



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

Board of Cooperative Educational Services
www.cboces.org

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

Date

November 19, 2020
6:30 PM Regular Meeting

Location

Virtual Via Zoom

Board of Directors

Riste Capps, RE-1 Valley SD
Laura Case, Estes Park SD R-3
Kim Chacon, Weld County SD RE-1
Audrey Clary, Eaton SD RE-2
Mary Clawson, Weld RE-9 SD
Dianne Cox, Brush SD RE-2J
Doug Duggan, Pawnee SD RE-12
Katie Ford, Briggsdale School
Eric Gonzalez, Wiggins SD RE-50J
Nancy Hopper, Morgan County SD RE-3
Nancy Kugler, Prairie SD RE-11J
Mindy Marshall, Platte Valley SD RE-7
Paula Peairs, St. Vrain Valley Schools
Kathy Wood, Weldon Valley SD RE-20J

Administration

Dr. Randy Zila, Executive Director
Terry Buswell, Assistant Executive Director
Maria Castillo Saenz, Federal Programs Director
Mark Rangel, Innovative Education Services Director
Jocelyn Walters, Special Education Director

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 – September 17, 2020
- 1.6 Public Participation
 - Time parameters – Three minutes per speaker; 20 minutes total for public participation
- 1.7 Board Reports/Requests
- 1.8 Old Business



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

Board of Cooperative Educational Services
www.cboces.org

2.0 Consent Agenda

- 2.1 Approval of Personnel Items
- 2.2 Approval of Supplemental Appropriations
- 2.3 Approval of Revisions to Board Policies/Regulations/Exhibits: AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, ADC, BC-R, BEAA, BEDA, EBBA, EBBA-R, EBCE, EHC, GBA, GBAB, GCE-GCF, GCQC, GCQF, GDE-GDF, GDQB, GDQD, IC-ICA, IHBEA, IHCD, IHCD-R, IKA, JB, JBB, JF, JFABE, JH, JICDA, JICDE, JICDE-E-1, JICDE-E-2, JICEC, JII, JKD-JKE, JKD-JKE-R, JKD-JKE-E, JLCC, JLCD, JLCE, KDB, KE, KE-R, KFA, KI

3.0 Presentations

None

4.0 Reports/Discussion

- 4.1 FY 2019-20 Financial Statements and Single Audit Report – Tim Mayberry
- 4.2 Superintendents’ Advisory Council Report – Dr. Glenn McClain (Oral Report)
- 4.3 First Reading Discussion, Revisions to Board Policies: DJB, DJE, EEAEG, GBEB, GBI, IKF-2, JLCDB
- 4.4 Financial Reports – Terry Buswell, Assistant Executive Director
 - Board Notes for Financial Reports
 - Investment Report A
 - Cash Flow Analysis Report B
 - Cash Flow Chart C
 - Two Page Financial Summary Report
 - 11 Page Detailed Expense Report
- 4.5 Directors’ Reports
 - a. Dr. Randy Zila, Administration (Oral Report)
 - b. Terry Buswell, Business Services/Human Resources/Technology Departments
 - c. Maria Castillo, Federal Programs Department
 - d. Mark Rangel, Innovative Education Services Department
 - e. Jocelyn Walters, Special Education Department

5.0 Action Items

- 5.1 Approval of FY 2019-20 Financial Statements and Single Audit
- 5.2 Approval of Centennial BOCES 2019-20 Financial Accreditation Report

6.0 Updates/Announcements

CBOCES High School Graduation Dates

Longmont Campus: Monday, May 17, 2021 @ 6:30 PM
St. Vrain Memorial Building, Longmont

Greeley Campus: Wednesday, May 19, 2021 @ 6:30 PM
Weld RE-1 Valley High School, Gilcrest

7.0 Adjournment

M E M O R A N D U M

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 19, 2020

SUBJECT: Opening of Meeting

Background Information

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Introductions/District Updates
- 1.4 Approval of Agenda
- 1.5 Approval of Minutes – September 17, 2020
- 1.6 Public Participation – Time parameters (Three minutes per speaker;20 minutes total)
- 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 September 17, 2020 via Zoom.

1.1 Call to Order

President Clawson called the meeting to order at 6:34 PM.

1.2 Roll Call

Board Members (or alternates) present:

Riste Capps, RE-1 Valley SD Sterling
Kim Chacon, Weld County SD RE-1
Mary Clawson, Weld RE-9 SD
Katie Ford, Briggsdale School
Eric Gonzalez, Wiggins SD RE-50J
Nancy Kugler, Prairie SD RE-11J
Mindy Marshall, Platte Valley SD RE-7
Kathy Wood, Weldon Valley SD RE-20J

Board Members absent:

Laura Case, Estes Park SD R-3
Audrey Clary, Eaton SD RE-2
Dianne Cox, Brush SD RE-2J
Doug Duggan, Pawnee SD RE-12
Nancy Hopper, Morgan County SD RE-3
Paula Peairs, St. Vrain Valley Schools

Superintendents present:

None

CBOCES Staff present:

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

1.3 Introductions/District Updates

Board Members introduced themselves and shared information for their respective districts' activities

1.4 Approval of Agenda

Mindy Marshall moved to approve the agenda as presented. Nancy Kugler seconded.

The motion passed by unanimous roll call vote: [Riste Capps: yes; Laura Case, absent; Audrey Clary, absent; Mary Clawson, yes; Dianne Cox, absent; Doug Duggan, absent; Katie Ford, yes; Eric Gonzalez, yes; Nancy Hopper, absent; Nancy Kugler, yes; Mindy Marshall, yes; Paula Peairs, absent; Kim Chacon, yes; Kathy Wood, yes]

1.5 Approval of Minutes

The minutes were approved as presented.

1.6 Public Participation

None

1.7 Board Reports/Requests

None

1.8 Old Business

None

2.0 CONSENT AGENDA

2.1 Approval of Personnel Items

2.2 Approval of Supplemental Appropriations

Katie Ford moved to approve Consent Agenda items 2.1 through 2.2. Nancy Kugler seconded.

The motion passed by unanimous roll call vote: [Riste Capps: yes; Laura Case, absent; Audrey Clary, absent; Mary Clawson, yes; Dianne Cox, absent; Doug Duggan, absent; Katie Ford, yes; Eric Gonzalez, yes; Nancy Hopper, absent; Nancy Kugler, yes; Mindy Marshall, yes; Paula Peairs, absent; Kim Chacon, yes; Kathy Wood, yes]

3.0 PRESENTATIONS

None

4.0 REPORTS / DISCUSSION

4.1 Superintendents' Advisory Council (SAC) Report

Dr. Randy Zila provided information from the September SAC meeting that included the following topics:

- SAC met throughout summer
- CHSAA discussions around sports and activities
- Student enrollment concerns
- Meeting in person in October
- School finance discussions

4.2 First Reading, Discussion, Revisions to Board Policies/Regulations/Exhibits:

4.3 Financial Reports – 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. Financial Summary Report
- f. Detailed Expense Report

4.4 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:
 - No Covid-19 at CBOCES, following state and county recommendations
 - Legislative related policy updates
 - Federal programs received grant from PEBT
 - Audit in progress
 - Opened CBOCES offices August 10
 - Dr. Zila appointed to Governor’s rural council
- b. Terry Buswell, Assistant Executive Director – written report
- c. Maria Castillo, Director of Federal Programs – written report
- d. Mark Rangel, Director of Innovative Education Services – written report
- e. Jocelyn Walters, Director of Special Education – written report

5.0 ACTION ITEMS

5.1 Approval of Resolution Defining Educational Process

Katie Ford moved to approve the Resolution Defining Educational Process. Nancy Kugler seconded.

The motion passed by unanimous roll call vote: [Riste Capps: yes; Laura Case, absent; Audrey Clary, absent; Mary Clawson, yes; Dianne Cox, absent; Doug Duggan, absent; Katie Ford, yes; Eric Gonzalez, yes; Nancy Hopper, absent; Nancy Kugler, yes; Mindy Marshall, yes; Paula Peairs, absent; Kim Chacon, yes; Kathy Wood, yes]

6.0 UPDATES/ANNOUNCEMENTS

Consider meeting in person for November

- 6 foot distance
- Masks to be worn
- No dinner
- Email poll of BOD in early November

7.0 ADJOURNMENT

The meeting was adjourned by acclamation at 8:05 PM.

Respectfully Submitted,

Nancy Kugler

Centennial BOCES BOD Secretary/Treasurer

MEMORANDUM

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: November 19, 2020
SUBJECT: Consent Agenda

Background Information

2.1 Approval of Personnel Items

See Attached

2.2 Approval of Supplemental Appropriations

Student Information Services Project:	\$26,400
Learning Services Project:	\$22,290
Title III Professional Development Grant Project:	\$ 1,024
Centennial BOCES High School	-\$100,000
Basic Center Program Project:	\$40,000
RISE Education Fund Grant Project:	\$482,091

2.3 Approval of Revisions to Board Policies/Regulations/Exhibits: AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, ADC, BC-R, BEAA, BEDA, EBBA, EBBA-R, EBCE, EHC, GBA, GBAB, GCE-GCF, GCQC, GCQF, GDE-GDF, GDQB, GDQD, IC-ICA, IHBEA, IHCDA, IHCDA-R, IKA, JB, JBB, JF, JFABE, JH, JICDA, JICDE, JICDE-E-1, JICDE-E-2, JICEC, JII, JKD-JKE, JKD-JKE-R, JKD-JKE-E, JLCC, JLCD, JLCE, KDB, KE, KE-R, KFA, KI

See Attached

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: November 19, 2020
SUBJECT: Approval of Personnel Items - Staff Resignations / Releases

Employee Name	Position	Department	Date	Comments
Becker, Heath	Paraprofessional	Special Ed. Department	10/30/20	Resignation

M E M O R A N D U M

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: November 19, 2020
SUBJECT: Approval of Personnel Items - Staff Appointments

Employee Name	Beginning Date	Assignment	Department	Position FTE	Rate of Pay	Justification / Comments
Moncada, Yadira	11/2/20	Home Visitor- Preschool	Federal Programs	N/A	\$25.00/hr	New Hire
Munguia De Valdez, Elvira	11/9/20	Home Visitor- Preschool	Federal Programs	N/A	\$25.00/hr	New Hire
Padilla, Martha	11/2/20	Home Visitor- Preschool	Federal Programs	N/A	\$25.00/hr	New Hire

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$26,400 be appropriated into the 2020-2021 Centennial BOCES budget for the Student Information Services project. This budget increase is based on additional services requested by school districts utilizing Infinite Campus and will increase this budget from \$133,477 to \$159,877.

Adopted and signed this _____ day of _____, 2020

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 \$22,290 be appropriated into the 2020-2021 Centennial BOCES budget for the Learning Services project. This budget increase is based on additional services provided and tuition received and will increase this budget from \$85,129 to \$107,419.

Adopted and signed this _____ day of _____, 2020

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 \$1,024 be appropriated into the 2020-2021 Centennial BOCES budget for the Title III Professional Development Grant project. This budget increase is based on additional funding allocated and will increase this budget from \$31,500 to \$32,524.

Adopted and signed this _____ day of _____, 2020

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 \$100,000 be appropriated into the 2020-2021 Centennial BOCES budget for the Centennial BOCES High School project. This budget decrease is based on approximately 20 fewer students attending this school year and will decrease this budget from \$604,000 to \$504,000.

Adopted and signed this _____ day of _____, 2020

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 \$40,000 be appropriated into the 2020-2021 Centennial BOCES budget for the Basic Center Program project. This budget increase is based on additional funding sources received and will increase this budget from \$20,000 to \$60,000.

Adopted and signed this _____ day of _____, 2020

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 \$482,091 be appropriated into the 2020-2021 Centennial BOCES budget for the Response, Innovation, and Student Equity (RISE) Education Fund Grant project. This budget increase is based on receiving funding from the State of Colorado and will increase this budget from \$0 to \$482,091.

Adopted and signed this _____ day of _____, 2020

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

NONDISCRIMINATION/EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in 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~~ may 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 disability, race, creed, color, sex ~~(which includes marital status)~~, sexual orientation ~~(which includes transgender)~~ marital status, national origin, religion, ancestry, 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.

For purposes of this policy, these terms have the following meanings:

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “Sexual Orientation” means a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person’s perception thereof.

This policy and supporting regulation(s) ~~shall~~ will be used to address all concerns regarding unlawful discrimination and harassment; ~~except those regarding sexual harassment which are addressed in other policies listed in this policy’s cross references. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.~~

In keeping with these statements, the following ~~shall be~~ are objectives of 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 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.
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

Centennial BOCES ~~shall~~ will 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 Centennial BOCES are offered without regard to disability, race, creed, color, sex ~~(which includes marital status)~~, sexual orientation ~~(which includes transgender)~~, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, Centennial BOCES ~~shall~~ will 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~~ will also include the name, address, email address and telephone number of the person(s) designated to coordinate Title IX and Section 504 and ADA compliance activities.

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

The notice ~~shall~~ will 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 disability, race, creed, color, sex (~~which includes marital status~~), sexual orientation (~~which includes transgender~~), marital status, national origin, religion, ancestry 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~~ they has been a ~~victim~~ target of unlawful discrimination or harassment as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, ~~shall~~ must 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~~ they ~~have~~ has been a ~~victim~~ target of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, ~~shall~~ must 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~~ will 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~~ must take prompt and effective action to stop it, as prescribed by Centennial BOCES.

Centennial BOCES ~~shall~~ will 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, Centennial BOCES ~~shall~~ will 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~~ may 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~~ may 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, Centennial BOCES ~~shall~~ will implement measures designed to remedy the problem in those areas or activities.

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

In cases involving potential criminal conduct, ~~the compliance officer shall~~ Centennial BOCES will 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~~ must 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. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the Centennial BOCES's website.

Students and Centennial BOCES employees ~~shall~~ will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Centennial BOCES

employees ~~shall~~ must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

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. §12101 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. 22-32-110(1)(k) definition of racial or ethnic background includes hair texture, definition of protective hairstyles
C.R.S. 24-34-301(7) definition of sexual orientation, which includes transgender
C.R.S. 24-34-301 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.: GBA, Open Hiring/Equal Employment Opportunity
GBAA, Sexual Harassment
JB, Equal Educational Opportunities
JBB, Sexual Harassment

Revised:

Revised: November 16, 2017

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)

Centennial BOCES is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. Centennial BOCES ~~shall~~ must promptly respond to concerns and complaints of unlawful discrimination and/or harassment; 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 as required by state and federal law. When appropriate, the complaint ~~shall~~ will be referred to law enforcement for investigation.

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.

Definitions

1. "Compliance officer" means an employee designated by the Board to receive complaints of alleged unlawful discrimination and harassment. The compliance officer ~~shall~~ must be identified by name, address, telephone number and email address. See exhibit AC-E-4. If the designated individual is not qualified or is unable to act as such the executive director ~~shall~~ must designate another employee who ~~shall~~ will serve until a successor is appointed by the Board.
2. "Aggrieved individual" ~~shall~~ means a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, an employee of Centennial BOCES, or member of the public who is directly affected by and/or is witness to an alleged violation of Board policies prohibiting unlawful discrimination or harassment.

Compliance Officer's Duties

The compliance officer ~~shall be~~ is responsible for conducting an 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. 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; disseminating information concerning the forms and procedures for filing of complaints; ensuring the prompt investigation of all complaints; coordinating 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 is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals or other Centennial BOCES employees ~~shall~~ must 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~~ must be forwarded to the executive director.

Any aggrieved individual may file, with the compliance officer, a complaint charging Centennial BOCES, another student or any Centennial BOCES employee with unlawful discrimination or

harassment. The complaint may be made orally or in writing. Persons who wish to file a written complaint shall be encouraged to use the Centennial BOCES's complaint form.

All complaints ~~shall~~ must 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~~ must be made as soon as possible after the incident.

The compliance officer shall ~~confer~~ must with the aggrieved individual and/or the alleged ~~victim~~ target 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.

Within five calendar days following the initial meeting with the aggrieved individual and/or alleged ~~victim~~ target, the compliance officer ~~shall~~ must 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~~ must 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~~ must explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the ~~victim~~ target 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~~ must also explain that whether or not the individual files a written complaint or otherwise requests action, 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 report or participates in an investigation. The compliance officer ~~shall~~ must also explain that any request for confidentiality ~~shall~~ will be honored so long as doing so does not preclude Centennial BOCES from responding effectively to the prohibited conduct and preventing future prohibited conduct.

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 not further compliance action must be taken. No party ~~shall~~ may 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~~ may not be used to process complaints against a Centennial BOCES employee and ~~shall~~ may not be used between students where the underlying offense involves sexual assault or other acts of violence.

Formal Action

If informal resolution is inappropriate, unavailable or unsuccessful, the compliance officer ~~shall~~ must promptly investigate the allegations to determine whether and/or to what extent, unlawful discrimination or harassment has occurred. 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 has been found to have engaged in prohibited conduct against others,
- d. evidence of the aggrieved individual and/or alleged victim's reaction or change in behavior following the alleged prohibited conduct,
- e. evidence about whether the alleged victim and/or aggrieved individual 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 a violation of law or policy, all relevant circumstances ~~shall~~ must 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 and the aggrieved individual and/or alleged ~~victim~~ target,
- d. the number of individuals alleged to have engaged in the prohibited conduct and number of ~~victims~~ targets of the prohibited conduct,
- e. the age of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged ~~victim~~ target,
- f. the size of the school, location of the incident and context in which it occurred, and
- g. other incidents at the school.

The compliance officer ~~shall~~ must prepare a written report containing findings and recommendations, as appropriate, and submit the report to the executive director 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~~ must be advisory and ~~shall~~ must not bind the executive director or 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~~ must determine any sanctions or other actions deemed appropriate including ~~if~~ appropriate recommendations to the Board for disciplinary or other action.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, ~~shall~~ must be notified in writing of the final outcome of the investigation and all steps taken by 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~~ are instead ~~be~~ governed by the Board's discipline policies and procedures.

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

is entitled to present testimony and other evidence. A Centennial BOCES representative ~~shall~~ is likewise ~~be~~ entitled to present testimony and other evidence. The hearing ~~shall~~ must be closed to the public.

Within five calendar days after the hearing, the hearing officer ~~shall~~ must 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~~ the decision, the recording of the hearing, all physical and documentary evidence and all other items comprising the record of the hearing ~~shall~~ must be returned to Centennial BOCES. Within five calendar days of receiving the hearing officer's recommendations, the executive director or designee ~~shall~~ will 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~~ may 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~~ applies, 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~~ will 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. 17th Avenue, Suite 410, Denver, CO 80203. ~~Telephone~~ Toll Free: 800-669-4000. Fax: 303-866-1085. TTY: 800-669-6820. ASL Video Phone: 844-234-5122. Website: <https://publicportal.eeoc.gov>. ~~Email: egov.eeoc.gov.eas~~

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite ~~1050~~ 825, Denver, CO 80202. ~~Toll Free: 800-262-4845.~~ Telephone: 303-894-2997. Fax: 303-894-7830. Email: DORA.CCRD@state.co.us (general inquiries), DORA.CCRDIntake@state.co.us (intake unit)

Revised:

Revised: November 16, 2017

Adopted: February 19, 2009

Centennial BOCES

SEXUAL HARASSMENT INVESTIGATION PROCEDURES
(Title IX)

The Board is committed to maintaining a learning environment that is free from sex-based discrimination, including sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sex-based discrimination or harassment or participates in a harassment investigation.

Definitions

For purposes of this regulation, these terms have the following meanings:

- **“Complainant”** means an individual who is alleged to be the target of conduct that could constitute sex-based discrimination or sexual harassment.
- **“Decision Maker”** means an individual(s) who assesses the relevant evidence, including party and witness credibility, to decide if Centennial BOCES has met the burden of proof showing the respondent to be responsible for the alleged sexual harassment. The decision maker may not be the Title IX Coordinator or the investigator. Centennial BOCES’s decision maker is the executive director.
- **“Education Program or Activity”** means locations, events, or circumstances over which Centennial BOCES exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.
- **“Investigator”** means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the decision maker.
- **“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.
- **“Sexual Harassment”** means conduct on the basis of sex that satisfies one or more of the following:
 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
 3. Sexual assault, dating violence, domestic violence, or stalking.
- **“Supportive Measures”** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.

- **“Title IX Coordinator”** means the employee designated by a recipient to coordinate its efforts to comply with Title IX responsibilities (See AC-E-1).

Filing a complaint

A complainant, or a parent or guardian with the legal right to act on the complainant’s behalf, may file a complaint. Complaints must be filed in writing and signed by the complainant. Forms for this purpose are available at www.cboces.org. Completed forms must be filed with the Title IX Coordinator. If a complaint form is given to a Centennial BOCES employee, the employee will promptly forward the complaint to the Title IX Coordinator. An alternate will be designated in the event it is claimed that the respondent is the one who committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will receive assistance as needed in filing a complaint.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation, is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Investigation

Once a complaint is received, the Title IX Coordinator or investigator (“investigator”) will first determine if the alleged conduct occurred in the Centennial BOCES education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit Centennial BOCES from addressing the allegations in any manner Centennial BOCES deems appropriate.

Following this determination, the investigator will begin the investigation in a reasonably prompt manner and adhere to the following:

- The investigator must apply the “presumption of innocence” standard during the course of the investigation.
- The investigator must adhere to all timeframes. If a timeframe cannot be met, the investigator will notify the complainant, respondent, and decision maker.
- The investigator will protect the complainant from inappropriate questions and evidence about the complainant’s prior sexual history.
- The investigator must provide written notice of the allegations to the parties involved.
- The investigation may also include, but is not limited to, the following:
 - Implementation of supportive measures for both the complainant and the respondent;
 - A request for the complainant to provide a written statement regarding the nature of the complaint;
 - A request for respondent to provide a written statement;
 - A request for witnesses identified during the course of the investigation to provide a written statement;

- Interviews of the complainant, respondent, or witnesses; and
 - Review and collection of documentation or information deemed relevant to the investigation.
- Within a reasonably prompt timeframe, the investigator must issue a report to the decision maker. After finalizing the report, the investigator will provide a copy to the complainant and respondent and will wait ten days prior to providing the report to the decision. The investigator's report must be advisory and must not bind the decision maker to any particular course of action or remedial measure.

Decision

The decision maker will apply the preponderance of the evidence standard when making a decision and must notify the complainant and respondent of the decision. The decision must include a written determination regarding responsibility, explain how and why the decision maker reached the conclusions outlined in the report, and detail any disciplinary measures taken in response to the conduct. The decision of the decision maker in no way prejudices either the complainant or the respondent from seeking redress through state or federal agencies, as provided in law.

Appeal

The investigation is closed after the decision maker issues a decision, unless either party appeals the decision within 10 days by making a written request to the decision maker detailing why the decision should be reconsidered.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all Centennial BOCES schools and departments. The policy and complaint procedures must be prominently posted on the Centennial BOCES's website, referenced in student and employee handbooks and otherwise be made available to all students, staff and members of the public through electronic or hard-copy distribution.

All students and Centennial BOCES employees will receive periodic training related to recognizing and preventing sexual harassment. Centennial BOCES employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the Centennial BOCES's website.

Adopted:

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 against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation (which includes transgender), marital status, national origin, religion, ancestry, age, genetic information, conditions related to pregnancy or childbirth, 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. ~~in admissions, access to, treatment, or employment in programs or activities which it operates.~~

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for Centennial BOCES:

Terry Buswell, Assistant Executive Director
2020 Clubhouse Drive, Greeley, CO 80634
970-352-7404
tbuswell@cbores.org

The following person(s) have been identified as the Title IX Coordinator for Centennial BOCES:

Terry Buswell, Assistant Executive Director
2020 Clubhouse Drive, Greeley, CO 80634
970-352-7404
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 be filed directly with the Office for Civil Rights, U.S. Department of Education, 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 17th Avenue, Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Revised:

Revised: November 16, 2017
Revised: January 17, 2013
Revised: February 19, 2009
Centennial BOCES

NONDISCRIMINATION/EQUAL OPPORTUNITY
(Complaint Form)

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

☐ Please check here for allegations of sex-based discrimination and/or sexual harassment.
(Note: Investigator will use investigation procedures consistent with allegations of sex-based discrimination and/or sexual harassment).

Summary of alleged unlawful discrimination or harassment:

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

Date(s) alleged prohibited conduct occurred:

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

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

Your suggestions regarding resolving the complaint: _____

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.

Signature of complainant

Date

Signature of person receiving complaint

Date

Adopted: November 16, 2017

| Revised:

TOBACCO-FREE SCHOOLS – CENTENNIAL BOCES

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 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 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.
 - b. All Centennial BOCES grounds over which Centennial BOCES exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by Centennial BOCES for transporting students, staff, 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 cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco; or liquid nicotine/e-liquids; 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.
3. “Use” means lighting, chewing, smoking, ingesting, inhaling, vaping or application of any tobacco product.

Signs will be posted in prominent places on all Centennial BOCES property to notify the public that smoking or other use of tobacco products is prohibited in accordance with 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.

LEGAL REFS.: 20 U.S.C. 7971 et seq. prohibits smoking in any indoor facility used to provide educational services to children
C.R.S. 18-13-121 furnishing tobacco products to ~~minors~~ persons under 21
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)(I)(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

CROSS REF.: KFA, Public Conduct on Centennial BOCES Property

Revised:

Revised: November 16, 2017

Revised: May 21, 2009

Adopted: December 14, 2000

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~~ 65.
2. Any gift of any item of real or personal property other than money with a value greater than ~~\$59~~ 65.
3. Any loan of real or personal property if the value of the loan is greater than ~~\$59~~ 65. "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~~ 65 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: November 16, 2017
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. 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.

~~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 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 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'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 REF.: 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)

CROSS REF.: BE, Board of Directors Meetings

Revised: November 16, 2017

Revised: January 16, 2014

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, regular and work session meetings and retreats.

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 if the Board is unable to post notice of a Board meeting online due to exigent or emergency circumstances such as a power outage or an interruption in Internet service. 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 and work sessions to be posted on the Centennial BOCES's website 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.~~

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 or designee shall provide 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")
C.R.S. 24-6-402 (2)(c)(III) ("full and timely notice" requirement is met if BOCES posts notice of meeting on the BOCES's website no less than 24 hours prior to meeting)
C.R.S. 24-6-402 (7) (~~district BOCES~~ must keep list of persons who have requested notification of meetings when specified policies are discussed and provide reasonable advance notice to such persons)

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

Revised:

Revised: April 18, 2019

Adopted: November 16, 2017

Centennial BOCES

PREVENTION OF DISEASE/INFECTION TRANSMISSION
(Handling Body Fluids)

| All Centennial BOCES schools ~~shall~~ must provide a sanitary environment and ~~shall~~ must establish routines, recommended by appropriate health professionals, for handling body fluids.

| All Centennial BOCES personnel working with students ~~shall~~ must be advised of and follow routine procedures regarding handling body fluids. These procedures ~~shall~~ must provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures ~~shall~~ must be standard health and safety practices developed in consultation with medical personnel. No distinction ~~shall~~ may be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease. Training and appropriate supplies ~~shall~~ must be available to appropriate Centennial BOCES personnel including those involved in transportation and custodial services.

| In addition to ensuring that these health and safety practices are carried out, special emphasis ~~shall~~ must be placed in those areas of Centennial BOCES operation that potentially present a greater need for these precautions. Under no circumstances ~~shall~~ may 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:

Revised: November 16, 2017

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~~ must 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 with soap and water, paying particular attention to areas around and under fingernails and between fingers and scrubbing hands for at least 20 seconds.
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 COVID-19/Coronavirus has received a great deal of attention, there are several other communicable diseases of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

1. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.
2. Personal prevention practices, such as hand washing, staying home when sick, and environmental cleaning and disinfection are encouraged to reduce the spread of COVID-19.
3. Cloth face coverings are meant to protect others in case the wearer is unknowingly infected by asymptomatic and are most essential in times when physical distancing is difficult.

TRANSMISSION CONCERNS–BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

<u>Body Substance Source</u>	<u>Organism of Concern</u>	<u>Transmission</u>
<u>Blood</u> – cuts/abrasions – nose bleeds – menses – contaminated needle	Hepatitis B virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
* <u>Feces</u> – incontinence	Hepatitis A virus Salmonella bacteria Shigella bacteria C. difficile	**Oral inoculation from contaminated hands
* <u>Respiratory secretions</u> – saliva – nasal discharge	Common cold virus Influenza virus ***Epstein-Barr virus COVID-19/Coronavirus	**Oral inoculation from contaminated hands
* <u>Vomit</u>	Gastrointestinal viruses (e.g., Norwalk virus)	**Oral inoculation from contaminated hands
* <u>Urine</u> – incontinence	***Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands
<u>Semen/vaginal fluids</u>	Hepatitis B virus HIV/AIDS Gonococcus bacteria	Sexual contact (intercourse)

*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:

Revised: November 16, 2017

Reviewed: CASB 2005

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~~ must be informed early in each school year as to how they ~~shall~~ will be notified in the event of emergency closings or early dismissals.

All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified must be required to report to work as soon as possible on emergency days.

In the event school is physically closed due to a public health emergency, all staff with direct student contact or associated with student attendance will not physically report to work unless notified otherwise. Instead, Centennial BOCES will utilize a form of remote instruction. Remote instruction allows students to access lessons provided by, and supported by, their regular teachers and allows students to continue their sequence of learning despite their inability to access facilities.

To ensure all students have the ability to access their lessons via remote instruction, Centennial BOCES will maintain a supply of internet hotspots, provide hardware and/or software, and provide take-home materials/assignments.

During days of remote instruction, teachers will take attendance and monitor student participation. For situations that are out of the control of the student, days of remote instruction will be treated with the same exceptions as an excused absence in regard to work assigned.

The executive director or designee will develop administrative regulations or a plan for implementing this policy.

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

Revised:

Adopted: November 16, 2017
Centennial BOCES

SAFEGUARDING PERSONAL IDENTIFYING INFORMATION

The Board is committed to protecting the confidentiality of personal identifying information (PII) obtained, created and/or maintained by Centennial BOCES. The Board directs Centennial BOCES staff to safeguard PII in accordance with this policy, other Board policies concerning the creation, use, storage or destruction of PII, and applicable law.

Centennial BOCES shall implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure or destruction. Centennial BOCES shall require third parties that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII designed to protect against unauthorized access, use, modification, disclosure or destruction.

Centennial BOCES shall ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as that term is defined by state law, Centennial BOCES shall conduct a prompt investigation to determine the likelihood that personal information has been or will be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's office and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

LEGAL REF.: C.R.S. 24-73-101 et seq. (consumer data privacy laws applicable to governmental entities, including BOCES)

CROSS REFS.: EGAEA, Electronic Communication
EHB, Record Retention
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students
JRCB*, Privacy and Protection of Confidential Student Information

Adopted:
Centennial BOCES

OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY

The Centennial BOCES Board subscribes to the principles of the dignity of all people and their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the CBOCES's staff.

Therefore, CBOCES ~~shall~~ promotes and provides for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Total commitment on the part of CBOCES towards equal employment opportunity ~~shall apply~~ applies to all people without regard to disability, race, creed, color, sex, sexual orientation (~~which includes transgender~~), marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth.

CBOCES ~~shall~~ will ensure that it does not unlawfully discriminate in any area of employment, including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

LEGAL REFS.: 20 U.S.C. §1681 Title IX of the Education Amendments of 1972
 29 U.S.C. §201 et seq. Fair Labor Standards Act
 29 U.S.C. §621 et seq. Age Discrimination in Employment Act of 1967
 29 U.S.C. §794 et seq. Section 504 of the Rehabilitation Act of 1973
 42 U.S.C. §12101 et seq. Title II Americans with Disabilities Act
 42 U.S.C. §2000d Title VI of the Civil Rights Act of 1964
 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
 C.R.S. 2-4-401 (13.5) definition of sexual orientation, which includes transgender
 C.R.S. 22-32-110 (1)(k) discrimination in employment prohibited, definition of racial or ethnic background includes hair texture, definition of protective hairstyle
 C.R.S. 22-61-101 discrimination in teacher employment prohibited
 C.R.S. 24-34-301 et seq. Colorado Civil Rights Division procedures
 C.R.S. 24-34-301(7) definition of sexual orientation, which included transgender
 C.R.S. 24-34-402 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 a conspicuous place" accessible to employees

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
 GBAA, Sexual Discrimination and Harassment

Revised:

Revised: January 18, 2018

Revised: April 17, 2008

Adopted: June 16, 1998

Centennial BOCES

WORKPLACE HEALTH AND SAFETY PROTECTION

Centennial BOCES is committed to providing a safe work environment for all employees. When employees know or have reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety related to a public health emergency, they should report such concerns following the Centennial BOCES's concerns, complaints, or grievances procedure.

Public Health Emergency

For the purposes of this policy, a public health emergency means a public health order issued by a state or local public health agency or a disaster emergency declared by the governor based on a public health concern.

Nondiscrimination

The Board, the executive director, other administrators, and employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who, in good faith, raises any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety related to a public health emergency if Centennial BOCES controls the workplace conditions giving rise to the threat or violation. Discrimination against an employee who opposes any practice they reasonably believe is unlawful or who participates in an investigation, proceeding, or hearing on such matter is also prohibited.

The Board, the executive director, other administrators and employees will also not unlawfully discriminate, take adverse action, or retaliate against any employee who voluntarily wears their own personal protective equipment, such as a mask, faceguard, or gloves, if the personal protective equipment:

1. provides a higher level of protection than the equipment provided by Centennial BOCES;
2. is recommended by a federal, state, or local public health agency with jurisdiction over Centennial BOCES; and
3. does not render the employee incapable of performing their job or fulfilling their job duties.

Notice

To reduce unlawful discrimination and ensure a safe workplace environment, the administration is responsible for providing notice of this policy to all employees. This policy will be referenced in employee handbooks and otherwise available to all staff through electronic or hard-copy distribution.

LEGAL REFS.: C.R.S. 8-14.4-101 definition of public health emergency
C.R.S. 8-14.4-102 prohibition against discrimination based on claims related to a public health emergency

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunities
GBK, Staff Concerns/Complaints/Grievances
GBK-R, Staff Concerns/Complaints/Grievances – Regulation

Adopted:
Centennial BOCES

PROFESSIONAL STAFF RECRUITING/HIRING

Recruiting

The Board desires the executive director to develop and maintain a recruitment program designed to attract and hold the best possible personnel in Centennial BOCES schools/programs.

It is the responsibility of the executive director, with the assistance of other administrators, to determine the personnel needs of Centennial BOCES in general, and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel ~~shall~~ will extend to a wide variety of educational institutions and geographical areas. It ~~shall~~ will take into consideration the diverse characteristics of Centennial BOCES and the need for staff members of various backgrounds.

Recruitment procedures ~~shall~~ will not overlook the talents and potential of individuals already employed in Centennial BOCES. Any present employee of Centennial BOCES may apply for a position for which ~~he or she is~~ they are licensed, qualified, and/or meets other stated requirements.

Background Checks

Prior to hiring any person, in accordance with state law, Centennial BOCES ~~shall~~ must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

Hiring

~~There shall be no~~ Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation (which includes transgender), marital status, national origin, religion, ancestry, genetic information, age or conditions related to pregnancy or childbirth is prohibited.

In all cases where credit reports are used in the hiring process, Centennial BOCES ~~shall~~ must comply with the Fair Credit Reporting Act.

All candidates ~~shall~~ will be considered on the basis of their merits, qualifications, and the needs of Centennial BOCES.

All interviewing and selection procedures ~~shall~~ will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection. However, the final selection for recommendation to the Centennial BOCES Board shall be made only by the executive director.

Appointment of Candidates

Recommendations ~~shall~~ will be made at regular meetings of the Board. The vote of a majority of the Board ~~shall be~~ is necessary to approve the appointment of teachers or any professional staff member. If there is a negative vote by the Board, the executive director ~~shall~~ must submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by Centennial BOCES to the appropriate state agency.

LEGAL REFS.: 15 U.S.C. 1681 et seq. Fair Credit Reporting Act

20 U.S.C. 6312 (c) (6) teacher licensure requirements under Every Student Succeeds Act

42 U.S.C. 653 (a) Personal Responsibility and Work Opportunity Reconciliation Act

28 C.F.R. 50.12 (b) notification requirements regarding fingerprints
C.R.S. 2-4-401 (13.5) definition of sexual orientation, which includes transgender

C.R.S. 8-2-126 limits employers' use of consumer credit information

C.R.S. 14-14-111.5 Child Support Enforcement procedures

C.R.S. 22-2-119 inquiries prior to hiring

C.R.S. 22-2-119.3 (6)(d) name-based criminal history record check -
definition

C.R.S. 22-32-109 (1)(f) Board duty to employ personnel

C.R.S. 22-32-109 (1)(pp) annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs

C.R.S. 22-32-109.7 inquiries prior to hiring

C.R.S. 22-32-109.8 non-licensed personnel – submittal of fingerprints and name-based criminal history record check

C.R.S. 22-60.5-114 (3) State Board can waive some requirements for provisional license applicants upon request of BOCES

C.R.S. 22-60.5-201 type of teacher licenses issued

C.R.S. 22-61-101 prohibiting discrimination

C.R.S. 24-5-101 effect of criminal conviction on employment

C.R.S. 24-34-301 (7) definition of sexual orientation, which includes transgender

C.R.S. 24-34-402 (1) discriminatory and 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 a conspicuous place" accessible to employees

C.R.S. 24-72-202 (4.5) definition of personnel file in open records law

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity

Revised:

Revised: May 17, 2018

Revised: January 18, 2018

Revised: February 16, 2006

Centennial BOCES

RESIGNATION OF PROFESSIONAL STAFF

A professional staff member is encouraged to give at least 30 days written notice to Centennial BOCES prior to resigning employment.

Centennial BOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

LEGAL REFS.: 20 U.S.C. 7926 ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor
 C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
 1 CCR 301-37, Rules 2260.5-R-15.00 et seq. mandatory reporting requirements

Revised: January 18, 2018
Reviewed: CASB 2005
Adopted: April 20, 2000
Centennial BOCES

DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF

All Centennial BOCES professional staff members, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Professional staff members shall be employed for such time as Centennial BOCES is in need of or desirous of the services of such employees.

The executive director shall be authorized to suspend with pay or place a professional staff member on unpaid administrative leave as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The executive director shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted, including but not limited to termination of employment. The Board shall make the final decision regarding the dismissal of any professional staff member.

Centennial BOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

LEGAL REFS.: 20 U.S.C. 7926 ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor
C.R.S. 19-3-301 *et seq.* Child Protection Act of 1987
C.R.S. 22-32-110 (1)(h) power to discharge/terminate employment
1 CCR 301-37, Rules 2260.5-R-15.00 *et seq.* reporting requirements

CROSS REF.: GCA, Professional Staff Positions

Adopted: January 18, 2018
Centennial BOCES

SUPPORT STAFF RECRUITING/HIRING

The Board ~~shall~~ will establish and budget for support staff positions in Centennial BOCES on the basis of need and the financial resources of Centennial BOCES.

Recruiting

The recruitment and selection of candidates for these positions ~~shall be~~ is the responsibility of the executive director, or designee, who ~~shall~~ must confer with principal(s) and other supervisory personnel in making a selection.

All vacancies ~~shall~~ will be made known to the present staff. Anyone qualified for a position may submit an application.

Background Checks

Prior to hiring any person, Centennial BOCES ~~shall~~ must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

All applicants recommended for a position in Centennial BOCES ~~shall~~ must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

~~There shall be no~~ Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation ~~(which includes transgender)~~, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited.

In all cases where credit information or reports are used in the hiring process, Centennial BOCES ~~shall~~ must comply with the Fair Credit Reporting Act and applicable state law.

The Board ~~shall~~ will officially appoint all employees upon the executive director's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by Centennial BOCES to the appropriate state agency.

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* Fair Credit Reporting Act
 42 U.S.C. 653 (a) Personal Responsibility and Work Opportunity
 Reconciliation Act
 42 U.S.C. 2000ff *et seq.* Genetic Information Nondiscrimination Act of
 2008
 28 C.F.R. 50.12 (b) notification requirements regarding fingerprints
 C.R.S. 2-4-401 (13.5) definition of sexual orientation, which includes
 transgender
 C.R.S. 8-2-126 limits employers' use of consumer credit information
 C.R.S. 14-14-111.5 Child Support Enforcement procedures
 C.R.S. 22-2-119.3 (6)(d) name-based criminal history record check –
 definition
 C.R.S. 22-32-109 (1) (f) Board duty of employ personnel

C.R.S. 22-32-109 (1)(pp) annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs

C.R.S. 22-32-109.7 duty to make inquiries prior to hiring

C.R.S. 22-32-109.8 non-licensed personnel – submittal of fingerprints and name-based criminal history record check fingerprinting requirements for non-licensed positions

C.R.S. 24-5-101 effect of criminal conviction on employment

C.R.S. 24-34-301 (7) definition of sexual orientation, which includes transgender

C.R.S. 24-34-402 (1) discriminatory and 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 a conspicuous place” accessible to employees

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
 GDA, Support Staff Positions

Revised:

Revised: April 18, 2019

Revised: May 17, 2018

Revised: January 18, 2018

Reviewed: CASB 2005

Revised: February 12, 2004

Centennial BOCES

RESIGNATION OF SUPPORT STAFF

Support staff employees are encouraged to give two weeks written notice to Centennial BOCES prior to resigning employment.

Centennial BOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

LEGAL REF.: 20 U.S.C. 7926 ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor
C.R.S. 19-3-301 et seq. Child Protection Act of 1987

Adopted: January 18, 2018
Centennial BOCES

DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as Centennial BOCES is in need of or desirous of the services of such employees.

The Board delegates to the executive director the authority to dismiss support staff members. The executive director may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of support staff members shall be reported to the Board at its next regular meeting.

The executive director also may suspend employees from their assignments as a disciplinary measure, with or without pay.

Centennial BOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

LEGAL REFS.: 20 U.S.C. 7926 ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor
C.R.S. 19-3-301 et seq. Child Protection Act of 1987
C.R.S. 22-32-110 (1) (h) power to discharge/terminate employment

CROSS REF.: GDA, Support Staff Positions

Revised: January 18, 2018
Reviewed: CASB 2005
Adopted: April 20, 2000
Centennial BOCES

SCHOOL YEAR/SCHOOL CALENDAR/ INSTRUCTION TIME

Prior to the end of the school year, the Board must ~~shall~~ determine the length of time during which Centennial BOCES school(s) must ~~shall~~ be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact must ~~shall~~ be consistent with the Board's definition of "actively engaged in the educational process," must ~~shall~~ meet or exceed the requirements of state law and must ~~shall~~ include a sufficient number of days to allow the executive director or designee flexibility in preparing a calendar that supports the Centennial BOCES educational objectives.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- individual student work time while at school, including study hall and library research
- school-related field trips
- independent study insofar as such study is allowed under Centennial BOCES policy
- assemblies

"Actively engaged in the educational process" does ~~shall~~ not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- recess time
- teacher preparation time
- passing periods between classes

Supervision by a licensed teacher must ~~shall~~ not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

The Centennial BOCES calendar for the school building(s) and Centennial BOCES offices for the next school year must ~~shall~~ be prepared by the executive director or designee and presented to the Board for approval in the spring of each year. The executive director must ~~shall~~ also consult with school district members when preparing the calendar.

LEGAL REFS.: C.R.S. 22-1-112 school year and national holidays
 C.R.S. 22-5-108 (1)(c) board power to operate schools and classes as authorized by its members
 C.R.S. 22-33-102 (1) definition of academic year
 C.R.S. 22-33-104 (1) compulsory attendance law
 C.R.S. 22-44-115.5 fiscal emergency
 1CCR 301-39, Rules 2254-R-2.06 school year and instruction hours; definition of contact/instruction time

CROSS REF.: EBCE, School Closings and Cancellations
 JH, Student Absences and Excuses

Revised: May 17, 2018
Reviewed: CASB 2005
Revised: February 13, 2003
Centennial BOCES

ENGLISH LANGUAGE LEARNERS

In keeping with the intention of the state of Colorado and Centennial BOCES to offer educational opportunities to students enrolled in Centennial BOCES schools who have limited English proficiency, Centennial BOCES shall assess and provide suitable research-based language instructional programs for identified English language learners in accordance with the requirements of state and federal statutes, applicable State Board of Education rules and Colorado Department of Education guidance.

Centennial BOCES shall identify students as English language learners using the state-approved assessment for English language proficiency.

Centennial BOCES shall certify to the Colorado Department of Education each year those students identified as English language learners ~~who are eligible for funding pursuant to the English Language Proficiency Act.~~

Centennial BOCES shall provide additional information as required by the Colorado Department of Education to comply with federal law.

LEGAL REFS.: 20 U.S.C. 1703 (f) denial of equal educational opportunity prohibited
 20 U.S.C. 6801 et seq. language instruction for English language learners,
 including immigrant students
 42 U.S.C. 2000d Title VI of the Civil Rights Act of 1964
 C.R.S. 22-24-101 et seq. English Language Proficiency Act
 1 CCR 301-10 State Board of Education rules for the Administration of the
 English Language Proficiency Act

Revised:
Adopted: May 17, 2018
Centennial BOCES

CONCURRENT ENROLLMENT

The Board believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education.

This policy and accompanying regulation do not apply to students seeking to enroll in postsecondary courses pursuant to the Accelerating Students through Concurrent Enrollment (ASCENT) program or a “dropout recovery program” pursuant to the Concurrent Enrollment Programs Act (the Act). Students seeking to enroll in the ASCENT program or a dropout recovery program shall work with the executive director or designee and meet the Act’s applicable requirements.

Definitions

For purposes of this policy and accompanying regulation, the following definitions shall apply.

“Concurrent enrollment” means the simultaneous enrollment of a qualified student in a Centennial BOCES high school and in one or more postsecondary courses at an institution of higher education. Concurrent enrollment does not include a student’s simultaneous enrollment in: a CBOCES high school and in one or more secondary career and technical education courses, advanced placement courses, or international baccalaureate courses; an early college course and a postsecondary course; a p-tech school and a postsecondary course; or a CBOCES high school and a postsecondary course that does not fall within the definition of concurrent enrollment.

“Qualified student” means a person who is less than 21 years of age and is enrolled in the ninth grade ~~12~~ or higher grade level.

“Postsecondary course” means a course offered by an institution of higher education and includes coursework resulting in the acquisition of a certificate; an associate degree of applied sciences, general studies, arts, or science; and all baccalaureate degree programs.

“Institution of higher education” means:

- a. A state university or college, community college, junior college, or area vocational school as described in title 23, C.R.S.;
- b. A postsecondary career and technical education program that offers postsecondary courses and is approved by the state board for community colleges and occupational education pursuant to applicable state law; and
- c. An educational institution operating in Colorado that meets the Act’s specified criteria.

Eligibility

Qualified students seeking to enroll in postsecondary courses at Centennial BOCES’s expense and receive high school credit for such courses shall follow the procedure accompanying this policy, including but not limited to timely submitting an application and establishing an academic plan of study. Qualified students must meet the minimum prerequisites and academic readiness for the postsecondary courses in which they seek to enroll.

The Board determines the manner in which it provides opportunities for concurrent enrollment. However, the CBOCES shall not unreasonably deny approval for concurrent enrollment or limit the number of postsecondary courses in which a qualified student may enroll unless the CBOCES is unable to provide access due to technological capacity.-

Academic Credit

Academic credit granted for postsecondary courses successfully completed by a qualified student shall count as high school credit toward the Board's graduation requirements, unless such credit is denied.

High school credit shall be denied if a qualified student does not receive a passing grade for the postsecondary course. High school credit shall be denied for postsecondary courses that do not meet or exceed Centennial BOCES's or applicable district's academic standards. High school credit shall also be denied for a postsecondary course substantially similar to a course offered by Centennial BOCES, unless the qualified student's enrollment in the postsecondary course is approved due to a scheduling conflict or other reason deemed legitimate by Centennial BOCES. Concurrent enrollment is not available for summer school.

Agreement with Institution of Higher Education

When a qualified student seeks to enroll in postsecondary courses at an institution of higher education and receive high school credit for such courses, Centennial BOCES and the participating institution shall enter into a written cooperative agreement in accordance with the Act.

Payment of Tuition and Additional Costs

Centennial BOCES shall pay the tuition for ~~up to three credit hours of~~ postsecondary courses successfully completed by a qualified student and for which the qualified student receives high school credit. ~~A qualified student may enroll in up to three credit hours of postsecondary courses per academic term.~~

The tuition paid by Centennial BOCES for the qualified student's successful completion of an approved postsecondary course shall be in accordance with the Act and Centennial BOCES's cooperative agreement with the institution of higher education. ~~The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by Centennial BOCES.~~

Prior to paying the tuition for any qualified student, Centennial BOCES shall require the student and student's parent/guardian to sign an agreement stating if the student fails or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by Centennial BOCES on the student's behalf.

The qualified student and the student's parent/guardian shall be responsible for the cost of textbooks and fees for postsecondary courses.

Transportation

Centennial BOCES shall not provide or pay for the qualified student's transportation to the institution of higher education.

Notice

Information about concurrent enrollment options shall be made available to high school students and their parents/guardians on an annual basis. In addition, at least six weeks prior to the beginning of the enrollment period for postsecondary concurrent enrollment courses, written notice (which may be sent electronically) shall be provided to high school students and their parents/guardians of the postsecondary courses offered at no tuition cost to qualified students at Centennial BOCES and at an institution of higher education, any anticipated costs of textbooks and fees to the qualified student for those courses, and the number and transferability of course credits that a qualified student may earn by enrolling in and successfully completing a concurrent enrollment course.

LEGAL REFS.: C.R.S. 22-35-101 et seq. Concurrent Enrollment Programs Act
1 CCR 301-86 State Board of Education rules regarding the Administration of
the Concurrent Enrollment Program

CROSS REF.: IKF, Graduation Requirements

| Revised:

Adopted: May 17, 2018
Centennial BOCES

CONCURRENT ENROLLMENT

(Procedure for students seeking to enroll in postsecondary courses)

1. Academic Plan of Study

The qualified student shall establish, in consultation with the principal, counselor or teacher, an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the Board's high school graduation requirements. Prior to the qualified student's enrollment in a postsecondary course, the principal, counselor or teacher shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules.

2. Application

The qualified student who seeks to enroll in a postsecondary course shall complete the Centennial BOCES's concurrent enrollment application form and submit it to the principal at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The principal may waive the 60 day requirement at his or her discretion.

The principal shall approve or disapprove the student's application in accordance with this regulation's accompanying policy, ~~and~~ the priority requirements of the Concurrent Enrollment Programs Act, and the State Board of Education rules. The principal shall notify the student of the decision, which shall be final.

Revised:

Adopted: May 17, 2018
Centennial BOCES

GRADING/ASSESSMENT SYSTEMS

The Centennial BOCES Board of Directors believes that students will respond more positively to the opportunity for success than to the threat of failure. Centennial BOCES ~~shall~~ seeks, therefore, in its instructional program to make achievement both recognizable and possible for students. It ~~shall~~ emphasizes achievement in its processes of evaluating student performance.

State Assessment System

State and federal law require students enrolled in a Centennial BOCES school to take standardized assessments in the instructional areas of English language arts, math and science. State law also requires students to take standardized assessments in the instructional area of social studies in elementary and middle school. Accordingly, Centennial BOCES ~~shall~~ will administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires Centennial BOCES to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of state assessments; parent requests to excuse their children from taking state assessments; and Centennial BOCES's assessment calendar. This policy and its accompanying regulation represent Centennial BOCES's processes to address these requirements.

1. Pencil and paper testing option

Centennial BOCES may determine that a specific classroom or Centennial BOCES school will use pencil and paper to complete the computerized portions of a state assessment. Factors that will be considered in making this determination include:

- the technological capacity and resources of the particular school/classroom;
- students' previous experience with computerized and written assessments;
- whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and
- the logistics of administering the state assessment in different formats at a particular school or schools.

Prior to making this determination, the executive director or designee ~~shall~~ must consult with the school principal(s) affected by this determination as well as parents/guardians of students enrolled in a Centennial BOCES school.

For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment ~~shall~~ will be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

2. Parent/guardian request for exemption

A parent/guardian who wishes to exempt their ~~his or her~~ child from a particular state assessment or assessments ~~shall~~ must make this request in accordance with this policy's accompanying regulation.

In accordance with state law, Centennial BOCES ~~shall~~ will not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment or assessments. Students excused by their parents/guardians from participating in a state assessment or assessments will not be prohibited from participating in an activity or from receiving any other form of reward that Centennial BOCES provides to students for participating in the state assessment.

This policy's exemption process ~~shall apply~~ applies only to state assessments administered pursuant to C.R.S. 22-7-1006.3 and ~~shall~~ does not apply to Centennial BOCES or classroom assessments.

3. Sharing of student state assessment results with parents/guardians

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in a Centennial BOCES school based on the state assessment results for the preceding school years. Appropriate Centennial BOCES personnel, including those who work directly with the student, ~~shall~~ will have access to the student's state assessment results and longitudinal academic growth information and must ~~shall~~ share with and explain that information to the student's parent/guardian.

BOCES Assessment System

In addition to the state assessment system, Centennial BOCES has developed a comprehensive assessment system that:

- challenges students to think critically, apply what they have learned and gives them the opportunity to demonstrate their skills and knowledge;
- includes "early warning" features that allow problems to be diagnosed promptly to let students, teachers and parents/guardians know that extra effort is necessary;
- provides reliable and valid information on student and school performance to educators, parents/guardians and employers; and
- provides timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with Centennial BOCES's or applicable district's academic standards.

In accordance with applicable law, the Centennial BOCES's assessment system will ~~shall~~ accommodate students with disabilities and English language learners.

The Centennial BOCES's assessment results, in combination with state assessment results, will be used as the measurement of student achievement. It is believed these results will provide reliable and valid information about student progress on Centennial BOCES's or applicable district's academic standards.

Additional Assessment Information for Parents/Guardians

In accordance with state law and this policy's accompanying regulation, Centennial BOCES will ~~shall~~ distribute an assessment calendar and related information to parents/guardians on an annual basis to inform them about the state and Centennial BOCES assessments that Centennial BOCES plans to administer during the school year.

Classroom Assessment System

Classroom assessment practices will ~~shall~~ be aligned with the Centennial BOCES or applicable district's academic standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment is ~~shall be~~ to enable teachers to make instructional decisions for students on a continual basis.

Students are encouraged to engage in informal self-assessments as they study and attempt to solve problems, monitor their own progress, and improve their learning.

Grading System

The executive director or designee and professional staff ~~shall~~ will devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with Centennial BOCES's or applicable district's academic standards. The records and reports of individual students ~~will~~ shall be kept in a form meaningful to parents/guardians as well as teachers. The grading system will be uniform at comparable grade levels. Peer grading of student assignments and classroom assessments is permissible. The intent of this practice is to teach material again in a new context and to show students how to assist and respect fellow students.

The Board ~~shall~~ will approve the grading, reporting, and assessment systems as developed by the professional staff, upon recommendation of the executive director.

The Board recognizes that classroom grading and/or assessment systems, however effective, are subjective in nature, but urges all professional staff members to conduct student evaluations as objectively as possible.

LEGAL REF.: 20 U.S.C. 6311 (b)(2)(A) Every Student Succeeds Act (ESSA) requires states to implement mathematics, reading or language arts, and science assessments
20 U.S.C. 6312 (e)(2)(A) under ESSA, BOCES must provide information to a parent regarding BOCES's opt-out policy for state assessments, at parent's request for such information
20 U.S.C. 6312 (e)(1)(B)(i) under ESSA, BOCES must provide information to parents regarding the child's level of achievement and academic growth on state assessments
C.R.S. 22-7-1006.3 (1) state assessment implementation schedule
C.R.S. 22-7-1006.3 (1)(d) BOCES must report to CDE the number of students who will take the state assessment in a pencil and paper format
C.R.S. 22-7-1006.3 (7)(d) state assessment results included on student report card if feasible
C.R.S. 22-7-1006.3 (8)(a) policy required to ensure explanation of student state assessment results
C.R.S. 22-7-1013 (1) academic standards
C.R.S. 22-7-1013 (6) policy required regarding the use of pencil and paper on state assessments
C.R.S. 22-7-1013 (7) procedure required concerning distribution of assessment calendar to parents/guardians
C.R.S. 22-7-1013 (8) policy and procedure required to allow parents to excuse their children from participation in state assessments
C.R.S. 22-7-1016 (2)(b) results of state "readiness assessments" and national assessments administered in high school must be included on high school student's final transcript
C.R.S. 22-11-101 et seq. Education Accountability Act of 2009
C.R.S. 22-11-203 (2)(a) principal required to provide educators access to their students' academic growth information "upon receipt" of that information
C.R.S. 22-11-504 (3) policy required to ensure explanation of student state assessment results and longitudinal growth information
1 CCR 301-46, Rules for the Administration of the college Entrance Exam

CROSS REFS.: AEA, Standards Based Education

AED, Accreditation
IK, Academic Achievement
JRA/JRC, Student Records/Release of Information on Students

| Revised:

Revised: September 20, 2018

Reviewed: CASB 2005

Revised: February 13, 2003

Centennial BOCES

EQUAL EDUCATIONAL OPPORTUNITIES

Every student enrolled in a Centennial BOCES school or program ~~shall~~ will have equal educational opportunities regardless of disability, race, creed, color, sex, sexual orientation (~~which includes transgender~~), marital status, national origin, religion, ancestry, or need for special education services.

This concept of equal educational opportunity ~~will~~ shall guide the Board and staff in making decisions related to Centennial BOCES facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will ~~shall~~ be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that Centennial BOCES schools and programs are in compliance with applicable laws and regulations, the Board directs the executive director or designee(s) to periodically monitor the following areas:

1. Training – provide training for students and staff to identify and alleviate problems of discrimination.
2. Student access – review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
3. Centennial BOCES support – ensure that Centennial BOCES resources are equitably distributed among Centennial BOCES schools and programs including but not limited to staffing and compensation, facilities, equipment and related matters.

LEGAL REFS.: 20 U.S.C. §1681 Title IX of the Education Amendments of 1972
20 U.S.C. §1701-1758 Equal Educational Opportunities Act of 1974
29 U.S.C. §701 et seq. Section 504 of the Rehabilitation Act of 1973
C.R.S. 2-4-401 (13.5) definition of sexual orientation, which includes transgender
C.R.S. 22-32-110 (1)(k) definition of racial or ethnic background includes hair texture, definition of protective hairstyle
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.: AC, Nondiscrimination/Equal Opportunity
JBB, Sexual Harassment

Revised:

Revised: September 20, 2018

Adopted: February 19, 2009

Centennial BOCES

SEXUAL HARASSMENT

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in Centennial BOCES schools and programs is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.

Centennial BOCES's Commitment

Centennial BOCES is committed to maintaining a learning environment that is free from sexual harassment. It ~~is shall be~~ a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

~~Centennial BOCES shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.~~

Sexual Harassment Prohibited

~~Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:~~

- ~~1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.~~
- ~~2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.~~
- ~~3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.~~

~~Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.~~

~~Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.~~

~~Sexual harassment as defined above may include, but is not limited to:~~

- ~~1. sex-oriented verbal "kidding," abuse or harassment~~
- ~~2. pressure for sexual activity~~
- ~~3. repeated remarks to a person with sexual implications~~
- ~~4. unwelcome touching, such as patting, pinching or constant brushing against the body of another~~

- ~~5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns~~
- ~~6. sexual violence~~

Sexual Harassment Defined

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

Reporting, Investigation and Sanctions

Students are encouraged to report all incidences of sexual harassment to ~~a~~ a teacher, counselor or Centennial BOCES administrator in their school or program and file a complaint, through the Centennial BOCES complaint ~~and compliance~~ process addressing sex-based discrimination. All reports and indications from students, Centennial BOCES employees and third parties must ~~shall~~ be forwarded to the Centennial BOCES Title IX Coordinator~~compliance officer~~.

Centennial BOCES will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports must ~~shall~~ remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude Centennial BOCES from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment will ~~shall~~ not reflect upon the student's status or affect grades.

~~In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.~~

Centennial BOCES will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

~~Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law and Centennial BOCES policy. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Centennial BOCES policy.~~

Notice and Training

Notice of this policy shall be provided to students and Centennial BOCES employees. To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all Centennial BOCES schools or educational programs. The policy and complaint procedures must

be referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and Centennial BOCES employees ~~will~~ shall receive periodic training related to recognizing and preventing sexual harassment. Centennial BOCES employees ~~will~~ shall receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the Centennial BOCES's website.

LEGAL REF.: 20 U.S.C. §1681 et seq. Title IX of the Education Amendments of 1972
C.R.S. 22-5-107 BOCES to have same certain duties as boards of education
C.R.S. 22-32-109 (1)(II) Board duty to adopt written policies prohibiting
discrimination
C.R.S. 24-34-402 definition of "harass" in employment practices

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R-2, Sex-based Discrimination and Sexual Harassment Investigation
JLF, Reporting Child Abuse/Child Protection

Revised:

Revised: September 20, 2018

Reviewed: CASB 2005

Adopted: December 7, 2004

Centennial BOCES

ADMISSION AND DENIAL OF ADMISSION

Admission

Prior to admission to a Centennial BOCES school, Centennial BOCES will ~~shall~~ require a birth certificate or other proof of legal age, as well as proof of Colorado residence.

Students new to Centennial BOCES will ~~shall~~ be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by Centennial BOCES. Notice of the conditional enrollment status of new students will ~~shall~~ be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status ~~shall~~ will be revoked. The student's parent/guardian will ~~shall~~ be provided with written notice of the denial of admission. The notice will ~~shall~~ inform the parent/guardian of the right to request a hearing.

Denial of Admission

The executive director or designee may deny admission to Centennial BOCES schools in accordance with applicable law.

Centennial BOCES will ~~shall~~ provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission will ~~shall~~ be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

Nondiscrimination

The Board, the executive director, other administrators and Centennial BOCES employees will ~~shall~~ not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation (~~which includes transgender~~), marital status, national origin, religion, ancestry or need for special education services in the determination or recommendation of action under this policy.

LEGAL REFS.: C.R.S. 22-1-102 defines "resident"
C.R.S. 22-1-102.5 defines "homeless child"
C.R.S. 22-1-115 school age is any age over five and under twenty-one years
C.R.S. 22-32-110 (1)(k) definition of racial or ethnic background includes hair texture, definition of protective hairstyle
C.R.S. 22-32-138 enrollment of students in out-of-home placements
C.R.S. 22-33-103 through 22-33-110 school attendance law
C.R.S. 22-33-105 (2)(c) requiring hearing to be convened if requested within 10 days after denial of admission

CROSS REFS.: JKD/JKE, Suspension/Expulsion of Students
JLCB, Immunization of Students

Revised:

Revised: September 20, 2018

Reviewed: CASB 2005

Centennial BOCES

STUDENTS IN FOSTER CARE

It is the Board's intent to promote educational stability of students in foster care in accordance with state law.

Centennial BOCES shall coordinate with school districts and with local child welfare agencies and other agencies or programs providing services to students in foster care as needed.

LEGAL REF.: 20 U.S.C. 1232g Family Educational Rights and Privacy Act
C.R.S. 22-32-138 school stability, transfer and enrollment of students in out-
of-home placements
C.R.S. 22-33-103 through 22-33-110 school attendance law

CROSS REFS.: JF, Admission and Denial of Admission
JH, Student Absences and Excuses
JLCB, Immunization of Students
JQ, Student Fees, Fines and Charges

Adopted:
Centennial BOCES

STUDENT ABSENCES AND EXCUSES

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under ~~his/her~~ their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, Centennial BOCES believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused Absences

The following ~~shall~~ will be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences ~~shall~~ will be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical disability or a mental or emotional disability behavioral health disorder.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, Centennial BOCES may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(h)), absences due to court appearances and participation in court-ordered activities ~~will~~ shall be excused. The student's assigned social worker ~~must~~ shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence ~~will~~ shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence ~~will~~ shall be notified orally or in writing by Centennial BOCES of the unexcused absence.

In accordance with law, Centennial BOCES may impose academic penalties which relate directly to classes missed while unexcused. Centennial BOCES ~~will~~ shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the executive director or designee for exceptions to this policy or the accompanying regulations provided that

no exception ~~will~~ ~~shall~~ be sustained if the student fails to abide by all requirements imposed by the executive director or designee as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four in a month, or 10 during any calendar year or school year.

Make-up Work

Made-up work ~~will~~ ~~shall~~ be provided for any class in which a student has an excused absence unless otherwise determined by the principal or designee, or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There ~~will~~ ~~shall~~ be two day(s) allowed for make-up work for each day of absence.

Make-up work ~~will~~ ~~shall~~ be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive full or partial credit to the extent possible as determined by the principal or designee.

Unless otherwise permitted by the principal or designee, make-up work ~~will~~ ~~shall~~ not be provided during a student's expulsion. Rather, Centennial BOCES ~~will~~ ~~shall~~ offer alternative education services to the expelled student in accordance with state law. Centennial BOCES ~~will~~ ~~shall~~ determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians ~~will~~ ~~shall~~ be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator ~~will~~ ~~shall~~ not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers ~~will~~ ~~shall~~ honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in Centennial BOCES schools, including those above and below the age of compulsory attendance as required by law.

LEGAL REFS.: C.R.S. 22-32-109 (1) (n), length of school year, instruction & contact time
C.R.S. 22-32-138 (6) excused absence requirements for students in out-of-home placements
C.R.S. 22-33-101 et seq. School Attendance law of 1963
C.R.S. 22-33-105 (3)(d)(III) opportunity to make up work during suspension
C.R.S. 22-33-108 judicial proceedings to enforce school attendance laws
C.R.S. 22-33-203 educational alternatives for expelled students and determination of credit
1 CCR 301-78 Rules 1.00 et seq. standardized calculation for counting student attendance and truancy

CROSS REFS.: EBCE, School Closings and Cancellations
IC/ICA, School Year/School Calendar/Instruction Time
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Revised:
Statutory Reference Revision: October 1, 2019
Revised: September 20, 2018
Reviewed: CASB 2005
Adopted: December 14, 2000
Centennial BOCES

CODE OF CONDUCT

Students in Third Grade and Higher Grade Levels

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels who engages in one or more of the following activities while in school buildings, on Centennial BOCES property, when being transported in vehicles dispatched by Centennial BOCES or one of its schools, during a school-sponsored or Centennial BOCES-sponsored activity or event, and off Centennial BOCES property when the conduct has a nexus to school or any Centennial BOCES curricular or non-curricular event:

1. Causing or attempting to cause damage to CBOCES property, or stealing, or attempting to steal CBOCES property ~~of value~~.
2. Causing, or attempting to cause, damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of Centennial BOCES property.
4. Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law.
5. Violation of the Board's policy on bullying prevention and education.
6. Violation of criminal law which has an immediate effect on Centennial BOCES or on the general safety or welfare of students or staff.
7. Violation of any Board policy or regulation, or established school rules.
8. Violation of the Board's policy on weapons in schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
9. Violation of the Board's policy on student conduct involving drugs and alcohol.
10. Violation of the Board's violent and aggressive behavior policy.
11. Violation of the Board's tobacco-free schools policy.
12. Violation of the Board's policies prohibiting sexual or other harassment.
13. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
14. Directing profanity, vulgar language or obscene gestures toward other students, Centennial BOCES personnel, or others.
15. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the Centennial BOCES or school program or incite violence.
16. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
17. Lying or giving false information, either verbally or in writing, to a Centennial BOCES employee.
18. Engaging in scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
19. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the Centennial BOCES staff.
20. Behavior on or off Centennial BOCES property which is detrimental to the welfare or safety of other students or Centennial BOCES personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.

21. Repeated interference with the Centennial BOCES's ability to provide educational opportunities to other students.
22. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
23. Violation of the Board's dress code policy.
24. Violation of the Board's policy on gang and gang-like activity.
25. Violation of the Board's policy on nondiscrimination.
26. Making a false accusation of criminal activity against a Centennial BOCES employee to law enforcement or to Centennial BOCES.

Students in Preschool through Second Grade

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on Centennial BOCES property, in a school building, in a Centennial BOCES or school vehicle, at a Centennial BOCES or school activity or event, or off Centennial BOCES property when the conduct has a nexus to school or any Centennial BOCES curricular or non-curricular event:

1. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
2. Violation of the Board's policy on student conduct involving drugs and alcohol.
3. Conduct that endangers the health or safety of others.

LEGAL REFS.: C.R.S. 18-3-202 et seq. offenses against person
C.R.S. 18-4-301 et seq. offenses against property
C.R.S. 18-9-124 (2) (a) prohibition of hazing
C.R.S. 22-12-105 (3) authority to suspend or expel for false accusations
C.R.S. 22-32-109.1 (2) (a) (I) policy required as part of safe schools plan
C.R.S. 22-32-109.1 (9) immunity provisions in safe schools law
C.R.S. 22-33-106 (1) (a-g) grounds for suspension, expulsion denial of admission
C.R.S. 22-33-106.1 suspension and expulsion for students in preschool through second grade

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
ADC, Tobacco-Free Centennial BOCES
GBGB, Staff Personal Security and Safety
JBB, Sexual Harassment
JIC, Student Conduct
JICA, Student Dress Code
JICC, Student Conduct in Centennial BOCES Vehicles
JICDE, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in Schools
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

| Revised:

Revised: September 20, 2018

Reviewed: CASB 2005

Adopted: December 12, 2004

Centennial BOCES

BULLYING PREVENTION AND EDUCATION

The Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of ~~his or her~~ their academic performance or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I).

Bullying is prohibited on Centennial BOCES property, at Centennial BOCES or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by Centennial BOCES or one of its schools, off Centennial BOCES property when such conduct has a nexus to school, or any Centennial BOCES curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, are subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will ~~shall~~ be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will ~~shall~~ be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The executive director ~~shall~~ will develop a comprehensive program to address bullying. The program will ~~shall~~ be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment.
6. To support ~~victims~~ targets of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

LEGAL REF.: C.R.S. 22-32-109.1 (2) (a) (I) (K) policy required as part of safe schools plan

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB, Sexual Harassment
JICDA, Code of Conduct
JICDD, Violent and Aggressive Behavior
JICJ, Student Use of Electronic Communication Devices
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLDAC, Screening/Testing of Students

Revised:

Revised: September 20, 2018

Reviewed: CASB 2005

Adopted: October 25, 2001

Centennial BOCES

BULLYING REPORT FORM

Instructions: This form is to be completed by the bullying target, witness, or any person with information about an incident of bullying. Upon completion, this form should be turned in to an administrator, teacher, or any staff member with whom the complainant is comfortable. Reports may be made anonymously.

Date of report: _____

Name of person making the report (optional): _____

Check one: ☐ Student ☐ Parent/Guardian ☐ Staff ☐ Other (please specify): _____

If a student, specify school and grade (optional): _____

If a parent/guardian or other, provide contact information: _____

Check if you prefer to remain anonymous: ☐ Yes ☐ No

Are you the target of the alleged bullying? ☐ Yes ☐ No

Student(s) believed to be targets of alleged bullying (use reverse side if needed):

<u>Name:</u> _____	<u>School:</u> _____	<u>Grade:</u> _____
<u>Name:</u> _____	<u>School:</u> _____	<u>Grade:</u> _____
<u>Name:</u> _____	<u>School:</u> _____	<u>Grade:</u> _____

Person(s) believed to be engaged in alleged bullying conduct (use reverse side if needed):

<u>Name:</u> _____	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other
<u>Name:</u> _____	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other
<u>Name:</u> _____	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other

Person(s) believed to have witnessed or have knowledge about the alleged bullying (use reverse side if needed):

<u>Name:</u> _____	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other
<u>Name:</u> _____	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other
<u>Name:</u> _____	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other
<u>Name:</u> _____	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other

Date(s), time(s), and locations(s) of the alleged bullying incident(s) (use reverse side and/or additional pages if needed):

Description of the alleged bullying incident(s), including any incident-related evidence (use reverse side and/or additional pages if needed):

By completing and signing this form, I attest that the information provided, including any attached incident-related evidence, is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

For Office Use Only Received By: _____ Date: _____

Position/Title: _____

Date submitted to designated administrator for investigation: _____

Adopted:

BULLYING INVESTIGATION FORM

Instructions: Attach all reports, documents, evidence, and written accounts of the alleged bullying incident(s) to this investigation form.

Date of bullying report: _____

Date designated administrator received report: _____

Date investigation began: _____ Date investigation completed: _____

Investigator: _____ Position/Title: _____

I. Initial Review

Is the alleged bullying incident(s) within the Centennial BOCES's authority to investigate?

☐ Yes ☐ No *If No, notify the Complainant. If Yes, move to next question.*

Is the alleged bullying incident(s) within the scope of this exhibit's accompanying policy?

If No, the report should be promptly investigated pursuant to the applicable CBOCES policy. If Yes, promptly investigate the complaint pursuant to this exhibit's accompanying policy.

If possible criminal conduct is involved, was law enforcement notified? ☐ Yes ☐ No

Date: _____ Status, if known: _____

II. Bullying Report & Investigation Information

Name of Complainant: _____

Check one: ☐ Student ☐ Parent/Guardian ☐ Staff ☐ Other (please specify): _____

If a student, specify school and grade (optional): _____

If a parent/guardian or other, provide contact information: _____

Is the Complainant the target of the alleged bullying being reported? ☐ Yes ☐ No

Does the Complainant wish to remain anonymous? ☐ Yes ☐ No

Student(s) reported as targets of alleged bullying (use reverse side if needed):

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Person(s) reported as engaged in alleged bullying conduct (use reverse side if needed):

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Evidence of alleged bullying provided to the school or in the school's possession (e.g., school or bus surveillance video, cell phone video, photographs, digital images, emails, letters, written statements, notes, police reports, etc.) (attach all evidence):

Have there been any prior incidents of bullying (alleged or substantiated) involving any or all of the involved individuals?

Additional school staff, if any, involved in investigation:

Name: _____ Position: _____
 Role in Investigation: _____

Name: _____ Position: _____
 Role in Investigation: _____

Name: _____ Position: _____
 Role in Investigation: _____

III. Special Education Review

Do any of the students involved in the alleged bullying incident(s) receive special education services under an IEP or a Section 504 Plan, or are any of the students in the process of being referred or evaluated for special education services? If Yes, refer to student's IEP or 504 Plan and contact special education director or Section 504 coordinator.

☐ Yes ☐ No

Name: _____ Date of contact: _____
☐ IEP ☐ 504 Plan ☐ Referral or Evaluation

Name: _____ Date of contact: _____
☐ IEP ☐ 504 Plan ☐ Referral or Evaluation

Name: _____ Date of contact: _____
☐ IEP ☐ 504 Plan ☐ Referral or Evaluation

IV. Interim Measures

Were any interim measures implemented for any of the involved students?

☐ Yes ☐ No

Summary of findings of the investigation (i.e., determine whether the alleged conduct did or did not constitute bullying or other prohibited behavior under this exhibit's accompanying policy; determine whether the alleged conduct adversely affected any of the involved students' education or educational environment; and why) (attach additional pages if needed):

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

IV. Parent/Guardian Notification

Document notification(s) to parents/guardians of students involved in the alleged incident(s) of bullying of the outcome of the investigation and any other information deemed appropriate by the investigator and designated administrator. The information may be provided, based on Centennial BOCES practice and taking into consideration the circumstances of the matter, in the form of a written report or meetings with each student's parents/guardians, and may include an overview of the investigation process, the findings of the investigation, and the actions taken to address the reported incident of bullying. *Information shared with parents/guardians must be in accordance with applicable law and Centennial BOCES policy.*

Student Name: _____ School: _____ Grade: _____

Parent/Guardian Contacted: _____

Staff Member (name and position/title): _____

Date(s) of Contact: _____

Type of Contact (phone, in person, email): _____

Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____

Parent/Guardian Contacted: _____

Staff Member (name and position/title): _____

Date(s) of Contact: _____

Type of Contact (phone, in person, email): _____

Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____

Parent/Guardian Contacted: _____

Staff Member (name and position/title): _____

Date(s) of Contact: _____

Type of Contact (phone, in person, email): _____

Summary of information provided, discussion, and next steps: _____

V. Interventions

Interventions to address bullying may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, development of a safety plan, community-based services, and discipline. *Centennial BOCES should refer to its code of conduct and discipline policies and procedures for next steps regarding any disciplinary actions that may result from a bullying incident.*

Student Name: _____ School: _____ Grade: _____

Intervention: _____

Outcome: _____

Student Name: _____ School: _____ Grade: _____
Intervention: _____

Outcome: _____

Student Name: _____ School: _____ Grade: _____
Intervention: _____

Outcome: _____

VI. Recordkeeping

The bullying report, investigation checklist, and any other records related to investigating the reported incident(s) of bullying and any responsive actions shall be maintained in accordance with applicable law and BOCES policy.

Checklist and documentation submitted to): _____
Date: _____

Investigator Signature: _____ Date: _____

Adopted:

STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS

To understand constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and Centennial BOCES's need to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students ~~shall be allowed to~~ may distribute noncurricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any material in any media containing expression which is obscene, pornographic, sexually explicit, libelous, slanderous or defamatory shall ~~is~~ be prohibited. Students may ~~shall~~ not distribute any material which advocates commission of unlawful acts or violation of Centennial BOCES policy and/or regulation, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons. Also prohibited are materials that contain insulting words or words the very expression of which injures or harasses other people and which are inconsistent with the shared values of a civilized social order (e.g. threats of violence or defamation of a person's race, religion, ethnicity, national origin, etc.).

Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and/or expulsion.

School equipment and supplies may ~~shall~~ not be used for publication of such material.

LEGAL REFS.: Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Tinker v. Des Moines Indep. Comm. Sch. Dist., 393 U.S. 503 (1968)
C.R.S. 22-1-120 rights of free expression for public school students
C.R.S. 22-5-107 BOCES to have same certain duties as boards of education
C.R.S. 22-32-110 (1)(r) power to exclude materials that are immoral or pernicious

CROSS REFS.: JK, Student Discipline, and subcodes
KHC, Distribution/Posting of Noncurricular Materials

Revised:
Adopted: September 20, 2018
Centennial BOCES

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Decisions made by Centennial BOCES personnel that students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation ~~(which includes transgender)~~, marital status, national origin, religion, ancestry, or need for special education services, ~~which students are encouraged to report.~~

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R-1, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R-2, Sex-Based Discrimination and Sexual Harassment Investigation Procedures
JB, Equal Educational Opportunities
JBB, Sexual Harassment

Revised:

Adopted: September 20, 2018
Centennial BOCES

SUSPENSION/EXPULSION OF STUDENTS

(and Other Disciplinary Interventions)

The Centennial BOCES Board of Directors shall provide due process of law to students through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

For a student in preschool, kindergarten, first grade, or second grade, the Board and its designee(s) also shall determine that failure to remove the student from the school building through suspension and/or expulsion would create a safety threat that otherwise cannot be addressed, and shall document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

Other Disciplinary Interventions

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion and include but are not limited to: detention, in-school suspension, counseling, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system.

As another intervention and alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an

intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

Delegation of Authority

1. Students in third grade and higher grade levels: The Centennial BOCES Board delegates to the principals of any Centennial BOCES school, or to a person designated in writing by the principal, the power to suspend a student in third grade and higher grade levels in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law (see JKE-JKD-E), ~~but the total period of suspension shall not exceed 25 school days.~~

—Students in preschool through second grade: The Centennial BOCES Board delegates to the principals of the Centennial BOCES or to a person designated in writing by the principal the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in C.R.S. 22-33-106.1 (2), unless the principal or designee determines that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law (see JKD/JKE-E).

2. The Board delegates to the Executive Director of Centennial BOCES the authority to suspend a student, in accordance with C.R.S. 22-33-105 and 22-33-106.1 (3), for an additional 10 school days, plus up to and including, an additional 10 days necessary in order to present the matter to the Board, but the total period of suspension shall not exceed 25 school days.
3. Unless otherwise determined by the Centennial BOCES Board, the Centennial BOCES Board delegates to the executive director, or to a designee who shall serve as a hearing officer, the authority to deny admission to or expel for any period not extending beyond one year any student whom the executive director, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the schools of the Centennial BOCES. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the executive director at the conclusion of the hearing. The executive director shall render a written opinion in the expulsion matter within five days after the hearing, whether the hearing is conducted by the hearing officer or the executive director.

The executive director shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the executive director shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

EXPULSION FOR UNLAWFUL SEXUAL BEHAVIOR OR CRIME OF VIOLENCE

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the Centennial BOCES school in which the juvenile is enrolled.

The information shall be used by the Board to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or

Centennial BOCES personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other Centennial BOCES personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with this policy.

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the Centennial BOCES to provide an alternative educational program for the student as specified in state law.

LEGAL REFS.: C.R.S. 16-22-102 (9) unlawful sexual behavior
C.R.S. 18-1.3-406 crime of violence
C.R.S. 22-32-109.1 (2) (a) adoption and enforcement of discipline code
C.R.S. 22-32-109.1 (2) (a) (I) (E) policy required as part of conduct and discipline code
C.R.S. 22-32-109.1 (3) agreements with state agencies
C.R.S. 22-32-144 restorative justice practices
C.R.S. 22-33-105 suspension, expulsion and denial of admission
C.R.S. 22-33-106 grounds for suspension, expulsion and denial of admission
C.R.S. 22-33-106.1 suspension and expulsion for students in preschool through second grade
C.R.S. 22-33-106.3 use of student's written statements in expulsion hearings
C.R.S. 22-33-106.5 information concerning offenses committed by students
C.R.S. 22-33-107 compulsory attendance law
C.R.S. 22-33-107.5 notice of failure to attend
C.R.S. 22-33-108 juvenile judicial proceedings

CROSS REFS.: GBGB, Staff Personal Security and Safety
JF, Admission and Denial of Admission
JIC, Student Conduct, and Subcodes
JK-2, Discipline of Students with Disabilities

Revised:

Revised: September 2, 2018

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

GROUNDS FOR SUSPENSION/EXPULSION

According to Colorado Revised Statutes 22-33-106 (1) (a-g), 22-33-106.1, and 22-12-105(3), the following may be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare, health or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.
 - a. For purposes of this paragraph, “habitually disruptive student” means a child who has caused a material and substantial disruption three times or more during the course of the school year on school grounds, in school vehicles or at school activities or sanctioned events. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student”.
5. The use, possession or sale of a drug or controlled substance.
6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
7. Possessing a dangerous weapon without the authorization of the school or Centennial BOCES. For purposes of this paragraph, “dangerous weapon” means:
 1. A firearm.
 2. Any pellet gun, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 3. A fixed blade knife with a blade that exceeds three inches in length or a spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
 4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
8. Repeated interference with a school’s ability to provide educational opportunities to other students.
9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or Centennial BOCES.
10. Making a false accusation of criminal activity against a Centennial BOCES employee to law enforcement or to Centennial BOCES.

According to C.R.S. 22-33-106 (2), subject to the Centennial BOCES’ responsibilities under the Exceptional Children’s Education Act and applicable federal law (*see policy JK-2 Discipline of Students with Disabilities*), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.

2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.

| Revised:

Revised: September 20, 2018

Revised: CASB 2005

Centennial BOCES

SUSPENSION/EXPULSION OF STUDENTS (HEARING PROCEDURES)

A. Procedure for Suspension of 10 Days or Less

Through written policy the Board has delegated to any school principal the power to suspend a student for not more than three, five or 10 school days, depending upon the type of infraction. Pursuant to the accompanying policy, the executive director has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be three school days or less for students in preschool through second grade and 10 days or less for students in third grade and higher grade levels.

The following procedures shall be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

1. **Notice.** The principal, designee or the executive director at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. **Contents of notice.** The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. **Informal hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. **If the student's presence in school presents a danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. **Notification following suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Removal from school grounds.** A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. **Readmittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the

administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.

9. **Make-up work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of Centennial BOCES following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

B. Procedure for Expulsion or Denial of Admission

In the event the Board contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. **Notice.** Not less than five days prior to the date of the contemplated action, the Board or an appropriate Centennial BOCES administrator will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. **Emergency notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. **Contents of notice.** The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within five days after the date of the notice.
 - c. A statement of the date, time and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the executive director. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the executive director but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the executive director may consider and give appropriate weight to such information or evidence deemed appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The executive director will prepare specific factual findings and issue a written decision within five days after the hearing.

5. **Appeal.** Within 10 days after the decision of the executive director, the student may appeal the decision to the Board. Failure to request an appeal within 10 days will result in a waiver of the right to appeal and the executive director's decision will become final.

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the executive director, the executive director's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of Centennial BOCES and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion or denial of admission of the student and will inform the student and the student's parent/guardian of the right to judicial review.

6. **Readmittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
 - a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
 - b. there is an identifiable victim of the expelled student's offense; and
 - c. the offense for which the student was expelled does not constitute a crime against property.

If Centennial BOCES has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

C. Procedure for Crimes of Violence or Unlawful Sexual Behavior

The following procedures will apply when Centennial BOCES receives notification that a student has been charged in juvenile or district court with a crime of violence or unlawful sexual behavior, as those terms are defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
 - a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.

- b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of Centennial BOCES, Centennial BOCES may suspend or expel the student, in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an online program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

Adopted: September 20 2018
Centennial BOCES

COMMUNICABLE/INFECTIOUS DISEASES

Centennial BOCES recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. Centennial BOCES ~~will~~ shall rely on the advice of the medical community in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The risk of transmitting HIV/AIDS is extremely low in school settings when current guidelines and preventative measures are followed.

Management of common communicable diseases ~~will~~ shall be in accordance with Colorado Department of Public Health and Environment or local public health department guidelines. A student who exhibits symptoms of a readily-transmissible communicable disease may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse and may be sent home as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

Centennial BOCES reserves the right to require a physician's statement authorizing the student's return to school.

In all proceedings related to this policy, Centennial BOCES ~~will~~ shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious, readily-transmissible disease, the staff member or volunteer ~~will~~ shall promptly notify the school nurse or principal to determine appropriate measures to protect student and staff health and safety. The principal, after consultation with the student and parent/guardian, ~~will~~ shall determine which additional staff members, if any, have needed to know of the affected student's condition and whether the Colorado Department of Public Health and Environment or the local public health department must be notified. Only those ~~persons~~ staff members with direct responsibility for the care of the student ~~will~~ shall be informed of the specific nature of the condition if it is determined there is a need for such individuals to know this information.

The executive director or designee ~~will~~ shall initiate procedures to ensure that all medical information will be held in strict confidence. Any Centennial BOCES staff member who violates confidentiality ~~will~~ shall be subject to appropriate disciplinary measures.

LEGAL REFS.: C.R.S. 22-33-104 (2)(a) compulsory attendance law – absence due to illness
C.R.S. 22-33-106 (2) grounds for suspension, expulsion and denial of admission

CROSS REFS.: EBBA, Prevention of Disease/Infection Transmission
JLCE, First Aid and Emergency Medical Care
JRA/JRC, Student Records/Release of Information on Students

Revised:

Revised: September 20, 2018

Adopted: February 16, 2006

Centennial BOCES

ADMINISTERING MEDICATIONS TO STUDENTS

Centennial BOCES personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by Centennial BOCES personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication, but does not include medical marijuana.

The administration of medical marijuana shall be in accordance with the Board’s policy on administration of medical marijuana to qualified students.

The term “nonprescription medication” includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other designee only when the following requirements are met:

1. Medication shall be in the original, properly labeled container. If it is a prescription medicine, the student’s name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission from the student’s parent/guardian to administer the medication to the student and either:
 - a. written permission to administer the medication from the student’s health care practitioner with prescriptive authority under Colorado law; or
 - b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
3. The parent/guardian shall be responsible for providing all medication to be administered to the student.
4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).

Self-administration of Medication for Asthma, Allergies or Anaphylaxis

A student with asthma, a food allergy, other severe allergies, or related, life-threatening conditions may possess and self-administer medication to treat the student’s asthma, food or other allergy, anaphylaxis or related life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the accompanying regulation.

Authorization for a student to possess and self-administer medication to treat the student’s asthma, food or other allergy, anaphylaxis or related, life-threatening condition may be limited or revoked by the school principal or designee after consultation with the school nurse and the student’s parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

LEGAL REFS.: C.R.S. 12-38-132 delegation of nursing tasks
C.R.S. 12-38-132.3 school nurses-over-the-counter medication
C.R.S. 22-1-119 no liability for adverse drug reactions/side effects
C.R.S. 22-1-119.5 Colorado Schoolchildren's Asthma, Food Allergy and Anaphylaxis Health Management Act
C.R.S. 22-1-119.3 (3)(c), (d) no student possession or self-administration of medical marijuana, but schools must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event
C.R.S. 22-2-135 Colorado School Children's Food Allergy and Anaphylaxis Management Act
C.R.S. 24-10-101 et seq. Colorado Governmental Immunity Act
1 CCR 301-68 State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications
6 CCR 1010-6, Rule 6.13 requirements for health services in schools

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students
JKD/JKE, Suspension/Expulsion of Students
JLCDB, Administration of Medical Marijuana to Qualified Students
JLCE, First Aid and Emergency Medical Care

| Revised:

Revised: April 18, 2019

Revised: September 20, 2018

Revised: January 16, 2006

Adopted: October 25, 2001

Centennial BOCES

FIRST AID AND EMERGENCY MEDICAL CARE

No treatment of injuries except first aid shall be permitted in Centennial BOCES schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

During the school day and during school sponsored events, including those off-site, at least one staff person shall be on duty that has a current certification from a nationally recognized course in standard first aid and CPR. First aid kit shall be stored and properly maintained in each school in accordance with applicable state rules.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of Centennial BOCES employees.

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent/guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, Centennial BOCES personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel.

No elementary student who is ill or injured shall be sent home alone, nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

LEGAL REFS.:	C.R.S. 13-21-108 civil immunity for persons rendering emergency assistance
	C.R.S. 13-21-108.5 civil immunity for health care providers who assist in sports injuries
	C.R.S. 24-10-106.5 public entity duty of care
	C.R.S. 25-53-102 requirements concerning automated external
	<u>defibrillators in schools</u>
	6 CCR 1010-6, Rule 6.13(D) first aid and CPR certification requirement

CROSS REFS.:	GBGAB, First Aid Training
	JLCD, Administering Medications to Students

Revised:
Revised: September 20, 2018
Reviewed: CASB 2005

Revised: February 13, 2003
Centennial BOCES

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

The Board is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The official minutes of the Board, its written policies and its financial records shall be open for inspection at the office of the executive director by any citizen desiring to examine them during hours when the office of the executive director is open. However, no records shall be released for inspection by the public or any unauthorized persons—either by the executive director or any other person designated as custodian for Centennial BOCES records—if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. The Centennial BOCES's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

In responding to a request for Centennial BOCES's public records, Centennial BOCES may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be ~~\$33.58~~ ~~30~~ per hour, which may be increased from time to time as permitted by applicable state law. Centennial BOCES may also charge other reasonable fees in responding to a request for Centennial BOCES's public records, in accordance with the accompanying regulation.

LEGAL REFS.: C.R.S. 22-9-109 exemption from public inspection
C.R.S. 22-32-109 (1)(c) documents available for public inspection
C.R.S. 22-44-301 et seq. Public School Financial Transparency Act
C.R.S. 24-72-201 et seq. access to public records
C.R.S. 24-72-205 (6)(a) must adopt policy regarding the fee for research and retrieval of public records, if the BOCES imposes such a fee; policy must be posted on website or otherwise published
C.R.S. 24-72-205 (6)(b) maximum hourly fee for research and retrieval of public documents adjusted on July 1, 2019, and every five-year period thereafter

CROSS REFS.: BEDA, Notification of Board Meetings
BEDG, Minutes
DAB, Financial Administration
EGAEA, Electronic Communication
GBJ, Personnel Records and Files
JRA/JRC, Student Records/Release of Information on Students

Revised:
Adopted: January 18, 2018
Centennial BOCES

PUBLIC CONCERNS AND COMPLAINTS

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip Centennial BOCES to do their tasks more effectively is welcomed by Centennial BOCES.

Public complaints made pursuant to this policy may involve personnel or Centennial BOCES operations. Such complaints shall be processed in accordance with this policy's accompanying regulation. Public complaints concerning unlawful discrimination or instructional resources shall be processed according to applicable Board policy, as listed in this policy's cross references.

This policy and accompanying regulation shall not apply to parent/guardian concerns or complaints filed on behalf of a student or concerning a student. If a parent/guardian files a complaint, Centennial BOCES shall follow applicable Board policy in responding to the complaint, as listed in this policy's cross references.

The Board relies on Centennial BOCES staff to resolve concerns raised by the public and believes that complaints ~~and grievances~~ are best handled and resolved as close to their origin as possible. Therefore, whenever a complaint is made directly to the Board or an individual Board member, it shall be referred to the executive director, who shall process the complaint in accordance with this policy's accompanying regulation. ~~the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:~~

- ~~1. — Teacher~~
- ~~2. — Principal or other appropriate Centennial BOCES administrator~~
- ~~3. — Executive director~~
- ~~4. — Board of directors~~

~~Any complaint about Centennial BOCES personnel shall be referred back through proper administrative channels before it is presented to the Board for consideration and action.~~

~~When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:~~

- ~~1. — The Board member shall refer the person making the complaint to the executive director.~~
- ~~2. — If the person will not personally present the complaint to the executive director, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the executive director for investigation.~~
- ~~3. — If at any time the person making a complaint feels that a satisfactory reply has not been received from a Centennial BOCES administrator, that person should be advised to consult with the executive director and, if still not satisfied, to request that the complaint be heard by the Board.~~

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
IKE, Ensuring All Students Meet Standards (Promotion, Retention and Acceleration of Students
JII, Student Concerns, Complaints and Grievances
JKD/JKE, Suspension/Expulsion of Students (And Other Disciplinary Interventions)
JRA/JRC, Student Records/Release of Information on Students
KEC, Public Concerns/Complaints about Instructional Resources

Revised:

Revised: January 18, 2018
Reviewed: CASB 2005
Adopted: June 16, 1998
Centennial BOCES

PUBLIC CONCERNS AND COMPLAINTS

In accordance with this regulation's accompanying policy, this regulation contains the procedures to follow when a member of the public files a formal complaint against Centennial BOCES.

Any member of the public may file a formal complaint within the same school year that the incident or concern that is the subject of the complaint occurred. Any complaint filed outside of this timeline shall not be considered.

If the public complaint does not involve personnel and the most direct staff member involved is the executive director, the person may request to start at Step 3 of the following process.

The public complaint process shall be as follows:

Step 1 Generally, the first step is to discuss the complaint or concern with the Centennial BOCES employee responsible for the event or action that forms the basis for the complaint.

Step 2 If the complaint is not resolved at Step 1, the person may initiate a formal complaint that shall be written, dated and signed. The person may then request review of the formal complaint by submitting it to the Centennial BOCES employee having direct administrative or supervisory responsibility over the work of the employee involved in the complaint. Such complaint shall be filed within 20 working days of discussing the complaint pursuant to Step 1. If the supervisor or administrator determines that the complaint cannot be resolved informally, the supervisor or administrator shall render a written decision within 10 working days of receipt of the complaint.

Step 3 If the complaint is not resolved at Step 2, the person may request review of the formal complaint by submitting it to the executive director within 10 working days of receipt of the decision in Step 2. If the executive director or executive director's designee determines that the complaint needs further response, the executive director shall render a written decision within 10 working days of receipt of the complaint and any written decision from Step 2.

All decisions and findings by the executive director shall be final.

Adopted:
Centennial BOCES

PUBLIC CONDUCT ON CENTENNIAL BOCES PROPERTY

Persons using or upon Centennial BOCES property, including all Centennial BOCES buildings, parking lots, and any Centennial BOCES vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the executive director or designee to be in violation of this policy shall be instructed to leave Centennial BOCES property and law enforcement may be contacted. Any person who has engaged or Centennial BOCES officials reasonably believe will engage in conduct prohibited by this policy may be excluded from Centennial BOCES property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with Centennial BOCES operations or any activity sponsored or approved by Centennial BOCES.
2. Physical abuse or threat of harm to any person or Centennial BOCES property.
3. Threat of damage or damage to property of Centennial BOCES regardless of the location, or property of a member of the community when such property is located on Centennial BOCES property.
4. Forceful or unauthorized entry to or occupation of Centennial BOCES facilities, including buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on Centennial BOCES property, at Centennial BOCES or school-sponsored functions, on in any Centennial BOCES vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto Centennial BOCES buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, ~~as defined in state law~~, on Centennial BOCES property or in Centennial BOCES school buildings, unless such possession is in accordance with C.R.S. 18-12-105.5 or 18-12-214 (3). For the purposes of this policy, "deadly weapon" means:
 - a. a firearm, whether loaded or unloaded;
 - b. a fixed blade knife with a blade that exceeds three inches in length;
 - c. a spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length; or
 - d. any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a BB gun, slingshot, bludgeon, nunchuks, brass knuckles or artificial knuckles of any kind.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Centennial BOCES policy.

LEGAL REFS.: 21 U.S.C. 860 crime to distribute or manufacture controlled substances within 1,000 feet of a school
~~C.R.S. 18-1-901(3)(c) definition of deadly weapon~~
C.R.S. 18-9-106 disorderly conduct
C.R.S. 18-9-108 disrupting lawful assembly
C.R.S. 18-9-109 interference with staff, faculty or students of educational institutions
C.R.S. 18-9-110 public buildings – trespass, interference
C.R.S. 18-9-117 unlawful conduct on public property
C.R.S. 18-12-105.5 unlawful carrying/possession of weapons on school grounds
C.R.S. 18-12-214 (3)(a) person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked
C.R.S. 18-18-407 (2) crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles
C.R.S. 22-1-119.3 (3)(c), (d) no student possession or self-administration of medical marijuana, but schools must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event
C.R.S. 25-1.5-106 (12)(b) possession or use of medical marijuana in or on school grounds or in a school bus is prohibited
C.R.S. 25-14-103.5 must adopt policies prohibiting tobacco and retail marijuana use on school property
C.R.S. 25-14-301 Teen Tobacco Use Prevention Act

CROSS REFS.: ADC, Tobacco-Free Schools
GBEB, Staff Conduct (And Responsibilities)
JLCDB, Administration of Medical Marijuana to Qualified Students
KI, Visitors to Schools

Revised:

Revised: April 18, 2019

Revised: January 18, 2018

Revised: May 21, 2009

Adopted: February 12, 2004

Centennial BOCES

VISITORS TO CENTENNIAL BOCES SCHOOLS AND PROGRAMS

Centennial BOCES will make reasonable efforts to accommodate requests to visit Centennial BOCES schools and educational programs, yet also recognizes concerns for the welfare of students. Therefore, Centennial BOCES limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Other persons invited by Centennial BOCES for official business purposes.

To ensure visitors do not disrupt the educational process or other Centennial BOCES operations and that no unauthorized persons enter Centennial BOCES buildings, all visitors must ~~shall~~ report to the administrative office immediately when entering a Centennial BOCES school or building. Authorized visitors may: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) be accompanied by a Centennial BOCES employee for some or all of the visit. Centennial BOCES administrators may approve additional building procedures pertaining to visitors to preserve a proper and safe learning environment.

Unauthorized persons may ~~shall~~ not loiter on Centennial BOCES property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting Centennial BOCES is a privilege, not a right, which may be limited, denied or revoked by a Centennial BOCES administrator or designee based on considerations of student and/or staff health, safety, efficient Centennial BOCES operations, maintenance of a proper educational environment, or failure to comply with this policy.

LEGAL REFS.: C.R.S. 18-9-109 interference with school staff or students
C.R.S. 18-9-110 trespass, interference at or in public buildings
C.R.S. 18-9-112 definition of loitering
C.R.S. 18-9-117 unlawful conduct on public property
C.R.S. 18-12-105.5 unlawful possession of weapons on school property

CROSS REFS.: ADC, Tobacco-Free Schools
EBBA, Prevention of Disease/Infection Transmission
ECA/ECAB, Security/Access to Buildings
JLCC, Communicable/Infectious Diseases
KFA, Public Conduct on Centennial BOCES Property

Revised:

Revised: January 18, 2018

Revised: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 19, 2020

SUBJECT: Reports/Discussion

Background Information

- 4.1 FY 2019-20 Financial Statements and Single Audit Report – Tim Mayberry
- 4.2 Superintendents' Advisory Council Report – Dr. Glenn McClain (Oral Report)
- 4.3 First Reading, Discussion, Revisions to Board Policies/Regulations/Exhibits: DJB, DJE, EEAEG, GBEB, GBI, IFK-2, JLCDB
- 4.4 Financial Reports – Terry Buswell, Assistant Executive Director
 - Board Notes for Financial Reports
 - Investment Report A
 - Cash Flow Analysis Report B
 - Cash Flow Chart C
 - Two Page Financial Summary Report
 - 11 Page Detailed Expense Report
- 4.5 Directors' Reports
 - a. Dr. Randy Zila, Administration (Oral Report)
 - b. Terry Buswell, Business Services/Human Resources/Technology Departments
 - c. Maria Castillo Saenz, Federal Programs Director
 - d. Mark Rangel, Innovative Education Services Department
 - e. Jocelyn Walters, Special Education Department

Recommended Action

Reports only – no action required

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 19, 2020

SUBJECT: First Reading, Proposed Revisions to Board Policies: DJB, DJE, EEAEG, GBEB, GBI, IFK-2, JLCDB

Background Information

Proposed revisions to the attached Board policies are the result of legislative changes during the 2020 session. 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. This agenda item will return for approval at the January 21, 2021 Board meeting.

FEDERAL PROCUREMENT

Federal Procurement

This policy and its accompanying regulation ~~shall apply~~ applies 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~~ must follow Board policy concerning employee purchasing authority when making any purchase with federal funds and ~~shall~~ must obtain prior Board approval in those instances when it is required by Board policy. Centennial BOCES employees ~~shall~~ must also follow applicable state law and Board policy concerning competitive bidding; to the extent state law and/or Board policy establish additional requirements or procedures – including conducting criminal background checks for any person providing direct services to students pursuant to a written contract – that do no conflict ~~that are not inconsistent~~ with this policy and its accompanying regulation.

Federal Micro-purchases (less than \$~~3,500~~ 10,000)

A “micro-purchase” is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold ~~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.

Federal Simplified Acquisition Threshold Small Purchases (\$ ~~10,000~~ 3,500 to under \$~~150~~ 250,000)

“Simplified acquisition threshold” means the dollar amount below which a non-federal entity may purchase property or services using small purchase methods. Non-federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. ~~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~~ must 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.

Competitive Bidding Threshold Large Purchases (\$~~150~~ 250,000 or more)

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

Centennial BOCES ~~shall~~ must conduct a cost or price analysis for ~~large~~ purchases that exceed the simplified acquisition , at threshold. At a minimum, this must 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~~ must then be incorporated into any solicitations of bids or proposals.

Unnecessary or Duplicative Items

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

Recordkeeping

Centennial BOCES ~~shall~~ must 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~~ must 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.F. 226 (USDA procurement thresholds)
 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

| Revised:

Adopted: November 16, 2017
Centennial BOCES

BIDDING PROCEDURES

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

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

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.

Pre-qualification

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

Response Receipt and Opening

All bids ~~shall~~ must 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~~ will be opened in public by appropriate Centennial BOCES officials or employees at the time specified, and all bidders ~~shall~~ will 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.~~

Awarding a Bid

The bidder to whom an award is made ~~shall~~ will 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~~ must 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.

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: November 16, 2017

Revised: January 19, 2012

Revised: June 18, 2002

Adopted: June 16, 1998
Centennial BOCES

This policy is recommended for deletion as it is no longer needed
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 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: November 16, 2017~~

STAFF CONDUCT (AND RESPONSIBILITIES)

All staff members have a responsibility to become familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of Centennial BOCES.

As representatives of Centennial BOCES and role models for students, all staff ~~shall~~ must demonstrate and uphold high professional, ethical and moral standards. Staff members ~~shall~~ must conduct themselves in a manner that is consistent with the mission of Centennial BOCES and ~~shall~~ must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of Conduct

Each staff member ~~shall~~ must observe the following rules of conduct established by state law. Accordingly, a Centennial BOCES employee ~~shall~~ must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee'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 staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform any 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 staff member has a substantial financial interest or is engaged as a counsel, consultant, representative, or agent.

All staff members ~~shall~~ are ~~be~~ expected to carry out their assigned responsibilities with conscientious concern.

It ~~shall~~ is not ~~be~~ considered a breach of conduct for a staff member 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 indirect consequence of transacting Centennial BOCES business.

Essential to the success of ongoing Centennial BOCES operations and the instructional program are the following specific responsibilities, which ~~are~~ shall ~~be~~ required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of the policies of the Board and regulations of Centennial BOCES administration.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of Centennial BOCES property.
5. Concern and attention toward the safety and welfare of students.

Child Abuse

All Centennial BOCES employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must, immediately upon receiving such information, report such fact in accordance with Board policy and state law.

The executive director is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a Centennial BOCES employee. Such information ~~shall~~ must remain confidential except that the executive director ~~shall~~ must notify the Colorado Department of Education of the child abuse investigation.

Possession of Deadly Weapons

The Board's policy regarding public possession of deadly weapons on Centennial BOCES property or in Centennial BOCES buildings ~~shall apply~~ applies to employees of Centennial BOCES. However, the restrictions ~~shall do~~ not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/Misdemeanor Convictions

If, subsequent to beginning employment with Centennial BOCES, Centennial BOCES has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offenses or infractions, Centennial BOCES ~~shall~~ must make inquiries to the Department of Education for purposes of screening the employee.

In addition, Centennial BOCES ~~shall~~ must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints shall be submitted within 20 days after receipt of written notification. The fingerprints ~~shall~~ must be forwarded to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Centennial BOCES must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-based criminal history record check provide relevant information. Non-licensed employees ~~shall~~ must have employment terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees ~~shall~~ must not be charged fees for processing fingerprints under these circumstances.

Unlawful Behavior Involving Children

Centennial BOCES may make an inquiry with the Department of Education concerning whether any current employee of Centennial BOCES has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination of employment, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Notification Concerning Arrests

Centennial BOCES employees ~~shall~~ must notify Centennial BOCES when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

Centennial BOCES ~~shall~~ must notify students' parents/guardians when Centennial BOCES employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Personnel Addressing Health Care Treatment for Behavior Issues

Centennial BOCES personnel are prohibited from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board policy concerning survey, assessment, analysis or evaluation of students. Centennial BOCES personnel are encouraged to discuss concerns about a student's behavior with the student's parent/guardian, and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

LEGAL REFS.: 28 C.F.R. 50.12 (b) notification requirements regarding fingerprints
 C.R.S. 18-12-105.5 unlawful carrying/possession of weapons on school grounds
 C.R.S. 18-12-214 (3)(b) school security officers may carry concealed handgun pursuant to valid permit
 C.R.S. 19-3-308 (5.7) child abuse reporting
 C.R.S. 22-1-130 parent notification of employee criminal charges
C.R.S. 22-2-119.3 (6)(d) name-based criminal history record check - definition
 C.R.S. 22-32-109 (1)(ee) school personnel prohibited from recommending certain drugs for students or ordering behavior tests without parent permission
C.R.S. 22-32-109 (1)(pp) annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs
 C.R.S. 22-32-109.1 (8) inquiries upon good cause to department of education for purpose of ongoing screening of employees
 C.R.S. 22-32-109.7 inquiries prior to hiring
C.R.S. 22-32-109.8 non-licensed personnel – submittal of fingerprints and name-based criminal history record check
 C.R.S. 22-32-109.8 (6)(a) requirement to terminate employment of termination of non-licensed employees for certain felony offenses
 C.R.S. 22-32-109.9 licensed personnel – submittal of fingerprints and name-based criminal history record check
 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
 C.R.S. 24-18-110 voluntary disclosure

CROSS REFS.: JLC, Student Health Services and Records
 JLDAC, Screening/Testing of Students
 JLF, Reporting Child Abuse/Child Protection
 KDBA, Parent Notification of Employee Criminal Charges
 KFA, Public Conduct on Centennial BOCES Property

Revised:

Revised: April 18, 2019
Revised: January 18, 2018
Reviewed: CASB 2005
Revised: February 12, 2004
Centennial BOCES

CRIMINAL HISTORY RECORD INFORMATION

The Board is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

Accordingly, this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) CJI while being stored, accessed, or physically moved from a secure location within Centennial BOCES. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing criminal history record information.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

Proper Access, Use, and Dissemination of CHRI

CHRI must only be used for an authorized purpose consistent with the purpose for which it was accessed or requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have completed security awareness training and have been granted access to CJI data.

Security Awareness Training

Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all personnel with access to said confidential information.

Physical Security

All CJI and CHRI information must be securely stored. Centennial BOCES will maintain a current list of authorized personnel. Authorized personnel will take necessary steps to prevent and protect Centennial BOCES from physical, logical, and electronic breaches.

Media Protection

Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

Centennial BOCES must securely store electronic and physical media within physically secure locations. Centennial BOCES restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by Centennial BOCES.

Physical media (print-outs and other physical media) must be disposed of by one of the following methods:

- 1) shredding using Centennial BOCES-issued shredders; or
- 2) placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by Centennial BOCES personnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

- 1) Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from Centennial BOCES's control until the

equipment has been sanitized and all stored information has been cleared using one of the above methods.

Account Management

Centennial BOCES must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. Centennial BOCES must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS point of contact or their designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain CJI. The CJIS point of contact may also conduct periodic reviews.

Reporting Information Security Events

Centennial BOCES must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, Centennial BOCES must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third party users must be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of Centennial BOCES assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy Violation/Misuse Notification

Violation of this policy or misuse of CHRI by any personnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

LEGAL REFS.: P.L. 92-544 (authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes)
28 C.F.R. 20.33 (b) (limited dissemination of criminal history record information)
28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check – definition)
C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and

name-based criminal history record check)

C.R.S. 22-32-109.9 (licensed personnel – submittal of fingerprints and name-based criminal history record check)

C.R.S. 24-72-302 (definition of criminal justice information)

CROSS REFS.: GBEB, Staff Conduct (and Responsibilities)

GCE/GCF, Professional Staff Recruiting/Hiring

GDE/GDF, Support Staff Recruiting/Hiring

Adopted:

Centennial BOCES

GRADUATION REQUIREMENTS **(Beginning with the Class of 2022)**

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Centennial BOCES Board of Directors has established the following graduation requirements for students entering the ninth grade in the 2018-19 school year and each ninth grade class thereafter.

To receive a high school diploma from Centennial BOCES, students must meet or exceed the Centennial BOCES or applicable district's academic standards and measures required by this policy. Students with disabilities ~~shall~~ must be provided access to all graduation pathways provided by this policy and ~~shall~~ must have the opportunity to earn a high school diploma from Centennial BOCES.

College and Career Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

English

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English.

Measure	Cut Score/Criteria
ACT WorkKeys Assessment – Reading	Score at least 5
ACT WorkKeys Assessment – Writing	Score at least 3
Integrated Math 11	Grade C or better and 70% or better on competency assessment
Integrated Math 12	

Math

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

Measure	Cut Score/Criteria
ACT WorkKeys Assessment	Score at least 5
English 11 English 12	Grade C or better and 70% or better on competency assessment

Other

Students must complete the respective measures listed below and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness.

High School	Skill/Subject	Measure	Cut Score/Criteria
IConnect	American History	Course Completion	Grade C or better and 70% or better on competency assessment
CBOCES	Applied Technology	ACT WorkKeys Assessment	Score at least 4
CBOCES	Business Writing	ACT WorkKeys Assessment	Score at least 3
IConnect	Capstone Project/Portfolio	Completion of Grade 11 and Grade 12 Assignments	Presentation to Panel
CBOCES	Civics	90 Hours of Coursework District Assessment	Score at least 80% Score at least 80%
IConnect	Computers	Course Completion	Grade C or better and 70% or better on competency assessment

CBOCES	Conceptual Physics/ Earth Science	Course Completion District Assessment	Score at least 80% Score at least 80%
CBOCES	Consumer Awareness	Course Completion District Assessment	Score at least 80% Score at least 80%
CBOCES	Cultural Awareness	Project Completion District Assessment	Score at least 80% Score at least 80%
IConnect	Economics	Course Completion	Grade C or better and 70% or better on competency assessment
IConnect	Financial Literacy 11 Financial Literacy 12	Course Completion	Grade C or better and 70% or better on competency assessment
IConnect	Global Citizenship 11 Global Citizenship 12	Course Completion	Grade C or better and 70% or better on competency assessment
IConnect	ICAP 11 ICAP 12	Course Completion	Grade C or better and 70% or better on competency assessment
IConnect	Keytrain	Course Completion	Grade C or better and 70% or better on competency assessment
IConnect	Leadership/Governm ent	Course Completion	Grade C or better and 70% or better on competency assessment
CBOCES	Listening	ACT WorkKeys Assessment	Score at least 3
CBOCES	Locating Information	ACT WorkKeys Assessment	Score at least 4
CBOCES	Observation	ACT WorkKeys Assessment	Score at least 4
IConnect	Science	Course Completion	Grade C or better and 70% or better on competency assessment
CBOCES	Self-Awareness and Health	Projection Completion District Assessment	Score at least 80% Score at least 80%
CBOCES	Teamwork	ACT WorkKeys Assessment	Score at least 4
CBOCES	Technology	30 Hours of Coursework District Assessment	Score at least 80% Score at least 80%
CBOCES	The Arts	Project Completion District Assessment	Score at least 80% Score at least 80%
IConnect	Volunteer Work/Community Service	Variety of Opportunities Offered	10 Hours in Grade 11 10 Hours in Grade 12

Exceptions to the Board's Required Measures and Cut Scores/Criteria

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the principal or other appropriate administrator may determine that such assessment or other measure is acceptable and meets the Centennial BOCES's graduation requirements.

Credit from Other Institutions and Home-Based Programs

The principal or other appropriate administrator ~~shall~~ must determine whether credit toward graduation requirements ~~shall~~ will be granted for courses taken outside Centennial BOCES. Students, who are currently enrolled in a Centennial BOCES school and wish to obtain credit from outside institutions, or through “on-line” programs, must have prior approval from the principal or other appropriate administrator.

In accordance with applicable state law, college courses completed pursuant to the student’s participation in a “dropout recovery program” must count as credit toward completion of the Centennial BOCES’s credit requirements.

Centennial BOCES shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with Centennial BOCES requirements and Centennial BOCES’s or applicable district’s academic standards, Centennial BOCES shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, Centennial BOCES may administer testing to the student to verify the accuracy of the student’s transcripts. Centennial BOCES may reject any transcripts that cannot be verified through such testing.

Independent Study

Independent study, work experience and experienced-based programs approved in advance by the principal or appropriate administrator may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a staff member.

Student Course Load

~~The course load for freshmen, sophomores, juniors, and seniors shall be a minimum of six credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the principal.~~

Early Graduation

The Centennial BOCES Board believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities ~~at an earlier age prior to completing four years of high school~~. Therefore, the ~~executive director or designee principal or appropriate administrator~~ may grant permission to students wishing to graduate early, provided the student has met all Centennial BOCES graduation requirements in accordance with this policy.

LEGAL REFS.: C.R.S. 22-1-104 teaching history, culture and civil government
C.R.S. 22-33-104.5 home-based education law
C.R.S. 22-35-101 et seq. Concurrent Enrollment Programs Act

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

Revised:

Revised: September 20, 2018

Revised: June 5, 2007 (technical correction - removed grade D to conform with practice)

Revised: April 27, 2006

Centennial BOCES

ADMINISTRATION OF MEDICAL MARIJUANA TO QUALIFIED STUDENTS

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, Centennial BOCES restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours.

Administration of medical marijuana to qualified students ~~shall~~ must be in accordance with this policy. Administration of all other prescription and nonprescription medications to students ~~shall~~ must be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Definitions

For purposes of this policy, the following definitions ~~shall~~ apply:

1. "Designated location" means a location identified in writing by Centennial BOCES in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school-sponsored event in Colorado.
- ~~1-2.~~ "Medical marijuana" means a cannabis product with a delta-9 tetrahydrocannabinol (THC) concentration greater than 0.3 percent.
- ~~2-3.~~ "Permissible form of medical marijuana" means nonsmokeable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by Centennial BOCES when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student's primary caregiver to the executive director, who may authorize such a request after consultation with appropriate medical personnel chosen by Centennial BOCES.
- ~~3-4.~~ "Primary caregiver" means the qualified student's parent, guardian or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver. In no event ~~shall~~ may another student or a staff member be recognized as a primary caregiver, unless the staff member is the student's parent/guardian. Any primary caregiver seeking access to school or Centennial BOCES property, a school bus or school-sponsored event for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to schools and all other applicable policies.
- ~~4-5.~~ "Qualified student" means a student who holds a valid registration from the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

Permissible Administration of Medical Marijuana to a Qualified Student

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met:

1. The qualified student's parent/guardian provides the school with a copy of the student's valid registration from the state of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance and use of medical

marijuana under state law, and releases Centennial BOCES from liability for any injury that occurs pursuant to this policy;

3. The qualified student's parent/guardian or primary caregiver ~~shall~~ must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
4. Centennial BOCES determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;
5. After administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver ~~shall~~ must remove any remaining medical marijuana from the grounds of the school, Centennial BOCES, school bus or school-sponsored event; and
6. Centennial BOCES prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan ~~shall~~ must be signed by the school administrator, the qualified student (if capable) and the qualified student's parent/guardian.

Additional Parameters

- School personnel ~~shall~~ may not administer or hold medical marijuana in any form.

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or Centennial BOCES property, a school bus or at a school-sponsored event to administer medical marijuana.

- This policy ~~shall~~ does not apply to school grounds, school buses or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that Centennial BOCES's federal funds are jeopardized by this policy, the Board declares that this policy ~~shall~~ must be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event ~~shall~~ must not be permitted. The school ~~shall~~ must post notice of such policy suspension and prohibition in a conspicuous place on its website.

LEGAL REFS.: Colo. Const. Art. XVIII, Section 14 establishing qualifications for use of medical marijuana
C.R.S. 22-1-119.3 (3)(c), (d) no student possession or self-administration of medical marijuana, but schools must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event
C.R.S. 22-1-119.3 (3)(d)(III) board may adopt policies regarding who may act as a primary caregiver and to establish reasonable parameters on the administration and use of medical marijuana on school grounds, on a school bus or at a school-sponsored event

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLCD, Administering Medications to Students
JLCE, First Aid and Emergency Medical Care

| Revised:

Adopted: April 18, 2019
Centennial BOCES

Board Notes for Investment and Financial Reports - November 19, 2020

The one page investment report (Page A) shows the interest earned for the first three months of the 2020-21 fiscal year at \$1,310.88. This represents a negative budget variance for the year of \$-564.62. The September 30, 2020 balances for CBOCES bank and investment accounts are also listed on the report.

The next two reports show the Cash Flow Analysis (Page B) and the Cash Flow Chart (Page C) for the 15 month period of July 1, 2019 – September 30, 2020. The cash flow chart continues to show a similar pattern between 2019-20 and 2020-21, with a larger increase during the month of September due to receiving the state Special Education ECEA funds for the entire year.

The two financial reports represent July 2020 – September 2020 year to date. This represents 25% of the fiscal year. Page 1 of the two page summary shows the non-grant totals for 2020-21 at 16.6% spent compared to 20.2% for 2019-20. Page 2 of the summary shows the grant totals and the combined totals. Grant totals for 2020-21 are at 12.1% spent compared to 13.2% for 2019-20. The year-to-date combined totals for the first three months of 2020-21 are 14.6% spent compared to 17.3% for 2019-20. The projected fund balance is noted at the bottom of page 2, including the audited Ending Fund Balance for 2019-20 and the estimated Ending Fund Balance for 2020-21.

The second report contains the expenses by project and is detailed by the major object groups. The information presented in the 11 page report is the same per project expense amounts as those on the two page summary report.

Beginning with Administration, on page 2, expenses for 2020-21 are lower as a percentage compared to 2019-20 (28.9% versus 37.2%). Project 103 Greeley Building Improvement budget was significantly higher in the previous year compared to the current year. As previously noted, the Greeley Office building lease was paid off in July of 2019.

Technology, page 3 – 4, as a total trended lower as a percentage compared to last year (40.2% versus 43.9%). One reason is Project 205 Student Information Services is lower than 2019-20 at 68.4% compared to 73.1%.

Special Education department, pages 5-7, shows spending as a percentage of the budget is also running slightly lower in 2020-21 at 17.8% compared to 19.0% for 2019-20. Many of the projects are trending similar to last year.

Innovative Education Services, pages 8-9, shows spending percentages for 2019-20 are running slightly higher compared to 2019-20 at 20.2% compared to 19.4%. Project 685 CBOCES High School expenses are higher this year at 36.3% compared to last year at 29.9%.

Federal Programs, pages 10-11, shows expenses as a percentage for the first three months of 2020-21 are at 12.1% compared with 12.7% for 2019-20. As previously noted, Federal Program Title grant projects generally run lower during the first part of the year and end up closer to the budget amounts by year end.

At the bottom of page 11 are the grand total amounts – 18.3% committed for 2020-21 compared to 20.5% committed for 2019-20. These percentages are higher than the two page summary report since the encumbrances are part of the percentage calculation. The budget year is 25% completed as of September 30.

CENTENNIAL BOCES

Investment Report as of September 30, 2020

Investment Name	Description	Bank Balance	Book Balance
Colotrust - Equity Savings	Investment Pool Keenesburg RE-3 Equity, including interest	54,261.44	54,261.44
Colotrust - CBOCES	Investment Pool G/F	3,029,912.01	3,029,912.01
Colotrust - CBOCES	Security Deposit	1,078.91	1,078.91
Colotrust - CBOCES	Health / Dental Insurance	119,121.02	119,121.02
Bank of Colorado Savings	Savings Account	4,495.73	4,495.73
Bank of Colorado Checking	CBOCES Checking Account	568,761.59	548,148.08
Bank of Colorado Checking	eNet Colorado Checking	11,254.19	11,254.19
	Total Investment Balance:	3,788,884.89	3,768,271.38

Interest Earnings	Description	Bank Balance	Book Balance
Colotrust Interest	Investment Pool - Regular Account	1,174.95	1,174.95
Colotrust Equity Interest	Investment Pool - Equity Account	42.08	42.08
Colotrust Interest	Investment Pool - Security	0.87	0.87
Colotrust Health/Dental Interest	Investment Pool - Health/Dental	92.37	92.37
Bank of Colorado		0.11	0.11
Bank of Colorado Checking P/C	Federal Programs P/C		
	Total Interest Earned:	1,310.38	1,310.38

Budgeted: \$ 7,500.00 Y-T-D: \$ 1,875.00

Year To Date Variance: \$ (564.62)

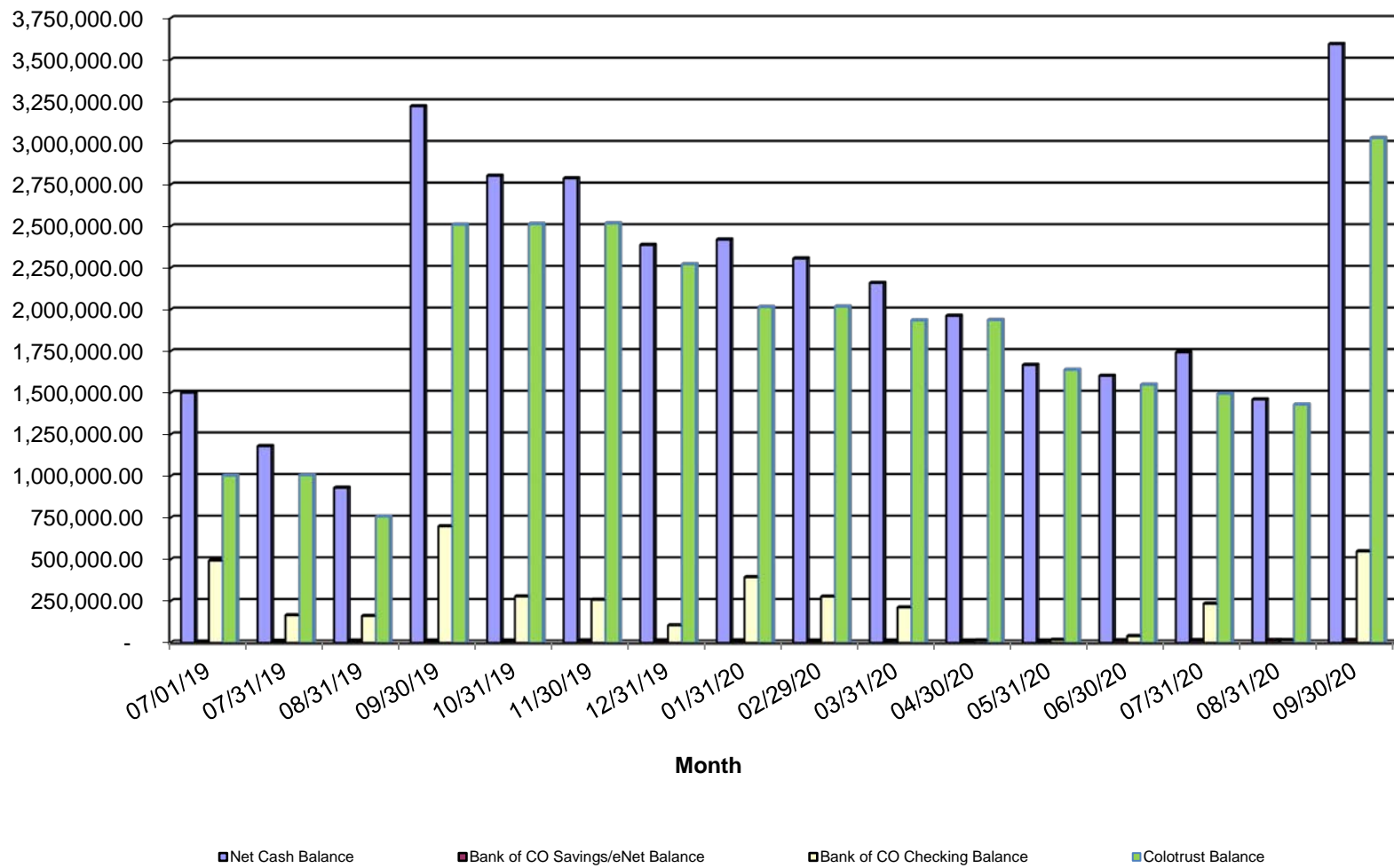
CENTENNIAL BOCES
Cash Flow Analysis for 2019-20 & 2020-21
As of September 30, 2020

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.

	Balance Colotrust G/F	Balance Bank of Colorado Savings / eNet Acct.	Bank Balance Bank of CO Checking Bank Statement	Book Balance Bank of CO Checking Checks Written	Net Balance Colotrust /Bank of CO and Book Balance
July 1, 2019 End Balance	1,003,063.21	5,009.36	618,125.99	492,915.09	1,500,987.66
Interest Earned/Deposits	2,033.14	5,625.00	837,396.93	837,396.93	
Transfers out or Expenses		(195.62)	(1,266,575.76)	(1,291,098.34)	
July 31, 2019 End Balance	1,005,096.35	10,438.74	188,947.16	164,548.03	1,180,083.12
Interest Earned/Deposits	1,898.48	1,950.00	936,437.39	936,437.39	
Transfers out or Expenses	(250,000.00)	(140.53)	(702,072.28)	(940,485.54)	
August 31, 2019 End Balance	756,994.83	12,248.21	423,312.27	160,499.88	929,742.92
Interest Earned/Deposits	2,077.88	456.25	3,208,906.89	3,208,906.89	
Transfers out or Expenses	1,750,000.00	(93.62)	(2,653,889.03)	(2,670,392.56)	
Sept 30, 2019 End Balance	2,509,072.71	12,610.84	978,330.13	699,014.21	3,220,697.76
Interest Earned/Deposits	4,407.22	-	632,227.66	632,227.66	
Transfers out or Expenses	-	(105.19)	(1,150,912.49)	(1,054,060.90)	
Oct 31, 2019 End Balance	2,513,479.93	12,505.65	459,645.30	277,180.97	2,803,166.55
Interest Earned/Deposits	3,988.20	850.00	920,800.35	920,800.35	
Transfers out or Expenses	-	(145.06)	(1,110,613.90)	(940,379.69)	
Nov 30, 2019 End Balance	2,517,468.13	13,210.59	269,831.75	257,601.63	2,788,280.35
Interest Earned/Deposits	3,838.11	2.83	859,758.49	859,758.49	
Transfers out or Expenses	(250,000.00)	(84.98)	(897,944.72)	(1,013,670.41)	
Dec 31, 2019 End Balance	2,271,306.24	13,128.44	231,645.52	103,689.71	2,388,124.39
Interest Earned/Deposits	3,535.87	-	1,291,987.09	1,291,987.09	
Transfers out or Expenses	(260,000.00)	(226.53)	(992,630.17)	(1,002,809.68)	
Jan 31, 2020 End Balance	2,014,842.11	12,901.91	531,002.44	392,867.12	2,420,611.14
Interest Earned/Deposits	2,813.53	-	706,432.62	706,432.62	
Transfers out or Expenses	-	(107.15)	(914,882.05)	(822,892.91)	
Feb 28, 2020 End Balance	2,017,655.64	12,794.76	322,553.01	276,406.83	2,306,857.23
Interest Earned/Deposits	2,484.90	2.17	987,689.33	987,689.33	
Transfers out or Expenses	(85,000.00)	(107.15)	(837,547.55)	(1,052,374.55)	
March 31, 2020 End Balance	1,935,140.54	12,689.78	472,694.79	211,721.61	2,159,551.93
Interest Earned/Deposits	1,758.50	-	764,058.95	764,058.95	
Transfers out or Expenses	-	(127.15)	(1,102,186.59)	(962,417.62)	
April 30, 2020 End Balance	1,936,899.04	12,562.63	134,567.15	13,362.94	1,962,824.61
Interest Earned/Deposits	1,168.95	87.45	995,662.56	995,662.56	
Transfers out or Expenses	(300,000.00)	-	(941,448.76)	(992,233.75)	
May 31, 2020 End Balance	1,638,067.99	12,650.08	188,780.95	16,791.75	1,667,509.82
Interest Earned/Deposits	669.07	1,725.21	1,149,086.39	1,149,086.39	
Transfers out or Expenses	(90,000.00)	(169.73)	(952,253.71)	(1,126,476.59)	
June 30, 2020 End Balance	1,548,737.06	14,205.56	385,613.63	39,401.55	1,602,344.17
Interest Earned/Deposits	511.28	675.00	1,166,631.51	1,171,259.45	
Transfers out or Expenses	(55,000.00)	(117.49)	(1,177,558.76)	(976,494.54)	
July 31, 2020 End Balance	1,494,248.34	14,763.07	374,686.38	234,166.46	1,743,177.87
Interest Earned/Deposits	372.86	1,050.00	915,737.44	915,737.44	
Transfers out or Expenses	(65,000.00)	(159.78)	(1,152,377.29)	(1,134,846.15)	
August 31, 2020 End Balance	1,429,621.20	15,653.29	138,046.53	15,057.75	1,460,332.24
Interest Earned/Deposits	1,700,290.80	225.11	3,172,763.20	3,172,763.20	
Transfers out or Expenses	(100,000.00)	(128.48)	(2,742,048.14)	(2,639,672.87)	
Sept 30, 2020 End Balance	3,029,912.00	15,749.92	568,761.59	548,148.08	3,593,810.00

Centennial BOCES
Cash Flow Chart 07/01/2019 - 9/30/2020
Fiscal Years 2019-20 & 2020-21

Dollar Amount



CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2020 - SEPTEMBER 30, 2020
With Comparative Amounts for the Month Ended September 30, 2019

25% of Budget Year Completed		JULY 1, 2020 - JUNE 30, 2021 FISCAL							JULY 1, 2019 - JUNE 30, 2020 FISCAL						
Project Accounts:		2020-2021 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2019-2020 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	101 Administration/Operations	\$ 953,900	\$ 160,366	\$ 264,202	\$ (103,836)	\$ 85,313	\$ 604,385	28%	\$ 976,850	\$ 172,647	\$ 263,404	\$ (90,756)	\$ 88,518	\$ 624,928	27%
2	103 Administration Greeley Building	109,683	3,000	81,218	(78,218)	-	28,465	74%	290,310	27,661	302,668	(275,007)	-	(12,358)	104%
3	107 Administration South Platte Building	3,600	1,800	-	1,800	-	3,600	0%	3,600	2,100	-	2,100	-	3,600	0%
4	152 Capital - Savings Plans	23,000	-	-	-	-	23,000	0%	23,000	-	-	-	-	23,000	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	3,940	731	446	286	-	3,494	11%	3,940	731	599	132	-	3,341	15%
8	174 Other Legal	4,305	807	350	457	-	3,955	8%	4,305	807	1,050	(243)	-	3,255	24%
9	205 Student Information Services	133,477	46,406	87,737	(41,331)	3,596	42,144	66%	188,283	24,848	137,132	(112,285)	570	50,581	73%
10	206 Financial Data Services	67,775	13,012	9,755	3,257	-	58,020	14%	69,158	13,278	8,964	4,314	-	60,194	13%
11	209 Computer Tech Support								2,192	548	536	13	-	1,657	24%
12	218 CBOCES Technology Support	198,809	51,868	53,666	(1,798)	10,536	134,608	27%	190,960	47,740	49,204	(1,464)	6,780	134,976	26%
13	230 Distance Education	15,308	3,827	4,893	(1,066)	-	10,415	32%	20,188	5,047	4,860	186	-	15,328	24%
14	238 eNet Learning	26,450	10,125	7,519	2,606	-	18,931	28%	26,450	10,025	10,081	(56)	-	16,369	38%
15	502 ESY	20,231	19,648	8,895	10,753	-	11,336	44%	19,019	16,202	4,152	12,050	-	14,867	22%
16	505 Special Education Local	133,824	102,161	12,822	89,339	34,463	86,539	10%	131,125	84,438	11,958	72,480	23,860	95,307	9%
17	508 Out of District	1,451,680	216,871	170,198	46,672	18,461	1,263,021	12%	1,333,823	353,767	214,564	139,203	6,523	1,112,736	16%
18	510 RN Services	43,924	10,981	8,018	2,963	1,857	34,049	18%	43,488	10,872	6,739	4,133	1,811	34,938	15%
19	516 Local Preschool	301,462	255,011	32,512	222,498	10,289	258,661	11%	448,806	349,906	44,342	305,563	10,441	394,023	10%
20	518 STEPS Program - Tennyson Center	244,990	106,784	60,680	46,105	1,664	182,646	25%	238,262	105,980	59,022	46,958	1,785	177,454	25%
21	520 Speech	842,970	175,622	84,068	91,554	20,458	738,444	10%	775,318	119,283	85,762	33,521	17,434	672,122	11%
22	521 Social Work	247,957	30,698	15,538	15,160	5,866	226,553	6%	243,863	33,440	15,126	18,314	5,974	222,763	6%
23	522 School Psychology	669,375	476,520	71,368	405,152	19,876	578,130	11%	650,663	402,044	67,858	334,186	20,234	562,570	10%
24	523 Motor Team	493,372	291,260	36,151	255,109	102,649	354,572	7%	477,662	239,495	61,022	178,473	94,377	322,263	13%
25	524 Audiology	113,648	18,185	10,197	7,988	1,781	101,670	9%	109,766	12,644	10,886	1,757	1,763	97,116	10%
26	525 Transition	96,913	94,119	7,570	86,549	3,200	86,143	8%	98,306	83,743	7,763	75,980	3,200	87,343	8%
27	535 Sp Ed Contracted Services	67,269	16,817	8,954	7,863	-	58,315	13%	65,824	16,456	8,748	7,708	-	57,076	13%
28	607 Learning Services	85,129	32,235	22,910	9,325	51	62,168	27%	83,246	16,865	25,612	(8,747)	145	57,489	31%
29	616 Alternate Licensure Program	300,000	184,825	33,861	150,964	2,027	264,112	11%	323,367	193,931	45,075	148,856	2,433	275,858	14%
30	685 Centennial BOCES High School	604,000	1,540	148,482	(146,942)	70,555	384,963	25%	724,500	56,365	146,380	(90,015)	70,522	507,598	20%
31	687 I-Connection High School	279,392	60,825	39,305	21,520	601	239,486	14%	268,100	62,160	43,852	18,308	641	223,607	16%
32	731 Basic Center Program	20,000	2,699	20,830	(18,131)	-	(830)	0%	10,000	-	3,281	(3,281)	-	6,719	0%
33	770 Federal Programs Entrepreneurial	25,500	13,747	2,426	11,321	-	23,074	10%	25,500	722	2,630	(1,908)	-	22,870	10%
34	Non-Grant Totals	7,849,383	2,402,490	1,304,571	1,097,919	393,243	6,151,569	16.6%	8,137,374	2,463,744	1,643,271	820,473	357,012	6,137,091	20.2%

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2020 - SEPTEMBER 30, 2020
 With Comparative Amounts for the Month Ended September 30, 2019

25% of Budget Year Completed

25% of Budget Year Completed								JULY 1, 2020 - JUNE 30, 2021 FISCAL								JULY 1, 2019 - JUNE 30, 2020 FISCAL							
Project Accounts:		2020-2021 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2019-2020 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent								
1	145 Perkins	\$ 49,020	\$ -	\$ 641	\$ (641)	\$ -	\$ 48,380	1%	\$ 183,906	\$ -	\$ -	\$ -	\$ -	\$ 183,906	0%								
2	146 Coronavirus Relief Fund	5,507	5,507	5,507				100%															
3	147 ESSER Grant Funds	126,281	-	8,609				7%															
4	148 Grant Writing	22,948	-	7,039	(7,039)	-	15,909	31%	22,948	-	4,480	(4,480)	-	18,468	20%								
5	504 Administration	525,614	304,136	116,996	187,140	16,962	391,656	22%	507,958	283,645	130,828	152,816	12,797	364,333	26%								
6	509 SWAP	560,000	48,291	141,237	(92,946)	11,328	407,434	25%	580,000	47,845	145,333	(97,488)	10,683	423,984	25%								
7	615 Gifted/Talented - Consultant	71,424	71,424	13,377	58,047	-	58,047	19%	71,424	71,424	14,145	57,279	-	57,279	20%								
8	625 Gifted/Talented - Regional	149,274	149,274	3,847	145,427	-	145,427	3%	146,760	145,133	3,190	141,943	-	143,570	2%								
9	626 Gifted Ed Universal Screening	33,432	33,432	8,012	25,419	-	25,420	24%	32,263	32,263	8,927	23,336	-	23,336	28%								
10	652 CBOCES State Educational Priorities	312,697	282,697	23,331	259,366	-	289,366	7%	311,903	281,903	28,577	253,326	-	283,326	9%								
11	681 Title III - Professional Learning	31,500	-	8,966	(8,966)	1,800	20,734	28%	113,000	5,439	12,414	(6,975)	1,043	99,543	11%								
12	705 Migrant Ed Combined Region Program	2,200,000	362,394	365,089	(2,695)	8,204	1,826,707	17%	2,000,000	358,601	391,184	(32,583)	8,066	1,600,750	20%								
13	715 Title I	1,400,000	18,167	21,095	(2,928)	60,354	1,318,551	2%	1,215,000	-	6,910	(6,910)	43,326	1,164,763	1%								
14	722 Title II - Teacher Quality	300,000	5,137	5,445	(308)	10,373	284,182	2%	275,000	-	-	-	10,149	264,851	0%								
15	725 Title III - English Language	125,000	1,313	1,971	(658)	734	122,295	2%	100,000	(1,039)	2,335	(3,374)	3,299	94,366	2%								
16	726 Title IV Part A	150,000	-	-	-	10,846	139,154	0%	135,000	-	-	-	-	135,000	0%								
17	730 McKinney Homeless	68,731	-	13,600	(13,600)	-	55,131	20%	65,000	9,133	14,277	(5,144)	-	50,723	22%								
18	733 Title III Immigrant set-Aside	10,500	-	-	-	-	10,500	0%															
19	Grant Totals	6,141,928	1,281,772	744,762	545,619	120,601	5,158,893	12.1%	5,760,162	1,234,347	762,601	471,746	89,364	4,908,197	13.2%								
20	Y-T-D Combined Totals	\$ 13,991,311	\$ 3,684,261	\$ 2,049,333	\$ 1,643,538 ^	\$ 513,844	\$ 11,310,463	14.6%	\$ 13,897,536	\$ 3,698,091	\$ 2,405,872	\$ 1,292,219	\$ 446,376	\$ 11,045,289	17.3%								
21																							
22																							
23																							
24																							
25	Year To Date Revenue		\$ 3,684,261		26.3%	\$ 3,698,091		26.6%															
26	Year to Date Expenditures		2,049,333		14.6%	2,405,872		17.3%															
27	Excess of Revenue Over (Under) Expenditures		\$ 1,634,929			\$ 1,292,219																	
28																							
29	Fund Balance, Beginning		\$ 2,093,118			\$ 2,060,109																	
30	Estimated Change of Revenue Over (Under) Expenditures		(81,218)			33,009																	
31	Estimated Fund Balance, Ending		\$ 2,011,900		14.4%	\$ 2,093,118 *		15.8%															

* 2018-2019 Fund Balance is actual amount based on the completed audit.

25% of Budget Year Completed

Current Year Information

July 1, 2020 - September 30, 2020



**CENTENNIAL
BOCES**

*"Joining forces to enrich educational
opportunities for students."*

Prior Year Information

July 1, 2019 - September 30, 2019

Detailed Expense Report

	<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>
Administration										
1 Project: 101 ADMINISTRATION/OPERATIONS										
2 Object class 01: Salaries	478,904.00	116,100.22		362,803.78	24.2%	491,011.00	112,691.24		378,319.76	23.0%
3 Object class 02: Benefits	158,711.00	46,199.04		112,511.96	29.1%	159,606.00	43,506.84		116,099.16	27.3%
4 Object class 03: PS- Professional	25,050.00	51.00		24,999.00	0.2%	24,500.00	124.50		24,375.50	0.5%
5 Object class 04: PS- Property	82,680.00	16,363.96	35,827.31	30,488.73	63.1%	71,672.00	17,157.61	32,939.60	21,574.79	69.9%
6 Object class 05: Other Purchased Svc	94,980.00	49,301.84	19,309.28	26,368.88	72.2%	101,529.00	57,114.17	23,435.28	20,979.55	79.3%
7 Object class 06: Supplies	47,350.00	14,045.23	30,176.21	3,128.56	93.4%	42,200.00	13,800.05	32,143.59	(3,743.64)	108.9%
8 Object class 07: Property	2,500.00			2,500.00	0.0%	2,500.00			2,500.00	0.0%
9 Object class 08: Other Expenses	63,725.00	22,141.00		41,584.00	34.7%	83,832.00	19,009.20		64,822.80	22.7%
10	953,900.00	264,202.29	85,312.80	604,384.91	36.6%	976,850.00	263,403.61	88,518.47	624,927.92	36.0%
11 Project: 103 GREELEY BLDG CAP IMPVMT										
12 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
13 Object class 04: PS- Property	19,683.00			19,683.00	0.0%	290,310.00	302,667.87		(12,357.87)	104.3%
14 Object class 07: Property	90,000.00	81,217.87		8,782.13	90.2%	-			-	0.0%
15	109,683.00	81,217.87	-	28,465.13	74.0%	290,310.00	302,667.87	-	(12,357.87)	104.3%
16 Project: 107 FT.MORGAN CAPITAL IMPROVEMENT										
17 Object class 04: PS- Property	3,600.00	-	-	3,600.00	0.0%	3,600.00	-	-	3,600.00	0.0%
18	3,600.00	-	-	3,600.00	0.0%	3,600.00	-	-	3,600.00	0.0%
19 Project: 145 CARL PERKINS GRANT										
20 Object class 01: Salaries	-			-	0.0%	-			-	0.0%
21 Object class 02: Benefits	-			-	0.0%	-			-	0.0%
22 Object class 03: PS- Professional	15,255.00			15,255.00	0.0%	69,901.00			69,901.00	0.0%
23 Object class 05: Other Purchased Svc	10,000.00			10,000.00	0.0%	26,797.00			26,797.00	0.0%
24 Object class 06: Supplies	21,431.00			21,431.00	0.0%	64,740.00			64,740.00	0.0%
25 Object class 07: Property	-			-	0.0%	7,745.00			7,745.00	0.0%
26 Object class 08: Other Expenses	2,334.00	640.50		1,693.50	27.4%	14,723.00			14,723.00	0.0%
27	49,020.00	640.50	-	48,379.50	1.3%	183,906.00	-	-	183,906.00	0.0%
28 Project: 146 CORONAVIRUS RELIEF GRANT										
29 Object class 06: Supplies	5,480.00	5,480.00		-	100.0%					
30 Object class 07: Property	-			-	0.0%					
31 Object class 08: Other Expenses	27.00	27.00		-	100.0%					
32	5,507.00	5,507.00	-	-	100.0%					
33 Project: 147 ESSER GRANT										
34 Object class 04: PS- Property	10,000.00			10,000.00	0.0%					
35 Object class 05: Other Purchased Svc	51,000.00			51,000.00	0.0%					
36 Object class 06: Supplies	43,556.00	7,962.09		35,593.91	18.3%					
37 Object class 07: Property	21,200.00	647.00		20,553.00	3.1%					
38 Object class 08: Other Expenses	525.00			525.00	0.0%					
39	126,281.00	8,609.09	-	117,671.91	6.8%					
40 Project: 148 GRANT WRITING										
41 Object class 01: Salaries	17,353.00	5,364.81		11,988.19	30.9%	12,730.00	3,300.00		9,430.00	25.9%
42 Object class 02: Benefits	5,595.00	1,674.21		3,920.79	29.9%	4,547.00	1,179.54		3,367.46	25.9%
43 Object class 03: PS- Professional	-			-	0.0%	5,671.00	-		5,671.00	0.0%
44	22,948.00	7,039.02	-	15,908.98	30.7%	22,948.00	4,479.54	-	18,468.46	19.5%

25% of Budget Year Completed

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1 Project: 152 CAPITAL SAVINGS PLANS											
2 Object class 07: Property	23,000.00			23,000.00	0.0%		23,000.00			23,000.00	0.0%
3	23,000.00	-	-	23,000.00	0.0%		23,000.00	-	-	23,000.00	0.0%
4 Project: 154 CAPITAL IMPROVEMENT											
5 Object class 07: Property	17,500.00			17,500.00	0.0%		17,500.00			17,500.00	0.0%
6	17,500.00	-	-	17,500.00	0.0%		17,500.00	-	-	17,500.00	0.0%
7 Project: 166 BUDGETED RESERVES											
8 Object class 08: Other Expenses	250,000.00			250,000.00	0.0%		250,000.00			250,000.00	0.0%
9	250,000.00	-	-	250,000.00	0.0%		250,000.00	-	-	250,000.00	0.0%
10 Project: 172 MEDIA/COOP											
11 Object class 01: Salaries	1,855.00	254.25		1,600.75	13.7%		2,262.00	236.60		2,025.40	10.5%
12 Object class 02: Benefits	428.00	57.58		370.42	13.5%		506.00	52.40		453.60	10.4%
13 Object class 03: PS- Professional	-			-	0.0%		-			-	0.0%
14 Object class 04: PS- Property	825.00	12.00		813.00	1.5%		330.00			330.00	0.0%
15 Object class 05: Other Purchased Svc	-			-	0.0%		-	65.34		(65.34)	0.0%
16 Object class 06: Supplies	645.00	74.90		570.10	11.6%		654.00	197.58		456.42	30.2%
17 Object class 08: Other Expenses	187.00	47.00		140.00	25.1%		188.00	47.00		141.00	25.0%
18	3,940.00	445.73	-	3,494.27	11.3%		3,940.00	598.92	-	3,341.08	15.2%
19 Project: 174 LEGAL											
20 Object class 03: PS- Professional	4,305.00	350.00		3,955.00	8.1%		4,305.00	1,050.00		3,255.00	24.4%
21	4,305.00	350.00	-	3,955.00	8.1%		4,305.00	1,050.00	-	3,255.00	24.4%
22 ADMINISTRATION TOTALS:	1,569,684.00	368,011.50	85,312.80	1,116,359.70	28.9%		1,776,359.00	572,199.94	88,518.47	1,115,640.59	37.2%

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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>
TECHNOLOGY										
1 Project: 205 STUDENT INFORMATION SERVICES										
2 Object class 01: Salaries	49,197.00	12,614.25		36,582.75	25.6%	52,333.00	13,094.49		39,238.51	25.0%
3 Object class 02: Benefits	19,671.00	5,112.42		14,558.58	26.0%	20,059.00	5,133.06		14,925.94	25.6%
4 Object class 03: PS- Professional	54,428.00	67,219.00	2,868.00	(15,659.00)	128.8%	101,214.00	114,977.00		(13,763.00)	113.6%
5 Object class 04: PS- Property	-	-		-	0.0%	-	-		-	0.0%
6 Object class 05: Other Purchased Svc	600.00	288.73	728.47	(417.20)	169.5%	700.00	430.27	569.73	(300.00)	142.9%
7 Object class 06: Supplies	25.00	12.26		12.74	49.0%	50.00	15.69		34.31	31.4%
8 Object class 07: Property	-	-		-	0.0%	-	-		-	0.0%
9 Object class 08: Other Expenses	9,556.00	2,490.00		7,066.00	26.1%	13,927.00	3,481.75		10,445.25	25.0%
10	133,477.00	87,736.66	3,596.47	42,143.87	68.4%	188,283.00	137,132.26	569.73	50,581.01	73.1%
11 Project: 206 FINANCIAL DATA SERVICES										
12 Object class 01: Salaries	20,781.00	4,940.01		15,840.99	23.8%	20,374.00	5,079.99		15,294.01	24.9%
13 Object class 02: Benefits	6,538.00	1,566.84		4,971.16	24.0%	6,236.00	1,564.68		4,671.32	25.1%
14 Object class 03: PS- Professional	2,364.00	1,500.00		864.00	63.5%	4,000.00			4,000.00	0.0%
15 Object class 04: PS- Property	500.00			500.00	0.0%	1,000.00			1,000.00	0.0%
16 Object class 05: Other Purchased Svc	-			-	0.0%	-			-	0.0%
17 Object class 06: Supplies	27,100.00			27,100.00	0.0%	27,000.00	556.76		26,443.24	2.1%
18 Object class 07: Property	3,500.00			3,500.00	0.0%	3,500.00			3,500.00	0.0%
19 Object class 08: Other Expenses	6,992.00	1,748.00		5,244.00	25.0%	7,048.00	1,762.50		5,285.50	25.0%
20	67,775.00	9,754.85	-	58,020.15	14.4%	69,158.00	8,963.93	-	60,194.07	13.0%
21 Project: 209 COMPUTER TECH SUPPORT										
22 Object class 01: Salaries						1,400.00	350.00		1,050.00	25.0%
23 Object class 02: Benefits						320.00	80.00		240.00	25.0%
24 Object class 03: PS- Professional						50.00			50.00	0.0%
25 Object class 05: Other Purchased Svc						-			-	0.0%
26 Object class 06: Supplies						-			-	0.0%
27 Object class 08: Other Expenses						422.00	105.50		316.50	25.0%
28						2,192.00	535.50	-	1,656.50	24.4%
29 Project: 218 CBOCES TECHNOLOGY SUPPORT										
30 Object class 01: Salaries	131,942.00	34,638.96		97,303.04	26.3%	130,021.00	34,083.50		95,937.50	26.2%
31 Object class 02: Benefits	44,872.00	11,188.44		33,683.56	24.9%	43,317.00	10,895.56		32,421.44	25.2%
32 Object class 03: PS- Professional	120.00			120.00	0.0%	200.00			200.00	0.0%
33 Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
34 Object class 05: Other Purchased Svc	10,400.00	2,745.73	8,657.02	(1,002.75)	109.6%	7,740.00	3,097.63	6,779.64	(2,137.27)	127.6%
35 Object class 06: Supplies	6,350.00	5,092.68	1,878.54	(621.22)	109.8%	4,950.00	1,127.38		3,822.62	22.8%
36 Object class 07: Property	5,125.00			5,125.00	0.0%	4,633.00			4,633.00	0.0%
37 Object class 08: Other Expenses	-			-	0.0%	99.00			99.00	0.0%
38	198,809.00	53,665.81	10,535.56	134,607.63	32.3%	190,960.00	49,204.07	6,779.64	134,976.29	29.3%

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1 Project: 230 DISTANCE ED COORDINATION											
2 Object class 01: Salaries	9,000.00	3,251.01		5,748.99	36.1%		12,000.00	3,176.01		8,823.99	26.5%
3 Object class 02: Benefits	2,685.00	1,122.78		1,562.22	41.8%		3,521.00	1,107.93		2,413.07	31.5%
4 Object class 04: PS- Property	-			-	0.0%		-			-	0.0%
5 Object class 05: Other Purchased Svc	1,550.00			1,550.00	0.0%		2,360.00			2,360.00	0.0%
6 Object class 06: Supplies	-			-	0.0%		-			-	0.0%
7 Object class 08: Other Expenses	2,073.00	518.75		1,554.25	25.0%		2,307.00	576.50		1,730.50	25.0%
8 15,308.00 4,892.54 - 10,415.46 32.0%							20,188.00	4,860.44	-	15,327.56	24.1%
9 Project: 238 eNET LEARNING											
10 Object class 03: PS- Professional	12,500.00	405.75		12,094.25	3.2%		12,500.00	2,839.77		9,660.23	22.7%
11 Object class 05: Other Purchased Svc	1,000.00	63.92		936.08	6.4%		7,000.00	192.35		6,807.65	2.7%
12 Object class 06: Supplies	11,453.00	6,675.00		4,778.00	58.3%		5,453.00	6,675.00		(1,222.00)	122.4%
13 Object class 08: Other Expenses	1,497.00	374.25		1,122.75	25.0%		1,497.00	374.25		1,122.75	25.0%
14 26,450.00 7,518.92 - 18,931.08 28.4%							26,450.00	10,081.37	-	16,368.63	38.1%
15 TECHNOLOGY TOTALS:	441,819.00	163,568.78	14,132.03	264,118.19	40.2%		497,231.00	210,777.57	7,349.37	279,104.06	43.9%

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SPECIAL EDUCATION										
1 Project: 502 ESY										
2 Object class 01: Salaries	14,000.00	6,842.50		7,157.50	48.9%	13,000.00	2,610.50		10,389.50	20.1%
3 Object class 02: Benefits	3,236.00	1,542.65		1,693.35	47.7%	2,942.00	606.48		2,335.52	20.6%
4 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	1,600.00	179.48		1,420.52	11.2%	1,500.00	414.72		1,085.28	27.6%
6 Object class 06: Supplies	250.00	43.80		206.20	17.5%	500.00	251.46		248.54	50.3%
7 Object class 08: Other Expenses	1,145.00	286.25		858.75	25.0%	1,077.00	269.25		807.75	25.0%
8	20,231.00	8,894.68	-	11,336.32	44.0%	19,019.00	4,152.41	-	14,866.59	21.8%
9 Project: 504 ADMINISTRATION/OVERHEAD										
10 Object class 01: Salaries	290,930.00	69,130.26		221,799.74	23.8%	285,225.00	71,074.22		214,150.78	24.9%
11 Object class 02: Benefits	97,722.00	22,582.47		75,139.53	23.1%	93,118.00	22,992.77		70,125.23	24.7%
12 Object class 03: PS- Professional	200.00	118.50		81.50	59.3%	200.00	2,730.77		(2,530.77)	1365.4%
13 Object class 04: PS- Property	1,350.00	224.90		1,125.10	16.7%	2,100.00	348.40		1,751.60	16.6%
14 Object class 05: Other Purchased Svc	28,100.00	2,209.61	16,961.84	8,928.55	68.2%	25,500.00	10,753.45	12,796.77	1,949.78	92.4%
15 Object class 06: Supplies	9,500.00	243.46		9,256.54	2.6%	6,400.00	506.23		5,893.77	7.9%
16 Object class 07: Property	7,000.00			7,000.00	0.0%	7,000.00	448.37		6,551.63	6.4%
17 Object class 08: Other Expenses	90,812.00	22,486.56		68,325.44	24.8%	88,415.00	21,973.92		66,441.08	24.9%
18	525,614.00	116,995.76	16,961.84	391,656.40	25.5%	507,958.00	130,828.13	12,796.77	364,333.10	28.3%
19 Project: 505 SPECIAL ED LOCAL										
20 Object class 01: Salaries	71,198.00	7,401.30		63,796.70	10.4%	69,803.00	6,814.39		62,988.61	9.8%
21 Object class 02: Benefits	24,299.00	2,149.83		22,149.17	8.8%	23,149.00	2,015.12		21,133.88	8.7%
22 Object class 03: PS- Professional	21,000.00	2,000.00	26,800.00	(7,800.00)	137.1%	21,000.00	1,726.96	16,369.04	2,904.00	86.2%
23 Object class 05: Other Purchased Svc	9,700.00	236.53	7,663.47	1,800.00	81.4%	9,700.00	408.96	7,491.04	1,800.00	81.4%
24 Object class 06: Supplies	50.00			50.00	0.0%	50.00			50.00	0.0%
25 Object class 08: Other Expenses	7,577.00	1,034.32		6,542.68	13.7%	7,423.00	992.27		6,430.73	13.4%
26	133,824.00	12,821.98	34,463.47	86,538.55	35.3%	131,125.00	11,957.70	23,860.08	95,307.22	27.3%
27 Project: 508 OUT OF DISTRICT PLACEMENT										
28 Object class 01: Salaries	26,220.00	2,186.42		24,033.58	8.3%	25,706.00	2,143.50		23,562.50	8.3%
29 Object class 02: Benefits	14,414.00	1,241.73		13,172.27	8.6%	14,081.00	1,223.55		12,857.45	8.7%
30 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
31 Object class 04: PS- Property	30,620.00	9,962.46	11,092.54	9,565.00	68.8%	56,420.00	11,590.63		44,829.37	20.5%
32 Object class 05: Other Purchased Svc	1,302,798.00	138,243.97		1,164,554.03	10.6%	1,165,900.00	181,600.61		984,299.39	15.6%
33 Object class 06: Supplies	8,500.00	1,281.63	7,368.37	(150.00)	0.0%	8,200.00	2,126.64	6,523.36	(450.00)	0.0%
34 Object class 07: Property	-			-	0.0%	-			-	0.0%
35 Object class 08: Other Expenses	69,128.00	17,282.00		51,846.00	25.0%	63,516.00	15,879.00		47,637.00	25.0%
36	1,451,680.00	170,198.21	18,460.91	1,263,020.88	13.0%	1,333,823.00	214,563.93	6,523.36	1,112,735.71	16.6%
37 Project: 509 SWAP-GREELEY										
38 Object class 01: Salaries	172,580.00	43,458.00		129,122.00	25.2%	191,137.00	44,310.56		146,826.44	23.2%
39 Object class 02: Benefits	73,907.00	19,493.67		54,413.33	26.4%	75,870.00	17,626.10		58,243.90	23.2%
40 Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
41 Object class 05: Other Purchased Svc	26,080.00	1,535.14	11,328.16	13,216.70	49.3%	20,080.00	3,793.52	10,683.40	5,603.08	72.1%
42 Object class 06: Supplies	6,000.00			6,000.00	0.0%	3,000.00	281.06		2,718.94	9.4%
43 Object class 08: Other Expenses	53,213.00	6,743.54		46,469.46	0.0%	55,113.00	6,821.73		48,291.27	0.0%
44 Object class 09: Up Front Matching Funds	228,220.00	70,007.01		158,212.99	30.7%	234,800.00	72,500.00		162,300.00	30.9%
45	560,000.00	141,237.36	11,328.16	407,434.48	27.2%	580,000.00	145,332.97	10,683.40	423,983.63	26.9%

25% of Budget Year Completed



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Current Year Information

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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 Project: 510 RN SERVICES										
2 Object class 01: Salaries	31,974.00	5,707.60		26,266.40	17.9%	30,968.00	4,786.60		26,181.40	15.5%
3 Object class 02: Benefits	7,338.00	1,292.77		6,045.23	17.6%	6,952.00	1,060.23		5,891.77	15.3%
4 Object class 03: PS- Professional	-	50.00		(50.00)	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	2,000.00	142.80	1,857.20	-	100.0%	2,747.00	189.25	1,810.75	747.00	72.8%
6 Object class 06: Supplies	520.00	302.00		218.00	58.1%	750.00	185.00		565.00	24.7%
7 Object class 08: Other Expenses	2,092.00	523.00		1,569.00	25.0%	2,071.00	517.75		1,553.25	25.0%
8	43,924.00	8,018.17	1,857.20	34,048.63	22.5%	43,488.00	6,738.83	1,810.75	34,938.42	19.7%
9 Project: 516 LOCAL PRESCHOOL										
10 Object class 01: Salaries	194,948.00	20,773.81		174,174.19	10.7%	191,125.00	14,609.12		176,515.88	7.6%
11 Object class 02: Benefits	79,899.00	7,727.69		72,171.31	9.7%	75,887.00	5,986.61		69,900.39	7.9%
12 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
13 Object class 05: Other Purchased Svc	10,400.00	96.95	10,288.75	14.30	99.9%	157,900.00	17,737.38	10,440.57	129,722.05	17.8%
14 Object class 06: Supplies	500.00	9.95		490.05	2.0%	500.00	9.95		490.05	2.0%
15 Object class 08: Other Expenses	15,715.00	3,903.88		11,811.12	24.8%	23,394.00	5,999.19		17,394.81	25.6%
16	301,462.00	32,512.28	10,288.75	258,660.97	14.2%	448,806.00	44,342.25	10,440.57	394,023.18	12.2%
17 Project: 518 STEPS CENTER										
18 Object class 01: Salaries	165,588.00	40,341.24		125,246.76	24.4%	162,369.00	39,549.99		122,819.01	24.4%
19 Object class 02: Benefits	64,534.00	15,718.38		48,815.62	24.4%	61,951.00	15,111.09		46,839.91	24.4%
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	1,975.00	894.33	1,314.33	(233.66)	111.8%	1,750.00	1,004.99	1,335.43	(590.42)	133.7%
23 Object class 06: Supplies	750.00	303.07	350.00	96.93	87.1%	750.00	50.00	450.00	250.00	66.7%
24 Object class 07: Property	-			-	0.0%	-			-	0.0%
25 Object class 08: Other Expenses	12,143.00	3,422.57		8,720.43	28.2%	11,442.00	3,306.39		8,135.61	28.9%
26	244,990.00	60,679.59	1,664.33	182,646.08	25.4%	238,262.00	59,022.46	1,785.43	177,454.11	25.5%
27 Project: 520 SPEECH										
28 Object class 01: Salaries	512,569.00	54,212.43		458,356.57	10.6%	473,107.00	56,375.68		416,731.32	11.9%
29 Object class 02: Benefits	206,075.00	20,873.55		185,201.45	10.1%	178,282.00	22,033.82		156,248.18	12.4%
30 Object class 05: Other Purchased Svc	82,185.00	941.82	20,458.18	60,785.00	26.0%	78,044.00	1,073.63	17,433.66	59,536.71	23.7%
31 Object class 06: Supplies	2,000.00	394.36		1,605.64	19.7%	2,000.00	509.90		1,490.10	25.5%
32 Object class 08: Other Expenses	40,141.00	7,645.55		32,495.45	19.0%	43,885.00	5,768.88		38,116.12	13.1%
33	842,970.00	84,067.71	20,458.18	738,444.11	12.4%	775,318.00	85,761.91	17,433.66	672,122.43	13.3%
34 Project: 521 SOCIAL WORK										
35 Object class 01: Salaries	127,424.00	9,367.00		118,057.00	7.4%	159,279.00	9,183.33		150,095.67	5.8%
36 Object class 02: Benefits	50,151.00	3,601.34		46,549.66	7.2%	60,280.00	3,575.08		56,704.92	5.9%
37 Object class 05: Other Purchased Svc	56,097.00	534.06	5,865.94	49,697.00	11.4%	10,250.00	426.28	5,973.72	3,850.00	62.4%
38 Object class 06: Supplies	250.00			250.00	0.0%	250.00			250.00	0.0%
39 Object class 08: Other Expenses	14,035.00	2,035.57		11,999.43	14.5%	13,804.00	1,941.49		11,862.51	14.1%
40	247,957.00	15,537.97	5,865.94	226,553.09	8.6%	243,863.00	15,126.18	5,973.72	222,763.10	8.7%

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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 Project: 522 SCHOOL PSYCHOLOGY										
2 Object class 01: Salaries	364,730.00	33,206.94		331,523.06	9.1%	357,578.00	29,764.94		327,813.06	8.3%
3 Object class 02: Benefits	156,227.00	12,018.81		144,208.19	7.7%	147,985.00	11,213.63		136,771.37	7.6%
4 Object class 03: PS- Professional	77,530.00	15,232.00	2,720.00	59,578.00	23.2%	75,271.00	10,753.50		64,517.50	14.3%
5 Object class 05: Other Purchased Svc	22,000.00	593.60	17,156.40	4,250.00	80.7%	22,000.00	1,302.02	19,236.98	1,461.00	93.4%
6 Object class 06: Supplies	11,000.00	4,882.92		6,117.08	44.4%	11,000.00	8,157.91	997.50	1,844.59	83.2%
7 Object class 08: Other Expenses	37,888.00	5,434.10		32,453.90	14.3%	36,829.00	6,666.49		30,162.51	18.1%
8	669,375.00	71,368.37	19,876.40	578,130.23	13.6%	650,663.00	67,858.49	20,234.48	562,570.03	13.5%
9 Project: 523 MOTOR TEAM										
10 Object class 01: Salaries	245,086.00	21,375.82		223,710.18	8.7%	195,281.00	28,076.09		167,204.91	14.4%
11 Object class 02: Benefits	89,855.00	9,872.26		79,982.74	11.0%	73,325.00	9,668.84		63,656.16	13.2%
12 Object class 03: PS- Professional	116,604.00		91,500.00	25,104.00	78.5%	169,318.00	10,426.00	82,924.00	75,968.00	55.1%
13 Object class 05: Other Purchased Svc	11,900.00	151.38	11,148.62	600.00	95.0%	10,900.00	846.55	11,453.45	(1,400.00)	112.8%
14 Object class 06: Supplies	2,000.00	550.53		1,449.47	27.5%	1,800.00	7,158.62		(5,358.62)	397.7%
15 Object class 08: Other Expenses	27,927.00	4,201.19		23,725.81	15.0%	27,038.00	4,845.56		22,192.44	17.9%
16	493,372.00	36,151.18	102,648.62	354,572.20	28.1%	477,662.00	61,021.66	94,377.45	322,262.89	32.5%
17 Project: 524 AUDIOLOGY										
18 Object class 01: Salaries	75,732.00	7,423.07		68,308.93	9.8%	74,247.00	7,335.13		66,911.87	9.9%
19 Object class 02: Benefits	26,667.00	2,138.51		24,528.49	8.0%	23,777.00	2,116.49		21,660.51	8.9%
20 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
21 Object class 04: PS- Property	2,000.00			2,000.00	0.0%	2,000.00	775.99		1,224.01	38.8%
22 Object class 05: Other Purchased Svc	2,000.00	19.25	1,780.75	200.00	90.0%	2,100.00	36.72	1,763.28	300.00	85.7%
23 Object class 06: Supplies	250.00			250.00	0.0%	250.00			250.00	0.0%
24 Object class 07: Property	600.00			600.00	0.0%	1,250.00			1,250.00	0.0%
25 Object class 08: Other Expenses	6,399.00	616.44		5,782.56	9.6%	6,142.00	622.10		5,519.90	10.1%
26	113,648.00	10,197.27	1,780.75	101,669.98	10.5%	109,766.00	10,886.43	1,763.28	97,116.29	11.5%
27 Project: 525 TRANSITION										
28 Object class 01: Salaries	72,334.00	5,541.58		66,792.42	7.7%	70,916.00	5,437.25		65,478.75	7.7%
29 Object class 02: Benefits	16,518.00	1,273.90		15,244.10	7.7%	17,751.00	1,249.00		16,502.00	7.0%
30 Object class 05: Other Purchased Svc	2,200.00		3,200.00	(1,000.00)	145.5%	3,700.00		3,200.00	500.00	86.5%
31 Object class 06: Supplies	375.00			375.00	0.0%	375.00	312.07		62.93	83.2%
32 Object class 08: Other Expenses	5,486.00	754.38		4,731.62	13.8%	5,564.00	764.56		4,799.44	13.7%
33	96,913.00	7,569.86	3,200.00	86,143.14	11.1%	98,306.00	7,762.88	3,200.00	87,343.12	11.2%
34 Project: 535 CONTRACTED RE-5J SERVICES										
35 Object class 01: Salaries	42,219.00	4,781.13		37,437.87	11.3%	41,597.00	4,744.94		36,852.06	11.4%
36 Object class 02: Benefits	13,389.00	1,258.02		12,130.98	9.4%	13,196.00	1,245.44		11,950.56	9.4%
37 Object class 08: Other Expenses	11,661.00	2,915.25		8,745.75	25.0%	11,031.00	2,757.75		8,273.25	25.0%
38	67,269.00	8,954.40	-	58,314.60	13.3%	65,824.00	8,748.13	-	57,075.87	13.3%
39 SPECIAL EDUCATION TOTALS:	5,813,229.00	785,204.79	248,854.55	4,779,169.66	17.8%	5,723,883.00	874,104.36	210,882.95	4,638,895.69	19.0%

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INNOVATIVE EDUCATION SERVICES												
1	Project: 607 LEARNING SERVICES											
2	Object class 01: Salaries	46,286.00	13,570.65		32,715.35	29.3%		45,379.00	15,327.27		30,051.73	33.8%
3	Object class 02: Benefits	16,874.00	5,450.67		11,423.33	32.3%		15,755.00	5,446.93		10,308.07	34.6%
4	Object class 03: PS- Professional	500.00	39.50		460.50	7.9%		500.00	79.00		421.00	15.8%
5	Object class 04: PS- Property	-			-	0.0%		-			-	0.0%
6	Object class 05: Other Purchased Svc	5,500.00	428.75	51.10	5,020.15	8.7%		5,750.00	1,392.83	145.08	4,212.09	26.7%
7	Object class 06: Supplies	2,000.00	215.20		1,784.80	10.8%		2,000.00	187.53		1,812.47	9.4%
8	Object class 07: Property	800.00			800.00	0.0%		800.00			800.00	0.0%
9	Object class 08: Other Expenses	13,169.00	3,204.75		9,964.25	24.3%		13,062.00	3,178.00		9,884.00	24.3%
10		85,129.00	22,909.52	51.10	62,168.38	27.0%		83,246.00	25,611.56	145.08	57,489.36	30.9%
11	Project: 615 GIFTED ED REGION CONSULTANT											
12	Object class 01: Salaries	44,992.00	11,220.99		33,771.01	24.9%		44,110.00	11,001.00		33,109.00	24.9%
13	Object class 02: Benefits	9,403.00	1,755.51		7,647.49	18.7%		8,998.00	1,764.93		7,233.07	19.6%
14	Object class 03: PS- Professional	6,912.00			6,912.00	0.0%		8,200.00	200.00		8,000.00	2.4%
15	Object class 05: Other Purchased Svc	5,250.00	240.50		5,009.50	4.6%		5,250.00	876.06		4,373.94	16.7%
16	Object class 06: Supplies	4,867.00	159.95		4,707.05	3.3%		4,866.00	302.89		4,563.11	6.2%
17	Object class 07: Property	-			-	0.0%		-			-	0.0%
18		71,424.00	13,376.95	-	58,047.05	18.7%		71,424.00	14,144.88	-	57,279.12	19.8%
19	Project: 616 ALTERNATIVE TCHR LICENSURE PRG											
20	Object class 01: Salaries	140,186.00	9,070.98		131,115.02	6.5%		142,496.00	16,101.99		126,394.01	11.3%
21	Object class 02: Benefits	40,056.00	3,948.04		36,107.96	9.9%		39,635.00	5,355.90		34,279.10	13.5%
22	Object class 03: PS- Professional	48,978.00	9,217.32	1,860.00	37,900.68	22.6%		67,044.00	9,219.44	2,160.00	55,664.56	17.0%
23	Object class 05: Other Purchased Svc	29,800.00	1,450.07	166.60	28,183.33	5.4%		31,738.00	2,740.54	273.42	28,724.04	9.5%
24	Object class 06: Supplies	3,000.00	631.80		2,368.20	21.1%		3,150.00	2,340.28		809.72	74.3%
25	Object class 07: Property	500.00			500.00	0.0%		500.00			500.00	0.0%
26	Object class 08: Other Expenses	37,480.00	9,543.25		27,936.75	25.5%		38,804.00	9,317.00		29,487.00	24.0%
27		300,000.00	33,861.46	2,026.60	264,111.94	12.0%		323,367.00	45,075.15	2,433.42	275,858.43	14.7%
28	Project: 625 REGIONAL GIFTED/TALENTED											
29	Object class 01: Salaries	11,595.00	2,892.75		8,702.25	24.9%		9,364.00	2,468.67		6,895.33	26.4%
30	Object class 02: Benefits	3,311.00	954.39		2,356.61	28.8%		2,737.00	721.50		2,015.50	26.4%
31	Object class 03: PS- Professional	126,918.00			126,918.00	0.0%		127,209.00			127,209.00	0.0%
32	Object class 05: Other Purchased Svc	1,850.00			1,850.00	0.0%		1,850.00			1,850.00	0.0%
33	Object class 06: Supplies	5,600.00			5,600.00	0.0%		5,600.00			5,600.00	0.0%
34		149,274.00	3,847.14	-	145,426.86	2.6%		146,760.00	3,190.17	-	143,569.83	2.2%
35	Project: 626 GIFTED ED UNIVERSAL SCREENING											
36	Object class 01: Salaries	24,135.00	6,024.75		18,110.25	25.0%		23,662.00	6,517.50		17,144.50	27.5%
37	Object class 02: Benefits	8,128.00	1,987.68		6,140.32	24.5%		7,901.00	2,112.27		5,788.73	26.7%
38	Object class 05: Other Purchased Svc	-			-	0.0%		500.00	297.71		202.29	0.0%
39	Object class 06: Supplies	1,169.00			1,169.00	0.0%		200.00	-		200.00	0.0%
40		33,432.00	8,012.43	-	25,419.57	24.0%		32,263.00	8,927.48	-	23,335.52	27.7%

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1 Project: 652 CBOCES STATE ED PRIORITIES										
2 Object class 01: Salaries	57,983.00	7,500.00		50,483.00	12.9%	48,166.00	3,218.33		44,947.67	6.7%
3 Object class 02: Benefits	19,351.00	3,170.00		16,181.00	16.4%	16,306.00	940.57		15,365.43	5.8%
4 Object class 03: PS- Professional	144,885.00	12,661.22		132,223.78	8.7%	145,245.00	12,013.08		133,231.92	8.3%
5 Object class 05: Other Purchased Svc	42,652.00			42,652.00	0.0%	49,418.00	12,309.27		37,108.73	24.9%
6 Object class 06: Supplies	20,500.00			20,500.00	0.0%	21,376.00	95.93		21,280.07	0.4%
7 Object class 08: Other Expenses	27,326.00			27,326.00	0.0%	31,392.00	-		31,392.00	0.0%
8	312,697.00	23,331.22	-	289,365.78	7.5%	311,903.00	28,577.18	-	283,325.82	9.2%
9 Project: 681 TITLE III PROFESSIONAL LEARNING										
10 Object class 01: Salaries	13,250.00	7,041.62		6,208.38	53.1%	54,895.00	6,860.61		48,034.39	12.5%
11 Object class 02: Benefits	4,882.00	1,757.79		3,124.21	36.0%	19,975.00	2,198.85		17,776.15	11.0%
12 Object class 03: PS- Professional	6,750.00		1,800.00	4,950.00	26.7%	15,265.00	1,500.00	1,000.00	12,765.00	16.4%
13 Object class 05: Other Purchased Svc	1,500.00			1,500.00	0.0%	6,000.00	-	43.20	5,956.80	0.7%
14 Object class 06: Supplies	2,500.00			2,500.00	0.0%	4,650.00	1,610.88		3,039.12	34.6%
15 Object class 07: Property	2,000.00			2,000.00	0.0%	10,000.00			10,000.00	0.0%
16 Object class 08: Other Expenses	618.00	166.19		451.81	26.9%	2,215.00	243.41		1,971.59	11.0%
17	31,500.00	8,965.60	1,800.00	20,734.40	34.2%	113,000.00	12,413.75	1,043.20	99,543.05	11.9%
18 Project: 685 CENTENNIAL BOCES HIGH SCHOOL										
19 Object class 01: Salaries	325,000.00	80,950.66		244,049.34	24.9%	372,748.00	78,603.38		294,144.62	21.1%
20 Object class 02: Benefits	89,061.00	29,723.80		59,337.20	33.4%	102,159.00	23,867.71		78,291.29	23.4%
21 Object class 03: PS- Professional	31,150.00	3,683.25		27,466.75	11.8%	32,786.00	8,297.00		24,489.00	25.3%
22 Object class 04: PS- Property	93,300.00	23,325.00	69,975.00	-	100.0%	99,498.00	23,325.00	69,975.00	6,198.00	93.8%
23 Object class 05: Other Purchased Svc	20,300.00	308.32	580.05	19,411.63	4.4%	65,300.00	320.14	547.24	64,432.62	1.3%
24 Object class 06: Supplies	6,000.00	1,944.09		4,055.91	32.4%	6,000.00	1,714.42		4,285.58	28.6%
25 Object class 07: Property	5,000.00			5,000.00	0.0%	5,000.00			5,000.00	0.0%
26 Object class 08: Other Expenses	34,189.00	8,547.25		25,641.75	25.0%	41,009.00	10,252.25		30,756.75	25.0%
27	604,000.00	148,482.37	70,555.05	384,962.58	36.3%	724,500.00	146,379.90	70,522.24	507,597.86	29.9%
28 Project: 687 I-CONNECTION HIGH SCHOOL										
29 Object class 01: Salaries	189,182.00	27,136.55		162,045.45	14.3%	175,263.00	26,606.75		148,656.25	15.2%
30 Object class 02: Benefits	77,050.00	10,076.11		66,973.89	13.1%	72,529.00	9,959.47		62,569.53	13.7%
31 Object class 03: PS- Professional	750.00			750.00	0.0%	1,250.00			1,250.00	0.0%
32 Object class 04: PS- Property	1,000.00	199.89		800.11	20.0%	1,000.00	278.77		721.23	27.9%
33 Object class 05: Other Purchased Svc	1,810.00	234.70	600.85	974.45	46.2%	1,810.00	248.03	623.01	938.96	48.1%
34 Object class 06: Supplies	1,900.00	70.70		1,829.30	3.7%	1,482.00	2,552.16	17.76	(1,087.92)	173.4%
35 Object class 07: Property	1,350.00			1,350.00	0.0%	2,000.00	1,015.20		984.80	50.8%
36 Object class 08: Other Expenses	6,350.00	1,587.50		4,762.50	25.0%	12,766.00	3,191.50		9,574.50	25.0%
37	279,392.00	39,305.45	600.85	239,485.70	14.3%	268,100.00	43,851.88	640.77	223,607.35	16.6%
38 INNOVATIVE EDUCATION SERVICES TOTALS:	1,866,848.00	302,092.14	75,033.60	1,489,722.26	20.2%	2,074,563.00	328,171.95	74,784.71	1,671,606.34	19.4%

25% of Budget Year Completed



**CENTENNIAL
BOCES**

*"Joining forces to enrich educational
opportunities for students."*

Current Year Information

July 1, 2020 - September 30, 2020

Detailed Expense Report

Prior Year Information

July 1, 2019 - September 30, 2019

		<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	FEDERAL PROGRAMS										
2	Project: 705 NC REGION MIGRANT ED PRGM										
3	Object class 01: Salaries	752,084.00	180,845.29		571,238.71	24.0%	760,607.00	220,330.10		540,276.90	29.0%
4	Object class 02: Benefits	281,594.00	63,610.93		217,983.07	22.6%	270,219.00	74,361.93		195,857.07	27.5%
5	Object class 03: PS- Professional	45,300.00	600.00		44,700.00	1.3%	3,250.00	2,225.53	1,750.00	(725.53)	122.3%
6	Object class 04: PS- Property	5,800.00	1,500.00		4,300.00	25.9%	6,300.00	1,997.25		4,302.75	31.7%
7	Object class 05: Other Purchased Svc	673,650.00	38,945.45	6,441.32	628,263.23	6.7%	639,850.00	19,756.73	6,213.27	613,880.00	4.1%
8	Object class 06: Supplies	196,393.00	35,623.41	1,762.70	159,006.89	19.0%	107,240.00	27,335.47	102.98	79,801.55	25.6%
9	Object class 07: Property	15,000.00	280.66		14,719.34	0.0%	-	22.99		(22.99)	0.0%
10	Object class 08: Other Expenses	230,179.00	43,682.78		186,496.22	19.0%	212,534.00	45,154.18		167,379.82	21.2%
11		2,200,000.00	365,088.52	8,204.02	1,826,707.46	17.0%	2,000,000.00	391,184.18	8,066.25	1,600,749.57	20.0%
12	Project: 715 TITLE I										
13	Object class 01: Salaries	20,094.00	4,537.97		15,556.03	22.6%	16,130.00	5,005.62		11,124.38	31.0%
14	Object class 02: Benefits	6,412.00	1,413.00		4,999.00	22.0%	5,272.00	1,513.33		3,758.67	28.7%
15	Object class 05: Other Purchased Svc	1,294,249.00	13,950.24	60,354.09	1,219,944.67	5.7%	1,124,824.00		43,326.47	1,081,497.53	3.9%
16	Object class 06: Supplies	-			-	0.0%	-			-	0.0%
17	Object class 08: Other Expenses	79,245.00	1,194.07		78,050.93	1.5%	68,774.00	391.14		68,382.86	0.6%
18		1,400,000.00	21,095.28	60,354.09	1,318,550.63	5.8%	1,215,000.00	6,910.09	43,326.47	1,164,763.44	4.1%
19	Project: 722 TTL-II (PART A)TEACHER QUALITY										
20	Object class 01: Salaries	-			-	0.0%	-			-	0.0%
21	Object class 02: Benefits	-			-	0.0%	-			-	0.0%
22	Object class 05: Other Purchased Svc	283,019.00	5,136.70	10,373.11	267,509.19	5.5%	259,434.00		10,148.54	249,285.46	3.9%
23	Object class 06: Supplies	-			-	0.0%	-			-	0.0%
24	Object class 08: Other Expenses	16,981.00	308.20		16,672.80	1.8%	15,566.00			15,566.00	0.0%
25		300,000.00	5,444.90	10,373.11	284,181.99	5.3%	275,000.00	-	10,148.54	264,851.46	3.7%
26	Project: 725 TTL III-ENG/LANG ACQUISIT										
27	Object class 01: Salaries	5,700.00	1,500.00		4,200.00	0.0%	-	1,275.00		(1,275.00)	0.0%
28	Object class 02: Benefits	1,848.00	432.34		1,415.66	0.0%	-	414.24		(414.24)	0.0%
29	Object class 05: Other Purchased Svc	115,001.00		734.08	114,266.92	0.6%	98,039.00	600.00	3,299.07	94,139.93	4.0%
30	Object class 06: Supplies	-			-	0.0%	-			-	0.0%
31	Object class 08: Other Expenses	2,451.00	38.65		2,412.35	1.6%	1,961.00	45.78		1,915.22	2.3%
32		125,000.00	1,970.99	734.08	122,294.93	2.2%	100,000.00	2,335.02	3,299.07	94,365.91	5.6%
33	Project: 726 TTL IV(PART A)										
34	Object class 05: Other Purchased Svc	147,059.00		10,845.53	136,213.47	7.4%	132,353.00			132,353.00	0.0%
35	Object class 08: Other Expenses	2,941.00			2,941.00	0.0%	2,647.00			2,647.00	0.0%
36		150,000.00	-	10,845.53	139,154.47	7.2%	135,000.00	-	-	135,000.00	0.0%

25% of Budget Year Completed



**CENTENNIAL
BOCES**

*"Joining forces to enrich educational
opportunities for students."*

Current Year Information

July 1, 2020 - September 30, 2020

Prior Year Information

July 1, 2019 - September 30, 2019

Detailed Expense Report

	<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 Project: 730 MCKINNEY HOMELESS GRANT										
2 Object class 01: Salaries	38,931.00	9,732.72		29,198.28	25.0%	38,075.00	9,541.89		28,533.11	25.1%
3 Object class 02: Benefits	8,934.00	2,113.38		6,820.62	23.7%	8,547.00	2,027.19		6,519.81	23.7%
4 Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	5,800.00	238.01		5,561.99	4.1%	8,500.00	1,885.95		6,614.05	22.2%
6 Object class 06: Supplies	11,176.00	686.10		10,489.90	6.1%	6,199.00	20.00		6,179.00	0.3%
7 Object class 08: Other Expenses	3,890.20	830.01		3,060.19	21.3%	3,679.00	802.41		2,876.59	21.8%
8	68,731.20	13,600.22	-	55,130.98	19.8%	65,000.00	14,277.44	-	50,722.56	22.0%
9 Project: 731 BASIC CENTER PROGRAM										
10 Object class 01: Salaries	6,904.00	1,717.53		5,186.47	24.9%	4,988.00	1,683.87		3,304.13	33.8%
11 Object class 02: Benefits	1,585.00	372.93		1,212.07	23.5%	1,107.00	357.72		749.28	32.3%
12 Object class 05: Other Purchased Svc	1,800.00			1,800.00	0.0%	300.00	134.46		165.54	44.8%
13 Object class 06: Supplies	9,711.00	17,031.88		(7,320.88)	175.4%	3,605.00	1,104.98		2,500.02	30.7%
14 Object class 07: Property	-	1,707.54		(1,707.54)	0.0%					
15 Object class 08: Other Expenses	-			-	0.0%	-			-	0.0%
16	20,000.00	20,829.88	-	(829.88)	0.0%	10,000.00	3,281.03	-	6,718.97	0.0%
17 Project: 733 TITLE III SET-ASIDE GRANT										
18 Object class 05: Other Purchased Svc	10,063.00			10,063.00	0.0%					
19 Object class 08: Other Expenses	437.00			437.00	0.0%					
20	10,500.00	-	-	10,500.00	0.0%					
21 Project: 770 IND RESOURCES - FED PRGM										
22 Object class 03: PS- Professional	9,000.00			9,000.00	0.0%	12,000.00			12,000.00	0.0%
23 Object class 05: Other Purchased Svc	3,200.00			3,200.00	0.0%	4,700.00	910.45		3,789.55	19.4%
24 Object class 06: Supplies	5,800.00	2,425.62		3,374.38	41.8%	2,300.00	1,719.63		580.37	74.8%
25 Object class 07: Property				-	0.0%				-	0.0%
26 Object class 08: Other Expenses	7,500.00			7,500.00	0.0%	6,500.00			6,500.00	0.0%
27	25,500.00	2,425.62	-	23,074.38	9.5%	25,500.00	2,630.08	-	22,869.92	10.3%
28 FEDERAL PROGRAMS TOTALS:	4,299,731.20	430,455.41	90,510.83	3,778,764.96	12.1%	3,825,500.00	420,617.84	64,840.33	3,340,041.83	12.7%
29 GRAND TOTALS:	13,991,311.20	2,049,332.62	513,843.81	11,428,134.77	18.3%	13,897,536.00	2,405,871.66	446,375.83	11,045,288.51	20.5%



November 19, 2020
Board Report
Business Services/HR and Technology
Departments
Terry Buswell

Annual Audit

Centennial BOCES had the annual onsite financial audit conducted September 8-11. The audit was conducted by Mayberry & Company, led by Tim Mayberry. This process included the Financial Statements as well as the Single Audit Report. The Single Audit for 2019-2020 focused on the Migrant Title 1C grant. A draft of the Financial Statements was received on October 16 and has been reviewed and updated. As of November 12, we are waiting to receive the final versions of our Financial Statements and Single Audit, so these documents will be sent to the Board under separate email prior to the November 19 meeting.

ESSER Funds

On Friday October 22, CBOCES received notification from CDE that our application for the Elementary and Secondary School Emergency Relief (ESSER) funds had been received and was under review. On October 28 we received feedback on some needed wording modifications to our application. These revisions were submitted to CDE the week of November 2 and final approval was received on November 5.

CBOCES has been allocated \$105,431, the Innovative Connections High School has been allocated \$5,400, and the Centennial BOCES High School has been allocated \$15,450 for a total of \$126,281. The funds will to be used to close gaps in special education services and funding, for high school technology for remote learning, for personal protective equipment at all locations, for an ionization project to provide cleaner air in our Greeley buildings, as well as providing operational support for CBOCES.

Carl Perkins

This year's award estimate is \$49,020 and must be used as a consortium wherever possible. We received conditional approval for one component of the plan on October 30, but are still awaiting approval for the other components including the annual spending plan. Mark Rangel is working on getting the plan fully approved. We are planning a virtual Zoom meeting on November 19 at 3:00 p.m. We will discuss the continuing focus on appropriate use of Perkins funds, potential need for spending revisions, and utilizing a school district staff member as the Perkins liaison/coordinator. We will provide an update at the Board meeting.

Employee Handbook Update

CBOCES has been working on updating our employee handbook and converting it to an online version, which will be posted on our website for easy access and revisions. The revised Employee Handbook should be in place and on our website before the end of December.



November 19, 2020
Board Report
Federal Programs Department
Maria Castillo Saenz

Title I Part C ~ Migrant Education Program (MEP)

- A Grant for Emergency Hunger Assistance Purposes was awarded to CBOCES in the amount of \$10,000 by the Colorado Blueprint to End Hunger and approximately 50 groceries cards have been distributed throughout the region.
- Drive-thru events were coordinated in collaboration with various agencies in Greeley and Fort Morgan; resources, food, one book for Colorado and coats were given to families.
- We just received news from the Governor's Office; we will be awarded the RISE (Response, Innovation, and Student Equity) grant. **Centennial BOCES:** \$482,091 for a partnership between the Immigrant and Refugee Center of Northern Colorado, UNC, and CSU to improve student and family outcomes for migrant families.

McKinney Vento Act (Homeless Education)

- Working on application for Project 10 Million through T-Mobile
- Received \$24,000 to date via the CARES Act (HB 20-1410) which is helping to prevent youth homelessness
- We are working closely with our Colorado Rural Collaborative partners; we are applying again with the state for the federal Youth Homeless Demonstration Project grant, which has awards from \$1-5M



Program Update

- CBOCES High School and IConnect Updates
 - All three campuses are prepared to go to remote learning depending on COVID 19 activity within our school environments. We are having more students working remotely as family members are testing positive at all three campuses.
 - The first invoice has been sent to districts for payment. The second invoice will be sent in March.
 - The second invoice will have adjustments made to reflect the remaining slot usage.
- ATLP (Alternative Teacher Licensure Program)
 - We have currently transitioned ATLP to a remote model to accommodate candidates as we have been having an increased number of candidates who are being quarantined within their school districts.
 - We are receiving an increased number of candidates for mid-year start cohort.
 - Staff and facilitators are meeting every two weeks to review the program and make any changes as needed with COVID 19.
- Perkins – Next steps for 2020-21 planning
 - Once component of the plan has received conditional approval
 - Holding Perkins ZOOM consortium meeting on November 19
- **READ ACT**
 - We discussed with NCLC exploring possible options for CBOCES support to districts and teachers.
 - CBOCES will assist financially for substitute costs to provide districts with additional teacher time to complete coursework.

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>



November 19, 2020
Board Report
Special Education Department
Jocelyn Walters

Compensatory Services

CDE has provided guidance on determining the need of compensatory services for students with disabilities. The questions and answers to compensatory services are found here:

https://www.cde.state.co.us/cdesped/special_education_faqs#compensato

A video was created and shared with all providers in the AU regarding the process to follow in determining which students would be found potentially eligible for compensatory services. The following are the steps outlined:

1. Complete spreadsheet of caseload answering two questions by October 30, 2020.
 - a. Is the student back in school with “normal” schedule?
 - b. Is the student performing below their performance from March 2020?
2. For students who are back in school face-to-face full time and working below their performance measured in March 2020, the school providers will discuss, at already scheduled team meetings, additional qualifying questions. If data indicates student regressed because of mandatory school closure, the team will brainstorm options for services, and schedule an informal meeting with parents.
3. Meet with family to discuss compensatory service options and document the services.
4. Provide the compensatory services agreed upon.

It is preferred and prioritized in CDE’s guidelines to offer and provide educational services as a supplemental service or in addition to their current educational schedule. CBOCES has requested a portion of funds from the ESSR fund to reimburse districts for the services or pay staff members a stipend for the services provided outside of their contracted service time.

Statewide IEP System

CBOCES currently uses the state IEP system, Enrich. CDE will be transitioning to a new IEP system July 1, 2021 named Ascent. There will be a demonstration of the new system on November 12 at the special education directors’ conference. This will be the first time the field will have had an opportunity to review the product. The Special Education Consortium surveyed 100% of the special education directors in the state about this transition. A letter was developed and sent to Katy Anthes. Ms. Anthes responded by requesting Melissa Colman and Dr. Paul Foster to review and determine if any of the suggested recommendations could be agreed upon. The field has not received any additional information about next steps.

School to Work Alliance Program (SWAP) Remote, On-Site Review

On October 15, the Colorado Department of Education and the Division of Vocational Rehabilitation completed a program evaluation for the CBOCES SWAP program. There were many celebrations and areas of recognition including providing employment services to 216 students and adults which was 123% more than what we were contracted to complete. Services and employment continued during the Stay At Home order. CBOCES has the highest number of intakes between March and June 2020 among all the SWAP sites in the state.

Indicator 13—Transition IEP Compliance

CBOCES completed the required Indicator 13 IEP review on October 22. We were 100% compliant with the IEPs reviewed.



November 19, 2020
Board Report
Special Education Department
Jocelyn Walters

CoAlt eligibility

On October 27, we hosted training via Zoom for our special education providers. The training reviewed the requirements for a student to be eligible for the alternative state assessment. Every year each district must be below 1% of their state tested population. If a district exceeds that percentage, a document outlining the justification is submitted. Based on the justification, an action plan may be required. Because four of the 10 districts within the AU exceeded this 1% cut point, we provided this training as part of the action plan to address this trend of increased participation in the CoAlt. The CDE accepted the CBOCES' justification reports and no additional action steps are required at this time.

Provision of Related Services during Revolving Remote Environments

As districts have to close entire grade levels and schools due to positive COVID cases in their communities, the expectation for related special education services is for services to continue at the regularly scheduled time when students are in buildings. This is in an effort to maintain routine and structure as much as possible although remote.

The USDOE has not provided waivers for special education timelines set forth in IDEA; therefore, evaluations need to continue as scheduled. Superintendents have been notified staff may need a designated space to meet face-to-face with students to complete evaluations. We will do as much as we can for records reviews, use of current classroom data, and remote evaluations.

M E M O R A N D U M

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 19, 2020

SUBJECT: Action Items

Background Information

- 5.1 Approval of FY 2019-20 Financial Statements and Single Audit Report
As presented in Report Item 4.1
- 5.2 Approval of Centennial BOCES 2019-20 Financial Accreditation Report

Recommended Action

To approve each action item as presented



Overview

This form is required pursuant to Section 22-11-206(4), C.R.S. The school district must submit an assurance form certifying the school district's substantial and good-faith compliance with the a) School District Budget Law, b) Financial Policies and Procedures Act, c) Public School Financial Transparency Act, and d) accounting and reporting. The Colorado Department of Education monitors the district's compliance by reviewing the district's finance data pipeline submission, audited financial statements, financial transparency website, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided below as certified by those charged with governance.

Additional information for charter school authorizers

The assurances provided with this form are also applicable to all charter schools unless a separate CHARTER FORM AFA2020 is executed by or on behalf of a charter school and provided to CDE. The submission of a CHARTER FORM AFA2020 by an authorizer communicates that the authorizer does not provide the assurances for that charter school within the authorizer's FORM AFA2020. If applicable, CHARTER FORM AFA2020(s) should be submitted with an authorizer's FORM AFA2020.

Completion and submission

1. Open header and select entity from the drop down.
2. Select the appropriate response for each assurance. Note: select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed FORM AFA2020 with, if applicable, an Attachment A for each "No" response.
5. Submit with the following items as PDF files via email attachments to: schoolfinance@cde.state.co.us
 - a. Audited financial statements for year ended June 30, 2020 (including audit reports for charter schools, if applicable)
 - b. Grant Revenue Reconciliation Report from data pipeline with responses for all differences in column 9
 - c. Finance December Error Detail Report - Rollup from data pipeline with confirmation or responses for all warning edits

PART 1 - Assurances for Article 44 Budget Policy and Procedures required pursuant to Section 22-11-206(4)(a)(I), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
44-1	Adopt budget and an appropriation resolution	22-44-103(1) 22-44-107	The board of education adopted a budget and an appropriation resolution prior to June 30, 2019. <i>Note:</i> the appropriation resolution may by reference incorporate the budget as adopted.	Yes
44-2	Detail of budget	22-44-105(1)(c)	The budget for fiscal year 2019-20 itemizes expenditures by fund and by pupil.	Yes





Ref.	Description	C.R.S. Section	Assurance	Response
44-3	TABOR	22-44-105(1)(c.5)	The three percent emergency reserve required by TABOR has been properly reported using a) unrestricted general funds, b) cash fund emergency reserves, or c) a statutorily approved alternative.	N/A- BOCES
44-4	Uniform summary sheet	22-44-105(1)(d.5)	The budget for fiscal year 2019-20 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund balance	22-44-105(1.5)(a)&(c)	For budgets that include the use of beginning fund balance, a resolution was adopted by the board specifically authorizing this use and stating the district's plan to ensure that use will not lead to an ongoing deficit.	Yes
44-6	Ongoing deficit	22-44-105(1.5)(a)&(c) 22-44-102(7.3)	The district reported, in the annual financial audit, a positive amount in the unassigned fund balance for each governmental fund and unrestricted net assets for each proprietary fund	Yes
44-8	Preparation of budget	22-44-108(1)(c)	A proposed budget for fiscal year 2019-20 was submitted to the board by May 31, 2019.	Yes
44-9	Notice of proposed budget	22-44-109	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	22-44-110(4)	The budget for fiscal year 2019-20 was adopted by the board by June 30, 2019.	Yes
44-11	Supplemental budget	22-44-110(5)	Modifications to the budget after January 31, 2020, were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	22-44-113(1)	Interfund borrowings were repaid within 3 months of the fiscal year end.	N/A
44-13	Spending in excess of appropriations	22-44-115(1)	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	22-44-204(3)	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	22-44-304	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <i>Note:</i> Check the organization's website to ensure all required documents are posted and current.	Yes

PART 2 - Assurances for Article 45 Accounting and Reporting required pursuant to Section 22-11-206(4)(a)(II), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
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Ref.	Description	C.R.S. Section	Assurance	Response
45-1	Enterprise fund accounting	22-45-102(1)(a)	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	N/A
45-2	Generally Accepted Accounting Principles	22-45-102(1)(a)	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	22-45-102(1)(a) & (b)	The board required the preparation of financial reports that included at a minimum the information required by state law. The board reviewed the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	22-45-102(2)	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes
45-5	Bond redemption fund	22-45-103(1)(b)	A third party custodian was designated to administer the bond redemption fund.	N/A

PART 3 - Assurance required pursuant to Section 22-11-206(4)(b), C.R.S.

Ref.	Description	C.R.S. Section	Assurance	Response
30.5-1	Itemized accounting to charter schools	22-30.5-112(2)(a.4)	An itemized accounting of all costs charged to charter schools was provided to those schools by September 30, 2020.	N/A

PART 4 - Optional disclosures

Accounting general ledger software information:

Company/vendor name: Infinite Visions - Tyler Technologies

Company/vendor contact: Name: Diana Betancourt Email: Diana.betancourt@tylertech.com





PART 5 - Certification of assurances

I certify, to the best of my knowledge and belief, that the assurances provided in Parts 1 through 3 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

(printed name)

Terry A. Buswell

Date: _____

Superintendent/Executive Director (signature)

(printed name)

Randy Zila

Date: _____

I certify that the board reviewed the assurances and approved the related responses.

President of the Board (signature)

(printed name)

Mary Clawson

Date: _____

