adopted:

**SCHOOL TRANSPORTATION VEHICLE OPERATOR REQUIREMENTS AND  
TRAINING**

School transportation vehicle operators shall conform to state and federal laws and regulations regarding training, licensing and other requirements and shall participate in required inservice training programs.

This shall apply to all operators including those on regular routes, activity and/or other trips.  
~~As necessary, the Executive Director shall establish guidelines governing use of Centennial BOCES vehicles and use of private vehicles for CBOCES business.~~

~~Such guidelines shall address safety issues, expense reimbursement, program needs and other appropriate factors.~~

LEGAL REFS.: C.R.S. 42-2-401 et seq. (Commercial Driver's License Act)  
1 CCR 301-26, Rules 4204-R-200 et seq. (rules governing operation of  
school transportation vehicles)

CROSS REF.: EEAEG, Use of Wireless Communication Devices on School  
Transportation Vehicle Operators

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES



**VEHICLE SAFETY INSPECTION AND MAINTENANCE PROGRAM**  
**TRANSPORTATION SAFETY**

The Centennial BOCES shall comply with all applicable state laws and regulations pertaining to the operation of school vehicles and shall make these requirements known to Centennial BOCES transportation staff. It shall also cooperate with local safety officials in formulating and accomplishing its vehicle safety program.

The safety and welfare of student riders shall be the first consideration in all matters pertaining to the Centennial BOCES vehicle safety program. All vehicles used to transport students shall be inspected periodically to see that they meet safety regulations.

The use of safety belts in Centennial BOCES transportation vehicles is mandatory for all personnel using vehicles that are equipped with safety belts. Before moving the vehicle, operators of all Centennial BOCES transportation vehicles shall be responsible for ensuring that passengers are belted or secured in a child restraint system, in accordance with applicable law.

~~The Executive Director shall be responsible for a quality safety inspection program for Centennial BOCES vehicles.~~

~~The Executive Director or designee shall be responsible for the supervision of all transportation personnel, bus operation, and maintenance of all Centennial BOCES vehicles and coordination of an appropriate safety program.~~

LEGAL REFS.:	<u>C.R.S. 42-4-707 (certain vehicles must stop at railroad grade crossings)</u>
	<u>C.R.S. 42-4-236 (children must be placed in a child restraint system that is appropriate for the child's size and age)</u>
	<u>1 CCR 301-26, Rules 4204-R-200 et seq. (rules governing operation of school transportation vehicles)</u>

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**This regulation is recommended for deletion as it is included in employment documents. KEYS**

~~The Executive Director shall be responsible for the distribution of keys. Only those persons specifically authorized by the building administrator shall have keys to school property. Unauthorized use of the keys, including copying, loaning, or other misuse, may result in disciplinary action, including dismissal.~~

Reviewed: CASB 2005  
Adopted: June 16, 1998  
Centennial BOCES

## SECURITY/ACCESS TO BUILDINGS

Security for Centennial BOCES ~~school and office buildings and grounds (during regular school and work hours, as well as non-school and non-work hours)~~ contributes to the well-being and safety of students and employees as well as to that of the sites themselves. For safety and security purposes, access to Centennial BOCES buildings, whether by students, staff members or visitors, shall be limited as deemed appropriate for each building.

Each ~~office and school building~~ shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

~~During regular school hours, flow of traffic in to and out of buildings shall be closely monitored and limited to certain doors. Visitors shall be required to check in to show proper identification and reason for being at the school and shall wear name tags identifying them as visitors. This will not apply when parents/guardians have been invited to a classroom or assembly program.~~

~~Access to CBOCES offices and school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it and to sponsors of approved student activities. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against entrance to buildings by persons unauthorized to have keys.~~

~~“Security” means not only keeping buildings locked and secure but also providing protection against physical hazards and acts of violence. It also includes having available floor plans of buildings and site plans showing boundaries and access points. The Board requires and encourages close cooperation with local police, fire, and sheriff’s departments and insurance company inspectors.~~

~~Funds and valuable records shall be kept in a secure place.~~

Alarm systems and other devices designed to ~~that~~ protect buildings against illegal entry and vandalism may ~~shall~~ be installed where appropriate. ~~Employment of security personnel may be approved in situations where special risks are involved.~~

LEGAL REFS.:       C.R.S. 18-9-112 (definition of loitering)  
                          C.R.S. 18-9-117 (unlawful conduct on public property)  
                          C.R.S. 22-32-109.1 (5) ~~(building safety and security policy is required part of school safety plan)~~

CROSS REF.:       KI, Visitors to School

Revised:

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

**This policy is recommended for deletion as its content is included in other policies.**

**~~BUILDINGS AND GROUNDS MANAGEMENT~~**

~~The management of all Centennial BOCES buildings, grounds, and facilities shall be under the supervision of the Executive Director.~~

~~The Executive Director shall, as necessary, establish the staffing and procedures necessary to provide for safety, security, maintenance, and record keeping and long range planning regarding facilities.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

## **SCHOOL CLOSINGS AND CANCELLATIONS**

The executive director is empowered to close the school or any education program or dismiss students early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood the executive director will take such action only after consultation with appropriate authorities.

Parents, students and staff members shall be informed early in each school year as to how they shall be notified in the event of emergency closings or early dismissals.

LEGAL REFS.: C.R.S. 22-1-112 (school year and national holidays)  
C.R.S. 22-5-108 (1)(c) (board authority to operate schools and classes)  
C.R.S. 22-33-101 et seq. (school attendance law)  
1 CCR 301-39, Rules 2254-R-2.06 (Board may reduce teacher-pupil instructional/contact time; closings deemed by Board necessary for health, safety or welfare of pupils)

CROSS REF.: IC/ICA, School Year/School Calendar/Instruction Time

Adopted:  
Centennial BOCES

**This policy is recommended for deletion as it is not required. FIRE DRILLS**

~~The Executive Director shall cause to be established throughout the Centennial BOCES a system for the conduct of fire drills such that all employees and students shall be adequately instructed as to the appropriate conduct in the event of a fire or similar emergency.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

## ACCIDENT REPORTS

Adequate and prompt accident reporting is essential. ~~if similar accidents are to be prevented from happening again.~~ If ~~there are~~ injuries or property damage occur, prompt reports ~~also~~ are vital in assuring the Centennial BOCES staff, students, and others of insurance coverage. Such reports may be important in the event of litigation.

~~The Board requires that a~~An accident report shall be filed on every accident that takes place on Centennial BOCES property, ~~or that involves a CBOCES school vehicle, or involves students or staff on school-sponsored trips or activities,~~ including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries of damage to property.

~~The executive director shall establish procedures for filing accident reports including details that:~~

- ~~1. ——— Might be helpful in preventing similar accidents in the future.~~
- ~~2. ——— Are needed for filing insurance claims.~~
- ~~3. ——— Might be important in case of litigation.~~

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

## **PREVENTION OF DISEASE/INFECTION TRANSMISSION (Handling Body Fluids and Substances)**

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices shall be followed by all Centennial BOCES personnel in all situations involving potential contact with any body fluids and substances.

1. Wear gloves when it is likely that hands will be in contact with body fluid and substances (blood, urine, feces, wound drainage, oral secretion, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
  - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
  - b. Cuts and sores on your skin should be routinely covered to avoid infection.
  - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.
4. Clean up as soon as possible after skin contact with any body fluid or substance.
  - a. Wash skin with soap and water.
  - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
  - c. Wash contaminated clothing and linen in detergent with hot water.
  - d. Contaminated tissues, paper towels, and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers are used when contact with body fluids or substances are anticipated.

~~Although HIV (human immuno deficiency virus)/AIDS (acquired immune deficiency syndrome) has received a great deal of attention, there are other diseases more communicable than HIV/AIDS of which staff member also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.~~

- ~~1. It is extremely difficult to be infected with HIV/AIDS. Exposure of blood to intact skin is a highly unlikely way of being infected with HIV/AIDS.~~



2. ~~HIV/AIDS is transmitted by getting blood, semen, or vaginal secretions into the bloodstream of a non-infected person.~~
3. ~~Other body substances (saliva, tears, urine, or feces) have extremely small, if any, levels of virus.~~
4. ~~There have been no documented cases of HIV/AIDS transmitted by mouth-to-mouth resuscitation.~~
5. ~~HIV is easily destroyed by common disinfectants.~~

## **~~TRANSMISSION CONCERNS BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS~~**

<b><del>Body Substance Source</del></b>	<b><del>Organism of concern</del></b>	<b><del>Transmission</del></b>
<del>Blood</del>	<del>Hepatitis B virus</del>	<del>Bloodstream inoculation</del>
<del>— cuts/abrasions</del>	<del>HIV/AIDS</del>	<del>through cuts and abrasions</del>
<del>— nose bleeds</del>	<del>Cytomegalovirus</del>	<del>on hands</del>
<del>— contaminated needle</del>		<del>Direct blood stream inoculation</del>
<del>*Feces</del>	<del>Hepatitis A virus</del>	<del>** Oral inoculation from</del>
<del>— incontinence</del>	<del>Salmonella bacteria</del>	<del>contaminated hands</del>
	<del>Shigella bacteria</del>	
<del>*Respiratory secretions</del>	<del>Common cold virus</del>	<del>** Oral inoculation from</del>
<del>— saliva</del>	<del>Influenza virus</del>	<del>contaminated hands</del>
<del>— nasal discharge</del>	<del>*** Epstein Barr virus</del>	
<del>*Vomit</del>	<del>Gastrointestinal viruses</del>	<del>** Oral inoculation from</del>
	<del>(e.g., Norwalk virus)</del>	<del>contaminated hands</del>
<del>*Urine</del>	<del>*** Cytomegalovirus</del>	<del>Bloodstream inoculation</del>
<del>— incontinence</del>		<del>through cuts and abrasions on hands</del>
<del>Semen/vaginal fluids</del>	<del>Hepatitis B virus</del>	<del>Sexual contact</del>
	<del>HIV/AIDS</del>	<del>(intercourse)</del>
	<del>Gonococcus bacteria</del>	

~~\* There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine or feces.~~

~~\*\* HAND WASHING IS VERY IMPORTANT!~~

~~\*\*\* These agents cause mononucleosis-like illness.~~

Revised:

Reviewed: CASB 2005

Centennial BOCES

**PREVENTION OF DISEASE/INFECTION TRANSMISSION**  
(Handling Body Fluids)

All Centennial BOCES schools shall provide a sanitary environment and shall establish routines, recommended by appropriate health professionals, for handling body fluids.

All CBOCES personnel working with students shall be advised of and follow routine procedures regarding handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices developed in consultation with medical personnel. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease. ~~The procedures shall be published as CBOCES regulations and distributed to all staff on a regular basis.~~ Training and appropriate supplies shall be available to appropriate CBOCES all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out ~~on a CBOCES wide basis~~, special emphasis shall be placed in those areas of CBOCES school district operations that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

LEGAL REF.:            6CCR 1010-6 (department of public health and environment rules governing schools)

CROSS REFS.:        GBGA, Staff Health  
                             JLCC, Communicable/Infectious Diseases  
                             JLCE, First Aid and Emergency Medical Care

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

## HAZARDOUS MATERIALS

~~The term “hazardous materials” or potentially hazardous materials as used in this subsection, includes any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard, or as may otherwise be as more fully defined by applicable law or regulation. The Administration Board, through the executive director, shall cause to be created establish a procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials located in the Centennial BOCES. Emergency response actions and evacuation plans shall be coordinated with the procedures, by which hazardous and potentially hazardous materials located in CBOCES facilities will be identified and properly managed.~~

The procedures shall comply with all local, state and federal laws and regulations which pertain to the safe and proper storage, transportation and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the Centennial BOCES may begin a program of identifying and managing potentially hazardous materials. Centennial BOCES personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate Centennial BOCES personnel shall be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the Centennial BOCES’s potential liability exposure through the adoption of this policy. The Centennial BOCES’s voluntary compliance with any statute or regulation to which it is not otherwise subject shall not be construed to create or assume any potential liability under any local, state or federal law or regulation.

LEGAL REFS.: 42 U.S.C. §6901 (1982 & Supp. III 1985) (Resource Conservation and Recovery Act (RCRA) and accompanying regulations)  
42 U.S.C. §9601 (1982 & Supp. IV 1986) (Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and accompanying regulations)  
49 U.S.C. 1801 (Hazardous Materials Transportation Act)  
C.R.S. 13-21-108.5 (persons rendering assistance relating to discharge of hazardous materials immune from civil liability)  
C.R.S. 24-10-106.5 (duty of care in Colorado Governmental Immunity Act)  
C.R.S. 25-15-101 et seq. (state hazardous waste management program)  
C.R.S. 29-22-101 et seq. (hazardous substance incidents)  
C.R.S. 42-20-101 et seq. (Hazardous Materials Transportation Act of 1987)  
[6 CCR 1010-6 (department of public health and environment rules governing schools)]

Reviewed:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**LEASING OF FACILITIES**

The Centennial BOCES may lease such facilities as are necessary for the operation of its programs. Any such lease shall require the approval of each participating board of education.

LEGAL REFS.: C.R.S. 22-5-111 (2) (leasing of buildings and facilities)  
C.R.S. 22-32-127 (leases exceeding one year)  
C.R.S. 22-45-103 (1) (funding)

Adopted:  
Centennial BOCES

## **FACILITIES PLANNING**

The Board of Directors recognizes that planning of facilities is an ongoing process that requires resources to carry out short and long-range facilities planning responsibilities. The executive director shall establish a facilities planning process that includes:

1. Coordinating a process to identify, evaluate, validate, and document capital improvement needs.
2. Maintaining and updating a comprehensive list of capital improvement needs.
3. Maintaining complete and current educational and technical specifications.
4. Providing facility needs data and background information for development of short and long-range capital improvement programs.
5. Maintaining permanent facility project record documents and providing facility record information.
6. Conducting a thorough technical evaluation of proposed school sites.
7. Providing consultation, research, and information on facility matters.
8. Keeping abreast of educational program changes/trends and their facility impact.

Reviewed: July 2017

Reviewed: CASB 2005

Centennial BOCES

## **PRIORITIZATION OF FACILITY IMPROVEMENTS**

### **Priority 1 – Critical Projects**

This group includes those projects that are deemed to be of utmost importance. For this reason, projects in this group need to be accomplished as soon as feasible and preferably within a year, subject to the availability of funds. The following are the types of projects that are included in priority Group 1.

1. Projects involving health and safety (water supply that may become contaminated, poor traffic patterns that endanger safety, potential structural failures, installation of emergency systems, etc.)
2. Projects mandated by law (Americans with Disabilities Act, EPA regulations, state-local health department regulations, code revisions, etc.)
3. Projects necessary to avoid a building or facility being temporarily closed (leaking boiler, cracked combustion chamber in a furnace, etc.)
4. Projects necessary to prevent other damage to a building or site (extensive roof leaks that can cause interior damage, severe erosion along foundations and footings, etc.)
5. Projects which retard deterioration or which will cause an inordinate increase in scope or cost if delayed beyond one year (roof deterioration that will impact other building components such as deck, insulations, electrical, flooring, wall finishes, if not corrected; extensive deterioration in pavement that could adversely affect sub grade conditions or that create a safety hazard if not repaired, etc.)
6. Projects which provide permanent additional capacity housing for students (when current enrollment at a school is greater than 125% of permanent program capacity, permanent facilities or other alternatives for housing students should be provided unless projections indicate a declining enrollment trend)

### **Priority Group 2 – Necessary Projects**

This group includes those projects that are essential to support the facilities' mission and purpose. Although they are important in nature, they are not as critical and urgent as those projects in Group 1. Group 2 projects should be accomplished within the next five years, subject to availability of funds. Examples include:

1. Necessary preventative repairs and improvements to maintain the integrity of and keep in operation a building or facility (replacement of equipment and systems that have served their useful life, including boilers, electrical panels, roofs, floor replacement, pavement overlay, etc.)
2. Projects which provide permanent housing for students (new schools and additions required to permanently house current or projected enrollment not exceeding 125% or permanent program capacity, etc.)
3. Projects which support existing instruction/auxiliary service programs (additions, renovation of open space classrooms, acoustical treatment in instructional areas, renovation of older schools to meet current program standards, renovation to provide functional facilities, etc.)

4. Projects which support the expansion of or changes in instructional/auxiliary service programs (computer classrooms, modular technical education laboratories and similar improvements)
5. Projects which provide operational efficiencies and economies (energy conservation projects, pavement sealing/overlays, ditch water irrigation systems, HVAC control automation and automated irrigation systems, and projects that provide a substantial cost avoidance or return on investment)

A large number of capital improvement needs are usually identified as Group 2 priorities. Therefore, this priority group is divided into six sub-groups as follows:

**Priority Group 2A**

Necessary repairs and improvements to maintain the safety and integrity of the building and avoid imminent failure of a building system that would cause the facility to be shut down and/or result in a substantial loss (roof replacement, boiler replacement, heating pipe and domestic water pipe replacement, etc.)

**Priority Group 2B**

Projects required to house students in permanent facilities on a regular single track schedule (new schools or additions to existing schools where the projected five year future enrollment, based on the most current enrollment projection report, exceeds the permanent program capacity by 20% or more)

**Priority Group 2C**

Projects which support existing instructional/auxiliary service programs and will provide a substantial return on investment, including acoustical improvements, renovation of classroom facilities and renovation/upgrade of facilities 35 years old and older that have had no major remodeling during the last ten years, including mechanical, electrical, core facility, and flooring improvements as required.

**Priority Group 2D**

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 30 years old and older that have had no major remodeling during the last ten years and site improvement projects required to provide safe and functional site facilities, including mechanical, electrical, core facility and flooring improvements as required.

**Priority Group 2E**

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 25 years old and older that have had no major improvements during the last 10 years, including mechanical, electrical, core facility and flooring improvements as required.

**Priority Group 2F**

Necessary maintenance or repairs to maintain the site facilities (pavement, drainage and other projects which provide operational efficiencies and economies) and projects that support the expansion of instructional/auxiliary service programs (computer labs, modular technical education laboratories, etc.)

**Priority Group 3 – Deferrable Necessary Projects**

Projects in this group are identical to those in Group 2 except they may be deferred beyond five years.

**Priority Group 4 – Desirable Projects**

Desirable projects are those that improve the environmental qualities of a building or site above adopted CBOCES standards (installation of plantings and shrubs, carpet replacement for esthetic reasons, etc.)

Reviewed: July 2017

Reviewed: CASB 2005

Centennial BOCES



## **PRIORITIZATION OF FACILITY IMPROVEMENTS**

The Board of Directors recognizes that not all facility improvement needs have the same level of importance. Therefore, the Board directs the executive director to develop a process to prioritize the relative importance of each facility improvement need. The four following priority groups shall be used in prioritizing capital improvements:

1. Priority Group 1 – Critical projects
2. Priority Group 2 – Necessary projects
3. Priority Group 3 – Deferrable necessary projects
4. Priority Group 4 – Desirable projects

Reviewed: July 2017

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

## **FACILITIES PLANNING**

The Board of Directors believes that facilities are an integral part of instruction. Facilities represent a major investment for Centennial BOCES and facilities planning is an essential component of instructional planning. It is the Board's goal to plan facilities that will:

1. Efficiently house students and staff in permanent facilities that are conducive to optimal teaching and learning.
2. Be appropriately located to provide optimal use during the life of the facility.
3. Provide equity in instructional opportunities for all students.
4. Reflect the value placed on instruction by the CBOCES community.

LEGAL REFS.: C.R.S. 22-5-111 (purchase, construction and leading of buildings and facilities

Reviewed: July 2017

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

## **September 21, 2017 Board Notes for Investment and Financial Reports**

The one page investment report (Page A) shows interest earned for the 12-month period of the 2016-17 fiscal year at \$15,388.43. This represents a positive budget variance for the year of \$12,888.43. The June 30, 2017 balances for Centennial BOCES bank and investment accounts are also listed on the report.

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The next two reports show the Cash Flow Analysis (Page B) and Cash Flow Chart (Page C) for the 18-month period, January 1, 2016 – June 30, 2017, which includes the last six months of 2015-16 and the 12-month period of 2016-17. Although the cash flow chart shows a similar pattern between 2015-16 and 2016-17; cash balances at the end of 2016-17 are up by approximately \$580,000 compared to 2015-16.

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The two financial reports represent July 2016 – June 2017 year to date. This represents 100.0% of the fiscal year. Page one of the two-page summary shows the non-grant totals for 2015-17 at 93.4% spent compared to 96.8% spent for 2015-16. Page two of the summary shows the grant totals and the combined totals. Grant totals for 2016-17 are at 94.5% spent compared to 94.9% for 2015-16. The year-to-date combined totals for the 12-month period of 2016-17 finished at 93.8% spent compared to 95.9% for 2015-16. The projected fund balance is noted at the bottom of page two, including the unaudited ending Fund Balance for 2016-17.

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The second report contains the expenses by project and is detailed by the major object groups. The information presented in the 12-page report is the same per project expense amounts as those on the two page summary report.

The Administration department expenses (page 2) for 2016-17 are slightly lower as a percentage compared to 2015-16 (77.2% versus 80.1%). The primary difference is in Project 101 Administration/Operations which finished at 96.2% compared to 101.8% for the previous year.

The Technology department expenses (pages 3-4) as a total are also lower as a percentage compared to last year (96.7% versus 98.5%). One factor is Project 205 Student Information Services which ran 6.3% lower for the year due to slightly reduced costs for Infinite Campus products.

For the Special Education department (pages 5-7), spending as a percentage of the budget ran lower in 2016-17 at 102.8% compared to 105.0% for 2015-16. One difference is in Project 508 Preschool which ended the year 15.3% lower compared to last year. Many other projects trended close to last year's amounts.

For the Innovative Education Services department (pages 8-10), spending percentages for 2016-17 ended very similar to 2015-16 at 87.9% compared to 88.9%. Project 616 Alternative Licensure Program and Project 685 Centennial BOCES High School trended lower for the year, while Project 649 School Emergency Management and Project 687 I-Connect High School ended higher.

For the Federal Programs department (pages 11-12), expenses as a percentage for 2016-17 were 91.9% compared with 95.8% for 2015-16.

At the bottom of page 12 are the grand total amounts, 93.8% expended for 2016-17 compared to 95.9% expended for 2015-16. These percentages are the same as the two page summary report since all encumbrances are closed out at year end. The budget year is 100.0% completed as of June 30.

**CENTENNIAL BOCES**  
Investment Report as of June 30, 2017

<u>Investment Name</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust - Equity Savings	Investment Pool Keenesburg RE-3 Equity, including interest	51,241.98	51,241.98
Colotrust - CBOCES	Investment Pool G/F	1,333,635.45	1,333,635.45
Colotrust - CBOCES	Security Deposit	1,019.27	1,019.27
Colotrust - CBOCES	Health / Dental Insurance	112,482.50	112,482.50
Bank of Colorado Savings	Savings Account	18,461.41	18,461.41
Bank of Colorado Checking	CBOCES Checking Account	528,659.27	340,880.20
Bank of Colorado Checking	eNet Colorado Checking	15,854.10	15,854.10
Total Investment Balance:		<u>\$ 2,061,353.98</u>	<u>\$ 1,873,574.91</u>

<u>Interest Earnings</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust Interest	Investment Pool - Regular Account	13,944.32	13,944.32
Colotrust Equity Interest	Investment Pool - Equity Account	445.99	445.99
Colotrust Interest	Investment Pool - Security	9.04	9.04
Colotrust Health/Dental Interest	Investment Pool - Health/Dental	979.15	979.15
Bank of Colorado	Savings Account	8.59	8.59
Wells Fargo Checking P/C	Federal Programs P/C	1.34	1.34
Total Interest Earned:		<u>\$ 15,388.43</u>	<u>\$ 15,388.43</u>
Budgeted:		\$ 2,500.00	Y-T-D: \$ 2,500.00
Year To Date Variance:			\$ 12,888.43

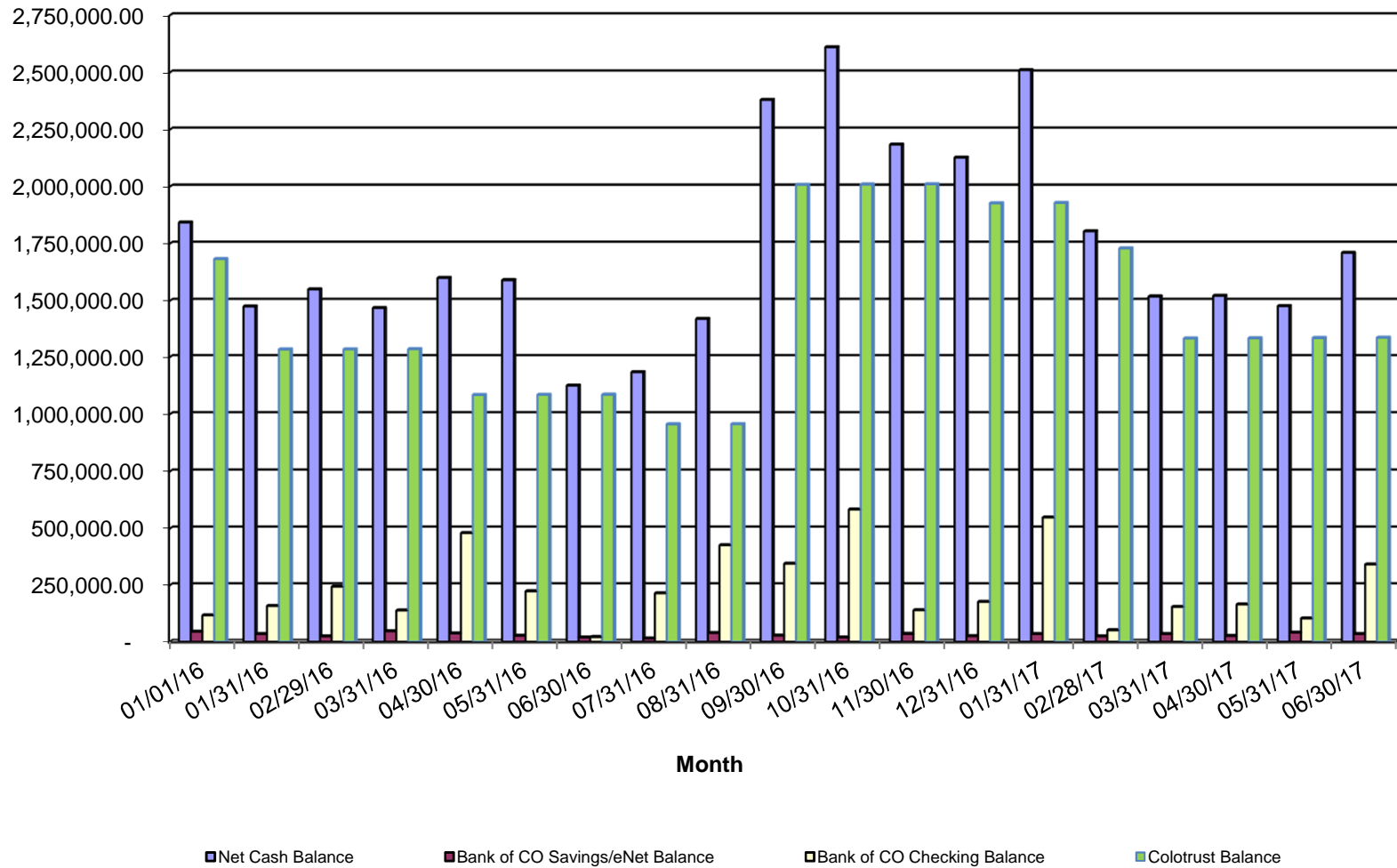
**CENTENNIAL BOCES**  
**Cash Flow Analysis for 2015-16 & 2016-17**  
**As of June 30, 2017**

Bank Balance and Book Balance are the same ending periods reported to the board. The difference in ending balances from bank balance and book balance are the outstanding checks each month. The difference in Interest Earned/Deposits balances from bank balance and book balance are voided checks each month.

	<b>Balance</b> Colotrust G/F	<b>Balance</b> Bank of Colorado Savings / eNet Acct.	<b>Bank Balance</b> Bank of CO Checking Bank Statement	<b>Book Balance</b> Bank of CO Checking Checks Written	<b>Net Balance</b> Colotrust / Bank of CO and Book Balance
<b>Jan 1, 2016 Beg Balance</b>	1,681,470.14	44,204.48	217,594.82	116,343.68	<b>1,842,018.30</b>
Interest Earned/Deposits	577.73	40,239.70	983,207.53	983,207.53	
Transfers out or Expenses	(400,000.00)	(50,459.15)	(929,662.34)	(941,423.59)	
<b>Jan 31, 2016 End Balance</b>	1,282,047.87	33,985.03	271,140.01	158,127.62	<b>1,474,160.52</b>
Interest Earned/Deposits	485.87	479.40	976,334.09	976,334.09	
Transfers out or Expenses		(10,470.07)	(821,949.53)	(891,724.81)	
<b>Feb 29, 2016 End Balance</b>	1,282,533.74	23,994.36	425,524.57	242,736.90	<b>1,549,265.00</b>
Interest Earned/Deposits	568.80	32,653.53	809,774.71	809,774.71	
Transfers out or Expenses	-	(10,458.99)	(914,444.65)	(914,774.35)	
<b>March 31, 2016 End Balance</b>	1,283,102.54	46,188.90	320,854.63	137,737.26	<b>1,467,028.70</b>
Interest Earned/Deposits	528.86	600.00	1,193,821.74	1,193,821.74	
Transfers out or Expenses	(200,000.00)	(10,471.47)	(933,511.65)	(852,435.52)	
<b>April 30, 2016 End Balance</b>	1,083,631.40	36,317.43	581,164.72	479,123.48	<b>1,599,072.31</b>
Interest Earned/Deposits	524.02	9,247.95	641,507.44	641,507.44	
Transfers out or Expenses	-	(19,507.22)	(765,463.37)	(897,901.85)	
<b>May 31, 2016 End Balance</b>	1,084,155.42	26,058.16	457,208.79	222,729.07	<b>1,332,942.65</b>
Interest Earned/Deposits	535.71	1,127.20	1,184,479.94	1,184,479.94	
Transfers out or Expenses	-	(8,375.80)	(1,432,414.15)	(1,386,508.03)	
<b>June 30, 2016 End Balance</b>	1,084,691.13	18,809.56	209,274.58	20,700.98	<b>1,124,201.67</b>
Interest Earned/Deposits	524.58	5,741.28	896,950.17	869,950.17	
Transfers out or Expenses	(130,000.00)	(10,397.05)	(702,559.30)	(676,771.81)	
<b>July 31, 2016 End Balance</b>	955,215.71	14,153.79	403,665.45	213,879.34	<b>1,183,248.84</b>
Interest Earned/Deposits	562.52	44,835.99	1,086,693.03	1,086,693.03	
Transfers out or Expenses	-	(20,897.05)	(934,529.13)	(874,577.20)	
<b>August 31, 2016 End Balance</b>	955,778.23	38,092.73	555,829.35	425,995.17	<b>1,419,866.13</b>
Interest Earned/Deposits	1,050,976.44	1.57	1,703,301.41	1,703,301.41	
Transfers out or Expenses	-	(10,551.16)	(1,781,068.46)	(1,784,930.74)	
<b>Sept 30, 2016 End Balance</b>	2,006,754.67	27,543.14	478,062.30	344,365.84	<b>2,378,663.65</b>
Interest Earned/Deposits	1,386.42	1,675.00	965,576.35	965,576.35	
Transfers out or Expenses	-	(10,778.79)	(783,158.11)	(726,923.61)	
<b>Oct 31, 2016 End Balance</b>	2,008,141.09	18,439.35	660,480.54	583,018.58	<b>2,609,599.02</b>
Interest Earned/Deposits	1,373.93	26,577.50	536,096.56	536,096.56	
Transfers out or Expenses	-	(10,529.97)	(874,383.04)	(980,150.67)	
<b>Nov 30, 2016 End Balance</b>	2,009,515.02	34,486.88	322,194.06	138,964.47	<b>2,182,966.37</b>
Interest Earned/Deposits	1,462.21	227.25	831,596.62	831,596.56	
Transfers out or Expenses	(85,000.00)	(10,485.40)	(930,505.12)	(794,803.99)	
<b>Dec 31, 2016 End Balance</b>	1,925,977.23	24,228.73	223,285.56	175,757.04	<b>2,125,963.00</b>
Interest Earned/Deposits	1,496.41	20,225.00	1,374,701.35	1,374,701.35	
Transfers out or Expenses		(10,475.66)	(975,093.19)	(1,002,751.74)	
<b>Jan 31, 2017 End Balance</b>	1,927,473.64	33,978.07	622,893.72	547,706.65	<b>2,509,158.36</b>
Interest Earned/Deposits	1,342.41	-	439,481.50	439,481.50	
Transfers out or Expenses	(200,000.00)	(10,472.64)	(919,904.21)	(936,359.42)	
<b>Feb 28, 2017 End Balance</b>	1,728,816.05	23,505.43	142,471.01	50,828.73	<b>1,803,150.21</b>
Interest Earned/Deposits	1,353.22	20,962.21	1,006,070.62	1,006,070.62	
Transfers out or Expenses	(400,000.00)	(10,521.30)	(837,691.18)	(903,167.55)	
<b>March 31, 2017 End Balance</b>	1,330,169.27	33,946.34	310,850.45	153,731.80	<b>1,517,847.41</b>
Interest Earned/Deposits	1,099.70	1,641.25	1,004,549.27	1,004,549.27	
Transfers out or Expenses		(10,467.00)	(806,446.71)	(993,687.66)	
<b>April 30, 2017 End Balance</b>	1,331,268.97	25,120.59	508,953.01	164,593.41	<b>1,520,982.97</b>
Interest Earned/Deposits	1,175.22	25,825.00	890,712.04	890,712.04	
Transfers out or Expenses		(10,499.11)	(1,069,762.60)	(952,382.74)	
<b>May 31, 2017 End Balance</b>	1,332,444.19	40,446.48	329,902.45	102,922.71	<b>1,475,813.38</b>
Interest Earned/Deposits	1,191.26	4,442.56	1,157,697.02	1,157,697.02	
Transfers out or Expenses		(10,573.53)	(958,940.20)	(919,739.53)	
<b>June 30, 2017 End Balance</b>	1,333,635.45	34,315.51	528,659.27	340,880.20	<b>1,708,831.16</b>

**Centennial BOCES**  
**Cash Flow Chart 01/01/2016 - 6/30/2017**  
**Fiscal Years 2015-16 & 2016-17**

Dollar Amount



**CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**JULY 1, 2016 - JUNE 30, 2017**  
**With Comparative Amounts for the Month Ended June 30, 2016**

100% of Budget Year Completed		JULY 1, 2016 - JUNE 30, 2017 FISCAL							JULY 1, 2015 - JUNE 30, 2016 FISCAL						
Project Accounts:		2016-2017 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2015-2016 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	101 Administration/Operations	\$ 936,138	\$ 1,004,210	\$ 900,610	\$ 103,600	\$ -	\$ 35,528	96%	\$ 920,234	\$ 970,019	\$ 936,860	\$ 33,159	\$ -	\$ (16,626)	102%
2	103 Administration Greeley Building	124,765	48,021	126,106	(78,086)		(1,341)	101%	124,765	68,590	124,765	(56,175)		0	100%
3	107 Administration South Platte Building	3,600	3,600	3,511	89		89	98%	3,600	3,600	3,600	(254)		(254)	107%
4	152 Capital - Savings Plans	38,000	-	-	-		38,000	0%	38,000	-	-	-		38,000	0%
5	154 Capital - Courier Van Savings	17,500	-	-	-		17,500	0%	17,500	-	-	-		17,500	0%
6	166 Budgeted Reserves	250,000	-	-	-		250,000	0%	250,000	-	-	-		250,000	0%
7	172 Media/Coop Purchasing	10,906	10,906	7,824	3,082		3,082	72%	10,906	10,906	8,144	2,762		2,762	75%
8	174 Other Legal	4,305	4,305	4,200	105		105	98%	4,305	4,304	4,200	104		105	98%
9	205 Student Information Services	170,505	169,522	166,714	2,808		3,791	98%	165,536	159,035	172,335	(13,300)		(6,799)	104%
10	206 Financial Data Services	307,557	313,813	301,521	12,292		6,036	98%	307,557	307,557	294,025	13,532		13,532	96%
11	209 Computer Tech Support	2,325	2,325	1,696	629		629	73%	4,650	4,650	4,334	316		316	93%
12	218 CBOCES Technology Support	170,324	170,365	174,614	(4,249)		(4,290)	103%	166,494	166,494	167,747	(1,253)		(1,253)	101%
13	230 Distance Education	23,205	23,205	23,109	96		96	100%	23,205	23,205	21,228	1,977		1,977	91%
14	238 eNet Learning	26,450	32,596	9,601	22,994		16,849	36%	51,188	44,999	43,282	1,717		7,906	85%
15	502 ESY	16,854	16,853	15,806	1,047		1,048	94%	21,855	21,855	14,185	7,670		7,670	65%
16	505 Special Education Local	123,624	119,608	110,768	8,840		12,856	90%	115,672	113,456	111,236	2,220		4,436	96%
17	506 Dollar General Literacy Foundation	2,000	2,000	2,000	-		-	100%							
18	508 Out of District	833,867	901,102	901,282	(180)		(67,415)	108%	618,094	698,402	762,479	(64,077)		(144,385)	123%
19	510 RN Services	27,661	23,724	28,535	(4,811)		(874)	103%	27,660	22,410	29,428	(7,018)		(1,768)	106%
20	516 Local Preschool	370,861	366,376	412,061	(45,685)		(41,200)	111%	340,887	332,908	365,832	(32,924)		(24,945)	107%
21	518 STEPS Program - Tennyson Center	213,981	221,674	214,397	7,277		(416)	100%	205,741	217,087	207,302	9,785		(1,561)	101%
22	520 Speech	610,674	599,070	556,507	42,563		54,167	91%	527,277	538,533	549,244	(10,712)		(21,967)	104%
23	521 Social Work	236,632	231,266	231,960	(694)		4,672	98%	221,924	219,776	221,101	(1,325)		823	100%
24	522 School Psychology	482,569	502,487	488,707	13,780		(6,138)	101%	451,424	443,639	394,330	49,309		57,094	87%
25	523 Motor Team	416,089	421,392	434,625	(13,234)		(18,536)	104%	391,430	411,347	408,351	2,996		(16,921)	104%
26	524 Audiology	100,382	96,686	95,261	1,425		5,121	95%	94,069	89,775	88,630	1,145		5,439	94%
27	525 Transition	91,295	89,295	84,651	4,644		6,644	93%	86,779	83,780	79,573	4,207		7,206	92%
28	535 Sp Ed Contracted Services	130,194	130,194	130,588	(394)		(394)	100%	122,915	122,915	122,571	344		344	100%
29	607 Learning Services	76,090	90,485	89,568	917		(13,478)	118%	74,900	99,409	84,974	14,435		(10,074)	113%
30	613 C.A.S.L.	-	-	-	-		-	0%	9,768	-	5,120	(5,120)		4,648	52%
31	616 Alternate Licensure Program	261,800	335,507	213,557	121,950		48,243	82%	234,925	232,825	204,341	28,484		30,584	87%
32	685 Centennial BOCES High School	748,600	666,570	573,113	93,457		175,487	77%	748,600	753,750	731,724	22,026		16,876	98%
33	687 I-Connection High School	230,000	230,070	296,813	(66,743)		(66,813)	129%	200,000	200,000	224,784	(24,784)		(24,784)	112%
34	731 Basic Center Program	3,252	4,778	4,778	-		(1,526)	147%	7,000	8,149	8,149	-		(1,149)	116%
35	767 Migrant Family Literacy Project	2,817	-	2,817	(2,817)		-	0%	6,000	6,000	3,183	2,817		2,817	0%
36	770 Federal Programs Entrepreneurial	24,500	13,538	11,546	1,992		12,954	47%	26,500	9,788	8,909	879		17,591	34%
37	<b>Non-Grant Totals</b>	<b>7,089,322</b>	<b>6,845,541</b>	<b>6,618,848</b>	<b>226,693</b>	<b>-</b>	<b>470,474</b>	<b>93.4%</b>	<b>6,621,360</b>	<b>6,389,160</b>	<b>6,406,216</b>	<b>(17,056)</b>	<b>-</b>	<b>215,144</b>	<b>96.8%</b>

**CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**JULY 1, 2016 - JUNE 30, 2017**  
 With Comparative Amounts for the Month Ended June 30, 2016

100% of Budget Year Completed								JULY 1, 2016 - JUNE 30, 2017 FISCAL								JULY 1, 2015 - JUNE 30, 2016 FISCAL							
Project Accounts:		2016-2017 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2015-2016 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent								
1	145 Perkins	\$ 119,398	\$ 117,075	\$ 117,075	\$ -	\$ -	\$ 2,323	98%	\$ 116,800	\$ 110,466	\$ 110,466	\$ -	\$ -	\$ 6,334	95%								
2	148 Grant Writing	21,070	21,070	18,730	2,340	-	2,340	89%	21,059	21,059	19,310	1,749	-	1,749	92%								
3	239 CDE eNetColorado RTTT	-	-	-	-	-	-	0%	20,000	-	24,827	(24,827)	-	(4,827)	124%								
4	504 Administration	475,402	472,437	503,865	(31,428)	-	(28,463)	106%	465,706	468,247	468,564	(317)	-	(2,858)	101%								
5	509 SWAP	520,000	501,120	539,122	(38,002)	-	(19,122)	104%	464,966	461,990	470,785	(8,795)	-	(5,819)	101%								
6	526 ECEA Reimbursement	-	33,741	33,741	-	-	(33,741)	0%	-	69,177	69,177	-	-	(69,177)	0%								
7	615 Gifted/Talented - Consultant	70,900	70,900	70,900	-	-	-	100%	69,961	69,961	69,961	-	-	-	100%								
8	625 Gifted/Talented - Regional	135,137	135,137	135,137	-	-	-	100%	141,999	141,999	141,999	-	-	-	100%								
9	626 Gifted Ed Universal Screening	38,073	38,073	38,073	-	-	-	100%	53,651	53,651	53,651	-	-	0	100%								
10	627 Gifted/Talented - Federal Allocation	-	-	-	-	-	-	0%	1,832	1,832	1,832	-	-	-	0%								
11	643 UNC STEM Grant	-	-	-	-	-	-	0%	22,987	14,070	14,070	-	-	8,917	61%								
12	644 STEM Grant	-	-	-	-	-	-	0%	6,729	6,729	6,729	-	-	-	100%								
13	647 CPR & AED Training	-	-	-	-	-	-	0%	9,660	9,660	9,660	-	-	-	100%								
14	649 School Emergency Management Grant	105,727	83,110	83,110	-	-	22,617	79%	248,790	117,857	117,857	-	-	130,933	47%								
15	652 CBOCES State Educational Priorities	366,423	280,015	285,731	(5,717)	-	80,692	78%	310,630	278,742	224,222	54,520	-	86,408	72%								
16	686 EARSS Grant	-	-	-	-	-	-	0%	65,512	65,512	65,512	-	-	-	100%								
17	705 Migrant Ed Combined Region Program	2,181,590	1,985,950	1,985,950	-	-	195,640	91%	2,322,726	2,268,855	2,268,855	-	-	53,871	98%								
18	715 Title I	704,187	677,782	677,782	-	-	26,405	96%	839,754	824,801	824,801	-	-	14,953	98%								
19	716 Title I Reallocated	-	-	-	-	-	-	0%	64,111	64,111	64,111	-	-	-	100%								
20	722 Title II - Teacher Quality	226,386	202,113	202,113	-	-	24,273	89%	196,843	138,669	138,669	-	-	58,174	70%								
21	725 Title III - English Language	80,581	74,079	74,079	-	-	6,502	92%	82,461	78,197	78,197	-	-	4,264	95%								
22	730 McKinney Homeless	40,000	40,000	40,000	-	-	-	100%	39,770	39,770	39,770	-	-	-	100%								
23	733 Title III - ELL Immigrant Set-Aside	416	-	-	-	-	416	0%	-	-	-	-	-	-	0%								
24	Grant Totals	5,085,290	4,732,602	4,805,408	(72,806)	-	279,882	94.5%	5,565,947	5,305,354	5,283,024	22,330	-	282,923	94.9%								
25	Y-T-D Combined Totals	\$ 12,174,612	\$ 11,578,142	\$ 11,424,256	\$ 153,886	\$ -	\$ 750,356	93.8%	\$ 12,187,307	\$ 11,694,514	\$ 11,689,240	\$ 5,274	\$ -	\$ 498,067	95.9%								
26																							
27			2016-2017	%		2015-2016	%																
28	Year To Date Revenue		\$ 11,578,142	95.1%		\$ 11,694,514	96.0%																
29	Year to Date Expenditures		11,424,256	93.8%		11,689,240	95.9%																
30	Excess of Revenue Over (Under) Expenditures		\$ 153,886			\$ 5,274																	
31																							
32	Fund Balance, Beginning		\$ 1,949,227			\$ 1,943,953																	
33	Estimated Change of Revenue Over (Under) Expenditures		153,886			5,274																	
34	Estimated Fund Balance, Ending **		\$ 2,103,113	17.3%		\$ 1,949,227	16.0%																
35																							
36	** 2016-17 Ending Fund Balance is estimate, pending completion of the annual audit.																						



100% of Budget Year Completed



**CENTENNIAL  
BOCES**

*"Joining forces to enrich educational  
opportunities for students."*

Current Year Information  
July 1, 2016 - June 30, 2017

Detailed Expense Report

Prior Year Information  
July 1, 2015 - June 30, 2016

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
<b>Administration</b>										
<b>1 Project: 101 ADMINISTRATION/OPERATIONS</b>										
2 Object class 01: Salaries	493,299.00	463,831.75		29,467.25	94.0%	495,012.00	496,134.71		(1,122.71)	100.2%
3 Object class 02: Benefits	160,162.00	147,810.62		12,351.38	92.3%	152,905.00	157,065.20		(4,160.20)	102.7%
4 Object class 03: PS- Professional	22,500.00	22,138.00		362.00	98.4%	22,000.00	23,523.00		(1,523.00)	106.9%
5 Object class 04: PS- Property	43,000.00	58,899.61		(15,899.61)	137.0%	39,000.00	47,999.81		(8,999.81)	123.1%
6 Object class 05: Other Purchased Svc	81,400.00	80,961.63		438.37	99.5%	78,150.00	89,821.45		(11,671.45)	114.9%
7 Object class 06: Supplies	55,600.00	59,906.25		(4,306.25)	107.7%	55,100.00	59,967.70		(4,867.70)	108.8%
8 Object class 07: Property	3,000.00	5,715.39		(2,715.39)	190.5%	3,000.00	2,207.56		792.44	73.6%
9 Object class 08: Other Expenses	77,177.00	61,346.92		15,830.08	79.5%	75,067.00	60,140.22		14,926.78	80.1%
10	<b>936,138.00</b>	<b>900,610.17</b>	-	<b>35,527.83</b>	<b>96.2%</b>	<b>920,234.00</b>	<b>936,859.65</b>	-	<b>(16,625.65)</b>	<b>101.8%</b>
<b>11 Project: 103 GREELEY BLDG CAP IMPVMT</b>										
12 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
13 Object class 04: PS- Property	124,765.00	126,106.15		(1,341.15)	101.1%	124,765.00	124,764.60		0.40	100.0%
14 Object class 07: Property	-	-		-	0.0%	-	-		-	0.0%
15	<b>124,765.00</b>	<b>126,106.15</b>	-	<b>(1,341.15)</b>	<b>101.1%</b>	<b>124,765.00</b>	<b>124,764.60</b>	-	<b>0.40</b>	<b>100.0%</b>
<b>16 Project: 107 FT.MORGAN CAPITAL IMPROVEMENT</b>										
17 Object class 04: PS- Property	3,600.00	3,511.37	-	88.63	97.5%	3,600.00	3,854.16	-	(254.16)	107.1%
18	<b>3,600.00</b>	<b>3,511.37</b>	-	<b>88.63</b>	<b>97.5%</b>	<b>3,600.00</b>	<b>3,854.16</b>	-	<b>(254.16)</b>	<b>107.1%</b>
<b>19 Project: 145 CARL PERKINS GRANT</b>										
20 Object class 01: Salaries	10,185.00	10,184.63		0.37	100.0%	7,556.00	7,555.44		0.56	100.0%
21 Object class 02: Benefits	2,839.00	2,842.05		(3.05)	100.1%	2,449.00	2,083.21		365.79	85.1%
22 Object class 05: Other Purchased Svc	23,028.00	17,814.42		5,213.58	77.4%	24,021.00	14,401.19		9,619.81	60.0%
23 Object class 06: Supplies	73,738.00	77,388.54		(3,650.54)	105.0%	70,784.00	81,186.20		(10,402.20)	114.7%
24 Object class 07: Property	-	-		-	0.0%	6,750.00	-		6,750.00	0.0%
25 Object class 08: Other Expenses	9,608.00	8,845.36		762.64	92.1%	5,240.00	5,239.96		0.04	100.0%
26	<b>119,398.00</b>	<b>117,075.00</b>	-	<b>2,323.00</b>	<b>98.1%</b>	<b>116,800.00</b>	<b>110,466.00</b>	-	<b>6,334.00</b>	<b>94.6%</b>
<b>27 Project: 148 GRANT WRITING</b>										
28 Object class 01: Salaries	11,990.00	10,482.00		1,508.00	87.4%	13,000.00	12,500.00		500.00	96.2%
29 Object class 02: Benefits	2,572.00	2,248.40		323.60	87.4%	2,859.00	2,610.00		249.00	91.3%
30 Object class 03: PS- Professional	6,508.00	6,000.00		508.00	92.2%	5,200.00	4,200.00		1,000.00	80.8%
31	<b>21,070.00</b>	<b>18,730.40</b>	-	<b>2,339.60</b>	<b>88.9%</b>	<b>21,059.00</b>	<b>19,310.00</b>	-	<b>1,749.00</b>	<b>91.7%</b>
<b>32 Project: 152 CAPITAL SAVINGS PLANS</b>										
33 Object class 07: Property	38,000.00	-		38,000.00	0.0%	38,000.00	-		38,000.00	0.0%
34	<b>38,000.00</b>	-	-	<b>38,000.00</b>	<b>0.0%</b>	<b>38,000.00</b>	-	-	<b>38,000.00</b>	<b>0.0%</b>
<b>35 Project: 154 CAPITAL IMPROVEMENT</b>										
36 Object class 07: Property	17,500.00	-		17,500.00	0.0%	17,500.00	-		17,500.00	0.0%
37	<b>17,500.00</b>	-	-	<b>17,500.00</b>	<b>0.0%</b>	<b>17,500.00</b>	-	-	<b>17,500.00</b>	<b>0.0%</b>
<b>38 Project: 166 BUDGETED RESERVES</b>										
39 Object class 08: Other Expenses	250,000.00	-		250,000.00	0.0%	250,000.00	-		250,000.00	0.0%
40	<b>250,000.00</b>	-	-	<b>250,000.00</b>	<b>0.0%</b>	<b>250,000.00</b>	-	-	<b>250,000.00</b>	<b>0.0%</b>

100% of Budget Year Completed



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1 <b>Project: 172 MEDIA/COOP</b>											
2 Object class 01: Salaries	6,546.00	4,270.96		2,275.04	65.2%		6,592.00	5,143.00		1,449.00	78.0%
3 Object class 02: Benefits	2,116.00	876.79		1,239.21	41.4%		2,070.00	1,019.55		1,050.45	49.3%
4 Object class 03: PS- Professional	-			-	0.0%		-	-		-	0.0%
5 Object class 04: PS- Property	200.00	1,036.58		(836.58)	518.3%		200.00	417.70		(217.70)	208.9%
6 Object class 05: Other Purchased Svc	-	129.50		(129.50)	0.0%		-	1.42		(1.42)	0.0%
7 Object class 06: Supplies	1,525.00	990.86		534.14	65.0%		1,525.00	1,042.87		482.13	68.4%
8 Object class 08: Other Expenses	519.00	519.00		-	100.0%		519.00	519.00		-	100.0%
9	<b>10,906.00</b>	<b>7,823.69</b>	-	<b>3,082.31</b>	<b>71.7%</b>		<b>10,906.00</b>	<b>8,143.54</b>	-	<b>2,762.46</b>	<b>74.7%</b>
10 <b>Project: 174 LEGAL</b>											
11 Object class 03: PS- Professional	4,305.00	4,200.00		105.00	97.6%		4,305.00	4,200.00		105.00	97.6%
12	<b>4,305.00</b>	<b>4,200.00</b>	-	<b>105.00</b>	<b>97.6%</b>		<b>4,305.00</b>	<b>4,200.00</b>	-	<b>105.00</b>	<b>97.6%</b>
13 <b>ADMINISTRATION TOTALS:</b>	<b>1,525,682.00</b>	<b>1,178,056.78</b>	-	<b>347,625.22</b>	<b>77.2%</b>		<b>1,507,169.00</b>	<b>1,207,597.95</b>	-	<b>299,571.05</b>	<b>80.1%</b>

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	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
<b>TECHNOLOGY</b>										
<b>Project: 205 STUDENT INFORMATION SERVICES</b>										
1										
2	Object class 01: Salaries	47,940.00	48,455.10	(515.10)	101.1%	47,000.00	50,139.67	(3,139.67)		106.7%
3	Object class 02: Benefits	17,378.00	16,910.65	467.35	97.3%	16,752.00	16,839.76	(87.76)		100.5%
4	Object class 03: PS- Professional	91,397.00	86,995.00	4,402.00	95.2%	88,677.00	90,890.00	(2,213.00)		102.5%
5	Object class 04: PS- Property	-	-	-	0.0%	-	-	-		0.0%
6	Object class 05: Other Purchased Svc	840.00	1,531.69	(691.69)	182.3%	670.00	1,293.18	(623.18)		193.0%
7	Object class 06: Supplies	200.00	71.83	128.17	35.9%	130.00	279.71	(149.71)		215.2%
8	Object class 07: Property	-	-	-	0.0%	-	584.21	(584.21)		0.0%
9	Object class 08: Other Expenses	12,750.00	12,750.00	-	100.0%	12,307.00	12,308.00	(1.00)		100.0%
10		<b>170,505.00</b>	<b>166,714.27</b>	<b>-</b>	<b>97.8%</b>	<b>165,536.00</b>	<b>172,334.53</b>	<b>-</b>	<b>(6,798.53)</b>	<b>104.1%</b>
<b>Project: 206 FINANCIAL DATA SERVICES</b>										
11										
12	Object class 01: Salaries	14,642.00	15,622.16	(980.16)	106.7%	14,355.00	14,838.08	(483.08)		103.4%
13	Object class 02: Benefits	4,560.00	4,667.96	(107.96)	102.4%	4,381.00	4,364.48	16.52		99.6%
14	Object class 03: PS- Professional	10,995.00		10,995.00	0.0%	12,674.00	292.88		12,381.12	2.3%
15	Object class 04: PS- Property	227,377.00	226,379.42	997.58	99.6%	227,377.00	226,379.42		997.58	99.6%
16	Object class 05: Other Purchased Svc	-	-	-	0.0%	-	2.91		(2.91)	0.0%
17	Object class 06: Supplies	22,352.00	28,720.48	(6,368.48)	128.5%	21,475.00	22,351.89	(876.89)		104.1%
18	Object class 07: Property	1,500.00		1,500.00	0.0%	1,500.00	-		1,500.00	0.0%
19	Object class 08: Other Expenses	26,131.00	26,131.00	-	100.0%	25,795.00	25,795.00		-	100.0%
20		<b>307,557.00</b>	<b>301,521.02</b>	<b>-</b>	<b>98.0%</b>	<b>307,557.00</b>	<b>294,024.66</b>	<b>-</b>	<b>13,532.34</b>	<b>95.6%</b>
<b>Project: 209 COMPUTER TECH SUPPORT</b>										
21										
22	Object class 01: Salaries	1,400.00	1,050.00	350.00	75.0%	3,000.00	3,138.72	(138.72)		104.6%
23	Object class 02: Benefits	301.00	223.48	77.52	74.2%	625.00	649.50	(24.50)		103.9%
24	Object class 03: PS- Professional	150.00		150.00	0.0%	285.00	-		285.00	0.0%
25	Object class 05: Other Purchased Svc	51.00		51.00	0.0%	194.00	-		194.00	0.0%
26	Object class 06: Supplies	-	-	-	0.0%	-	-		-	0.0%
27	Object class 08: Other Expenses	423.00	423.00	-	100.0%	546.00	546.00		-	100.0%
28		<b>2,325.00</b>	<b>1,696.48</b>	<b>-</b>	<b>73.0%</b>	<b>4,650.00</b>	<b>4,334.22</b>	<b>-</b>	<b>315.78</b>	<b>93.2%</b>
<b>Project: 218 CBOCES TECHNOLOGY SUPPORT</b>										
29										
30	Object class 01: Salaries	115,278.00	120,406.87	(5,128.87)	104.4%	113,016.00	115,638.57	(2,622.57)		102.3%
31	Object class 02: Benefits	36,789.00	36,677.08	111.92	99.7%	35,365.00	34,652.90	712.10		98.0%
32	Object class 03: PS- Professional	500.00		500.00	0.0%	500.00	39.50		460.50	7.9%
33	Object class 04: PS- Property	-	-	-	0.0%	-	-		-	0.0%
34	Object class 05: Other Purchased Svc	10,657.00	10,633.16	23.84	99.8%	10,513.00	9,918.63	594.37		94.3%
35	Object class 06: Supplies	4,200.00	5,821.15	(1,621.15)	138.6%	4,200.00	5,805.39	(1,605.39)		138.2%
36	Object class 07: Property	2,900.00	1,075.87	1,824.13	37.1%	2,900.00	1,592.83		1,307.17	54.9%
37	Object class 08: Other Expenses						99.00		(99.00)	0.0%
38		<b>170,324.00</b>	<b>174,614.13</b>	<b>-</b>	<b>102.5%</b>	<b>166,494.00</b>	<b>167,746.82</b>	<b>-</b>	<b>(1,252.82)</b>	<b>100.8%</b>

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1 <b>Project: 230 DISTANCE ED COORDINATION</b>										
2 Object class 01: Salaries	15,154.00	14,024.19		1,129.81	92.5%	15,173.00	13,367.08		1,805.92	88.1%
3 Object class 02: Benefits	3,967.00	3,608.12		358.88	91.0%	3,584.00	3,377.89		206.11	94.2%
4 Object class 04: PS- Property	-			-	0.0%	-	-		-	0.0%
5 Object class 05: Other Purchased Svc	1,737.00	3,129.63		(1,392.63)	180.2%	2,137.00	2,171.74		(34.74)	101.6%
6 Object class 06: Supplies	-			-	0.0%	-	-		-	0.0%
7 Object class 08: Other Expenses	2,347.00	2,347.00		-	100.0%	2,311.00	2,311.00		-	100.0%
8	<b>23,205.00</b>	<b>23,108.94</b>	<b>-</b>	<b>96.06</b>	<b>99.6%</b>	<b>23,205.00</b>	<b>21,227.71</b>	<b>-</b>	<b>1,977.29</b>	<b>91.5%</b>
9 <b>Project: 238 eNET LEARNING</b>										
10 Object class 03: PS- Professional	12,500.00	7,376.79		5,123.21	59.0%	15,950.00	15,496.58		453.42	97.2%
11 Object class 05: Other Purchased Svc	7,000.00	727.50		6,272.50	10.4%	5,500.00	4,614.51		885.49	83.9%
12 Object class 06: Supplies	5,453.00			5,453.00	0.0%	26,841.00	20,733.20		6,107.80	77.2%
13 Object class 08: Other Expenses	1,497.00	1,497.00		-	100.0%	2,897.00	2,437.71	-	459.29	84.1%
14	<b>26,450.00</b>	<b>9,601.29</b>	<b>-</b>	<b>16,848.71</b>	<b>36.3%</b>	<b>51,188.00</b>	<b>43,282.00</b>	<b>-</b>	<b>7,906.00</b>	<b>84.6%</b>
15 <b>Project: 239 eNETCO RTTT FUNDS</b>										
16 Object class 01: Salaries	-			-	0.0%	14,788.00	18,227.50		(3,439.50)	123.3%
17 Object class 02: Benefits	-			-	0.0%	5,212.00	6,597.55		(1,385.55)	126.6%
18 Object class 03: PS- Professional	-			-	0.0%	-	-		-	0.0%
19 Object class 05: Other Purchased Svc	-			-	0.0%	-	1.94		(1.94)	0.0%
20 Object class 06: Supplies	-			-	0.0%	-	-		-	0.0%
21 Object class 08: Other Expenses	-			-	0.0%	-	-		-	0.0%
22	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>20,000.00</b>	<b>24,826.99</b>	<b>-</b>	<b>(4,826.99)</b>	<b>124.1%</b>
23 <b>TECHNOLOGY TOTALS:</b>	<b>700,366.00</b>	<b>677,256.13</b>	<b>-</b>	<b>23,109.87</b>	<b>96.7%</b>	<b>738,630.00</b>	<b>727,776.93</b>	<b>-</b>	<b>10,853.07</b>	<b>98.5%</b>

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<b>SPECIAL EDUCATION</b>										
1 <b>Project: 502 ESY</b>										
2 Object class 01: Salaries	10,800.00	11,219.25		(419.25)	103.9%	14,500.00	10,011.50		4,488.50	69.0%
3 Object class 02: Benefits	2,545.00	2,362.00		183.00	92.8%	3,468.00	2,025.27		1,442.73	58.4%
4 Object class 05: Other Purchased Svc	2,000.00	1,205.81		794.19	60.3%	2,000.00	406.14		1,593.86	20.3%
5 Object class 06: Supplies	555.00	64.93		490.07	11.7%	650.00	504.88		145.12	77.7%
6 Object class 08: Other Expenses	954.00	954.00		-	100.0%	1,237.00	1,237.00		-	100.0%
7	<b>16,854.00</b>	<b>15,805.99</b>	<b>-</b>	<b>1,048.01</b>	<b>93.8%</b>	<b>21,855.00</b>	<b>14,184.79</b>	<b>-</b>	<b>7,670.21</b>	<b>64.9%</b>
8 <b>Project: 504 ADMINISTRATION/OVERHEAD</b>										
9 Object class 01: Salaries	244,856.00	257,571.37		(12,715.37)	105.2%	241,231.00	235,365.29		5,865.71	97.6%
10 Object class 02: Benefits	76,645.00	77,957.59		(1,312.59)	101.7%	67,664.00	69,005.64		(1,341.64)	102.0%
11 Object class 03: PS- Professional	200.00	3,208.90		(3,008.90)	1604.5%	200.00	5,393.50		(5,193.50)	2696.8%
12 Object class 04: PS- Property	31,560.00	30,213.60		1,346.40	95.7%	2,100.00	1,500.00		600.00	71.4%
13 Object class 05: Other Purchased Svc	27,100.00	27,494.60		(394.60)	101.5%	29,100.00	31,095.32		(1,995.32)	106.9%
14 Object class 06: Supplies	11,500.00	5,263.70		6,236.30	45.8%	14,500.00	21,500.05		(7,000.05)	148.3%
15 Object class 07: Property	7,500.00	-		7,500.00	0.0%	7,500.00	4,260.00		3,240.00	56.8%
16 Object class 08: Other Expenses	76,041.00	102,155.13		(26,114.13)	134.3%	103,411.00	100,444.06		2,966.94	97.1%
17	<b>475,402.00</b>	<b>503,864.89</b>	<b>-</b>	<b>(28,462.89)</b>	<b>106.0%</b>	<b>465,706.00</b>	<b>468,563.86</b>	<b>-</b>	<b>(2,857.86)</b>	<b>100.6%</b>
18 <b>Project: 505 SPECIAL ED LOCAL</b>										
19 Object class 01: Salaries	75,204.00	69,052.43		6,151.57	91.8%	71,479.00	70,655.84		823.16	98.8%
20 Object class 02: Benefits	24,922.00	22,147.06		2,774.94	88.9%	21,145.00	22,327.27		(1,182.27)	105.6%
21 Object class 03: PS- Professional	2,500.00	4,616.50		(2,116.50)	184.7%	2,500.00	2,748.00		(248.00)	109.9%
22 Object class 05: Other Purchased Svc	13,700.00	8,158.10		5,541.90	59.5%	13,700.00	8,723.51		4,976.49	63.7%
23 Object class 06: Supplies	300.00			300.00	0.0%	300.00	-		300.00	0.0%
24 Object class 08: Other Expenses	6,998.00	6,794.18		203.82	97.1%	6,548.00	6,781.64		(233.64)	103.6%
25	<b>123,624.00</b>	<b>110,768.27</b>	<b>-</b>	<b>12,855.73</b>	<b>89.6%</b>	<b>115,672.00</b>	<b>111,236.26</b>	<b>-</b>	<b>4,435.74</b>	<b>96.2%</b>
26 <b>Project: 506 DOLLAR GENERAL LITERACY FOUNDATION</b>										
27 Object class 07: Property	1,950.00	1,949.64		0.36	100.0%					
28 Object class 08: Other Expenses	50.00	50.36		(0.36)	100.7%					
29	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>	<b>(0.00)</b>	<b>100.0%</b>					
30 <b>Project: 508 OUT OF DISTRICT PLACEMENT</b>										
31 Object class 01: Salaries	21,128.00	21,184.33		(56.33)	100.3%	20,715.00	50.65		20,664.35	0.0%
32 Object class 02: Benefits	11,627.00	11,783.17		(156.17)	101.3%	11,287.00	61.37		11,225.63	0.0%
33 Object class 03: PS- Professional	-	8,659.40		(8,659.40)	0.0%	-	2,944.04		(2,944.04)	0.0%
34 Object class 04: PS- Property	25,569.00	12,030.04		13,538.96	47.0%	22,856.00	32,023.58		(9,167.58)	140.1%
35 Object class 05: Other Purchased Svc	728,306.00	792,061.86		(63,755.86)	108.8%	526,439.00	683,706.02		(157,267.02)	129.9%
36 Object class 06: Supplies	-	8,326.08		(8,326.08)	0.0%	-	-		-	0.0%
37 Object class 07: Property				-	0.0%	-	6,895.86		(6,895.86)	0.0%
38 Object class 08: Other Expenses	47,237.00	47,237.00		-	100.0%	36,797.00	36,797.00		-	100.0%
39	<b>833,867.00</b>	<b>901,281.88</b>	<b>-</b>	<b>(67,414.88)</b>	<b>108.1%</b>	<b>618,094.00</b>	<b>762,478.52</b>	<b>-</b>	<b>(144,384.52)</b>	<b>123.4%</b>
40 <b>Project: 509 SWAP-GREELEY</b>										
41 Object class 01: Salaries	173,041.00	174,071.00		(1,030.00)	100.6%	154,531.00	162,189.00		(7,658.00)	105.0%
42 Object class 02: Benefits	66,324.00	63,149.73		3,174.27	95.2%	63,170.00	59,155.16		4,014.84	93.6%
43 Object class 04: PS- Property	-	770.00		(770.00)	0.0%	26,100.00	26,100.00		-	100.0%
44 Object class 05: Other Purchased Svc	10,500.00	21,965.76		(11,465.76)	209.2%	21,055.00	22,807.17		(1,752.17)	108.3%
45 Object class 06: Supplies	2,000.00	3,612.88		(1,612.88)	180.6%	5,900.00	4,817.05		1,082.95	81.6%
46 Object class 08: Other Expenses	8,135.00	15,727.49		(7,592.49)	0.0%	12,240.00	13,746.68		(1,506.68)	112.3%
47 Object class 09: Up Front Matching Funds	260,000.00	259,824.67		175.33	99.9%	181,970.00	181,969.78		0.22	100.0%
48	<b>520,000.00</b>	<b>539,121.53</b>	<b>-</b>	<b>(19,121.53)</b>	<b>103.7%</b>	<b>464,966.00</b>	<b>470,784.84</b>	<b>-</b>	<b>(5,818.84)</b>	<b>101.3%</b>

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1 <b>Project: 510 RN SERVICES</b>										
2 Object class 01: Salaries	18,911.00	20,777.40		(1,866.40)	109.9%	18,911.00	21,565.44		(2,654.44)	114.0%
3 Object class 02: Benefits	3,934.00	4,405.64		(471.64)	112.0%	3,934.00	4,421.96		(487.96)	112.4%
4 Object class 03: PS- Professional	-	225.00		(225.00)	0.0%	-	92.00		(92.00)	0.0%
5 Object class 05: Other Purchased Svc	2,500.00	1,179.28		1,320.72	47.2%	2,500.00	1,395.64		1,104.36	55.8%
6 Object class 06: Supplies	750.00	381.31		368.69	50.8%	750.00	142.72		607.28	19.0%
7 Object class 08: Other Expenses	1,566.00	1,566.00		-	100.0%	1,565.00	1,810.00		(245.00)	115.7%
8	<b>27,661.00</b>	<b>28,534.63</b>	-	<b>(873.63)</b>	<b>103.2%</b>	<b>27,660.00</b>	<b>29,427.76</b>	-	<b>(1,767.76)</b>	<b>106.4%</b>
9 <b>Project: 516 LOCAL PRESCHOOL</b>										
10 Object class 01: Salaries	177,284.00	169,035.27		8,248.73	95.3%	156,880.00	161,007.28		(4,127.28)	102.6%
11 Object class 02: Benefits	65,643.00	54,741.11		10,901.89	83.4%	59,134.00	53,192.43		5,941.57	90.0%
12 Object class 03: PS- Professional	-			-	0.0%	-	-		-	0.0%
13 Object class 05: Other Purchased Svc	107,400.00	169,121.22		(61,721.22)	157.5%	105,900.00	133,454.25		(27,554.25)	126.0%
14 Object class 06: Supplies	1,200.00	177.38		1,022.62	14.8%	1,200.00	869.84		330.16	72.5%
15 Object class 08: Other Expenses	19,334.00	18,986.22		347.78	98.2%	17,773.00	17,307.88		465.12	97.4%
16	<b>370,861.00</b>	<b>412,061.20</b>	-	<b>(41,200.20)</b>	<b>111.1%</b>	<b>340,887.00</b>	<b>365,831.68</b>	-	<b>(24,944.68)</b>	<b>107.3%</b>
17 <b>Project: 518 STEPS CENTER</b>										
18 Object class 01: Salaries	148,399.00	148,379.28		19.72	100.0%	142,999.00	143,029.00		(30.00)	100.0%
19 Object class 02: Benefits	53,117.00	51,958.25		1,158.75	97.8%	50,670.00	50,025.86		644.14	98.7%
20 Object class 03: PS- Professional	-			-	0.0%	-	-		-	0.0%
21 Object class 04: PS- Property	-			-	0.0%	-	-		-	0.0%
22 Object class 05: Other Purchased Svc	1,680.00	2,080.67		(400.67)	123.8%	1,680.00	3,288.86		(1,608.86)	195.8%
23 Object class 06: Supplies	500.00	1,689.56		(1,189.56)	337.9%	500.00	1,062.25		(562.25)	212.5%
24 Object class 07: Property	-			-	0.0%	-	-		-	0.0%
25 Object class 08: Other Expenses	10,285.00	10,289.00		(4.00)	100.0%	9,892.00	9,896.00		(4.00)	100.0%
26	<b>213,981.00</b>	<b>214,396.76</b>	-	<b>(415.76)</b>	<b>100.2%</b>	<b>205,741.00</b>	<b>207,301.97</b>	-	<b>(1,560.97)</b>	<b>100.8%</b>
27 <b>Project: 520 SPEECH</b>										
28 Object class 01: Salaries	379,945.00	350,486.22		29,458.78	92.2%	321,130.00	342,065.89		(20,935.89)	106.5%
29 Object class 02: Benefits	135,466.00	116,202.13		19,263.87	85.8%	117,015.00	117,250.60		(235.60)	100.2%
30 Object class 05: Other Purchased Svc	58,696.00	58,320.23		375.77	99.4%	57,286.00	55,823.77		1,462.23	97.4%
31 Object class 06: Supplies	2,000.00	3,510.09		(1,510.09)	175.5%	2,000.00	3,051.12		(1,051.12)	152.6%
32 Object class 08: Other Expenses	34,567.00	27,988.40		6,578.60	81.0%	29,846.00	31,052.99		(1,206.99)	104.0%
33	<b>610,674.00</b>	<b>556,507.07</b>	-	<b>54,166.93</b>	<b>91.1%</b>	<b>527,277.00</b>	<b>549,244.37</b>	-	<b>(21,967.37)</b>	<b>104.2%</b>
34 <b>Project: 521 SOCIAL WORK</b>										
35 Object class 01: Salaries	158,635.00	155,749.96		2,885.04	98.2%	146,885.00	146,943.00		(58.00)	100.0%
36 Object class 02: Benefits	53,602.00	52,712.99		889.01	98.3%	51,477.00	50,245.69		1,231.31	97.6%
37 Object class 05: Other Purchased Svc	10,750.00	10,443.83		306.17	97.2%	10,750.00	11,567.78		(817.78)	107.6%
38 Object class 06: Supplies	250.00			250.00	0.0%	250.00	-		250.00	0.0%
39 Object class 08: Other Expenses	13,395.00	13,052.78		342.22	97.4%	12,562.00	12,344.32		217.68	98.3%
40	<b>236,632.00</b>	<b>231,959.56</b>	-	<b>4,672.44</b>	<b>98.0%</b>	<b>221,924.00</b>	<b>221,100.79</b>	-	<b>823.21</b>	<b>99.6%</b>

100% of Budget Year Completed



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	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 <b>Project: 522 SCHOOL PSYCHOLOGY</b>										
2 Object class 01: Salaries	324,003.00	329,768.24		(5,765.24)	101.8%	299,534.00	259,408.20		40,125.80	86.6%
3 Object class 02: Benefits	111,232.00	104,704.51		6,527.49	94.1%	108,338.00	89,576.34		18,761.66	82.7%
4 Object class 05: Other Purchased Svc	16,000.00	13,492.95		2,507.05	84.3%	16,000.00	8,886.52		7,113.48	55.5%
5 Object class 06: Supplies	2,000.00	10,059.25		(8,059.25)	503.0%	2,000.00	9,205.65		(7,205.65)	460.3%
6 Object class 08: Other Expenses	29,334.00	30,681.80		(1,347.80)	104.6%	25,552.00	27,253.41		(1,701.41)	106.7%
7	<b>482,569.00</b>	<b>488,706.75</b>	-	<b>(6,137.75)</b>	<b>101.3%</b>	<b>451,424.00</b>	<b>394,330.12</b>	-	<b>57,093.88</b>	<b>87.4%</b>
8 <b>Project: 523 MOTOR TEAM</b>										
9 Object class 01: Salaries	225,926.00	175,531.19		50,394.81	77.7%	151,956.00	126,287.80		25,668.20	83.1%
10 Object class 02: Benefits	78,421.00	60,868.09		17,552.91	77.6%	56,717.00	46,364.11		10,352.89	81.7%
11 Object class 03: PS- Professional	72,990.00	162,579.60		(89,589.60)	222.7%	144,401.00	201,731.31		(57,330.31)	139.7%
12 Object class 05: Other Purchased Svc	13,400.00	9,384.95		4,015.05	70.0%	14,400.00	11,169.63		3,230.37	77.6%
13 Object class 06: Supplies	1,800.00	5,139.96		(3,339.96)	285.6%	1,800.00	1,731.81		68.19	96.2%
14 Object class 08: Other Expenses	23,552.00	21,121.60		2,430.40	89.7%	22,156.00	21,066.11		1,089.89	95.1%
15	<b>416,089.00</b>	<b>434,625.39</b>	-	<b>(18,536.39)</b>	<b>104.5%</b>	<b>391,430.00</b>	<b>408,350.77</b>	-	<b>(16,920.77)</b>	<b>104.3%</b>
16 <b>Project: 524 AUDIOLOGY</b>										
17 Object class 01: Salaries	65,881.00	66,791.21		(910.21)	101.4%	60,530.00	61,910.26		(1,380.26)	102.3%
18 Object class 02: Benefits	20,882.00	18,685.96		2,196.04	89.5%	19,914.00	17,740.87		2,173.13	89.1%
19 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
20 Object class 04: PS- Property	3,000.00	1,782.29		1,217.71	59.4%	3,000.00	1,562.39		1,437.61	52.1%
21 Object class 05: Other Purchased Svc	2,550.00	1,815.23		734.77	71.2%	2,700.00	1,674.16		1,025.84	62.0%
22 Object class 06: Supplies	500.00	23.98		476.02	4.8%	600.00	49.97		550.03	8.3%
23 Object class 07: Property	2,000.00	504.50		1,495.50	25.2%	2,000.00	413.95		1,586.05	20.7%
24 Object class 08: Other Expenses	5,569.00	5,657.63		(88.63)	101.6%	5,325.00	5,278.07		46.93	99.1%
25	<b>100,382.00</b>	<b>95,260.80</b>	-	<b>5,121.20</b>	<b>94.9%</b>	<b>94,069.00</b>	<b>88,629.67</b>	-	<b>5,439.33</b>	<b>94.2%</b>
26 <b>Project: 525 TRANSITION</b>										
27 Object class 01: Salaries	62,342.00	62,542.56		(200.56)	100.3%	58,872.00	59,129.00		(257.00)	100.4%
28 Object class 02: Benefits	20,010.00	13,003.09		7,006.91	65.0%	19,220.00	12,360.88		6,859.12	64.3%
29 Object class 05: Other Purchased Svc	2,400.00	3,557.38		(1,157.38)	148.2%	3,400.00	4,057.91		(657.91)	119.4%
30 Object class 06: Supplies	375.00	787.79		(412.79)	210.1%	375.00	223.35		151.65	59.6%
31 Object class 08: Other Expenses	6,168.00	4,759.74		1,408.26	77.2%	4,912.00	3,801.49		1,110.51	77.4%
32	<b>91,295.00</b>	<b>84,650.56</b>	-	<b>6,644.44</b>	<b>92.7%</b>	<b>86,779.00</b>	<b>79,572.63</b>	-	<b>7,206.37</b>	<b>91.7%</b>
33 <b>Project: 526 ECEA DISTRICT REIMBURSEMENT</b>										
34 Object class 05: Other Purchased Svc	-	33,741.00	-	(33,741.00)	0.0%	-	69,177.00	-	(69,177.00)	0.0%
35	-	<b>33,741.00</b>	-	<b>(33,741.00)</b>	<b>0.0%</b>	-	<b>69,177.00</b>	-	<b>(69,177.00)</b>	<b>0.0%</b>
36 <b>Project: 535 CONTRACTED RE-5J SERVICES</b>										
37 Object class 01: Salaries	88,399.00	89,740.57		(1,341.57)	101.5%	82,347.00	83,173.82		(826.82)	101.0%
38 Object class 02: Benefits	29,757.00	28,809.89		947.11	96.8%	28,650.00	27,478.70		1,171.30	95.9%
39 Object class 08: Other Expenses	12,038.00	12,038.00		-	100.0%	11,918.00	11,918.00		-	100.0%
40	<b>130,194.00</b>	<b>130,588.46</b>	-	<b>(394.46)</b>	<b>100.3%</b>	<b>122,915.00</b>	<b>122,570.52</b>	-	<b>344.48</b>	<b>99.7%</b>
<b>SPECIAL EDUCATION TOTALS:</b>	<b>4,652,085.00</b>	<b>4,783,874.74</b>	-	<b>(131,789.74)</b>	<b>102.8%</b>	<b>4,156,399.00</b>	<b>4,362,785.55</b>	-	<b>(206,386.55)</b>	<b>105.0%</b>

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		<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
INNOVATIVE EDUCATION SERVICES											
Project: 607 LEARNING SERVICES											
1											
2	Object class 01: Salaries	41,732.00	44,971.99		(3,239.99)	107.8%	40,914.00	46,688.62		(5,774.62)	114.1%
3	Object class 02: Benefits	13,705.00	15,840.92		(2,135.92)	115.6%	13,183.00	13,642.92		(459.92)	103.5%
4	Object class 03: PS- Professional	3,000.00	1,890.00		1,110.00	63.0%	3,000.00	1,109.53		1,890.47	37.0%
5	Object class 04: PS- Property	-	-		-	0.0%	-	-		-	0.0%
6	Object class 05: Other Purchased Svc	3,250.00	12,073.95		(8,823.95)	371.5%	3,550.00	7,148.15		(3,598.15)	201.4%
7	Object class 06: Supplies	2,000.00	2,569.19		(569.19)	128.5%	2,169.00	4,471.08		(2,302.08)	206.1%
8	Object class 07: Property	800.00	969.24		(169.24)	121.2%	750.00	249.99		500.01	33.3%
9	Object class 08: Other Expenses	11,603.00	11,253.00		350.00	97.0%	11,334.00	11,664.00		(330.00)	102.9%
10		76,090.00	89,568.29	-	(13,478.29)	117.7%	74,900.00	84,974.29	-	(10,074.29)	113.5%
Project: 613 C.A.S.L.											
11											
12	Object class 01: Salaries	-			-	0.0%	-			-	0.0%
13	Object class 02: Benefits	-			-	0.0%	8,908.00	4,632.21		4,275.79	52.0%
14	Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
15	Object class 05: Other Purchased Svc	-			-	0.0%	-			-	0.0%
16	Object class 06: Supplies	-			-	0.0%	372.00			372.00	0.0%
17	Object class 08: Other Expenses	-			-	0.0%	488.00	488.00		-	100.0%
18		-	-	-	-	0.0%	9,768.00	5,120.21	-	4,647.79	52.4%
Project: 615 GIFTED ED REGION CONSULTANT											
19											
20	Object class 01: Salaries	39,106.00	39,106.00		-	100.0%	55,830.00	50,244.00		5,586.00	90.0%
21	Object class 02: Benefits	7,587.00	11,609.07		(4,022.07)	153.0%	9,993.00	9,420.73		572.27	94.3%
22	Object class 03: PS- Professional	10,000.00	3,250.00		6,750.00	32.5%	1,727.00	6,615.78		(4,888.78)	383.1%
23	Object class 05: Other Purchased Svc	6,797.00	12,091.70		(5,294.70)	177.9%	1,900.00	2,996.01		(1,096.01)	157.7%
24	Object class 06: Supplies	7,410.00	2,922.48		4,487.52	39.4%	511.00	565.48		(54.48)	110.7%
25	Object class 07: Property	-	1,920.75		(1,920.75)	0.0%					
26	Object class 08: Other Expenses	-	-		-	0.0%	-	119.00		(119.00)	0.0%
27		70,900.00	70,900.00	-	-	100.0%	69,961.00	69,961.00	-	0.00	100.0%
Project: 616 ALTERNATIVE TCHR LICENSURE PRG											
28											
29	Object class 01: Salaries	124,612.00	111,129.35		13,482.65	89.2%	122,184.00	111,977.34		10,206.66	91.6%
30	Object class 02: Benefits	35,704.00	28,500.79		7,203.21	79.8%	30,934.00	29,435.48		1,498.52	95.2%
31	Object class 03: PS- Professional	53,340.00	49,338.80		4,001.20	92.5%	57,582.00	41,300.02		16,281.98	71.7%
32	Object class 05: Other Purchased Svc	30,750.00	8,545.52		22,204.48	27.8%	8,250.00	7,260.72		989.28	88.0%
33	Object class 06: Supplies	2,074.00	1,022.95		1,051.05	49.3%	1,678.00	745.22		932.78	44.4%
34	Object class 07: Property	500.00			500.00	0.0%	1,000.00	325.03		674.97	32.5%
35	Object class 08: Other Expenses	14,820.00	15,020.00		(200.00)	101.3%	13,297.00	13,297.00		-	100.0%
36		261,800.00	213,557.41	-	48,242.59	81.6%	234,925.00	204,340.81	-	30,584.19	87.0%
Project: 625 REGIONAL GIFTED/TALENTED											
37											
38	Object class 01: Salaries	8,446.00	8,446.44		(0.44)	100.0%	8,280.00	8,280.00		-	100.0%
39	Object class 02: Benefits	2,380.00	2,357.03		22.97	99.0%	2,281.00	2,282.88		(1.88)	100.1%
40	Object class 03: PS- Professional	118,411.00	121,588.54		(3,177.54)	102.7%	125,538.00	126,085.08		(547.08)	100.4%
41	Object class 05: Other Purchased Svc	300.00	746.03		(446.03)	248.7%	300.00	14.61		285.39	4.9%
42	Object class 06: Supplies	5,600.00	1,998.96		3,601.04	35.7%	5,600.00	5,336.43		263.57	95.3%
43		135,137.00	135,137.00	-	0.00	100.0%	141,999.00	141,999.00	-	(0.00)	100.0%



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1 <b>Project: 626 GIFTED ED UNIVERSAL SCREENING</b>										
2 Object class 01: Salaries	28,972.00	28,792.02		179.98	99.4%	32,286.00	32,286.00	-		100.0%
3 Object class 02: Benefits	9,101.00	9,145.53		(44.53)	100.5%	9,665.00	9,665.00	-		100.0%
4 Object class 05: Other Purchased Svc	-	135.45		(135.45)	0.0%	500.00	1,662.44	(1,162.44)		332.5%
5 Object class 06: Supplies	-	-		-	0.0%	11,200.00	10,037.21		1,162.79	89.6%
6	<b>38,073.00</b>	<b>38,073.00</b>	-	<b>(0.00)</b>	<b>100.0%</b>	<b>53,651.00</b>	<b>53,650.65</b>	-	<b>0.35</b>	<b>100.0%</b>
7 <b>Project: 627 GIFTED ED FEDERAL ALLOCATION</b>										
8 Object class 06: Supplies						1,729.00	1,729.00	-		100.0%
9 Object class 08: Other Expenses						103.00	103.00	-		100.0%
10						<b>1,832.00</b>	<b>1,832.00</b>	-	-	<b>100.0%</b>
11 <b>Project: 643 UNC STEM GRANT</b>										
12 Object class 01: Salaries	-	-		-	0.0%	5,563.00	3,085.40		2,477.60	55.5%
13 Object class 02: Benefits	-	-		-	0.0%	1,506.00	620.18		885.82	41.2%
14 Object class 03: PS- Professional	-	-		-	0.0%	14,000.00	9,297.67		4,702.33	66.4%
15 Object class 05: Other Purchased Svc	-	-		-	0.0%	150.00	24.75		125.25	16.5%
16 Object class 06: Supplies	-	-		-	0.0%	65.00	-		65.00	0.0%
17 Object class 08: Other Expenses	-	-		-	0.0%	1,703.00	1,042.00		661.00	61.2%
18	-	-	-	-	<b>0.0%</b>	<b>22,987.00</b>	<b>14,070.00</b>	-	<b>8,917.00</b>	<b>61.2%</b>
19 <b>Project: 644 STEM GRANT</b>										
20 Object class 01: Salaries	-	-		-	0.0%	2,122.00	2,233.05		(111.05)	105.2%
21 Object class 02: Benefits	-	-		-	0.0%	578.00	576.58		1.42	99.8%
22 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
23 Object class 05: Other Purchased Svc	-	-		-	0.0%	275.00	275.00		-	100.0%
24 Object class 06: Supplies	-	-		-	0.0%	3,147.00	3,037.37		109.63	96.5%
25 Object class 08: Other Expenses	-	-		-	0.0%	607.00	607.00		-	100.0%
26	-	-	-	-	<b>0.0%</b>	<b>6,729.00</b>	<b>6,729.00</b>	-	<b>(0.00)</b>	<b>100.0%</b>
27 <b>Project: 647 CPR &amp; AED TRAINING</b>										
28 Object class 03: PS- Professional	-	-		-	0.0%	8,410.00	9,647.62		(1,237.62)	114.7%
29 Object class 05: Other Purchased Svc	-	-		-	0.0%	-	-		-	0.0%
30 Object class 06: Supplies	-	-		-	0.0%	1,250.00	12.38		1,237.62	1.0%
31	-	-	-	-	<b>0.0%</b>	<b>9,660.00</b>	<b>9,660.00</b>	-	-	<b>100.0%</b>
32 <b>Project: 649 SCHOOL EMERGENCY MANAGEMENT GRANT</b>										
33 Object class 01: Salaries	15,000.00	11,250.00		3,750.00	75.0%	15,000.00	15,000.00		-	100.0%
34 Object class 02: Benefits	4,450.00	3,328.23		1,121.77	74.8%	4,290.00	4,352.87		(62.87)	101.5%
35 Object class 03: PS- Professional	35,777.00	35,775.00		2.00	100.0%	46,000.00	48,640.00		(2,640.00)	105.7%
36 Object class 05: Other Purchased Svc	48,500.00	30,756.77		17,743.23	63.4%	182,500.00	48,864.13		133,635.87	26.8%
37 Object class 06: Supplies	2,000.00	2,000.00		-	0.0%	1,000.00	1,000.00		-	100.0%
38	<b>105,727.00</b>	<b>83,110.00</b>	-	<b>22,617.00</b>	<b>78.6%</b>	<b>248,790.00</b>	<b>117,857.00</b>	-	<b>130,933.00</b>	<b>47.4%</b>
39 <b>Project: 652 CBOCES STATE ED PRIORITIES</b>										
40 Object class 01: Salaries	41,723.00	35,290.04		6,432.96	84.6%	16,000.00	15,897.60		102.40	99.4%
41 Object class 02: Benefits	13,189.00	12,412.71		776.29	94.1%	5,500.00	5,554.16		(54.16)	101.0%
42 Object class 03: PS- Professional	204,753.00	165,869.14		38,883.86	81.0%	230,880.00	143,229.09		87,650.91	62.0%
43 Object class 05: Other Purchased Svc	26,750.00	18,025.71		8,724.29	67.4%	18,000.00	25,866.93		(7,866.93)	143.7%
44 Object class 06: Supplies	51,037.00	25,162.48		25,874.52	49.3%	17,310.00	10,734.01		6,575.99	62.0%
45 Object class 08: Other Expenses	28,971.00	28,971.00		-	100.0%	22,940.00	22,940.00		-	100.0%
46	<b>366,423.00</b>	<b>285,731.08</b>	-	<b>80,691.92</b>	<b>78.0%</b>	<b>310,630.00</b>	<b>224,221.79</b>	-	<b>86,408.21</b>	<b>72.2%</b>

100% of Budget Year Completed



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July 1, 2016 - June 30, 2017

Detailed Expense Report

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July 1, 2015 - June 30, 2016

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 <b>Project: 685 CENTENNIAL BOCES HIGH SCHOOL</b>										
2 Object class 01: Salaries	369,578.00	273,833.34		95,744.66	74.1%	41,078.00	22,935.86		18,142.14	55.8%
3 Object class 02: Benefits	123,609.00	63,359.61		60,249.39	51.3%	13,231.00	8,096.91		5,134.09	61.2%
4 Object class 03: PS- Professional	32,139.00	13,529.87		18,609.13	42.1%	17,139.00	14,609.37		2,529.63	85.2%
5 Object class 04: PS- Property	93,300.00	85,525.00		7,775.00	91.7%					
6 Object class 05: Other Purchased Svc	65,500.00	66,180.35		(680.35)	101.0%	658,793.00	648,099.69		10,693.31	98.4%
7 Object class 06: Supplies	12,100.00	22,457.12		(10,357.12)	185.6%	100.00	551.86		(451.86)	551.9%
8 Object class 07: Property	10,000.00	5,853.93		4,146.07	58.5%					
9 Object class 08: Other Expenses	42,374.00	42,374.00		-	100.0%	18,259.00	37,430.00		(19,171.00)	205.0%
10	<b>748,600.00</b>	<b>573,113.22</b>	<b>-</b>	<b>175,486.78</b>	<b>76.6%</b>	<b>748,600.00</b>	<b>731,723.69</b>	<b>-</b>	<b>16,876.31</b>	<b>97.7%</b>
11 <b>Project: 686 EXPELLED &amp; AT RISK STUDENT GRANT</b>										
12 Object class 01: Salaries	-	-		-	0.0%	47,980.00	48,128.41		(148.41)	100.3%
13 Object class 02: Benefits	-	-		-	0.0%	11,822.00	11,673.62		148.38	98.7%
14 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
15 Object class 05: Other Purchased Svc	-	-		-	0.0%	3,000.00	3,000.00		-	100.0%
16 Object class 06: Supplies	-	-		-	0.0%	2,300.00	2,300.00		-	100.0%
17 Object class 07: Property	-	-		-	0.0%	410.00	409.97		0.03	100.0%
18	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>65,512.00</b>	<b>65,512.00</b>	<b>-</b>	<b>(0.00)</b>	<b>100.0%</b>
19 <b>Project: 687 I-CONNECTION HIGH SCHOOL</b>										
20 Object class 01: Salaries	144,883.00	192,406.03		(47,523.03)	132.8%	115,715.00	134,131.59		(18,416.59)	115.9%
21 Object class 02: Benefits	53,203.00	67,939.58		(14,736.58)	127.7%	39,066.00	52,475.19		(13,409.19)	134.3%
22 Object class 03: PS- Professional	7,800.00	6,416.01		1,383.99	82.3%	7,800.00	7,325.63		474.37	93.9%
23 Object class 04: PS- Property	3,000.00	5,058.76		(2,058.76)	168.6%	17,500.00	17,500.99		(0.99)	100.0%
24 Object class 05: Other Purchased Svc	4,910.00	2,459.82		2,450.18	50.1%	5,150.00	2,641.80		2,508.20	51.3%
25 Object class 06: Supplies	1,752.00	9,045.12		(7,293.12)	516.3%	1,745.00	1,149.35		595.65	65.9%
26 Object class 07: Property	3,500.00	2,535.92		964.08	72.5%	3,500.00	35.24		3,464.76	1.0%
27 Object class 08: Other Expenses	10,952.00	10,952.00		-	100.0%	9,524.00	9,524.00		-	100.0%
28	<b>230,000.00</b>	<b>296,813.24</b>	<b>-</b>	<b>(66,813.24)</b>	<b>129.0%</b>	<b>200,000.00</b>	<b>224,783.79</b>	<b>-</b>	<b>(24,783.79)</b>	<b>112.4%</b>
29 <b>INNOVATIVE EDUCATION SERVICES TOTALS:</b>	<b>2,032,750.00</b>	<b>1,786,003.24</b>	<b>-</b>	<b>246,746.76</b>	<b>87.9%</b>	<b>2,199,944.00</b>	<b>1,956,435.23</b>	<b>-</b>	<b>243,508.77</b>	<b>88.9%</b>

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<b>FEDERAL PROGRAMS</b>										
<b>Project: 705 NC REGION MIGRANT ED PRGM</b>										
1										
2 Object class 01: Salaries	713,146.00	706,201.03		6,944.97	99.0%	780,310.00	796,839.92		(16,529.92)	102.1%
3 Object class 02: Benefits	241,996.00	239,241.31		2,754.69	98.9%	259,486.00	258,025.57		1,460.43	99.4%
4 Object class 03: PS- Professional	10,000.00	15,278.25		(5,278.25)	152.8%	36,500.00	37,921.10		(1,421.10)	103.9%
5 Object class 04: PS- Property	9,400.00	6,818.19		2,581.81	72.5%	11,400.00	11,273.63		126.37	98.9%
6 Object class 05: Other Purchased Svc	760,655.00	679,272.96		81,382.04	89.3%	892,816.00	833,981.87		58,834.13	93.4%
7 Object class 06: Supplies	170,407.00	86,669.77		83,737.23	50.9%	104,843.00	96,740.88		8,102.12	92.3%
8 Object class 07: Property	3,500.00			3,500.00	0.0%	4,599.00	4,545.68		53.32	98.8%
9 Object class 08: Other Expenses	272,486.00	252,468.49		20,017.51	92.7%	232,772.00	229,526.35		3,245.65	98.6%
10	<b>2,181,590.00</b>	<b>1,985,950.00</b>	<b>-</b>	<b>195,640.00</b>	<b>91.0%</b>	<b>2,322,726.00</b>	<b>2,268,855.00</b>	<b>-</b>	<b>53,871.00</b>	<b>97.7%</b>
<b>Project: 715 TITLE I</b>										
11										
12 Object class 01: Salaries	28,540.00	28,540.32		(0.32)	100.0%	26,062.00	26,031.65		30.35	99.9%
13 Object class 02: Benefits	8,602.00	8,536.40		65.60	99.2%	7,798.00	7,770.68		27.32	99.6%
14 Object class 05: Other Purchased Svc	627,185.00	602,339.92		24,845.08	96.0%	758,361.00	744,312.07		14,048.93	98.1%
15 Object class 06: Supplies	-			-	0.0%	-	-		-	0.0%
16 Object class 08: Other Expenses	39,860.00	38,365.36		1,494.64	96.3%	47,533.00	46,686.60		846.40	98.2%
17	<b>704,187.00</b>	<b>677,782.00</b>	<b>-</b>	<b>26,405.00</b>	<b>96.3%</b>	<b>839,754.00</b>	<b>824,801.00</b>	<b>-</b>	<b>14,953.00</b>	<b>98.2%</b>
<b>Project: 716 TITLE I REALLOCATED</b>										
18										
19 Object class 01: Salaries	-			-	0.0%	2,231.00	2,228.77		2.23	99.9%
20 Object class 02: Benefits	-			-	0.0%	669.00	671.23		(2.23)	100.3%
21 Object class 05: Other Purchased Svc	-			-	0.0%	57,582.00	57,582.00		-	100.0%
22 Object class 08: Other Expenses	-			-	0.0%	3,629.00	3,629.00		-	100.0%
23	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>64,111.00</b>	<b>64,111.00</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>
<b>Project: 722 TTL-II(PRT A)TCHR QUALITY</b>										
24										
25 Object class 01: Salaries	1,584.00	1,584.48		(0.48)	100.0%	1,553.00	1,552.44		0.56	100.0%
26 Object class 02: Benefits	446.00	445.52		0.48	99.9%	427.00	427.56		(0.56)	100.1%
27 Object class 05: Other Purchased Svc	211,542.00	188,642.58		22,899.42	89.2%	183,721.00	128,840.19		54,880.81	70.1%
28 Object class 06: Supplies	-			-	0.0%	-	-		-	0.0%
29 Object class 08: Other Expenses	12,814.00	11,440.42		1,373.58	89.3%	11,142.00	7,848.81		3,293.19	70.4%
30	<b>226,386.00</b>	<b>202,113.00</b>	<b>-</b>	<b>24,273.00</b>	<b>89.3%</b>	<b>196,843.00</b>	<b>138,669.00</b>	<b>-</b>	<b>58,174.00</b>	<b>70.4%</b>
<b>Project: 725 TTL III-ENG/LANG ACQUISIT</b>										
31										
32 Object class 01: Salaries	6,334.00	6,333.48		0.52	100.0%	6,210.00	6,210.00		-	100.0%
33 Object class 02: Benefits	1,784.00	1,784.52		(0.52)	100.0%	1,710.00	1,710.00		-	100.0%
34 Object class 05: Other Purchased Svc	70,883.00	64,508.65		6,374.35	91.0%	72,924.00	68,743.57		4,180.43	94.3%
35 Object class 06: Supplies	-			-	0.0%	-	-		-	0.0%
36 Object class 08: Other Expenses	1,580.00	1,452.35		127.65	91.9%	1,617.00	1,533.43		83.57	94.8%
37	<b>80,581.00</b>	<b>74,079.00</b>	<b>-</b>	<b>6,502.00</b>	<b>91.9%</b>	<b>82,461.00</b>	<b>78,197.00</b>	<b>-</b>	<b>4,264.00</b>	<b>94.8%</b>

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1 <b>Project: 730 MCKINNEY HOMELESS GRANT</b>										
2 Object class 01: Salaries	25,235.00	25,235.01		(0.01)	100.0%	24,739.00	24,739.08		(0.08)	100.0%
3 Object class 02: Benefits	9,487.00	8,875.42		611.58	93.6%	8,929.00	8,867.16		61.84	99.3%
4 Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	1,900.00	2,733.72		(833.72)	143.9%	2,970.00	3,410.35		(440.35)	114.8%
6 Object class 06: Supplies	1,114.00	891.85		222.15	80.1%	500.00	217.49		282.51	43.5%
7 Object class 08: Other Expenses	2,264.00	2,264.00		-	100.0%	2,632.00	2,535.92		96.08	96.3%
8	<b>40,000.00</b>	<b>40,000.00</b>	<b>-</b>	<b>0.00</b>	<b>100.0%</b>	<b>39,770.00</b>	<b>39,770.00</b>	<b>-</b>	<b>(0.00)</b>	<b>100.0%</b>
9 <b>Project: 731 BASIC CENTER PROGRAM</b>										
10 Object class 01: Salaries	933.00	932.49		0.51	99.9%	3,658.00	3,658.08		(0.08)	100.0%
11 Object class 02: Benefits	325.00	325.44		(0.44)	100.1%	1,320.00	886.38		433.62	67.2%
12 Object class 05: Other Purchased Svc	100.00	99.87		0.13	99.9%	710.00	39.10		670.90	5.5%
13 Object class 06: Supplies	1,894.00	3,420.50		(1,526.50)	180.6%	1,000.00	3,359.65		(2,359.65)	336.0%
14 Object class 08: Other Expenses	-			-	0.0%	312.00	205.95		106.05	66.0%
15	<b>3,252.00</b>	<b>4,778.30</b>	<b>-</b>	<b>(1,526.30)</b>	<b>146.9%</b>	<b>7,000.00</b>	<b>8,149.16</b>	<b>-</b>	<b>(1,149.16)</b>	<b>116.4%</b>
16 <b>Project: 733 TTL III IMMIGRANT SET-ASIDE</b>										
17 Object class 05: Other Purchased Svc	392.00			392.00	0.0%					
18 Object class 08: Other Expenses	24.00			24.00	0.0%					
19	<b>416.00</b>	<b>-</b>	<b>-</b>	<b>416.00</b>	<b>0.0%</b>					
20 <b>Project: 767 MIGRANT FAMILY LITERACY PROJECT</b>										
21 Object class 06: Supplies	2,817.00	2,817.00		-	100.0%	6,000.00	3,183.00		2,817.00	53.1%
22	<b>2,817.00</b>	<b>2,817.00</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>	<b>6,000.00</b>	<b>3,183.00</b>	<b>-</b>	<b>2,817.00</b>	<b>53.1%</b>
23 <b>Project: 770 IND RESOURCES - FED PRGM</b>										
24 Object class 03: PS- Professional	12,000.00			12,000.00	0.0%	18,500.00	-		18,500.00	0.0%
25 Object class 05: Other Purchased Svc	4,700.00			4,700.00	0.0%	6,700.00	-		6,700.00	0.0%
26 Object class 06: Supplies	1,300.00	3,546.07		(2,246.07)	272.8%	1,300.00	1,073.47		226.53	82.6%
27 Object class 07: Property						-	336.00		(336.00)	0.0%
28 Object class 08: Other Expenses	6,500.00	8,000.00		(1,500.00)	0.0%	-	7,500.00		(7,500.00)	0.0%
29	<b>24,500.00</b>	<b>11,546.07</b>	<b>-</b>	<b>12,953.93</b>	<b>47.1%</b>	<b>26,500.00</b>	<b>8,909.47</b>	<b>-</b>	<b>17,590.53</b>	<b>33.6%</b>
30 <b>FEDERAL PROGRAMS TOTALS:</b>	<b>3,263,729.00</b>	<b>2,999,065.37</b>	<b>-</b>	<b>264,663.63</b>	<b>91.9%</b>	<b>3,585,165.00</b>	<b>3,434,644.63</b>	<b>-</b>	<b>150,520.37</b>	<b>95.8%</b>
31 <b>GRAND TOTALS:</b>	<b>12,174,612.00</b>	<b>11,424,256.26</b>	<b>-</b>	<b>750,355.74</b>	<b>93.8%</b>	<b>12,187,307.00</b>	<b>11,689,240.29</b>	<b>-</b>	<b>498,066.71</b>	<b>95.9%</b>



**September 21, 2017**  
**Board Report**  
**Business Services/HR and Technology Departments**  
**Mr. Terry Buswell**

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### **Financial Transparency Update**

Please be sure to start posting your financial data on your website based on the updated required sequence as this became effective July 1, 2017. The major change is the addition of the List of Waivers Received by Districts. A few items are no longer required, such as Investment Reports, Credit, Debit, and Purchasing Card Statements, and Accounts Payable Check Registers. I have included the Required Financial Transparency template that commenced as of July 1, 2017 as part of my report.

### **Carl Perkins**

As we begin the new school year, please keep the Carl Perkins program reimbursements coming in to CBOCES as soon as the expenses have occurred and throughout the year. When we concluded the 2016-17 school year, we had \$2,323 remaining when the final reimbursement request was submitted. This is an improvement of approximately \$4,000 from the previous school year, but we are still striving to use the entire allocation. It remains our goal to ensure that all the Perkins allocation is spent each fiscal year – we do not want to have the Consortium allocation reduced because we are not spending the full allocation.

### **Annual Financial Audit**

Centennial BOCES is having the annual onsite financial audit conducted the week of October 2-6. The audit will again be conducted by Holscher, Mayberry & Company, led by Mr. Tim Mayberry. This process will include the Financial Statements as well as the Single Audit Report. We anticipate the final Financial Statements will be completed and presented to the Board on November 16.

### **Facility Projects**

We will be asking for Board approval to complete two important projects related to our facilities this fiscal year:

- The Greeley parking lot and driveways are in need of crack filling, seal coating and re-striping this year as they are starting to deteriorate and become a potential safety hazard. According to our records, these surfaces have not been re-sealed since 2002. We have received three quotes ranging from \$5,971 - \$11,184 to complete this work. This item is listed for approval on tonight's agenda.
- The Morgan County office is in need of HVAC repairs/roof top unit replacement. The area where the three new classrooms are located is not receiving an adequate amount of cooling. Portable evaporative cooling units have been placed in each classroom, but this is not a long term solution. The HVAC system has not been upgraded since the building was purchased in 1998 (prior to the merger of the South Platte Valley BOCES and Centennial BOCES). We have estimates from \$7,666 - \$15,627 depending upon the approach taken. This item will return on the November 16 Board meeting agenda for approval.

It is our objective to complete these two projects this fiscal year utilizing carryover funds from the previous year. Additional projects are anticipated for the 2018-19 fiscal year including landscaping around the Greeley office and updating our aging phone system.

### **Health/Dental Insurance Plan Update**

As I noted in May, we received information from a different insurance program and continue to consider the merits of possibly changing from CEBT to Assured Partners/Advanced Benefits Advisors. Assured Partners/Advanced Benefits Advisors has been working with school districts and BOCES throughout the state on providing a different approach to insurance coverage. We chose not to move forward with a change for 2017-18. We are tentatively planning to conduct an insurance benefit program request for proposal (RFP) next February for the 2018-19 fiscal year.



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**Business Services/HR and Technology Departments**  
**Mr. Terry Buswell**

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The representatives from Assured Partners/Advanced Benefits Advisors provided lunch at the conclusion of the September SAC meeting for those were interested to hear about their program. Assured Partners made a presentation on the design techniques they have successfully used to enable school districts and BOCES to save significant sums of money on their benefits while at the same time improving the level of coverage they provide to their employees. In Colorado they currently represent 12 school districts, two counties and three BOCES. Assured Partners of Colorado was created by a merger between Advanced Benefits Advisors and Assured Partners.

**CDE School Finance Training Scheduled**

In response to a SAC meeting request, Centennial BOCES will be hosting a CDE School Finance Training on Wednesday, October 4 from 9:00 a.m. – 3:00 p.m. This training is free and open to all school business officials within the CBOCES region. Any new business staff is especially encouraged to attend this valuable training opportunity. An invite has been sent to the area school district business representatives from CDE via email.

# The Best School District: Financial Transparency Standard Template



Financial  
Transparency

## Required Financial Transparency Public School Financial Transparency Act (Commencing July 1, 2017)

- ◆ District Adopted Budget - Including Uniform Budget Summary (current and prior two years)
- ◆ District Financial Audit (current and prior two years)
- ◆ Salary Schedules or Policies (current and prior two years)
- ◆ Financial Data File for FY16-17 (current and prior year: e.g. FY16-17 and FY15-16) *(districts identified as small/rural with less than 1,000 K-12 students, and having no charter schools, are required to post district level financial information only)*
- ◆ List of Waivers Received by the School District
- ◆ Other District-Specific Financial Information

The adopted budget, financial audit, and salary schedules must be posted or updated within 60 days after completion or receipt of the applicable report, statement or document. The Financial Data File for FY16-17 is required to be posted no later than March 1st, 2018. The list of waivers must be updated or posted within 30 days after a waiver is revoked or a new waiver is granted.

- ◆ Link to Financial Transparency for Colorado Schools website: <https://coloradok12financialtransparency.com>

**Disclaimer:** Please consider the context when evaluating financial transactions. Some transactions may appear improper on the surface but are perfectly normal and justifiable when placed in the proper context. We welcome your questions regarding our financial transactions or records.

### OPTIONAL: District Informational Summary

**Sample:** The Best School District R1 is the largest school district in Sunshine County and remains the tenth largest school district in Colorado. The District owns 450 acres of land, 52 school buildings, and three support sites totaling 3.4 million square feet of building space with a current replacement value of over \$500 million.

The District provides services for over 22,500 students this year and employs over 2,000 teachers, education support professionals and administrators.

#### Contact Information:

Contact Person 1, Title

Phone: 555-555-5555

E-Mail: [someone@example.com](mailto:someone@example.com)

Best School District R1

Address

CSZ

Contact Person 2, Title

Phone: 555-555-5555

E-Mail: [someone@example.com](mailto:someone@example.com)

Phone: 555-555-5555

Fax: 555-555-5555

Required Link: [Colorado Department of Education](#) Office of School Finance

Home | [Additional District Webpage](#) | [Related Links Webpage](#) |  
[Colorado Department of Education Home](#)



**September 21, 2017**  
**Board Report**  
**Federal Programs Department**  
**Dr. Mary Ellen Good**

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**Title I Part C ~ Migrant Education Program (MEP)**

Summer service delivery included:

1. Collaboration with the Boys and Girls Club to secure year-round memberships for 100 migrant children
2. A binational teacher from Mexico presented multiple literacy workshops for parents and students across the region throughout the month of June
3. Imagine Learning math and literacy licenses utilized in Ft Morgan summer programs for 50 students
4. Implementation of the new ESSA eligibility regulations with growing numbers of new migrant families identified
5. Total of 32 high school students from the Northern Region attended the 10-day Summer Migrant Youth Leadership Institute at Adams State University
6. Our 2017-18 Regional MEP Application/Budget received final approval (**\$2,089,786**)

The Northern Region MEP continues to identify approximately 50% of Colorado's eligible migrant students. We anticipate this trend will continue in the new school year.

As a representative of the Northern MEP Region, Superintendent Don Rangel has been invited to participate in an administrator visit to Guadalajara, Mexico in early October with CDE staff and other superintendents from Colorado.

**Titles I, II, III and IV (Consolidated Federal Grants Application)**

CBOCES received substantial approval for our Title I, II III and IV applications and budgets in early July. We received a request for clarification of only a few items in mid-August and submitted the requested modifications at that time. We anticipate final approval from CDE within the next few weeks. Our preliminary allocation is **\$1,527,337**, which is an increase, compared to the final award from the prior year (note: our Consolidated Application now includes Valley Re-1).

Mary Ellen continues to serve on the statewide Committee of Practitioners which advises CDE on issues related to ESSA. The Colorado State Plan is pending approval of the U.S. Department of Education (see updates in the Scoop and recent communication from Commissioner Anthes).

**McKinney-Vento Act (Homeless Education)**

We are in year two of our three-year grant which provides funding for regional support to 53 school districts through professional development and collaboration with district homeless liaisons and community agencies. Additionally, we just received a short term grant award of \$4,000 from the Shiloh House (BCP grant) to provide emergency assistance for unaccompanied youth. We anticipate receiving an additional \$6,000 in the near future for this same purpose.





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**Board Report**  
**Innovative Education Services Department**  
**Mr. Mark Rangel**

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### **Program Update**

- June Educator Training (JET)/Jumpstart
  - Trained approximately 550 staff members
  - Held trainings for bus drivers/PARA's on positive student management
- CBOCES High School
  - Greeley campus is close to enrollment capacity
  - Longmont campus is at full enrollment with waiting list
  - Nicole Skalsky and Maria Castillo will assume more day to day operations this year
- IConnect High School is close to enrollment capacity
- 2017-2018 ATLP (Alternative Teacher License Program)
  - Two track system
  - Facilitators: Roxie Bracken - Elementary / Linda Chapman - Secondary
  - 59 candidates
  - Changed calendar to spread classes over length of school year
- Induction Programs have 15 participants total for both teacher and administrator pathways
- 2017-18 APLP (Alternative Principal License Program) enrollment is down this year due to new regulations from CDE
- Exploring possible partnership opportunities with Centennial Area Health Education Center to benefit member districts and students
- Ongoing partnership with ILearn Collaborative and TabLab for blended learning support to districts

### **Upcoming Trainings and Grants**

- HB 1345 grant application received with three READ Act trainings scheduled for first semester
- Book study from JET will be offered in October
- Parenting Academic Success Training held September 18 & 19 at Greeley office (Partnered with Federal Programs to offer this training)
- Educator Effectiveness and Supervision training scheduled for September 29 & 30
- Partnering with District 6 and CDE for UIP training scheduled for October 6
- College Board SAT training scheduled for October 11
- Hosting CDE training on Induction Programs on November 7

*Innovative Education Services is dedicated to supporting districts and opening opportunities for collaboration leading to educational change.*

**INNOVATIVE EDUCATION SERVICES HOMEPAGE:** <http://www.cbocesinnovative.org>



**September 21, 2017**  
**Board Report**  
**Special Education Department**  
**Mrs. Jocelyn Walters**

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### **End of Year Performance Report**

The annual IDEA Performance Report was submitted to CDE on July 1. Results from that report include:

1. 1239 students were served in special education during 2016-2017 school year
2. 1022 students, aged six to twenty-one, were served in special education during 2016-2017 school year
3. 191 students, aged three to five, were served by special education in integrated preschool settings during 2016-2017 school year
4. 111 initial evaluations, for students aged six to twenty-one, occurred with 104 students qualifying for special education services; hence, 93.7% of students referred were found eligible for special education services. This was an increase rate of initial evaluations by 40% compared to 2015-2016.
5. 71 initial evaluations, for students aged three to five, occurred with 66 students qualifying for special education services; hence, 93% of students referred were found eligible for special education services.

### **Annual Restraint and Seclusion Report**

Three restraints lasting longer than five minutes and one seclusion were reported for the 2016-2017 school year across the schools in the CBOCES AU.

- If restraint is used, school principal (or designee) shall verbally notify parents no later than the end of the school day on which the restraint is used. *See Rule 2.04(3)*
- A written report, based on the findings of a staff review (see below), must be submitted within one school day to school administration. *See Rule 204(2).*
- The written report must be e-mailed, faxed, or mailed to parents within five calendar days of the use of the restraint. *See Rule 2.04(4).*
- Per Rule 2.04(4)(a)-(g), the written report must contain:
  - The antecedent to the student's behavior, if known;
  - A description of the incident;
  - Efforts made to deescalate the situation;
  - Alternatives that were attempted;
  - The type and duration of the restraint used;
  - Injuries that occurred, if any; and
  - The staff present and staff involved in administering the restraint
- Report must also be placed in student's confidential file. *See Rule 2.04(5)*

### **Annual Review Process**

- Must conduct annual review to ascertain whether restraint is being properly administered, to identify additional training needs, to minimize/prevent the use of restraint by increasing use of positive behavior interventions, and to reduce the incidence of injury to students/staff. *See Rule 2.05(2).*
- Per Rule 2.05 (2)(a)-(d), this review must be in writing and include:
  - Analysis of "incident reports," including analysis of procedures used during restraint, preventative/alternative techniques tried, and compliance with documentation follow-up requirements;
  - Training needs of staff;
  - Staff to student ratio; and
  - Environmental consideration, including physical space, student seating arrangement, and noise levels.



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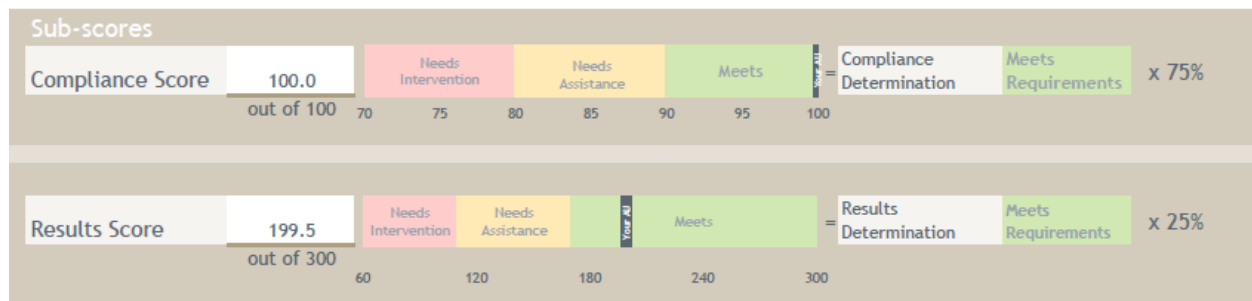
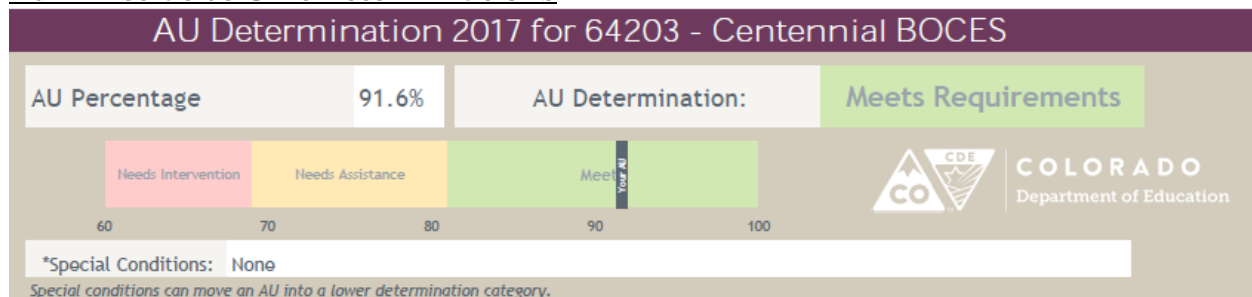
The Centennial BOCES Special Education Department has developed a process to address this requirement related to special education students. After a restraint has been performed, the school principal (or designee) should contact the school psychologist who serves the building. The school psychologist will meet with the building team who participated in the restraint and will complete the Centennial BOCES review form that is required to meet the review processes stated above. The form will be filed in the student's confidential special education file. This review process and form is not "required" for general education students. It would, however, assist us in making sure we are meeting the training needs of staff for this form to be used and submitted any time a restraint is used in the schools.

### **Discipline Report**

The 2016-17 Special Education Discipline Report has been completed and submitted. The AU reported 132 discipline incidents. A new comparison report has been implemented to compare the SPED discipline data reported to the School Discipline and Attendance Report. We have identified discrepancies between the two reports with districts not reporting their special education students in the SDA report. All students, including students with disabilities, need to be reported in the SDA report.

School Year	Number of Discipline Incidents
2016-2017	142
2015-2016	132
2014-2015	120
2013-2014	165
2012-2013	357

### **Administrative Unit Determinations**



### **Meaningful Parent Participation—Indicator 8**

Indicator 8 refers to the percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.

Colorado conducts a survey annually, targeting parents of students with disabilities. Participating parents respond to the 16-question survey with a 5.0 point Likert scale (1 = *strongly disagree*, 5 = *strongly agree*). Parents who respond to at least 13 questions are included in the calculation of Indicator 8. When a parent responds with 4.0 average Likert score, the parent is considered as believing that his/her child's school facilitates parent involvement. CBOCES had 39 respondents from across the AU. 87% of respondents reported they experienced meaningful parent participation during the 2016-2017 school year with an overall average score of a 4.4 out of 5 on the Likert Scale. The school social workers will be researching and address a systemic way to ensure meaningful participation that can impact student achievement and outcomes.



### **SWAP Outcomes**

SWAP finished the year with 84 individuals gaining employment during the 2016-2017 school year.

### **Maintenance of Effort**

Upon review of our AU's expenditure data, CDE has determined that our AU has met the IDEA Maintenance of Effort requirement for the Fiscal Year 2015-2016.

### **Staffing**

- Sean Walsh, School Psychology, RE-1 & Sierra School
- Paul Heintzleman, School Psychologist Intern, RE-1, Wiggins, Weldon Valley
- Aurora Boyes, School Psychologist, RE-7, CBOCES High School
- Beth Large, OT, RE-1,
- Korynn Blanksma, SLP, RE-9 & Sierra School
- Leah Lefever, School Social Worker, Brush, Wiggins, Weldon Valley, Pawnee, Prairie
- TBD, School Psychologist, Brush

### **Sierra School**

Currently we have 25 students at the Sierra School, six students in the Autism program, nine students in the emotional/behavioral program, and 10 students in the hybrid program. Thirteen of the students are from outside the AU. Our maximum capacity for the program is 29. Service agreements and negotiations have been confirmed and agreed to for the 2017-2018 school year.

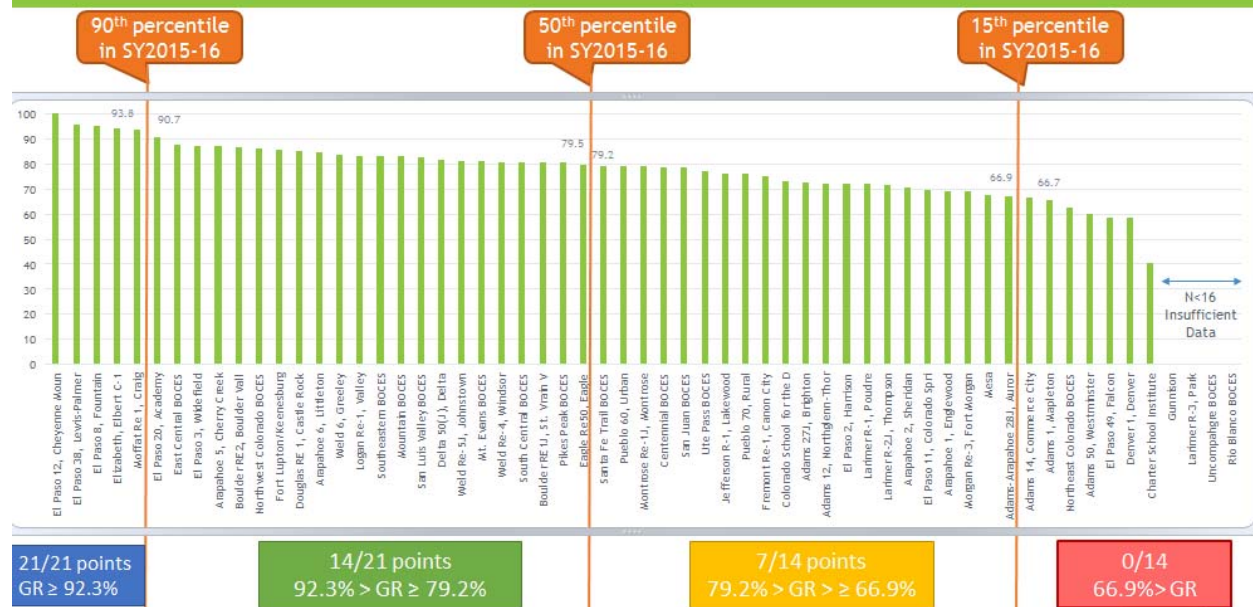
### **AU Goals for 2017-2018**

All schools have participated in Inclusion 101 training (45 minutes at a staff meeting) with the goal to implement two walk-throughs with principals with the focus of access to instruction and to reduce the number of days of out-of-school suspensions.

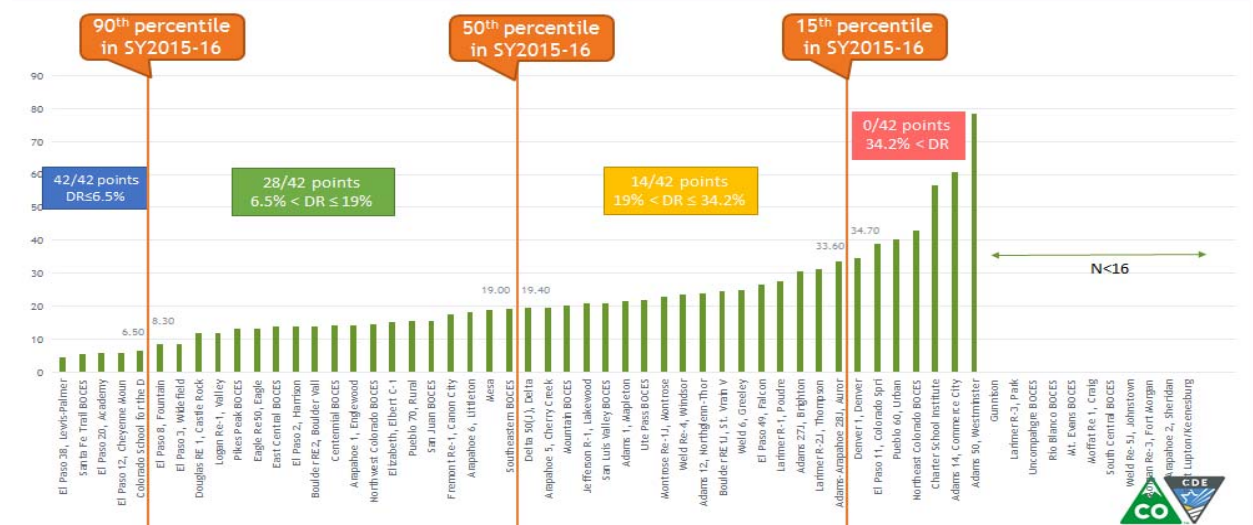
## Post-Secondary Outcome Data

Each year we contact individuals who have exited high school, either with a diploma or by drop-out, to complete a survey about their engagement or participation in employment or higher education. Exiters in 2016 were interviewed, of 42 exiters, 38 participated in the interview. The results indicated that 90% of exiters were engaged in training or employment. 26% participated in higher education; 5% were involved in post-secondary training, and 68% were employed. We continue to see a trend in female disengagement. The transition team will be implementing a mentoring activity with our females to address this trend.

## Graduation Rate (21 points)



## Dropout Rate (42 points)





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**Special Education Department**  
**Mrs. Jocelyn Walters**

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### **Principal Seminars**

We will be hosting a half-day principal seminar devoted to topics related to special education. This year we will be emphasizing alternative discipline practices to out-of-school suspensions in order to increase access to general education curriculum and instruction. The seminar is offered on two dates Wednesday, October 18 or Wednesday, February 21. The time is 9:00 - 11:30 am and the location is the CBOCES east room.

### **Area Wide Trainings**

This year we will host two area wide meetings for our special education providers. The first is scheduled Monday, October 2 at UNC in Greeley. We will be reviewing the following:

- Inclusive Environments
- Utilization of Assistive Technology to Support Inclusion
- Co-Teaching

Our following area wide is tentatively scheduled for Monday, February 12 at the same location. Substitute reimbursement will be offered for special education teachers to attend these two training days.

### **Breshnan-Halstead Technical Assistance Grant**

Centennial BOCES was again awarded a technical assistance grant for this school year to support us in our endeavors to increase and improve inclusive practices across the AU. Dr. Todd Sundeen, professor at UNC, is currently providing technical assistance in the form of research, evaluation, data analysis, and professional development. We have identified our goal as 80% of students in special education to be in the general education classroom 80% of the time in three years. We are currently at 67% of our students being in the general education classroom 80% of the time. Research indicates that the most powerful factor that we can control to improve student outcomes in special education is time in the general education classroom.

### **Enrich**

This will be our third year to utilize Enrich. We held Enrich training on August 29 for new school staff members and folks have been contacting Ruth Grevesen or Brad Schultz for support.

### **Caution: Review District Open Enrollment Policies**

Generally, districts may limit nonresident students' enrollment based on resource availability; however, in so doing, be careful to employ enrollment criteria that affords special education and nondisabled, nonresident applicants equal opportunities to enroll. Each request for enrollment should be considered on an individual basis. Districts are not able to give a blanket statement, such as, "Our special education programs are at capacity." Districts should review the student's IEP and note the service needs of the student and determine if the school has the resources to provide the services that are required to ensure FAPE.

### **Vision and Hearing Screenings for Preschool Children**

Colorado law mandates that public schools have a system of vision and hearing screening in place for its students. The current guideline requires screening of public school children of preschool, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> grade ages. For child find processes, AUs are required to have vision and hearing screening conducted prior to any formal evaluation to determine eligibility for special education services as these two areas must be ruled out before considering other disability categories. Please verify with your school nurse that all preschool students in the district are scheduled for yearly screenings. The school audiologists have been informed of the hearing screening requirement.

**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors

**FROM:** Dr. Randy Zila, Executive Director

**DATE:** September 21, 2017

**SUBJECT:** **Approval of Contract Award for Parking Lot Repair/Improvements at Greeley Office to Schneider Paving LLC**

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***Background Information***

In accordance with Board policy, Business department staff requested bid/estimates to select a contractor to provide labor, equipment, and materials to secure parking lot and driveway crack filling, seal coating and re-striping at the Centennial BOCES Greeley office. The project is required as the surfaces are starting to deteriorate and become a potential safety hazard. According to Centennial BOCES' records, these surfaces have not been re-sealed since 2002.

Centennial BOCES received three estimates:

Affordable Sealing and Striping Inc.	\$5,971
Schneider Paving LLC.	\$10,700
S2 Contractors	\$11,184

Terry Buswell is recommending contract award to Schneider Paving LLC as they received recommendations from member district superintendents for previous work performed. In addition, this contractor recommends and will perform additional preventative maintenance items to extend the lifetime of the pavement.

All work will be performed as per contract documents.

***Recommended Action***

To approve this item as presented.