



Board of Cooperative Educational Services
www.cboces.org

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

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

Date

November 16, 2017

5:30 PM Dinner/Retirement Celebration

6:30 PM Regular Meeting

Location

CBOCES Office

Lower Level Boardroom

2020 Clubhouse Drive

Greeley, CO 80634

Board of Directors

Ms. Mary Clawson, Weld RE-9

Mr. Mike Dixon, Brush RE-2J

Ms. Alphretta Erdmann, Briggsdale RE-10J

Mr. Troy Freauff, Wiggins RE-50J

Ms. Cindy Horner, RE-1 Valley Sterling

Ms. Jane Johnson, Platte Valley RE-7

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

Ms. Nancy Sarchet, Weld RE-1

Mr. Todd Schneider, Morgan County RE-3

Ms. Lynette St. Jean, Eaton RE-2

Mr. Scott Stump, Prairie RE-11J

Mr. Jeff Wahlert, Pawnee RE-12

Mr. Cody Walker, Estes Park RE-3

Mr. Greg Wheaton, Weldon Valley RE-20J

Administration

Dr. Randy Zila, Executive Director

Mr. Terry Buswell, Assistant Executive Director

Dr. Mary Ellen Good, Federal Programs Director

Mr. Mark Rangel, Innovative Education Services Director

Mrs. Jocelyn Walters, Special Education Director

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 21, 2017

1.6 Public Participation

1.7 Board Reports/Requests

1.8 Old Business



Board of Cooperative Educational Services
www.cboces.org

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

2.0 Consent Agenda

- 2.1 Approval of Personnel Items
- 2.2 Approval of Supplemental Appropriations
- 2.3 Approval of Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Sections A, B, C, D, E, F

3.0 Presentations

- 1.0 Revamped CBOCES Website – Bonnie Burcham

4.0 Reports/Discussion

- 4.1 FY 2016-17 Financial Statements and Single Audit Report – Mr. Terry Buswell and Mr. Tim Mayberry
- 4.2 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.3 First Reading, Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Sections G, K, L
- 4.4 Financial Reports – Mr. Terry Buswell, Assistant Executive Director
 - a. Board Notes for Financial Reports
 - b. Investment Report A
 - c. Cash Flow Analysis Report B
 - d. Cash Flow Chart C
 - e. Two Page Financial Summary Report
 - f. 12 Page Detailed Expense Report
- 4.5 Directors' Reports
 - a. Dr. Randy Zila, Administration
 - b. Mr. Terry Buswell, Business Services/Human Resources/Technology Departments
 - c. Dr. Mary Ellen Good, Federal Programs Department
 - d. Mr. Mark Rangel, Innovative Education Services Department
 - e. Mrs. Jocelyn Walters, Special Education Department

5.0 Action Items

- 5.1 Approval of FY 2016-17 Financial Statements and Single Audit
- 5.2 Approval of CBOCES 2016-17 Financial Accreditation Report
- 5.3 Approval of Contract Award for HVAC Improvements at Ft. Morgan Office to Spotts Brothers Furnace Company
- 5.4 Approval of Lighting Improvements at Greeley Office by Enertech

6.0 Updates/Announcements

7.0 Adjournment

Future Meetings

January 18, 2018
April 19, 2018
May 17, 2018

MEMORANDUM

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: November 16, 2017
SUBJECT: Opening of Meeting

Background Information

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

Recommended Action

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

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on September 21, 2017 at the CBOCES Office, 2020 Clubhouse Drive, Greeley, Colorado.

1.1 Call to Order

President Dixon called the meeting to order at 6:30 PM.

1.2 Roll Call

Board Members (or alternates) present:

Landon Cogburn, Alternate, Platte Valley RE-7

Mike Dixon, Brush RE-2

Alphretta Erdmann, Briggsdale RE-10 (electronically)

Nancy Kugler, Alternate, Prairie RE-11 (electronically)

Nancy Sarchet, Weld RE-1

Lynnette St. Jean, Eaton RE-2

Jeff Wahlert, Pawnee RE-12

Greg Wheaton, Weldon Valley RE-20J (electronically)

Board Members absent:

Mary Clawson, Weld RE-9

Troy Freauuff, Wiggins RE-50J

Cindy Horner, Valley RE-1 Sterling

Paula Peairs, St Vrain Valley RE-1J

Todd Schneider, Morgan RE-3

Cody Walker, Estes Park R-3

Superintendents present:

None

CBOCES Staff present:

Dr. Randy Zila, Executive Director

Terry Buswell, Assistant Executive Director

Dr. Mary Ellen Good, Federal Programs Director

Mark Rangel, Innovative Education Director

Jocelyn Walters, Special Education Director

Shana Garcia, Executive Administrative Assistant

1.3 Introductions/District Updates

Board Members shared information for their respective districts' activities

1.4 Approval of Agenda

Jeff Wahlert moved to approve the agenda as presented. Lynette St. Jean seconded.

The motion passed by unanimous roll call vote: [Mary Clawson, absent; Landon Cogburn, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Troy Freauuff, absent; Cindy Horner, absent; Nancy Kugler, yes; Paula Peairs, absent; Nancy Sarchet, yes; Todd Schneider, absent; Lynnette St. Jean, yes; Jeff Wahlert, yes; Cody Walker, absent; Greg Wheaton, yes]

1.5 Approval of Minutes

*Lynette St. Jean moved to approve the minutes from the May 18, 2017 regular meeting.
Landon Cogburn seconded.*

The motion passed by unanimous roll call vote: [Mary Clawson, absent; Landon Cogburn, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Troy Freauff, absent; Cindy Horner, absent; Nancy Kugler, yes; Paula Peairs, absent; Nancy Sarchet, yes; Todd Schneider, absent; Lynnette St. Jean, yes; Jeff Wahlert, yes; Cody Walker, absent; Greg Wheaton, yes]

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

*Nancy Sarchet moved to approve Consent Agenda items 2.1 through 2.2 as presented.
Jeff Wahlert seconded.*

The motion passed by unanimous roll call vote: [Mary Clawson, absent; Landon Cogburn, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Troy Freauff, absent; Cindy Horner, absent; Nancy Kugler, yes; Paula Peairs, absent; Nancy Sarchet, yes; Todd Schneider, absent; Lynnette St. Jean, yes; Jeff Wahlert, yes; Cody Walker, absent; Greg Wheaton, yes]

3.0 PRESENTATIONS

None

4.0 REPORTS / DISCUSSION

4.1 Superintendents' Advisory Council (SAC) Report

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

- SAC recommended approval for Action item 5.1
- SAC approved moving March meeting to March 8
- SAC requested revisions to Infinite Campus software

4.2 First Reading, Board Policy Manual Sections A, B, C, D, E, F

Proposed additions/deletions/revisions to Board policies/regulations/exhibits in manual sections A, B, C, D, E, and F were the result of a scheduled review to streamline policies/regulations/exhibits, ensure alignment with applicable procedure and/or statute, promote best practice, and to eliminate redundancy. The proposed additions/deletions/revisions reflected sample policies/regulations/exhibits produced by the Colorado Association of School Boards (CASB) and contained all the content/language CASB believed best met the intent of the law. The last complete

review of the Centennial BOCES policy manual was completed in 2005, however as required by law all districts and BOCES must follow the most current statutes which always supersede outdated local policies. Although generally not requiring Board approval, regulations and exhibits were included in this discussion item to assist with policy review and clarification. This agenda item will return for approval at the November 16, 2017 Board meeting.

4.3 Financial Reports – Mr. Terry Buswell, Assistant Executive Director

- a. Board Notes for Financial Reports
- b. Investment Report A
- c. Cash Flow Analysis Report B
- d. Cash Flow Chart C
- e. Financial Summary Report
- f. Detailed Expense Report

4.4 Directors' Reports

- Written updates were included in the Board packet as noted below
 - g. Dr. Randy Zila, Executive Director – shared information on the following topics:
 - All staff day – August 14
 - h. Mr. Terry Buswell, Assistant Executive Director – written report
 - i. Dr. Mary Ellen Good, Director of Federal Programs – written report
 - j. Mr. Mark Rangel, Director of Innovative Education Services – written report
 - k. Ms. Jocelyn Walters, Director of Special Education – written report

5.0 ACTION ITEMS

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

In accordance with Board policy, Business department staff requested bid/estimates to select a contractor to provide labor, equipment, and materials to secure parking lot and driveway crack filling, seal coating and re-striping at the Centennial BOCES Greeley office. The project is required as the surfaces are starting to deteriorate and become a potential safety hazard. According to Centennial BOCES' records, these surfaces have not been re-sealed since 2002. Terry Buswell is recommending contract award to Schneider Paving LLC as they received recommendations from member district superintendents for previous work performed. In addition, this contractor recommends and will perform additional preventative maintenance items to extend the lifetime of the pavement.

Nancy Sarchet moved to approve contract award for parking lot repair/improvements at the Greeley office to Schneider Paving LLC. Landon Cogburn seconded.

The motion passed by unanimous roll call vote: [Mary Clawson, absent; Landon Cogburn, yes; Mike Dixon, yes; Alphretta Erdmann, yes; Troy Freauuff, absent; Cindy Horner, absent; Nancy Kugler, yes; Paula Peairs, absent; Nancy Sarchet, yes; Todd Schneider, absent; Lynnette St. Jean, yes; Jeff Wahlert, yes; Cody Walker, absent; Greg Wheaton, yes]

6.0 UPDATES/ANNOUNCEMENTS

None

7.0 ADJOURNMENT

The meeting was adjourned by acclamation at 7:28 PM.

Respectfully Submitted,

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

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

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 16, 2017

SUBJECT: Consent Agenda

Background Information

2.1 Approval of Personnel Items

See Attached

2.2 Approval of Supplemental Appropriations

Greeley Office Building Project:	\$15,700.00
Morgan County Office Building Project:	\$29,765.00
Nursing Services Project:	\$12,833.00
Title IV Part A Grant Project:	\$91,085.00

2.3 Approval of Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Sections A, B, C, D, E, F

See Attached

Recommended Action

Approve Consent Agenda Action Items As Presented

MEMORANDUM

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: November 16, 2017
SUBJECT: Approval of Personnel Items - Staff Appointments

Employee Name	Beginning Date	Assignment	Department	Position FTE	Rate of Pay	Justification / Comments
Nichols, Julie	9/29/17	ICConnect High School Substitute	Innovative Ed	N/A	\$100/day	New Hire
Archibeque, Susan	10/30/17	IES Office Assistant	Innovative Ed	N/A	\$13.00/hour	New Hire/Temporary

MEMORANDUM

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: November 16, 2017
SUBJECT: Approval of Personnel Items - Staff Resignations / Releases

Employee Name	Position	Department	Date	Comments
None				

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$15,700 be appropriated into the 2017-2018 Centennial BOCES budget for the Greeley Office Building project. This budget increase is based on utilizing carryover funds from 2016-17 for re-sealing and re-striping the parking lots and driveway areas at the Greeley Office and will increase this budget from \$124,765 to \$140,465.

Adopted and signed this _____ day of _____, 2017

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$29,765 be appropriated into the 2017-2018 Centennial BOCES budget for the Morgan County Office Building project. This budget increase is based on utilizing carryover funds from 2016-17 for the purposes of replacing the HVAC system (both heating and air conditioning) at the Morgan County Office and will increase this budget from \$3,600 to \$33,365.

Adopted and signed this _____ day of _____, 2017

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$12,833 be appropriated into the 2017-2018 Centennial BOCES budget for the Nursing Services project. This budget increase is based on an additional school district (Weldon Valley) utilizing nursing services through Centennial BOCES and will increase this budget from \$28,373 to \$41,206.

Adopted and signed this _____ day of _____, 2017

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the amount of \$91,085 be appropriated into the 2017-2018 Centennial BOCES budget for the Title IV, Part A Grant project. This budget is based on receiving an allocation of federal funds through the Colorado Department of Education.

Adopted and signed this _____ day of _____, 2017

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

NONDISCRIMINATION/EQUAL OPPORTUNITY

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

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

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

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

Annual Notice

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

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

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

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

Harassment is Prohibited

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

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

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

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

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

Reporting Unlawful Discrimination and Harassment

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

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

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

BOCES Action

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

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

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

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

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

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

Notice and Training

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

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

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

LEGAL REFS.:—20 U.S.C. §1681 (Title IX, Education Amendments of 1972)
20 U.S.C. §1701-1758 (Equal Employment Opportunity Act of 1972)
29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. §12011 et seq. (Title II of the Americans with Disabilities Act)
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
34 C.F.R. Part 100 through Part 110 (civil rights regulations)
C.R.S. 2-4-401(13.5) (definition of sexual orientation, which includes transgender)
C.R.S. 18-9-121 (bias-motivated crimes)
C.R.S. 24-34-301 ~~through 24-34-308~~(7) (definition of sexual orientation, which includes transgender)
C.R.S. 24-34-402301 et seq. (Colorado Civil Rights Division)
C.R.S. 24-34-401 et seq. (discriminatory or unfair employment practices)
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in conspicuous place” accessible to employees)
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

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

Revised:

Revised: January 17, 2013

Revised: February 19, 2009

Revised: April 17, 2008

Adopted: April 20, 2000

Centennial BOCES

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

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

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

Definitions

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

Compliance Officer's ~~d~~Duties

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

Complaint Procedure

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

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

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

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

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

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

Informal Action

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

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

Formal Action

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

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

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

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

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

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

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

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

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

Hearing Procedure

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

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

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

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

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

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

Outside Agencies

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

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

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

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

Formal complaint process

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

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

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

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

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

BOCES action

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

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

Adopted: February 19, 2009
Centennial BOCES

NON-DISCRIMINATION/EQUAL OPPORTUNITY

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

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

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

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

Outside Agencies

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

Revised:

Revised: January 17, 2013

Revised: February 19, 2009

Centennial BOCES

NONDISCRIMINATION/EQUAL OPPORTUNITY
(Complaint Form)

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

Summary of alleged unlawful discrimination or harassment:

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:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CENTENNIAL BOCES MISSION

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

Reviewed: June 2017

Revised: January 17, 2009

Centennial BOCES

TOBACCO-FREE SCHOOLS — CENTENNIAL BOCES

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

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

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

For purposes of this policy, the following definitions apply:

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

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

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

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

Exemptions

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

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

Revised:

Revised: May 21, 2009

Adopted: December 14, 2000

Centennial BOCES

SCHOOL ACCOUNTABILITY/COMMITMENT TO ACCOMPLISHMENT REPORTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised:

Revised: February 12, 2004
Centennial BOCES

ACCOUNTABILITY/COMMITMENT TO ACCOMPLISHMENT

Centennial BOCES Accountability Committee

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

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

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

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

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

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

Adopted

STANDARDS BASED EDUCATION

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

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

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

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

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

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

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

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

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

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

IGD, Curriculum Adoption

Revised:

Adopted: February 16, 2006
 Centennial BOCES

ACCREDITATION

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

Centennial BOCES Accreditation

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

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

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

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

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

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

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

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

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

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

Revised:

Reviewed: CASB 2005

Adopted: October 25, 2001

Centennial BOCES

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

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

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

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

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

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

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

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

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

~~Reviewed: May 21, 2009~~

~~Adopted: February 15, 2001~~

~~Centennial BOCES~~

BOARD OF DIRECTORS – GOVERNANCE, POWERS AND RESPONSIBILITIES

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

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

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

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

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

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

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

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

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

POWER TO ABSTAIN AND WITHDRAWAL FROM CENTENNIAL BOCES

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

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

Withdrawal

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

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

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

Revised:

Reviewed: March 2017

Adopted: June 16, 1998

Centennial BOCES

BOARD MEMBER CONDUCT

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

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

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

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

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

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

Adopted:

BOARD MEMBER FINANCIAL DISCLOSURE

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

Items which must be reported include the following:

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

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

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

Adopted:

BOARD MEMBER CONFLICT OF INTEREST

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

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

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

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

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

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

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

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

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

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

Conflict of Interest – Federally Funded Transactions

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

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

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

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

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

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

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

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

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

DKC, Expense Authorization/Reimbursement (Mileage and Travel)

Revised: January 16, 2006

Adopted: June 16, 1998

Centennial BOCES

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

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

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

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

BOARD ORGANIZATIONAL MEETING

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

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

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

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

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

Adopted:

BOARD OFFICERS' BONDS

President and vice president

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

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

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

Secretary/Treasurer

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

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

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

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

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

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

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

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

DH, Bonded Employees and Officers

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

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

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

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

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

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

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

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

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

ADVISORY COMMITTEES

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

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

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

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

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

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

Revised:

Reviewed: CASB 2005

Adopted: December 2000

Centennial BOCES

**CENTENNIAL BOCES LICENSED PERSONNEL PERFORMANCE EVALUATION
COUNCIL**

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

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

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

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

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

Adopted:
Centennial BOCES

SUPERINTENDENTS' ADVISORY COUNCIL

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

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

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

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

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

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

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

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

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

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

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

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

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

PROCEDURES FOR BOARD OF DIRECTORS MEETINGS

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

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

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

Regular meetings

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

Special meetings

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

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

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

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

Work sessions and retreats

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

Officers of the Board of Directors

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

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

Meetings of the Board of Directors

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

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

Meeting Procedures of the Board of Directors

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

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

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

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

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

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

Meeting Minutes of the Board of Directors

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

Superintendents' Advisory Council

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

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

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

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

ELECTRONIC PARTICIPATION IN BOARD MEETINGS

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

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

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

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

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

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

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

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

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

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

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

CROSS REF.: BE, Board of Directors Meetings

Revised:

Revised: January 16, 2014

Centennial BOCES

EXECUTIVE SESSIONS

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

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

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

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

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

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

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

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

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

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

Revised:

Revised: June 15, 2006

Adopted: October 2001

Centennial BOCES

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

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

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

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

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

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

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

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

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

Revised: June 15, 2006
Centennial BOCES

NOTIFICATION OF BOARD MEETINGS

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

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

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

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

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

Notice to the Board

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

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

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

Adopted:
Centennial BOCES

AGENDA PREPARATION AND DISSEMINATION

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

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

Consent Grouping

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

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

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

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

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

RULES OF ORDER

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

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

Revised:

Adopted: February 16, 2006
Centennial BOCES

VOTING METHOD

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

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

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

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

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

Adopted:
Centennial BOCES

MINUTES

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

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

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

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

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

Adopted:
Centennial BOCES

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

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

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

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

CROSS REF.: KE, Public Concerns and Complaints

Adopted:
Centennial BOCES

CENTENNIAL BOCES BOARD POLICY PROCESS

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

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

Policy Adoption

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

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

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

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

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

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

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

Policy Revision and Review

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

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

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

Board Review of Regulations

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

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

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

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

Policy Communication/~~feedback~~

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

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

Monitoring Policy Implementation

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

Suspension/Repeal of Policy

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

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

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

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

Revised:

Revised: January 17, 2013

Adopted: November 14, 2000

Centennial BOCES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

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

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

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

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

Adopted: November 16, 2006
Centennial BOCES

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

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

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

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

BOARD MEMBER COMPENSATION/EXPENSES/INSURANCE/LIABILITY

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

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

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

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

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

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

Revised:

Revised: June 2005

Portions adopted: June 18, 1998

Centennial BOCES

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

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

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

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

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

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

Revised:

Adopted: June 16, 1998
Centennial BOCES

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

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

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

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

Search Process

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

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

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

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

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

Adopted: October 25, 2001
Centennial BOCES

EXECUTIVE DIRECTOR'S CONDUCT

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

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

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

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

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

Adopted:
Centennial BOCES

EVALUATION OF ADMINISTRATORS

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

Reviewed: July 2017

Adopted: June 16, 1998

Centennial BOCES

ADMINISTRATIVE ORGANIZATION

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

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

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

Reviewed: July 2017

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

LINE AND STAFF RELATIONS

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

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

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

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

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

Adopted:
Centennial BOCES

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

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

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

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

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

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

SCHOOL BUILDING ADMINISTRATION

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

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

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

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

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

Revised:

Reviewed: CASB 2005

Adopted: February 15, 2001

Centennial BOCES

POLICY IMPLEMENTATION

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

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

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

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

CROSS REF.: BG, Board Policy Process

Adopted:
Centennial BOCES

APPROVAL OF HANDBOOKS AND DIRECTIVES

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

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

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

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

Revised:

Adopted: June 16, 1998

Centennial BOCES

ADMINISTRATION IN THE ABSENCE OF POLICY

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

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

Revised:

Adopted: June 16, 1998

Centennial BOCES

FISCAL MANAGEMENT GOALS/PRIORITY OBJECTIVES

The Board of Directors recognizes that money and money management comprise the foundational support of ~~the entire~~ Centennial BOCES programs and services. To make that support as effective as possible, the Board intends:

1. To require advance planning through the best possible budget procedures.
2. To explore all practical and legal sources of revenue.
3. To study and guide the expenditure of funds so as to achieve the greatest educational returns.
4. To require maximum efficiency in accounting and reporting and procedures.
5. ~~To provide adequate resources to enable all students to meet or exceed state and district standards.~~

~~As trustee of local, state and federal funds allocated for use in local education, the Board has the responsibility to protect the funds and use them wisely.~~

LEGAL REF.: C.R.S. 29-1-506 financing, budgeting and accounting (4)

Revised:

Adopted: November 16, 2006

Centennial BOCES

FINANCIAL ADMINISTRATION

With respect to the actual, ongoing financial condition and activities of the Centennial BOCES, the executive director shall not cause or allow fiscal jeopardy or a material deviation from the annual budget or any budget policies adopted by the Board of Directors, or any fiscal condition that is inconsistent with achieving Centennial BOCES's objectives.

Expending Centennial BOCES Funds

The executive director shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

Reporting to Board and Community

Audits

All Centennial BOCES funds and accounts shall be audited by an independent auditor ~~outside the CBOCES~~ annually in accordance with state law ~~and Board policy~~. ~~All CBOCES funds and accounts shall be audited internally on a quarterly basis.~~ Timely and appropriate corrective actions shall be taken in accordance with any ~~internal or external~~ audit findings.

The Board shall receive all audit reports and be informed of all corrective actions taken.

Financial Reports

Reports

~~The executive director or designee shall prepare and submit to the Board each time the Board meets, cash receipts and disbursements reports.~~

The executive director or designee shall prepare and submit to the Board a quarterly each time the Board meets, fiscal actions reports of all Centennial BOCES funds. The report shall include:

- the actual amounts spent and received as of the date of the report from each of the funds budgeted by the CBOCES for the fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget
- a comparison of the expected year-end fund balances with the amount budgeted for that fiscal year

The format and basis for reporting shall be consistent with the adopted budget and the past year's generally accepted accounting procedures results.

Reconciliation Report

The executive director or designee shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting. The reconciliation shall include, but is not limited to, the liability for accrued salaries and related benefits. The reconciliation shall be included with the final version of the amended budget and the annual audited financial statements.

The Board shall receive all financial reports in a timely manner and be informed of all corrective actions taken.

The executive director or designee shall conduct financial reviews with the Board, ~~each time the Board meets,~~ using reports described above. The Board may request other financial reports as needed.

Oral Notification

The executive director shall assure that immediate verbal notification be given to the Board regarding any potential financial problem or any matter that may affect the Centennial BOCES financial condition ~~or ability to achieve its mission.~~

Available to Public

All financial and audit reports shall be made available to the public and shall be posted online in accordance with the Public School Financial Transparency Act.

Legally-required Reports

Reports and filings required by state and federal law and agencies shall be accurately and timely filed.

Record Keeping

Complete and accurate financial records shall be kept for all Centennial BOCES funds and accounts.

Operating Losses or Deficits

The executive director, as well as all fund directors, program directors, department heads and school principals, shall take all reasonable steps to identify funds, programs, departments or schools that may end the fiscal year with an operating loss or deficit. A corrective action plan shall be developed and implemented within 30 days of such identification.

The executive director, as well as all fund directors, program directors, department heads and school principals, shall develop and implement processes whereby variations or deviations in cash flow, revenues or other important financial indicators can be identified and dealt with in a timely manner.

Employee Reporting

The executive director shall develop and implement procedures to encourage all Centennial BOCES employees to report suspected financial problems or wrongdoing. No adverse employment decisions shall be taken in response to a good faith report by an employee.

Contingency planning

The executive director or designee shall continually be aware of the financial and political landscape both internally and externally and shall develop contingency plans against possible events.

LEGAL REFS.: C.R.S. 22-5-106 financing, budgeting and accounting
C.R.S. 22-44-105 (1.5)(b) (itemized reconciliation)
C.R.S. 22-44-301 et seq. Public School Financial Transparency Act
C.R.S. 22-45-102 (1)(b) (quarterly financial reports)

Revised:

Revised: August 17, 2006
Adopted: February 12, 2004
Centennial BOCES

FINANCIAL ADMINISTRATION
(Online Posting of Financial Information)

The Public School Financial Transparency Act, C.R.S. 22-44-301 et seq. (the Act) requires Centennial BOCES to post financial information online, in a downloadable format, for free public access. The Act requires Centennial BOCES to update any required information within sixty days of Centennial BOCES's completion or receipt of the applicable report, statement or document. Once posted, the Act requires Centennial BOCES to maintain the prior two budget years' financial information online until the end of the current budget year.

In accordance with the Act, the BOCES shall post the following financial information:

1. Annual budget
2. Annual audited financial statements
3. Salary schedules or policies pertaining to salaries
4. Actual expenditures, including salary and benefit expenditures reported by job category specified in the chart of accounts, at the Centennial BOCES level and school-site level

Adopted:
Centennial BOCES

FEDERAL FISCAL COMPLIANCE

Federal funds received by Centennial BOCES shall be administered in accordance with this policy and applicable federal law, including but not limited to the federal Uniform Grant Guidance. The Board designates the executive director as the Centennial BOCES contact for all federal programs and funding.

The executive director or designee may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

Subrecipient Monitoring

If Centennial BOCES awards subgrants, Centennial BOCES shall monitor grant subrecipients to ensure compliance with applicable law and Board policy.

Time and Effort Reporting

Centennial BOCES employees paid with federal funds shall document the time they expend in work performed in support of each federal program and/or such program's cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

Recordkeeping

Centennial BOCES shall maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records shall be retrievable and available for programmatic or financial audit.

LEGAL REFS.: 2 C.F.R. Part 200 (*Uniform Grant Guidance*)
34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFS.: BCB, Board Member Conflict of Interest
DJB*, Federal Procurement
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

Adopted:
Centennial BOCES

ANNUAL BUDGET

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

Budget Pprocess

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

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

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

The Board of Directors assigns to the executive director overall responsibility for annual budget preparation, budget presentation and budget administration. As part of the executive director's budget responsibility, the executive director shall cause to be prepared a budget preparation calendar that shall ensure that all deadlines established by law for budget presentation ~~and hearing and adoption s~~ are met by the Centennial BOCES. The executive director shall have authority to delegate portions of his or her Centennial BOCES budget responsibility to the ~~Director of Business Services of~~ assistant executive director of the CBOCES.

The budget prepared and presented by the executive director shall be consistent with the Board's budget priorities of the CBOCES member districts as established in policy DBD.

Year-end Fund Balance Operating Reserve

Maintaining a fiscal year-end fund balance is a beneficial and sound financial management practice. The Board assigns to the executive director or designee the responsibility of accumulating and maintaining a general fund balance as an operating reserve in an amount determined by the Superintendents Advisory Council and the Board of Directors.

The operating reserve is intended to serve as a "rainy day" fund and will be used only for an unexpected loss of revenue or an extraordinary expenditure. Expenditures from this reserve shall be reported to the Board.

If any part of the operating reserve is used in any fiscal year to cover an unexpected loss of revenue or an extraordinary expenditure, funds will be reallocated to restore the year-end fund balance in the operating reserve before any other budget allocations in the subsequent fiscal year, unless the Board approves otherwise.

Statewide Financial, Student Management, and Human Resources Electronic Data Communication

~~The statewide financial, student management, and human resources electronic data communications and reporting system implemented by the State Board of Education that is based on a redesigned standard chart of accounts, a standard information system and a standard personnel classification system, will be used by CBOCES.~~

LEGAL REFS.: C.R.S. 22-5-106 financing, budgeting and accounting, BOCES follow school district budget laws, as applicable
C.R.S. 22-5-107 duties of the board
C.R.S. 22-5-108 powers of the board
C.R.S. 22-7-205 and 207 22-11-302 (1)(a) ~~(school level)~~ district accountability committee budget recommendations
C.R.S. 22-32-109 (1)(b) board duty to adopt policies for the efficient administration of the BOCES
C.R.S. 22-44-101 through 112 (1)(2) ~~7 (school district budget law, Board shall cause a proposed budget to be prepared and shall adopt a budget for each fiscal year)~~
C.R.S. 22-44-113 through 22-44-115 (1)(3) school district budget law, borrowing and expenditures
C.R.S. 22-44-115.5 through 119 school district budget law, fiscal emergency and reserve)
C.R.S. 22-44-301 et seq. Public School Financial Transparency Act
C.R.S. 29-1-103 (3) (budget to reflect lease-purchase payment obligations)

Revised:

Reviewed: August 17, 2006

Adopted: June 16, 1998

Centennial BOCES

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

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

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

~~Revised: August 17, 2006~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

BUDGET PLANNING AND DETERMINATION OF BUDGET PRIORITIES

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

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

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

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

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

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

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

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

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

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

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

CROSS REF.: AE, Accountability/Commitment to Accomplishment

Revised:

Revised: August 17, 2006

Adopted: June 16, 1998

Centennial BOCES

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

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

~~Budgeted Contingency Reserves~~

~~Capital Savings Accounts~~

~~Technology Capital Lease Account~~

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

~~Adopted: November 16, 2006~~

~~Centennial BOCES~~

BUDGET ADOPTION PROCESS

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

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

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

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

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

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

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

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

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

Revised:

Adopted: August 17, 2006
Centennial BOCES

DEADLINES IN BUDGETING PROCESS SET BY STATUTE

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

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

Revised:
Adopted: August 17, 2006
Centennial BOCES

FISCAL EMERGENCIES

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

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

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

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

Revised:

Revised: August 17, 2006

Adopted: February 12, 2004

Centennial BOCES

STATE AND FEDERAL AID ELIGIBILITY DETERMINATION AND PROJECT PROPOSALS

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

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

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

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

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

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

LOANS

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

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

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

Adopted:
Centennial BOCES

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

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

~~Revised: November 16, 2006~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

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

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

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

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

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

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

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

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

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

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

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

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

Revised:

Revised: December 12, 2004

Centennial BOCES

FUNDRAISING AND CONTESTS

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

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

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

BANKING SERVICES

(And Deposit of Funds)

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

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

Safety Deposit Box

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

LEGAL REFS.: C.R.S. 11-10.5-101 et seq. (~~relates to deposits of public~~ deposit protection act funds in banks)
 C.R.S. 11-47-101 et seq. (~~relates to deposits of public funds in savings and loan association public deposit protection act institutions~~)

 C.R.S. 22-5-108 (1)(g) power to select depository for moneys belonging to the Centennial BOCES

 ~~C.R.S. 22-32-104 (4)(c)~~

 ~~C.R.S. 22-32-107 (3)(4)(6)~~
 C.R.S. 22-32-109 (1)(g) board duty to require deposit of money

 ~~C.R.S. 22-32-110 (1)(x)~~

 ~~C.R.S. 22-40-105~~

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

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

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

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

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

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

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

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

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

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

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

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

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

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

Approved: August 17, 2006
Centennial BOCES

~~BONDED OR INSURED~~ EMPLOYEES AND OFFICERS

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

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

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

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

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

Revised:

Adopted: November 16, 2006

Centennial BOCES

CONTRACTS/SIGNING AUTHORITY APPROVAL

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

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

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

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

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

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

INVENTORIES

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

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

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

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

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

Revised:

Adopted: November 16, 2006
Centennial BOCES

ACH DATA SECURITY

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

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

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

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

CROSS REF.: GBJ, Personnel Records and Files

Reviewed: August 2017

Adopted: November 20, 2014

Centennial BOCES

PURCHASING/PURCHASING AUTHORITY

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

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

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

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

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

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

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

Revised:

Revised: November 16, 2006

Adopted: June 16, 1998

Centennial BOCES

FEDERAL PROCUREMENT

Federal Procurement

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

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

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

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

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

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

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

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

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

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

Large Purchases (\$150,000 or more)

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

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

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

Unnecessary or Duplicative Items

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

Recordkeeping

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

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

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

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

Adopted:
Centennial BOCES

FEDERAL PROCUREMENT

“Single Source” Procurement

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

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

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

Standards for Obtaining Price or Rate Quotations

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

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

Additional Standards Applicable to Procurements under Federal Uniform Grant Guidance

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

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

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

Adopted:
Centennial BOCES

BIDDING AND QUOTATION REQUIREMENTS PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised:

Revised: January 19, 2012

Revised: June 18, 2002

Adopted: June 16, 1998

Centennial BOCES

VENDOR RELATIONS

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

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

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

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

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

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

Revised:

Revised: November 16, 2006

Adopted: June 16, 1988

Centennial BOCES

SALARY DEDUCTIONS

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

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

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

Reviewed: August 2017

Revised: November 16, 2006

Centennial BOCES

EMPLOYEE EXPENSE AUTHORIZATION/REIMBURSEMENT
(Mileage and Travel)

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

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

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

Travel Costs

This policy ensures that:

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

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

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

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

Travel Costs Not Covered by Centennial BOCES

The following expenses shall not be reimbursed:

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

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

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

Revised:

Revised: August 17, 2006

Adopted: June 16, 1998

Centennial BOCES

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

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

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

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

Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	\$20.00

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

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

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

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

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

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

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

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

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

~~Variable Mileage Rate~~

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

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

5. ~~Transportation Expenses:~~ The expenses will normally be paid directly by the CBOCES through the purchase order or E-procurement card process. Charges paid for by individuals, must be supported by an indication of the business reason for the trip.
6. ~~Business Meals:~~ These expenses will be reimbursed where there is a clear indication of the business reason for the expenses and other information required by IRS regulations is provided. Program directors and the Executive Director are the only CBOCES staff who may utilize business meal reimbursement procedures. No other CBOCES staff will purchase business meals unless specifically approved in advance by the appropriate program director. Business meals must specifically be CBOCES related business to be approved for payment by the program director or Executive Director. Regular meal rate guidelines must be followed for all approved business meals.

If CBOCES meetings are conducted before, during and after the breakfast, lunch or dinner hour, meals/food may be brought in if approved in advance by the program director or Executive Director. Staff in service, trainings, and meetings that are necessary to conduct CBOCES business during any meal hour are eligible for meals/food expense inclusion, including off site locations. Pursuant to Section 119 of the IRS Code, a substantial business reason for the inclusion of meals/food must be evident.
7. ~~Receipts:~~ Receipts are required for all lodging, transportation costs, and for all other items, for which reimbursement is requested.
8. ~~Parking and Related Incidental Expenses:~~ will be reimbursed only when documented.

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

Revised: August 17, 2006

Centennial BOCES —

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

TAX SHELTERED ANNUITIES

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

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

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

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

~~Revised: November 16, 2006~~

~~Revised: December 15, 2005~~

~~Centennial BOCES~~

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

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

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

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

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

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

~~Revised: November 16, 2006~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

HAZARDOUS MATERIALS

~~The term "hazardous materials" or potentially hazardous materials as used in this subsection, includes any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard, or as may otherwise be as more fully defined by applicable law or regulation. The Administration Board, through the executive director, shall cause to be created establish a procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials located in the Centennial BOCES. Emergency response actions and evacuation plans shall be coordinated with the procedures, by which hazardous and potentially hazardous materials located in CBOCES facilities will be identified and properly managed.~~

The procedures shall comply with all local, state and federal laws and regulations which pertain to the safe and proper storage, transportation and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the Centennial BOCES may begin a program of identifying and managing potentially hazardous materials. Centennial BOCES personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate Centennial BOCES personnel shall be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the Centennial BOCES's potential liability exposure through the adoption of this policy. The Centennial BOCES's voluntary compliance with any statute or regulation to which it is not otherwise subject shall not be construed to create or assume any potential liability under any local, state or federal law or regulation.

LEGAL REFS.: 42 U.S.C. §6901 (1982 & Supp. III 1985) (Resource Conservation and Recovery Act (RCRA) and accompanying regulations)
42 U.S.C. §9601 (1982 & Supp. IV 1986) (Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and accompanying regulations)
49 U.S.C. 1801 (Hazardous Materials Transportation Act)
C.R.S. 13-21-108.5 (persons rendering assistance relating to discharge of hazardous materials immune from civil liability)
C.R.S. 24-10-106.5 (duty of care in Colorado Governmental Immunity Act)
C.R.S. 25-15-101 et seq. (state hazardous waste management program)
C.R.S. 29-22-101 et seq. (hazardous substance incidents)
C.R.S. 42-20-101 et seq. (Hazardous Materials Transportation Act of 1987)
[6 CCR 1010-6 (department of public health and environment rules governing schools)]

Reviewed:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

PREVENTION OF DISEASE/INFECTION TRANSMISSION
(Handling Body Fluids)

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

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

In addition to ensuring that these health and safety practices are carried out ~~on a CBOCES wide basis~~, special emphasis shall be placed in those areas of CBOCES school district operations that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

LEGAL REF.: 6CCR 1010-6 (department of public health and environment rules governing schools)

CROSS REFS.: GBGA, Staff Health
 JLCC, Communicable/Infectious Diseases
 JLCE, First Aid and Emergency Medical Care

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

PREVENTION OF DISEASE/INFECTION TRANSMISSION (Handling Body Fluids and Substances)

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices shall be followed by all Centennial BOCES personnel in all situations involving potential contact with any body fluids and substances.

1. Wear gloves when it is likely that hands will be in contact with body fluid and substances (blood, urine, feces, wound drainage, oral secretion, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
 - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
 - b. Cuts and sores on your skin should be routinely covered to avoid infection.
 - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.
4. Clean up as soon as possible after skin contact with any body fluid or substance.
 - a. Wash skin with soap and water.
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.
 - d. Contaminated tissues, paper towels, and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers are used when contact with body fluids or substances are anticipated.

~~Although HIV (human immuno deficiency virus)/AIDS (acquired immune deficiency syndrome) has received a great deal of attention, there are other diseases more communicable than HIV/AIDS of which staff member also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.~~

- ~~1. It is extremely difficult to be infected with HIV/AIDS. Exposure of blood to intact skin is a highly unlikely way of being infected with HIV/AIDS.~~

2. ~~HIV/AIDS is transmitted by getting blood, semen, or vaginal secretions into the bloodstream of a non-infected person.~~
3. ~~Other body substances (saliva, tears, urine, or feces) have extremely small, if any, levels of virus.~~
4. ~~There have been no documented cases of HIV/AIDS transmitted by mouth-to-mouth resuscitation.~~
5. ~~HIV is easily destroyed by common disinfectants.~~

~~TRANSMISSION CONCERNS BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS~~

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

~~* There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine or feces.~~

~~** HAND WASHING IS VERY IMPORTANT!~~

~~*** These agents cause mononucleosis-like illness.~~

Revised:

Reviewed: CASB 2005

Centennial BOCES

ACCIDENT REPORTS

Adequate and prompt accident reporting is essential. ~~if similar accidents are to be prevented from happening again.~~ If ~~there are~~ injuries or property damage occur, prompt reports ~~also~~ are vital in assuring the Centennial BOCES staff, students, and others of insurance coverage. Such reports may be important in the event of litigation.

~~The Board requires that a~~An accident report shall be filed on every accident that takes place on Centennial BOCES property, ~~or that involves a CBOCES school vehicle, or involves students or staff on school-sponsored trips or activities,~~ including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries of damage to property.

~~The executive director shall establish procedures for filing accident reports including details that:~~

- ~~1. ——— Might be helpful in preventing similar accidents in the future.~~
- ~~2. ——— Are needed for filing insurance claims.~~
- ~~3. ——— Might be important in case of litigation.~~

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

This policy is recommended for deletion as it is not required. FIRE DRILLS

~~The Executive Director shall cause to be established throughout the Centennial BOCES a system for the conduct of fire drills such that all employees and students shall be adequately instructed as to the appropriate conduct in the event of a fire or similar emergency.~~

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

SCHOOL CLOSINGS AND CANCELLATIONS

The executive director is empowered to close the school or any education program or dismiss students early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood the executive director will take such action only after consultation with appropriate authorities.

Parents, students and staff members shall be informed early in each school year as to how they shall be notified in the event of emergency closings or early dismissals.

LEGAL REFS.: C.R.S. 22-1-112 (school year and national holidays)
C.R.S. 22-5-108 (1)(c) (board authority to operate schools and classes)
C.R.S. 22-33-101 et seq. (school attendance law)
1 CCR 301-39, Rules 2254-R-2.06 (Board may reduce teacher-pupil instructional/contact time; closings deemed by Board necessary for health, safety or welfare of pupils)

CROSS REF.: IC/ICA, School Year/School Calendar/Instruction Time

Adopted:
Centennial BOCES

This policy is recommended for deletion as its content is included in other policies.
BUILDINGS AND GROUNDS MANAGEMENT

~~The management of all Centennial BOCES buildings, grounds, and facilities shall be under the supervision of the Executive Director.~~

~~The Executive Director shall, as necessary, establish the staffing and procedures necessary to provide for safety, security, maintenance, and record keeping and long range planning regarding facilities.~~

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

SECURITY/ACCESS TO BUILDINGS

Security for Centennial BOCES ~~school and office buildings and grounds (during regular school and work hours, as well as non-school and non-work hours)~~ contributes to the well-being and safety of students and employees as well as to that of the sites themselves. For safety and security purposes, access to Centennial BOCES buildings, whether by students, staff members or visitors, shall be limited as deemed appropriate for each building.

Each ~~office and school building~~ shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

~~During regular school hours, flow of traffic in to and out of buildings shall be closely monitored and limited to certain doors. Visitors shall be required to check in to show proper identification and reason for being at the school and shall wear name tags identifying them as visitors. This will not apply when parents/guardians have been invited to a classroom or assembly program.~~

~~Access to CBOCES offices and school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it and to sponsors of approved student activities. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against entrance to buildings by persons unauthorized to have keys.~~

~~“Security” means not only keeping buildings locked and secure but also providing protection against physical hazards and acts of violence. It also includes having available floor plans of buildings and site plans showing boundaries and access points. The Board requires and encourages close cooperation with local police, fire, and sheriff’s departments and insurance company inspectors.~~

~~Funds and valuable records shall be kept in a secure place.~~

Alarm systems and other devices designed to ~~that~~ protect buildings against illegal entry and vandalism may ~~shall~~ be installed where appropriate. ~~Employment of security personnel may be approved in situations where special risks are involved.~~

LEGAL REFS.: C.R.S. 18-9-112 (definition of loitering)
 C.R.S. 18-9-117 (unlawful conduct on public property)
 C.R.S. 22-32-109.1 (5) ~~(building safety and security policy is required part of school safety plan)~~

CROSS REF.: KI, Visitors to School

Revised:

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

This regulation is recommended for deletion as it is included in employment documents. KEYS

~~The Executive Director shall be responsible for the distribution of keys. Only those persons specifically authorized by the building administrator shall have keys to school property. Unauthorized use of the keys, including copying, loaning, or other misuse, may result in disciplinary action, including dismissal.~~

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

VEHICLE SAFETY INSPECTION AND MAINTENANCE PROGRAM
TRANSPORTATION SAFETY

The Centennial BOCES shall comply with all applicable state laws and regulations pertaining to the operation of school vehicles and shall make these requirements known to Centennial BOCES transportation staff. It shall also cooperate with local safety officials in formulating and accomplishing its vehicle safety program.

The safety and welfare of student riders shall be the first consideration in all matters pertaining to the Centennial BOCES vehicle safety program. All vehicles used to transport students shall be inspected periodically to see that they meet safety regulations.

The use of safety belts in Centennial BOCES transportation vehicles is mandatory for all personnel using vehicles that are equipped with safety belts. Before moving the vehicle, operators of all Centennial BOCES transportation vehicles shall be responsible for ensuring that passengers are belted or secured in a child restraint system, in accordance with applicable law.

~~The Executive Director shall be responsible for a quality safety inspection program for Centennial BOCES vehicles.~~

~~The Executive Director or designee shall be responsible for the supervision of all transportation personnel, bus operation, and maintenance of all Centennial BOCES vehicles and coordination of an appropriate safety program.~~

LEGAL REFS.:	<u>C.R.S. 42-4-707 (certain vehicles must stop at railroad grade crossings)</u>
	<u>C.R.S. 42-4-236 (children must be placed in a child restraint system that is appropriate for the child's size and age)</u>
	<u>1 CCR 301-26, Rules 4204-R-200 et seq. (rules governing operation of school transportation vehicles)</u>

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**SCHOOL TRANSPORTATION VEHICLE OPERATOR REQUIREMENTS AND
TRAINING**

School transportation vehicle operators shall conform to state and federal laws and regulations regarding training, licensing and other requirements and shall participate in required inservice training programs.

This shall apply to all operators including those on regular routes, activity and/or other trips.
~~As necessary, the Executive Director shall establish guidelines governing use of Centennial BOCES vehicles and use of private vehicles for CBOCES business.~~

~~Such guidelines shall address safety issues, expense reimbursement, program needs and other appropriate factors.~~

LEGAL REFS.: C.R.S. 42-2-401 et seq. (Commercial Driver's License Act)
1 CCR 301-26, Rules 4204-R-200 et seq. (rules governing operation of
school transportation vehicles)

CROSS REF.: EEAEG, Use of Wireless Communication Devices on School
Transportation Vehicle Operators

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

PROCEDURES FOR DRUG AND ALCOHOL TESTING FOR EMPLOYEES WITHOUT COMMERCIAL DRIVER'S LICENSE OF MOTOR VEHICLE OPERATORS

In accordance with the accompanying policy, post-accident and reasonable suspicion controlled substance and alcohol tests may be administered to a Centennial BOCES employee who at any time operates a Centennial BOCES vehicle. The Centennial BOCES may elect to join a consortium which administers tests and performs related duties in accordance with the law.

References to *tests* in this regulation include both drug and alcohol tests unless the context specifies otherwise. The terms *drugs* and *controlled substances* are interchangeable and have the same meaning and refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines).

Post-Accident Testing

Tests will be conducted As soon as practicable after an accident on any involving one of its motor vehicles, the Centennial BOCES employee who shall test each driver for drugs and alcohol:

1. Who Was performing safety-sensitive functions job-related duties with respect to the vehicle (e.g. inspecting, repairing, driving, loading or unloading, or waiting to be dispatched) if and the accident involved the loss of human life; or
2. who Where any person involved in the accident required immediate medical attention away from the scene and the employee received a citation under state or local law for a moving traffic violation arising from the accident; or
3. Where the vehicle required towing from the scene and the employee received a citation for a moving violation.

No Centennial BOCES employee involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident alcohol test, whichever occurs first.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they are obtained by the Centennial BOCES.

If an alcohol test is not administered within two (2) hours after the accident, the Centennial BOCES shall prepare and maintain a record of the reasons why. If an alcohol test is not administered within eight (8) hours after the accident, the Centennial BOCES shall cease attempts to administer the test and shall prepare and maintain a record of the reasons why the test was not administered.

If a drug test is not administered within thirty two (32) hours after the accident, the Centennial BOCES shall cease attempts to administer the test and shall prepare and maintain a record of the reasons why the test was not administered.

Drivers who are subject to post accident testing may be deemed by the Centennial BOCES to have refused to submit to testing if they have not remained readily available for testing.

Random Testing

~~Unless modified by law, the minimum annual percentage rate for random alcohol testing shall be twenty five (25) percent of the average number of driver positions within the Centennial BOCES or any consortium in which it participates. A driver shall only be tested for alcohol while the driver is performing safety sensitive functions, just before the driver is to perform safety sensitive functions, or just after the driver has ceased performing such functions.~~

~~Unless modified by law, the minimum annual percentage rate for random drug testing shall be fifty (50) percent of the average number of driver positions within the Centennial BOCES or any consortium in which it participates.~~

~~The selection of drivers for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table or a computer based random number generator that is matched with the drivers' social security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.~~

Reasonable Suspicion Testing

~~Tests may be conducted when a~~ The Centennial BOCES official shall require drivers to submit to drug and/or alcohol tests when it has reasonable suspicion that the employee has violated the Centennial BOCES's alcohol or drug prohibitions. ~~y are under the influence of drugs or alcohol when reporting for or remaining on duty which requires the performance of safety sensitive functions. Drivers under reasonable suspicion shall not perform any safety sensitive functions until after they have been tested with acceptable results. This reasonable suspicion must shall be based on specific, contemporaneous, articulable observations concerning the employee's appearance, behavior, speech, or body odors of the driver.~~

Tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the employee must comply with the BOCES's alcohol and drug prohibitions.

A BOCES official who makes a finding of reasonable suspicion also must make a written record of his or her observations leading to a reasonable suspicion test within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier.

- ~~2. The required observations for drug and alcohol reasonable suspicion testing shall be made by a supervisor or Centennial BOCES official who has received at least (60) minutes of training on alcohol misuse and an additional sixty (60) minutes of training on drug use, both of which must cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of drugs.~~

Return-to-Duty Testing

~~Before a driver may return to duty requiring the performance of a safety sensitive function after testing positive for drugs and/or alcohol, the driver shall undergo a return to duty alcohol test indicating an alcohol concentration of less than 0.02 or a return to duty drug test indicating a verified negative result for controlled substances use, as applicable. Follow up testing shall be conducted as required by law.~~

~~Each driver who has tested positive for drugs and/or alcohol shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and drug use. The Centennial BOCES shall make~~

~~information available to employees who test positive for drugs and/or alcohol concerning resources available in the community to evaluate and resolve substance abuse problems.~~

Records keeping Requirements and Disclosure

~~Employee drug and alcohol test results and records shall be confidential and released only in accordance with law. A driver shall be entitled, u~~Upon written request, ~~an employee will receive to obtain copies of any Centennial BOCES records pertaining to the driver's personal use of drugs or alcohol tests, including test results.~~ Records ~~will shall~~ be made available to a subsequent employer ~~or other identified persons as expressly upon receipt of a written requested in writing by the employee from a driver.~~

~~The Centennial BOCES shall prepare and maintain an annual calendar year summary of the results of its drug and alcohol testing program by March 15 of each year. A consortium may prepare annual calendar year summaries and reports on behalf of the CBOCES, but the CBOCES remains responsible for ensuring the accuracy and timeliness of each report prepared on its behalf.~~

Notifications

~~Before performing a drug or alcohol test, the Centennial BOCES shall notify the driver that the test is required by federal regulations.~~

~~The Centennial BOCES shall notify a driver of the results of a pre-duty drug test if the driver so requests within sixty (60) calendar days of being informed of the disposition of his or her employment application.~~

The Centennial BOCES ~~will shall~~ notify ~~an employee driver~~ of the results of ~~random~~, reasonable suspicion and post-accident drug tests if the test results are verified positive. The Centennial BOCES ~~will shall~~ also inform the ~~employee driver~~ which ~~drug(s) controlled substances~~ were verified as positive.

~~Employees will inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the employee that it will not adversely affect the ability to safely operate a Centennial BOCES vehicle.~~

Definitions

~~The term "drugs" as used in these regulations means marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).~~

~~The term "driver" as used in these regulations means any person who is subject to the commercial driver's license requirements and operates a Centennial BOCES motor vehicle. The term includes full time, regularly employed drivers and casual, intermittent, or occasional drivers.~~

~~The term "safety sensitive function" as used in these regulations means any of the following functions:~~

- ~~1. All time at the transportation department or other CBOCES facility waiting to be dispatched, unless the driver has been relieved from duty by the CBOCES;~~

- ~~2. all time inspecting, servicing or conditioning any CBOCES motor vehicle or its equipment;~~
- ~~3. all time spent driving a CBOCES motor vehicle;~~
- ~~4. all time, other than driving time, in or upon any CBOCES motor vehicle;~~
- ~~5. all time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;~~
- ~~6. all time spent performing the driver requirements relating to accidents;~~
- ~~7. all time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle; and~~
- ~~8. "Performing a safety sensitive function" includes any period in which the driver is actually performing, ready to perform or immediately available to perform any safety-sensitive function.~~

Prohibited Conduct and Consequences for Violations

~~Drivers who perform safety sensitive functions are prohibited from reporting for or remaining on duty under the influence of alcohol or under the influence of a drug which has not been prescribed by a physician who has knowledge of the driver's safety sensitive job functions and who has certified that the drug will not adversely affect the driver's ability to safely perform such functions.~~

- ~~1. Drivers who test positive for drugs, or who have an alcohol concentration of 0.04, or greater, shall not be hired or shall be subject to employment termination, as appropriate.~~
- ~~2. Drivers who have an alcohol concentration of 0.02 or greater, but less than 0.04 shall not be hired or shall be subject to discipline up to and including employment termination for the first violation, as appropriate, and shall be subject to employment termination for any subsequent violation. Drivers who have an alcohol concentration of 0.02 or greater, but less than 0.04, shall not be permitted to perform safety sensitive functions for at least 24 hours.~~
- ~~3. Drivers who refuse to submit to any required drug or alcohol test shall not be hired, or shall be subject to employment termination, as appropriate.~~

Testing

General Requirements

~~The Centennial BOCES shall make available copies of its policy and procedures and educational materials that explain the requirements of the law to each driver prior to the start of drug and alcohol testing and to each driver subsequently hired or transferred into a position which requires the performance of safety sensitive functions.~~

~~The policy, procedures, and educational materials that must be available to drivers shall include a discussion of at least the following:~~

1. ~~The identity of the person designated by the Centennial BOCES to answer driver questions about the materials;~~
2. ~~the categories of drivers who are subject to the regulations;~~
3. ~~sufficient information about the safety sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with the regulations;~~
4. ~~specific information concerning driver conduct that is prohibited by the regulations;~~
5. ~~the circumstances under which a driver will be tested for alcohol and/or drugs under the regulations;~~
6. ~~the procedures that will be used to test for the presence of alcohol and drugs, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;~~
7. ~~the requirement that a driver submit to alcohol and drug tests administered in accordance with the regulations;~~
8. ~~an explanation of what constitutes a refusal to submit to an alcohol or drug test and the attendant consequences;~~
9. ~~the consequences for drivers found to have violated these procedures, including the requirement that the driver be removed immediately from safety sensitive functions, and the procedures concerning referral, evaluation, and treatment;~~
10. ~~the consequences for drivers found to have an alcohol concentration of 0.02 or greater, but less than 0.04; and~~
11. ~~information concerning the effects of alcohol and drug use on an individual's health, work, and person life, signs and symptoms of an alcohol or drug problem (the driver's or a co-worker's), and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to any employee assistance program and/or referral to the administration or board of directors.~~

~~Each driver is required to sign a statement certifying that he or she has received a copy of the educational materials, and the Centennial BOCES shall maintain the original of the signed certificate.~~

~~The Centennial BOCES shall make available to drivers necessary post accident information, procedures, and instructions prior to their operation of any Centennial BOCES motor vehicle.~~

~~Pre-Duty Testing and Inquiries~~

~~Prior to the first time a driver performs safety sensitive functions for the Centennial BOCES, the driver shall undergo a drug and alcohol test indicating an alcohol concentration less than 0.02 and a verified negative drug test result.~~

1. ~~Exceptions to pre-duty testing exist under federal law if the driver applicant has been tested for alcohol within the previous six (6) months under an approved program with an alcohol concentration of less than 0.04 and/or has participated in an approved drug testing program within the previous thirty (30) days and either tested negative for drugs within the past six (6) months or participated in a random drug testing program for the previous twelve (12) months. The Centennial BOCES shall obtain the information and verifications required by law if these exceptions are applied.~~
2. ~~No later than fourteen (14) days after the first time a newly hired driver performs safety sensitive functions, the Centennial BOCES shall obtain, pursuant to the driver's consent and in accordance with federal law, information maintained by the driver's previous employers pursuant to the federal regulations on the driver's alcohol tests with a concentration result of 0.04 or greater, positive drug test results and refusals to be tested~~

~~within the preceding two (2) years. The Centennial BOCES shall not permit a driver to perform safety sensitive functions after this fourteen (14) day period unless the required information has been obtained.~~

LEGAL REFS.: ~~49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing Regulations)
49 C.F.R. Part 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs)
C.R.S. § 42-4-235 (4) (Minimum Standards for Commercial Vehicles)
8 C.C.R. § 1507-1 (Rules and Regulations Concerning Minimum Standards for the Operation of Commercial Vehicles)~~

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**USE OF WIRELESS COMMUNICATION DEVICES BY CENTENNIAL BOCES
TRANSPORTATION VEHICLE OPERATORS**

While the Board believes the use of wireless communication devices by Centennial BOCES transportation vehicle operators is important to provide instant communication regarding emergencies as well as to convey other important information, vehicle operators shall be subject to the following restrictions to ensure safe use.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, beepers, pagers, etc.

Vehicle operators shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the Centennial BOCES transportation vehicle or while the vehicle is in motion.

Under usual circumstances, use of Centennial BOCES owned wireless communication devices shall be allowed when used to assist a vehicle operator and/or dispatcher in the necessary communications periodically needed to safely deliver students – home to school, school to school and school to home. Use of such devices while the vehicle is in motion shall be limited whenever possible.

Violation of this policy may subject the vehicle operator to disciplinary action.

LEGAL REFS.: C.R.S. 42-4-239 (using a wireless telephone for text messaging while driving is prohibited)
1 CCR 301-26, Rule 4204-R-232.00 (rules governing operation of school transportation vehicles–use of cell phones/two way radios)

CROSS REF.: EEAE, Transportation Safety

Adopted:

COPYRIGHT COMPLIANCE : EDUCATIONAL USE OF PRINT AND NON-PRINT MATERIALS

Centennial BOCES recognizes that copyright laws make it illegal to duplicate copyright materials without permission, except for certain exempt purposes. The Centennial BOCES also recognizes that severe penalties may be assessed for the authorized copying of audiovisual or printed materials and computer software, unless the copying conforms to the “fair use” doctrine.

It is the intent of Centennial BOCES to adhere to copyright laws and guidelines in all areas, e.g., print, computer software, audiovisual materials, music, electronic data, etc. Centennial BOCES employees are expected to adhere to the provisions of law, rules, regulations and guidelines concerning the use of copyrighted materials. Legal or insurance protection of the Centennial BOCES shall not be extended to employees who violate copyright laws.

There shall be made available, at the Centennial BOCES level as well as the respective building levels, information on copyright infringement and “fair use” guidelines for copyrighted materials.

~~The Board of Directors directs that all employees abide by all provisions of the United States Copyright Law. Any staff member who willfully violates the Copyright Law shall be held personally responsible for the violation. No legal assistance will be provided by the BOCES for alleged copyright infringements unless the Board determines the allegations are not valid and/or the employee was justified in his/her actions.~~

LEGAL REF.: 17 U.S.C. 101 et seq. (copyright law)

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

PUBLIC ELECTRONIC MAIL RECORDS COMMUNICATION

Electronic communication is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional or global computer network.

All Centennial BOCES electronic communication systems are owned by Centennial BOCES and are intended for the purpose of conducting official CBOCES business only. CBOCES electronic communication systems are not intended for personal use by CBOCES employees. Employees shall have no expectation of privacy when using CBOCES electronic communication systems.

Electronic communication sent or received by the Board, CBOCES or CBOCES employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever CBOCES is a party in litigation or reasonably anticipates being a party in litigation, Board members and CBOCES employees in possession of electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the executive director or designee.

To ensure compliance with applicable law and Board policy, CBOCES retains the right to review, store and disclose all information sent over CBOCES electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access CBOCES information in the employee's absence.

Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence CBOCES's functions, policies, decisions, procedures, operations or other activities of CBOCES or that contain valuable CBOCES data.

Electronic communication on CBOCES computers or CBOCES electronic communication systems shall be retained only as long as necessary. Such electronic communication shall be deleted on a routine basis unless otherwise required to be retained by Board policy or state or federal law.

The custodian of records for CBOCES shall assist the public in locating any specific public electronic records requested and shall provide public access to public electronic records in accordance with state law. The CBOCES's records custodian shall also be responsible for assisting CBOCES's schools and other sites in complying with record retention requirements.

BOCES employees may be subject to disciplinary action for violation of this policy.

Electronic mail ("e-mail") is a message that is transmitted between two or more computers or electronic terminals; regardless of physical form. Electronic mail sent or received by the Board, the BOCES, or the BOCES employee is considered a "public record", subject to retention under the state and federal laws.

In order to insure compliance with the law, Centennial BOCES policies and regulations as well

~~as appropriate use of the electronic communications systems, the CBOCES retains the right to inspect, maintain, and disclose all electronic communications sent over the CBOCES electronic mail system. Therefore, employees have no expectation of privacy when using CBOCES electronic mail systems. Employees are hereby notified that electronic messages can be retrieved even after those messages have been deleted from an individual computer. Other avenues of communications should be used for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege.~~

~~CBOCES employees may not access another employee's electronic mail without the employee's consent or authorization from the Executive Director or CFO — HR Director. CBOCES employees will take appropriate security measures, which include maintaining the confidentiality of passwords and codes and insuring that terminals do not become available for unauthorized use. Users of the CBOCES electronic mail systems are responsible for using the system appropriately as outlined in the associated regulations and acceptable use, agreement. Improper use includes but is not limited to violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act, and the Colorado Open Records Act or local, state and federal laws. Use of the system must comply with CBOCES policy including GBEB (Staff Conduct and Responsibilities), GBEA (Staff Ethics) and JO (Student Records). Use of CBOCES electronic mail systems for which the CBOCES will incur an expense are not permitted without authorization from the appropriate administrator. Failure to follow the acceptable use procedures may result in loss of the privilege to use electronic mail and may result in disciplinary action.~~

LEGAL REFS: ~~20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974~~
 ~~CRS 24-6-401 et seq. (Colorado Sunshine Act)~~
 ~~CRS 24-72-201 et seq. (Colorado Open Records Act)~~
 ~~C.R.S. 24-72-203 (1)(b)(I) (BOCES must adopt a policy regarding the~~
 ~~retention, archival and destruction of electronic records)~~
 ~~C.R.S. 24-72-204.5 (BOCES must adopt policy on monitoring of electronic~~
 ~~mail)~~
 ~~CRS 24-80-101 et seq. (State Archives and Public Records)~~

CROSS REFS: ~~EHB, Records Retention~~
 ~~GBEE, Staff Use of the Internet and Electronic Communications CBOCES~~
 ~~Technology~~
 ~~GBEA, Staff Ethics~~
 ~~GBEB, Staff Conduct and Responsibilities~~
 ~~GBJ, Personnel Records/Files~~
 ~~JO, Student Records~~
 ~~JS, Student Use of the Internet and Electronic Communications CBOCES~~
 ~~Technology~~
 ~~KDB, Public's Right to Know/Freedom of Information~~

Revised:

Revised: February 19, 2009

Adopted: February 13, 2003

Centennial BOCES

This regulation is recommended for deletion as it is included in hiring forms and updated by HR
GUIDELINES FOR MONITORING PUBLIC ELECTRONIC MAIL RECORDS

Definitions

~~Electronic mail (E-mail) includes all electronic messages that are transmitted through a local, regional, or global computer network. An electronic mail message is a communication that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval.~~

~~Public E-mail records are those that evidence the CBOCES functions, policies, decisions, operations, or other activities of the CBOCES, or that contain valuable CBOCES/district data.~~

- ~~1. The custodian will review the electronic mail records and determine whether in his/her judgment the documents are, indeed, public electronic mail records. All electronic mail determined to be public records will be archived by the CBOCES in a manner that does not require proprietary software to retrieve the electronic mail and will be treated like any other public record of the CBOCES. Electronic mail records determined not to be public records will be destroyed at the convenience of the individual recipient/user and/or the custodian of records.~~

BOCES Ownership and Responsibilities

~~CBOCES electronic mail system is owned by the CBOCES/districts, and is provided for the purpose of conducting official CBOCES business. Employees' personal messages are permitted, but they shall not be considered private or secure. E-mail messages sent on or with CBOCES resources cannot be considered confidential.~~

~~The custodian of records for the CBOCES will assist the public in locating any specific public electronic mail record requested and will ensure public access to public electronic mail records without unreasonable delay or cost.~~

~~The CBOCES Executive Director will ensure that all CBOCES employees have notice of this policy and regulation.~~

User Responsibilities

~~Users of CBOCES E-mail system are responsible for appropriate use of those resources. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, illegal solicitations, or commercial advertisements are prohibited by CBOCES policy or administration limitations. Gambling and violation of copyright or intellectual property rights are also prohibited. Also, use of the electronic mail system for which the CBOCES will incur an expense without expressed permission of a supervisor is prohibited.~~

~~CBOCES employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. Such consent should be given only in rare circumstances. CBOCES employees should be aware that electronic mail messages may remain retrievable even if they have been deleted and that a statement made in electronic mail communications can form the basis of various legal claims against the individual author or the CBOCES.~~

~~CBOCES employees will be subject to disciplinary action for violation of this policy and regulation.~~

~~Employees should take care when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message “DO NOT FORWARD”.~~

~~To keep use of CBOCES electronic mail system restricted to employees and board members who are licensed CBOCES users, a user may not leave his/her computer or terminal “signed (logged) on” when unattended and may not leave a password available in an obvious place near the terminal nor share a password with anyone except the electronic mail system administrator.~~

Mail

~~Except for director information, student records will not be transmitted by electronic mail. Student records are accessed by appropriate e-mail via more restricted, highly secure systems, though often on the same physical network.~~

~~Electronic mail sent or received by the Board, the CBOCES, or the CBOCES employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All Board and CBOCES electronic mail communications will be monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with state law.~~

Storage

~~Upon sending or receiving electronic mail, users will segregate or store separately messages which constitute public records.~~

~~Storage of public E-mail records may be accomplished by creating a separate storage location for public electronic mail on the hard drive of the recipient’s computer or terminal, by saving public electronic mail to a disk or similar storage apparatus, or by printing the electronic mail on paper and deleting it from the electronic mails system. If the electronic mail is printed on paper, that document will be located with other documents having similar retention characteristics and will be treated like any other public record of the CBOCES. If a separate storage location or disk is used, it must be clearly identified as “public electronic mail”.~~

~~All CBOCES electronic mail records that have not previously been printed on paper will be retained by the recipient for a period of 180 days. Prior to expiration of the 180-day period, the recipient will notify the custodian of records for CBOCES, forwarding said records in an agreed-upon fashion (electronically, by disk, or in print).~~

LEGAL REFS.: _____ C.R.S. 24-6-401 *et seq.* (Colorado Sunshine Act)
_____ C.R.S. 24-72-201 *et seq.* (Colorado Open Records Act)
_____ C.R.S. 24-80-010 *et seq.* (State Archives and Public Records)

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

This exhibit is recommended for deletion as it is included in hiring forms and updated by
HR
~~STAFF TERMS AND CONDITIONS FOR USE OF CENTENNIAL BOCES TECHNOLOGY~~
~~RESOURCES~~

~~Please read the following carefully before signing the attached agreement. This is a legally binding document.~~

~~Technology, including the Internet and electronic mail, is available to Centennial BOCES staff. One of the goals in providing this service to staff is to promote excellence in the CBOCES services by facilitating resource sharing, innovation, collaboration and communication. To support these goals, all staff must agree to adhere to the terms and conditions stated below. These terms and conditions support the Centennial BOCES policies Staff Use of Electronic Mail (EGAEA) and Staff Use Centennial BOCES Technology (GBEE). Failure to follow the stated terms and conditions may result in the loss of the privilege to use these tools, in disciplinary action and/or appropriate legal action.~~

Terms and Conditions

~~1. Acceptable Use Procedure~~

~~Centennial Board of Cooperative Educational Services (CBOCES) technology must be used in a responsible, efficient, ethical and legal manner in accordance with the policies and procedures.~~

~~Transmission of World Wide Web publications, of any material in violation of any U.S. or state regulation, or beyond the scope of the educational objectives of the CBOCES is prohibited. This includes, but is not limited to:~~

- ~~• Copyrighted material~~
- ~~• Pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form)~~
- ~~• Material protected by trade secret~~
- ~~• Material which is threatening, promotes violence or advocates destruction or property~~
- ~~• Material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another~~
- ~~• Material related to political elections (state law prohibits the use of any public funds for political activities)~~

~~In addition, use of CBOCES technology resources by employees may not:~~

- ~~• Use inappropriate or profane language or material likely to be offensive to others in the CBOCES or school communities, including sexually harassing or discriminatory material~~
 - ~~• Use software without proof of proper licensing~~
 - ~~• Impersonate another user or transmit or publish material anonymously~~
 - ~~• Conduct a business or other for-profit activity~~
- ~~• Use CBOCES technology in such a way that the CBOCES will incur an expense unless spending authority has been granted by the appropriate administrator~~
- ~~• Destroy, modify or abuse CBOCES owned technology or disrupt the operation of any network within the CBOCES or any network connected to the internet, including the use, attempted use or possession of computer viruses~~
 - ~~• Create, transmit or retransmit chain mail, junk mail, non-business related correspondence~~
 - ~~• Fail to report any violation of the provisions contained herein to his or her supervisor.~~

Employees will:

- Use up-to-date virus protection software on any computer on which CBOCES files are created, saved or modified; this includes electronic mail
- Check CBOCES electronic mail accounts on a regular basis. Unused e-mail accounts waste resources, are a security risk, and will be deleted if no activity is detected for a period of six months
- Password protect each hard drive/ workstation/ laptop

Employees who work with students are expected to make every reasonable effort to ensure that students use technology appropriately and responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

2. Student Information

Privacy of student information and adherence to FERPA (Family Educational Rights and Privacy Act) is critical. CBOCES employees shall not transmit or electronically publish material regarding students, parents/guardians or CBOCES employees that are protected by confidentiality laws. Do not use electronic mail for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee and student records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students, EGAEA (Staff Use of Electronic Mail) and GBEE (Staff Use of Centennial BOCES Technology).

3. Privacy

Electronic mail and other electronic records are subject to the Public Records law which means that any e-mail or files sent, received, or stored on the school district's technology systems could become public information (i.e. appear in a newspaper) or subpoenaed for court purposes. In addition, the CBOCES reserves the right to inspect electronic mail if there is reasonable cause to expect wrong doing or misuse of the system. Deleted e-mail can often be retrieved if necessary. For these reasons, employees should have no expectation of privacy of electronic files.

4. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a technology related security problem in CBOCES, you must notify a system administrator immediately. Do not demonstrate the problem to other users. Do not use another employee's account; modify files, passwords or data belonging to another employee without consent from that individual or authorization from the appropriate administrator. Attempts to log on to CBOCES systems as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to CBOCES technology.

5. Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy or alter data of another user, the CBOCES, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.

6. Privilege

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The department administrator will deem what is inappropriate use and that decision is final. The system administrator(s) may restrict access to technology resources at any time, as required.

7. No warranty

CBOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing. CBOCES will not be responsible for any damages you suffer using the CBOCES technology. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. CBOCES specifically denies any responsibility for the accuracy or quality of information obtained through this service. All employees must indicate their knowledge of and agreement with the above conditions by signing the attached staff contract agreement for use of CBOCES technology resources.

LEGAL REFS: — 20 U.S.C. 6801 *et seq* (Elementary and Secondary Education Act)
20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 U.S.C. 231 (Child Online Protection Act of 2000)
C.R.S. 24-6-401 *et seq* (Colorado Sunshine Act)
C.R.S. 24-72-201 *et seq* (Colorado Open Records Act)
C.R.S. 24-80-010 *et seq* (State Archives and Public Records)

CROSS REFS: — EGAEA, Staff Use of Electronic Mail
GBEB, Staff Conduct and Responsibilities
GBEA, Staff Ethics
JS, Student Use of District Technology
JRA/JRC, Student Records/Release of Information

Revised: February 19, 2009
Adopted: June 16, 1998
Centennial BOCES

STAFF AGREEMENT AND APPLICATION

**FOR USE OF CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TECHNOLOGY RESOURCES**

Directions: After reading policy GBEE—STAFF TERMS AND CONDITIONS FOR USE OF CBOCES TECHNOLOGY RESOURCES and reviewing policy EGAEA—PUBLIC ELECTRONIC MAIL RECORDS, please read and legibly complete the following agreement. Keep pages 1-3 for your records and return pages 4-5 of **this agreement to the HR Office.**

Employee Name: _____

ACCEPTABLE USE AGREEMENT

I have read the Terms and Conditions for Use of Centennial BOCES Technology Resources, I understand and will abide by the stated Terms and Conditions. I understand that my use of CBOCES technology must comply with CBOCES policy on Staff Conduct (File GBEB) and Staff Ethics (File GBEA). I will not use CBOCES technology resources to conduct a business, to engage in political activity, to create or spread computer viruses or chain mail or any activity that would violate state or federal laws. CBOCES may modify the Terms and Conditions at any time by publishing the modified condition(s) on the CBOCES web site.

I understand that CBOCES electronic mail is subject to Open Records law and thus is public record unless the specific content is excluded from public record by the Federal Family Educational Rights and Privacy Act or other laws. I have no expectation of privacy when using district electronic mail systems. I alone will use any electronic mail account that I am issued by the CBOCES and I understand it is not meant for use by my family members or students.

I understand that violation of the stated terms and conditions is unethical and may constitute a criminal offense. Failure to comply could result in the loss of the privilege to use district technology and may result in disciplinary action, up to and including dismissal, and/or appropriate legal action.

I understand that when I am no longer employed by the Centennial BOCES, the Human Resource Department will inform the Information Technology Department. I further understand that this document and my signature retain their life throughout employment with Centennial BOCES.

Centennial BOCES technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the policies and educational objectives of the Centennial BOCES. Transmission or World Wide Web publication of any material in violation of any U.S. or state regulation or beyond the scope of the educational objectives of the district is prohibited. This includes, but is not limited to: copyrighted material, pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form), material protected by trade secret, material which is threatening, promotes violence or advocates destruction of property, material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another, material related to political elections. State law prohibits the use of any public funds for political activities.

In addition, use of Centennial BOCES technology resources by employees may not:

Use inappropriate or profane language or material likely to be offensive to others in the community, including sexually harassing or discriminatory material, use software without proof of proper licensing, impersonate another user or transmit or publish material anonymously, conduct a business or other for-

~~profit activity, use CBOCES technology in such a way that the CBOCES will incur an expense unless
spending authority has been granted by the appropriate administrator, destroy, modify or abuse CBOCES
owned technology or disrupt~~

Name (please print): _____

Signature: _____ Date: _____

Application Portion of Document

Directions: All staff members are **required** to complete this section.

Full Name (please print): _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Username*: _____

~~* Convention used is first initial and last name, can use middle initial also, all small letters with no spaces~~

Please provide contact information for notice when the **NEW EMPLOYEE** account setup is complete:

Department: _____

Email address for confirmation message: _____

User Signature: _____ Date: ____/____/____

Approval: _____ Date: ____/____/____

Human Resource Department Official

Revised 2-19-09

Internal Use Only:
☐ Setup complete Initials:

CENTENNIAL BOCES RECORDS RETENTION

The Board has approved Centennial BOCES's use of the Colorado School District Records Management Manual (records management manual) developed by the Colorado State Archives Department to assist Centennial BOCES in determining the appropriate retention period for various types of records. Centennial BOCES records regarding the Centennial BOCES's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

Centennial BOCES shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. CBOCES employees and Board members shall be responsible for adhering to the records management manual.

Whenever CBOCES is a party in litigation or reasonably anticipates being a party in litigation, Board members and CBOCES employees in possession of hard copy or electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the executive director or designee.

Documents and other materials that are not "records" required to be retained by CBOCES policy, the records management manual, or state or federal law, and are not necessary to the functioning of CBOCES, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or BOCES action, and emails that do not contain information otherwise required to be retained by CBOCES policy, the records management manual, or state or federal law.

CBOCES employees may be subject to disciplinary action for violation of this policy.

~~The Administration of the Centennial BOCES shall provide for the orderly and systematic collection, storage, release, and disposition of CBOCES records.~~

~~The Executive Director or designee shall be the custodian responsible for the preservation and disposition of the CBOCES records and shall have authority to order the destruction, retention, or other disposition of records, documents, papers, or instruments in writing, subject to legal requirements.~~

~~The Executive Director shall, as necessary, implement procedures for access to records that comply with state and federal requirements.~~

~~The Executive Director shall provide annual notice regarding access to student records as required by state and federal law.~~

LEGAL REFS.: 2 C.F.R. 200-333 (retention requirements for federal fiscal records)
 C.R.S. 22-5-107
 C.R.S. 22-32-109
 C.R.S. 24-72-113 (limit on retention of passive surveillance records)
 C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)

CROSS REFS.: EGAEA, Electronic Communication
 GBJ, Personnel Records and Files

JRA/JRC, Student Records/Release of Information on Students

Revised:

Revised: February 10, 2009

Adopted: June 16, 1998

Centennial BOCES

This regulation is recommended for deletion as it is redundant. Information included in records management manual.
CENTENNIAL BOCES RECORDS PROCEDURE

The procedure of maintaining and disposing of official records for Centennial BOCES will be as defined in the following procedure, and a set of Record Control Schedules, as approved by the Colorado State Archivist, shall determine the type of disposition.

Definitions

Official Records (from State Archives and Public Records Law, Section 24-80-101)

1. ~~“Records” means all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any governmental agency in pursuant of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the value of the official governmental data contained therein. As used in this Part 1, the following are excluded from the definition of Record:~~
 - a. ~~Materials preserved or appropriate for preservation because of the value of the data contained therein other than that of an official governmental nature or because of the historical value of the materials themselves~~
 - b. ~~Library books, pamphlets, newspapers, or museum material made, acquired or preserved for reference, historical, or exhibition purposes~~
 - c. ~~Private papers, manuscripts, letters, diaries, pictures, biographies, books, and maps, including materials and collections previously owned by persons other than the state or any political subdivisions thereof and transferred by them to the state historical society~~
 - d. ~~Extra copies of publications or duplicated documents preserved for convenience of reference~~
 - e. ~~Stocks of publications~~
2. ~~Records Management Officer (RMO) — an individual, identified by organizational title, designated by the Executive Director to:~~
 - a. ~~Provide a single liaison between the CBOCES and the State Archivist and the Department of Education on CBOCES records management matters.~~
 - b. ~~Serve as the records coordinator throughout the CBOCES for the Executive Director.~~
 - c. ~~Act as central coordinator for the CBOCES in carrying out records management requirements stated in the policy and procedures and specifically the approved Records Retention and Disposition Schedules.~~
 - d. ~~Periodically review and recommend changes and up dating in CBOCES records management guidelines.~~
3. ~~Records Custodian — an individual designated by the Records Management Officer to receive, create, maintain and dispose of official records associated with a specific function(s) of their individual department or sub department.~~
4. ~~Records Schedules — a set of instructions prepared by the CBOCES and approved by the Board and the State Archivist concerning the retention and disposition of all official records received or created.~~

Internal Operating Procedures

~~The Centennial BOCES has six departments: Administration, Business Services, Technology Services, Special Education, Innovative Education Services, and Federal Programs. Within each department there is a designated Records Management Custodian that would fulfill the duties of records management retention and disposal as outlined by the Colorado State Archives and CBOCES Policy.~~

~~LEGAL REFS.: C.R.S. 24-72-205 § (5) (a)~~

~~Revised: December 10, 2009~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

INSURANCE PROGRAM/RISK MANAGEMENT

The Centennial BOCES shall carry insurance protecting against such risks as are necessary to ensure adequate protection for the CBOCES, its officers, its employees, and CBOCES facilities, real and personal property, and equipment.

~~The CBOCES shall employ such professional expertise as is necessary to provide advice to the CBOCES regarding its insurance programs.~~

The executive director shall be responsible for ensuring implementation of this policysection. The executive director shall keep the Board of Directors fully advised to enable the Board to take action if it desires to do so regarding any insurance coverage.

The administration shall make reasonable efforts to obtain insurance at the best available rates-consistent with required coverage and service-through obtaining quotations or bids.

LEGAL REFS.: C.R.S. 8-44-110 (notice of cancellation of insurance coverage)
C.R.S. 22-32-110 (1)(s),(t),(u),(v) (board to procure insurance coverage)
C.R.S. 24-10-115 (authority to obtain insurance)
C.R.S. 24-10-115.5 (self-insurance pool)

CROSS REF.: BID/BIE, Board Member Compensation/Expenses/Insurance/Liability

Revised:

Reviewed: CASB 2005

Adopted: June 6, 1998

Centennial BOCES

**COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY AFFORDABLE CARE ACT**

The Board of Directors directs the executive director or designee to take steps to ensure compliance with the ~~Health Insurance Portability and Accountability Act of 1996 (HIPAA)~~ Patient Protection and Affordable Care ACT (ACA). Compliance activities shall include ~~conducting an audit to determine applicability of HIPAA to CBOCES operations, recommending policies and regulations to be adopted by the Board,~~ adoption or revision of administrative policies and procedures and implementation of same, including record keeping procedures, preparation of necessary documents, employee training, and all other activities necessary to ensure ACA compliance.

LEGAL REFS.: P.L. ~~111-148 104-191 (1996); 42 U.S.C. 1320dd-1320d-8~~ (Patient Protection and Affordable Care Act)
_____~~65 Fed. Reg. 50312-50372~~
_____~~65 Fed. Reg. 82462-82829~~
_____~~63 Fed. Reg. 43242-43280~~
_____~~67 Fed. Reg. 53182-53273~~

CROSS REFS.: ~~GBJ, Personnel Records and Files~~
_____~~GBGD, Workers' Compensation~~
_____~~G CBD, Professional Staff Fringe Benefits~~
_____~~GDBD, Support Staff Fringe Benefits~~
_____~~JLA, Student Insurance Programs~~
_____~~JLC, Student Health Services and Records~~
_____~~JLCEA*, Students with Special Health Needs~~
_____~~JLCC*, Medicaid Reimbursement~~
_____~~JRA/JRC, Students Records/Release of Information on Students~~

Revised:

Reviewed: CASB 2005

Adopted: February 12, 2004

Centennial BOCES

FACILITIES PLANNING

The Board of Directors believes that facilities are an integral part of instruction. Facilities represent a major investment for Centennial BOCES and facilities planning is an essential component of instructional planning. It is the Board's goal to plan facilities that will:

1. Efficiently house students and staff in permanent facilities that are conducive to optimal teaching and learning.
2. Be appropriately located to provide optimal use during the life of the facility.
3. Provide equity in instructional opportunities for all students.
4. Reflect the value placed on instruction by the CBOCES community.

LEGAL REFS.: C.R.S. 22-5-111 (purchase, construction and leading of buildings and facilities

Reviewed: July 2017

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

FACILITIES PLANNING

The Board of Directors recognizes that planning of facilities is an ongoing process that requires resources to carry out short and long-range facilities planning responsibilities. The executive director shall establish a facilities planning process that includes:

1. Coordinating a process to identify, evaluate, validate, and document capital improvement needs.
2. Maintaining and updating a comprehensive list of capital improvement needs.
3. Maintaining complete and current educational and technical specifications.
4. Providing facility needs data and background information for development of short and long-range capital improvement programs.
5. Maintaining permanent facility project record documents and providing facility record information.
6. Conducting a thorough technical evaluation of proposed school sites.
7. Providing consultation, research, and information on facility matters.
8. Keeping abreast of educational program changes/trends and their facility impact.

Reviewed: July 2017

Reviewed: CASB 2005

Centennial BOCES

PRIORITIZATION OF FACILITY IMPROVEMENTS

The Board of Directors recognizes that not all facility improvement needs have the same level of importance. Therefore, the Board directs the executive director to develop a process to prioritize the relative importance of each facility improvement need. The four following priority groups shall be used in prioritizing capital improvements:

1. Priority Group 1 – Critical projects
2. Priority Group 2 – Necessary projects
3. Priority Group 3 – Deferrable necessary projects
4. Priority Group 4 – Desirable projects

Reviewed: July 2017

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

PRIORITIZATION OF FACILITY IMPROVEMENTS

Priority 1 – Critical Projects

This group includes those projects that are deemed to be of utmost importance. For this reason, projects in this group need to be accomplished as soon as feasible and preferably within a year, subject to the availability of funds. The following are the types of projects that are included in priority Group 1.

1. Projects involving health and safety (water supply that may become contaminated, poor traffic patterns that endanger safety, potential structural failures, installation of emergency systems, etc.)
2. Projects mandated by law (Americans with Disabilities Act, EPA regulations, state-local health department regulations, code revisions, etc.)
3. Projects necessary to avoid a building or facility being temporarily closed (leaking boiler, cracked combustion chamber in a furnace, etc.)
4. Projects necessary to prevent other damage to a building or site (extensive roof leaks that can cause interior damage, severe erosion along foundations and footings, etc.)
5. Projects which retard deterioration or which will cause an inordinate increase in scope or cost if delayed beyond one year (roof deterioration that will impact other building components such as deck, insulations, electrical, flooring, wall finishes, if not corrected; extensive deterioration in pavement that could adversely affect sub grade conditions or that create a safety hazard if not repaired, etc.)
6. Projects which provide permanent additional capacity housing for students (when current enrollment at a school is greater than 125% of permanent program capacity, permanent facilities or other alternatives for housing students should be provided unless projections indicate a declining enrollment trend)

Priority Group 2 – Necessary Projects

This group includes those projects that are essential to support the facilities' mission and purpose. Although they are important in nature, they are not as critical and urgent as those projects in Group 1. Group 2 projects should be accomplished within the next five years, subject to availability of funds. Examples include:

1. Necessary preventative repairs and improvements to maintain the integrity of and keep in operation a building or facility (replacement of equipment and systems that have served their useful life, including boilers, electrical panels, roofs, floor replacement, pavement overlay, etc.)
2. Projects which provide permanent housing for students (new schools and additions required to permanently house current or projected enrollment not exceeding 125% or permanent program capacity, etc.)
3. Projects which support existing instruction/auxiliary service programs (additions, renovation of open space classrooms, acoustical treatment in instructional areas, renovation of older schools to meet current program standards, renovation to provide functional facilities, etc.)

4. Projects which support the expansion of or changes in instructional/auxiliary service programs (computer classrooms, modular technical education laboratories and similar improvements)
5. Projects which provide operational efficiencies and economies (energy conservation projects, pavement sealing/overlays, ditch water irrigation systems, HVAC control automation and automated irrigation systems, and projects that provide a substantial cost avoidance or return on investment)

A large number of capital improvement needs are usually identified as Group 2 priorities. Therefore, this priority group is divided into six sub-groups as follows:

Priority Group 2A

Necessary repairs and improvements to maintain the safety and integrity of the building and avoid imminent failure of a building system that would cause the facility to be shut down and/or result in a substantial loss (roof replacement, boiler replacement, heating pipe and domestic water pipe replacement, etc.)

Priority Group 2B

Projects required to house students in permanent facilities on a regular single track schedule (new schools or additions to existing schools where the projected five year future enrollment, based on the most current enrollment projection report, exceeds the permanent program capacity by 20% or more)

Priority Group 2C

Projects which support existing instructional/auxiliary service programs and will provide a substantial return on investment, including acoustical improvements, renovation of classroom facilities and renovation/upgrade of facilities 35 years old and older that have had no major remodeling during the last ten years, including mechanical, electrical, core facility, and flooring improvements as required.

Priority Group 2D

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 30 years old and older that have had no major remodeling during the last ten years and site improvement projects required to provide safe and functional site facilities, including mechanical, electrical, core facility and flooring improvements as required.

Priority Group 2E

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 25 years old and older that have had no major improvements during the last 10 years, including mechanical, electrical, core facility and flooring improvements as required.

Priority Group 2F

Necessary maintenance or repairs to maintain the site facilities (pavement, drainage and other projects which provide operational efficiencies and economies) and projects that support the expansion of instructional/auxiliary service programs (computer labs, modular technical education laboratories, etc.)

Priority Group 3 – Deferrable Necessary Projects

Projects in this group are identical to those in Group 2 except they may be deferred beyond five years.

Priority Group 4 – Desirable Projects

Desirable projects are those that improve the environmental qualities of a building or site above adopted CBOCES standards (installation of plantings and shrubs, carpet replacement for esthetic reasons, etc.)

Reviewed: July 2017

Reviewed: CASB 2005

Centennial BOCES

LEASING OF FACILITIES

The Centennial BOCES may lease such facilities as are necessary for the operation of its programs. Any such lease shall require the approval of each participating board of education.

LEGAL REFS.: C.R.S. 22-5-111 (2) (leasing of buildings and facilities)
C.R.S. 22-32-127 (leases exceeding one year)
C.R.S. 22-45-103 (1) (funding)

Adopted:
Centennial BOCES

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 16, 2017

SUBJECT: Reports/Discussion

Background Information

- 4.1 FY 2016-17 Financial Statements and Single Audit Report – Mr. Terry Buswell and Mr. Tim Mayberry
 - a. Financial Statements attached
 - b. Draft of Single Audit Report attached – finalized document will be provided at meeting
- 4.2 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.3 First Reading, Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Sections G, K, L
- 4.4 Financial Reports - Mr. Terry Buswell
 - c. Board Notes for Financial Reports
 - d. Investment Report A
 - e. Cash Flow Analysis Report B
 - f. Cash Flow Chart C
 - g. Financial Summary Report
 - h. Detailed Expense Report
- 4.5 Directors' Reports
 - a. Dr. Randy Zila, Administration
 - b. Mr. Terry Buswell, Business Services/Human Resources/Technology Departments
 - c. Dr. Mary Ellen Good, Federal Programs Department
 - d. Mr. Mark Rangel, Innovative Education Services Department
 - e. Ms. Jocelyn Walters, Special Education Department

Recommended Action

Reports only – no action required

**CENTENNIAL BOARD OF COOPERATIVE
EDUCATIONAL SERVICES
GREELEY, COLORADO**

**FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITORS' REPORT**

**For the Year Ended
June 30, 2017**

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
GREELEY, COLORADO

ROSTER OF OFFICIALS
June 30, 2017

BOARD OF DIRECTORS

BOARD MEMBER

DISTRICT

Jeff Wahlert	Pawnee, RE-12
Todd Schneider	Morgan, RE-3
Jane Johnson	Platte Valley, RE-7
Mike Dixon	Brush, RE-2J
Mary Clawson	Ault/Highland, RE-9
Greg Wheaton	Weldon Valley, RE-20J
Nancy Sarchet	Weld, RE-1
Alphretta Erdmann	Briggsdale, RE-10J
Scott Stump	Prairie, RE-11J
Cody Walker	Estes Park, R-3
Paula Peairs	St. Vrain Valley, RE-1J
Troy Freauuff	Wiggins, RE-50J
Lynette St. Jean	Eaton, RE-2
Cindy Horner	RE-1 Valley

TABLE OF CONTENTS

INTRODUCTORY SECTION

Title Page

Roster of Officials

Table of Contents

FINANCIAL SECTION

PAGE

Management's Discussion and Analysis (Unaudited) -
Required Supplementary Information

M1 - M5

Independent Auditors' Report

1 - 2

Basic Financial Statements

Government-wide Financial Statements

Statement of Net Position

3

Statement of Activities

4

Fund Financial Statements

Balance Sheet – Governmental Funds

5

Reconciliation of Governmental Fund Balances to Governmental
Activities Net Position

6

Statement of Revenues, Expenditures and Changes in Fund Balance -
Governmental Funds

7

Reconciliation of Governmental Changes in Fund Balance to Governmental
Activities Change in Net Position

8

Notes to Financial Statements

9 - 28

Required Supplementary Information (Unaudited)

Schedule of BOCES' Proportionate Share of the Net Pension Liability

29

Schedule of BOCES Contributions

30

Required Supplementary Information

Statement of Revenues, Expenditures and Changes in Fund Balance -
Budget and Actual - Governmental Funds

31 - 33

STATE COMPLIANCE

Auditors Integrity Report

34

Bolded Balance Sheet Report

35 - 37

INTENTIONALLY LEFT BLANK

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
(Unaudited)
Required Supplementary Information

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
Required Supplementary Information (RSI)
June 30, 2017

The discussion and analysis of the Centennial Board of Cooperative Educational Services' (the "BOCES") financial performance provides an overall review of the BOCES' financial activities for the fiscal year ended June 30, 2017. The intent of this discussion and analysis is to look at the BOCES' financial performance as a whole. Readers should also review the financial statements, financial statement footnotes, and budgetary comparison schedules to broaden their understanding of the BOCES financial performance.

Financial Highlights

As a result of the implementation of GASB 68 during the year ended June 30, 2015, the BOCES' net position statement changed significantly from previous years. The total net position changed from -\$8,049,575 at the end of the June 30, 2016 to -\$12,136,432 as of June 30, 2017. The share of Colorado PERA's net pension liability for Centennial BOCES increased during the fiscal year causing the greatest impact on the Statement of Net Position found on page 3. During the fiscal year, CBOCES completed the final year of a ten year lease payoff of the original \$1,824,300 financed for the purposes of financing a new software system.

The BOCES fund balance in the General Fund of \$2,106,264 is an increase of \$157,037 over the prior fiscal year. The fund balance represents 18.4% of the actual expenditures for the fiscal year ended June 30, 2017. There were no significant factors in the fund balance increase and was based primarily on positive project balances in Innovative Education Services during the fiscal year.

Federal Migrant Education revenues account for \$1,985,950 or 17.1% of total governmental revenue for the year ending June 30, 2017. Federal Special Education IDEA Part B revenues account for \$1,345,789 or 11.6% of total governmental revenue. Title I revenues account for \$677,782 or 5.9% of total governmental revenue. Total federal sources of revenues were \$927,939 lower for the year ending June 30, 2017 compared to June 30, 2016. The main change in federal sources was the School to Work Program in the amount of \$501,120 moved from a federal revenue source to a state revenue source for the year ending June 30, 2017

Using the Basic Financial Statements

The basic financial statements consist of the Management Discussion and Analysis (this section) and a series of financial statements and notes to those statements. These statements are organized so that the reader can first understand the BOCES as an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The first two statements are government-wide financial statements – the Statement of Net Position and the Statement of Activities. Both provide long and short-term information about the BOCES' overall financial status.

The remaining statements are fund financial statements that focus on individual parts of the BOCES' operations in more detail. The governmental fund statements tell how general BOCES services were financed in the short term as well as what remains for future spending. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

Financial Analysis of the BOCES as a Whole

For the fiscal year ending June 30, 2017, Centennial BOCES had a positive change in the fund balance. The fund balance increased \$157,037 over the prior year. At the end of the current fiscal year, total assets of the BOCES decreased to \$5,848,847 compared to \$5,945,956, which is a decrease of \$97,109 from the prior year. The change is represented by an increase in cash and investments of \$580,316 and a decrease in receivables of \$411,366 and capital assets of \$271,803. The change in liabilities is highlighted by the increase of the net pension liability from PERA in non-current liabilities, representing an increase of \$12,910,546.

Government-Wide Financial Statements

The government-wide statements report information about the BOCES as a whole using accounting methods similar to those used by private businesses. The statements of net position include all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the BOCES' net position and how they have changed. The change in net position is important because it tells the reader that for the BOCES as a whole, the financial position of the BOCES has improved or diminished. The causes of this change may be the result of various factors, some financial, some not. Non-financial factors include facility conditions and required educational programs.

In the Statement of Net Position and the Statement of Activities, the BOCES has one type of activities: Governmental Activities – The majority of the BOCES' programs and services are reported here including instruction, support services, and interest on long term debt.

A condensed summary of the BOCES' Net Position is as follows:

	2017	2016
Assets:		
Current Assets	\$ 2,836,738	\$ 2,662,044
Capital Assets – Net	3,012,109	3,283,912
Deferred Outflows of Resources	10,532,184	1,726,916
Capital Assets & Deferred Outflows of Financial Resources	16,381,031	7,672,872
Liabilities:		
Current Liabilities	690,289	676,168
Non-current Liabilities	27,520,606	14,933,755
Deferred Inflows of Resources	306,568	112,524
Total Liabilities & Deferred Inflows of Financial Resources	28,517,463	15,722,447
Net Position:		
Net Invested in Capital Assets	2,474,177	2,407,820
Unrestricted Net Position	(14,610,609)	(10,457,395)
Total Net Position(Deficit)	(12,136,432)	(8,049,575)
Total Liabilities, Deferred Outflows and Net Position	\$ 16,381,031	\$ 7,672,872

The most significant changes in governmental activities were an increase in deferred outflows of resources of \$8,625,682, and an increase in non-current liabilities of \$12,586,852. The significant increase in non-current liabilities was primarily due to the updated Centennial BOCES' share of the net pension liability from PERA into the financial statements per GASB 68 requirement.

A condensed Statement of Activities and Changes in Net Position is as follows:

	2017	2016
Program Revenues:		
Charges for Services	\$ 4,132,011	\$ 3,683,955
Operating Grants	<u>7,353,172</u>	<u>7,875,968</u>
Total Program Revenues	11,485,183	11,559,923
General Revenues:		
Investment Earnings	15,389	5,457
Gain (Loss) on Capital Asset Disposals	-	1,084
Miscellaneous Revenues	<u>80,722</u>	<u>129,135</u>
Total General Revenues	<u>96,111</u>	<u>135,676</u>
Total Revenues	<u>11,581,294</u>	<u>11,695,599</u>
Expenses:		
Instruction	4,239,184	2,984,281
Supporting Services	<u>11,428,967</u>	<u>9,189,877</u>
Total Expenses	<u>15,668,151</u>	<u>12,174,158</u>
Change in Net Position	(4,086,857)	(478,559)
Net Position - Beginning	<u>(8,049,575)</u>	<u>(7,571,016)</u>
Net Position Ending	<u>\$ (12,136,432)</u>	<u>\$ (8,049,575)</u>

The decrease in governmental activity total revenues of \$113,221 is attributable to the decrease in grant revenues of \$522,796 and an increase of charges for services of \$448,056. The increases in total expenditures of \$3,349,993 are primarily attributable to the increase in supporting services expenses. The largest decreases in grant funding were in the Title I, Part C Migrant grant of \$282,905 and Title I, Part A grant of \$147,019. The largest increase in grant funding was in Title II Teacher Training grant of \$63,444.

Reporting the BOCES' Most Significant Fund

The statements of the BOCES' major fund begin on page 3. Fund financial reports provide detailed information about the BOCES' major fund. The Centennial BOCES' major fund is the General Fund.

Governmental Funds

All of the BOCES' activities are reported in the governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash.

The governmental fund statements provide a detailed short-term view of the BOCES' general government operations and the basic services it provides. Governmental fund information helps one determine whether there are more or fewer financial resources that can be spent in the near future to finance educational programs. The relationship between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is reconciled in the financial statements of the Governmental Funds. The BOCES' governmental fund is the General fund. The General Fund accounts for BOCES' entire program related activities.

Fund Financial Statements

As of June 30, 2017, the BOCES' general fund reported a fund balance of \$2,103,264, which is an increase of \$157,037 from the June 30, 2016 balance. The majority of the increase was related to carryover funds used in Innovative Education Services. The general fund has an unassigned fund balance of \$1,856,264 and a committed fund balance of \$250,000.

Capital Assets

As of June 30, 2017, the BOCES had \$3,012,109 invested in a broad range of capital assets, including land, buildings, furniture, and equipment. This amount represents a net decrease (including additions and depreciation) of \$271,803. A summary of the BOCES' Capital Assets is as follows:

	Balance 06/30/16	Additions	Deletions	Balance 06/30/17
Governmental Activities:				
Capital Assets, not being depreciated:				
Land and Easements	\$ 396,466	\$ -	\$ -	\$ 396,466
Capital Assets, being depreciated:				
Buildings and Improvements	3,280,165	-	-	3,280,165
Machinery and Equipment	2,355,151	-	-	2,355,151
Total Capital Assets	6,031,782	-	-	6,031,782
Accumulated Depreciation:				
Buildings and Improvements	(908,931)	(65,844)	-	(974,775)
Machinery and Equipment	(1,838,939)	(205,959)	-	(2,044,898)
Total Accum. Depreciation	(2,747,870)	(271,803)	-	(3,019,673)
Net Governmental Capital Assets	\$ 3,283,912	\$ (271,803)	\$ -	\$ 3,012,109

The BOCES decreased net capital assets by \$271,803. The change was due to an increase in total accumulated depreciation. The change in net capital assets did not include any additions in Machinery and Equipment. There were no equipment deletions for the fiscal year. The BOCES' policy is to capitalize and inventory annually capital assets with a unit value of or greater than \$5,000 and an estimated useful life of or greater than one year.

Debt Administration

As of June 30, 2017, the BOCES had total outstanding long-term debt as follows:

TABLE 4 – SCHEDULE OF NONCURRENT LIABILITIES

	Balance 6/30/16	Additions	Deletions	Balance 6/30/17	Current Portion	Interest Expense
<u>Capital Leases Payable:</u>						
Sungard Software Lease	\$ 219,282	\$ -	\$ 219,282	\$ -	\$ -	\$ 7,097
Vehicle Lease	22,638	-	8,768	13,870	9,153	802
2020 Clubhouse Lease	631,112	-	107,049	524,063	110,351	17,715
Greeley Copier Lease	<u>3,060</u>	<u>-</u>	<u>3,060</u>	<u>-</u>	<u>-</u>	<u>62</u>
Total Capital Leases Payable	876,092	-	338,159	537,933	119,504	25,676
PERA Net Pension Liability	13,911,128	12,910,546	-	26,821,674	-	-
Accrued Compensated Absences	<u>106,350</u>	<u>14,465</u>	<u>-</u>	<u>120,815</u>	<u>-</u>	<u>-</u>
Total Long Term Obligations	<u>\$14,893,570</u>	<u>\$12,925,011</u>	<u>\$ 338,159</u>	<u>\$27,480,422</u>	<u>\$ 119,504</u>	<u>\$ 25,676</u>

The BOCES' capital lease is for the Agency's facilities and equipment. Additional information regarding these leases can be found in Note 8 to the financial statements starting on page 24.

General Fund Budget

The Board of Directors adopts the BOCES' budget in May of each year. Changes are then made in September when grant allocations are announced and staff changes are made for the new school year. The adoption of supplemental budgets is allowed throughout the year when unanticipated additional revenues are received. The majority of changes to the BOCES' budget are due to grants awarded after the budget adoption. The final budget increased by \$457,487 over the original budget due to an increase in several projects, including three specific funding project sources – the CBOCES State Education Priorities Assistance project of \$87,681, Out of District Placement project of \$202,100 and the Alternative Licensure Program project of \$81,800. Actual expenditures for the year were \$750,356 less than budgeted.

Economics Factors and Next Year's Budget and Rates

Joining forces to enrich educational opportunities for students, the BOCES provides high quality programs and services through partnerships and collaboration which support the educational priorities of member districts and enrich educational opportunities for students. The 2017-2018 budget addresses the major projects for the ensuing school year and provides an adequate level of funding for ongoing programs. The budget includes all programs associated with the thirteen districts within the BOCES. Overall, the original adopted BOCES' budget for 2017-2018 is \$11,908,979 or \$265,633 less than the final budget for 2016-2017. The main decreases are in the Technology Services budgets of \$223,349, and the Federal Program budgets of \$118,889. Special Education budgets increased \$217,715 over the final 2016-17 budget.

Requests for Information

This financial report is designed to provide a general overview of the BOCES' finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, 2020 Clubhouse Drive, Greeley, CO, 80634.

FINANCIAL SECTION

Holscher, Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants
Governmental Audit Quality Center
and Private Company Practice Section

Board of Directors
Centennial Board of Cooperative Educational Services
Greeley, Colorado

Independent Auditors' Report

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, major fund, and the related notes to the financial statements of the Centennial Board of Cooperative Educational Services, as of and for the year ended June 30, 2017, which collectively comprise the basic financial statements of the BOCES, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of Centennial Board of Cooperative Educational Services, as of June 30, 2017, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Centennial Board of Cooperative Educational Services 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 6, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived

Other Matters

Required Supplementary Information – Management Discussion and Analysis and Pension Schedules

Accounting principles generally accepted in the United States of America require that the management, discussion and analysis on pages M1-M5 and the pension schedules on page 29 - 30 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Required Supplementary Information – Budgetary Comparison Schedule

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. Accounting principles generally accepted in the United States of America require that the budgetary comparison schedules on pages 31-33 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Report on Other Legal and Regulatory Requirements

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Colorado Department of Education Auditors' Electronic Financial Data Integrity Check Figures and Bolded Balance Sheet reports on pages 34 -37 are presented for state regulatory compliance and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 6, 2017 on our consideration of the Centennial Board of Cooperative Educational Services' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Centennial Board of Cooperative Educational Services' internal control over financial reporting and compliance.



Englewood, CO
October 6, 2017

INTENTIONALLY LEFT BLANK

BASIC FINANCIAL STATEMENTS

The Basic Financial Statements provide a financial overview of the Centennial Board of Cooperative Educational Services' operations. These financial statements present the financial position and operations of both government-wide and fund level activity.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Statement of Net Position

June 30, 2017

	Governmental Activities
ASSETS AND DEFERRED OUTFLOWS OF FINANCIAL RESOURCES	
Assets	
Cash and Investments	\$ 1,878,975
Grants Receivable	862,276
Other Accounts Receivable	95,487
Capital Assets, not being depreciated	396,466
Capital Assets, being depreciated	2,615,643
Total Assets	5,848,847
Deferred Outflows of Financial Resources	
Contributions Subsequent to Measurement Date	395,687
Difference Between Actual and Expected Experience - net	335,312
Difference Between Projected and Actual Returns on Pension Plan Investments - net	896,861
Change in BOCES' Proportionate Share of Net Pension Liability - net	201,250
Changes of Assumptions - net	8,703,074
Total Deferred Outflows of Financial Resources	10,532,184
TOTAL ASSETS AND DEFERRED OUTFLOWS OF FINANCIAL RESOURCES	\$ 16,381,031
LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
Liabilities	
Accounts Payable	394,141
Accrued Salaries & Benefits	296,148
Non-Current Liabilities	
Due Within One Year	119,504
Due In More Than One Year	27,401,102
Total Liabilities	28,210,895
Deferred Inflows of Financial Resources	
Difference Between Projected and Actual Pension Plan Experience - net	236
Changes of Assumptions - net	120,952
Change in BOCES' Proportionate Share of Net Pension Liability - net	185,380
Total Deferred Inflows of Financial Resources	306,568
Net Position	
Net Investment in Capital Assets	2,474,177
Unrestricted Net Position	(14,610,609)
Total Net Position	(12,136,432)
TOTAL LIABILITIES, DEFERRED OUTFLOWS AND NET POSITION	\$ 16,381,031

The accompanying footnotes are an integral part of these financial statements.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Statement of Activities

For the Year Ended June 30, 2017

	Program Revenues			Net (Expense) Revenue and Change in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
Functions/Programs				
Primary Government				
Governmental Activities				
Instruction	\$ 4,239,184	\$ 196,375	\$ 3,455,342	\$ (587,467)
Supporting Services	11,428,967	3,935,636	3,897,830	(3,595,501)
Total Primary Government	<u>\$ 15,668,151</u>	<u>\$ 4,132,011</u>	<u>\$ 7,353,172</u>	<u>(4,182,968)</u>
General Revenues				
Investment Earnings				15,389
Other Revenues				80,722
Total General Revenues and Transfers				<u>96,111</u>
Change in Net Position				(4,086,857)
Beginning Net Position				(8,049,575)
Ending Net Position				<u>\$ (12,136,432)</u>

The accompanying footnotes are an integral part of these financial statements.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES**Balance Sheet****Governmental Funds****General Fund****June 30, 2017****(With Comparative Totals for June 30, 2016)**

	Totals	
	2017	2016
ASSETS		
Cash and Investments	\$ 1,878,975	\$ 1,292,915
Grants Receivable	862,276	1,181,330
Other Accounts Receivable	95,487	187,799
TOTAL ASSETS	\$ 2,836,738	\$ 2,662,044
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE		
Liabilities		
Accounts Payable	\$ 394,141	\$ 389,554
Accrued Salaries & Benefits	296,148	283,078
Other Long Term Liabilities	40,185	40,185
Total Liabilities	730,474	712,817
Deferred Inflows of Financial Resources		
Fund Balance		
Committed Fund Balance		
Committed for Subsequent Year's Expenditures	-	213,753
Committed for Equipment Replacement	-	55,500
Committed as Budgetary Reserve	250,000	250,000
Unassigned Fund Balance	1,856,264	1,429,974
Total Fund Balance	2,106,264	1,949,227
TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE	\$ 2,836,738	\$ 2,662,044

The accompanying footnotes are an integral part of these financial statements.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Reconciliation of Governmental Fund Balances to Governmental Activities Net Position June 30, 2017

Fund Balance - Governmental Funds	\$ 2,106,264
Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds	
Capital assets, not being depreciated	396,466
Capital assets, being depreciated	5,635,316
Accumulated depreciation	(3,019,673)
Certain long-term pension related costs and adjustments are not available to pay or payable currently and are therefore not reported in the funds	
Contributions subsequent to measurement date	395,687
Difference between actual and expected experience (outflow)	563,139
Amortization of experience difference	(227,827)
Difference between projected and actual investment returns on the pension plan	1,596,849
Amortization of investment return difference	(699,988)
Changes of assumptions (outflow)	12,226,585
Amortization of change in assumptions	(3,523,511)
Change in BOCES' proportionate share of net pension liability (outflow)	446,678
Amortization of change in proportion	(245,428)
Net pension liability	(26,821,674)
Difference between projected and actual pension plan experience (inflow)	(1,249)
Amortization of experience difference	1,013
Changes of assumptions (inflow)	(268,457)
Amortization of change in assumptions	147,505
Change in BOCES' proportionate share of net pension liability (inflow)	(642,867)
Amortization of change in proportion	457,487
Long-term liabilities are not due and payable in the current year and, therefore, are not reported in the funds.	
Capital leases payable	(537,932)
Accrued compensated absences	(120,815)
Total Net Position - Governmental Activities	<u>\$ (12,136,432)</u>

The accompanying footnotes are an integral part of these financial statements.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds
General Fund
For the Year Ended June 30, 2017
(With Comparative Totals for the Year Ended June 30, 2016)

	Totals	
	2017	2016
REVENUES		
Local Sources	\$ 4,241,622	\$ 3,832,247
Intermediate Sources	1,217	671
State Sources	2,771,383	2,366,586
Federal Sources	4,567,072	5,495,011
TOTAL REVENUES	11,581,294	11,694,515
EXPENDITURES		
Instruction	3,123,322	2,833,051
Pupil Support	2,890,394	2,961,965
Staff Support	1,870,192	2,385,316
General Administration	407,006	400,587
School Administration	89,474	79,039
Business Services	381,018	426,996
Operations and Maintenance	720,433	694,237
Other Central Support	1,108,797	1,106,917
Risk Management	46,905	56,772
Community Support	175,747	211,247
Other Uses	259,825	181,970
Debt Service	351,144	351,144
TOTAL EXPENDITURES	11,424,257	11,689,241
REVENUES IN EXCESS (DEFICIENCY) OF EXPENDITURES	157,037	5,274
BEGINNING FUND BALANCE	1,949,227	1,943,953
ENDING FUND BALANCE	\$ 2,106,264	\$ 1,949,227

The accompanying footnotes are an integral part of these financial statements.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Reconciliation of Governmental Changes in Fund Balance to Governmental Activities Change in Net Position For the Year Ended June 30, 2017

Change in Fund Balance - Governmental Funds	\$ 157,037
Capital assets used in governmental activities are expensed when purchased in the funds and depreciated at the activity level	
Depreciation Expense	(271,803)
Pension expense at the fund level represent cash contributions to the defined benefit plan. For the activity level presentation, the amount represents the actuarial cost of the benefits for the fiscal year.	
Change in contributions subsequent to measurement date	35,306
Change in the difference between actual and expected experience	309,871
Change in the amortization of experience difference	(157,914)
Current year projected to actual investment return difference	29,712
Current year amortization of overall investment return differences	(315,687)
Change in the changes of assumptions	12,229,182
Change in the amortization of Change in Assumptions	(3,450,472)
Change in net pension liability	(12,910,546)
Current year change in proportionate share of cost-sharing plan liability	(121,993)
Current year amortization of overall proportionate share differences	53,219
Repayments of long-term liabilities are expensed in the fund and reduce outstanding liabilities at the activity level. In addition, proceeds from long-term debt issuances are reported as revenues in the funds and increase liabilities at the activity level	
Principal payments on capital leases	338,160
Change in accrued interest payable	3,536
Change in accrued compensated absences	<u>(14,465)</u>
Total Net Position - Governmental Activities	<u>\$ (4,086,857)</u>

The accompanying footnotes are an integral part of these financial statements.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Centennial Board of Cooperative Educational Services (the BOCES) conform to generally accepted accounting principles as applicable to governmental units. Following is a summary of the more significant policies:

Reporting Entity

In evaluating how to define the government, for financial reporting purposes, the BOCES' management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity* as subsequently updated and amended.

Based upon the application of these criteria, no governmental organizations are includable within the BOCES' reporting entity.

Basis of Presentation

Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) present financial information of the BOCES as a whole. The reporting information includes all of the non-fiduciary activities of the BOCES. These statements are used to distinguish between the governmental and business-type activities of the BOCES. Governmental activities normally are supported by taxes and intergovernmental revenues, and are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The BOCES' does not report any business-type activity's.

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the BOCES and for each function of the BOCES' governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include fees and charges paid by the recipients of goods or services offered by the programs, and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program.

Revenues that are not classified as program revenues are presented as general revenues. The effects of interfund activity have been eliminated from the government-wide financial statements.

Fund Financial Statements

The fund financial statements provide information about the BOCES' funds, including its fiduciary funds. Separate statements for each fund category – governmental, proprietary and fiduciary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds would be aggregated and reported as non-major funds. Any fiduciary funds are presented separately. The BOCES presently does not have any non-major or fiduciary funds.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation (Continued)

Fund Financial Statements (Continued)

The BOCES reports the following major governmental fund:

General Fund - This fund is the general operating fund of the BOCES. It is used to account for all financial activity.

Measurement Focus and Basis of Accounting

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the same time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions in which the BOCES gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants and donations. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements

Governmental Funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The BOCES considers all revenues reported in the governmental funds to be available if they can be used to satisfy current obligations as of year-end. These revenues could include federal, state, and county grants, and some charges for services. Grants are only recognized to the extent allowable expenditures have been incurred. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the BOCES funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, they are both restricted and unrestricted net position available to finance the programs. It is the BOCES' policy to first apply cost-reimbursement grant resources to such programs and then general revenues.

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for all funds. All annual appropriations lapse at fiscal year-end.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation (Continued)

Governmental Fund Financial Statements (Continued)

The BOCES adheres to the following procedures in establishing the budgetary data reflected in the financial statements:

- Budgets are required by state law for all funds. By May 31, the Executive Director submits to the Board of Directors a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them. All budgets lapse at year end.
- Public hearings are conducted by the Board to obtain taxpayer comments.
- Prior to June 30, the budget is adopted by formal resolution.
- A Uniform Budget Summary must be prepared and posted on the BOCES website.
- Expenditures may not legally exceed appropriations at the fund level.
- Revisions that alter the total expenditures of any fund must be approved by the Board.
- Budgeted amounts reported in the accompanying financial statements are as adopted or amended by the Board.

Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position/Fund Balance

Cash - Cash is in interest bearing accounts which are comprised of certificates of deposit, savings accounts and money market accounts which are legally authorized. The balance in the cash accounts is available to meet current operating requirements.

Receivables - All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Capital Assets – Capital assets used in governmental activities operations are shown on the government-wide financial statements. These assets are not shown in the governmental funds and are therefore listed as a reconciling item between the two presentations. Property and equipment acquired or constructed for governmental fund operations are recorded as expenditures in the fund making the expenditure and capitalized at cost in the government-wide presentation. No depreciation has been provided on capital assets in the governmental funds.

Property and equipment is stated at cost. Where cost could not be determined from the available records, estimated historical cost was used to record the estimated value of the assets. Assets acquired by gift or bequest are recorded at their fair market value at the date of transfer.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position/Fund Balance (Continued)

Depreciation has been provided over the estimated useful lives of the asset in the government-wide presentation. Depreciation is calculated using the straight-line method over the following useful lives:

Buildings and Site Improvements	50 years
Other Equipment	5-20 years

Unearned Revenues - The unearned revenues include governmental grants which have been received but not yet earned as service has not been provided.

Vacation, Sick Leave, and Other Compensated Absences - The BOCES employees do not vest in compensated absences for sick leave. Vacation and other compensated absence liabilities have been included as non-current liabilities.

Deferred outflows/inflows of resources - In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The government has several items that qualify for reporting in this category, all related to outstanding pension obligations and further described in Note 5.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The BOCES reports deferred inflows for pension related amounts as further described in Note 5.

Net Position/Fund Balances - In the government-wide financial statements, net position is shown as net investment in capital assets, with these assets essentially being nonexpendable; restricted when constraints placed on the net position are externally imposed; or unrestricted.

For the governmental fund presentation, fund balances that are classified as "nonspendable" include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts.

Fund balance is reported as "restricted" when constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position/Fund Balance (Continued)

Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Board of Directors, is reported as "committed" fund balance. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (for example, legislation, resolution, ordinance) it employed to previously commit those amounts.

Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are reported as "assigned" fund balance. Intent should be expressed by (a) the governing body itself or (b) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

All remaining fund balance in the General Fund is presented as unassigned.

Net Position/Fund Equity Flow Assumptions

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance, if allowed under the terms of the restriction. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Revenues and Expenditures

Revenues and Expenditures - Revenues for governmental funds are recorded when they are determined to be both measurable and available. Generally, revenues are recognized when received. Grants from other governments are recognized when qualifying expenditures are incurred. Expenditures for governmental funds are recorded when the related liability is incurred.

Comparative Data

Comparative total data for the prior year has been presented in the accompanying financial statements in order to provide an understanding of changes in the BOCES' financial position and operations. However, comparative (i.e., presentation of prior year totals by fund type) data has not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 2: CASH AND INVESTMENTS

A reconciliation of the cash and investment components on the balance sheet to the cash and investments categories in this footnote are as follows:

Cash and Investments

Petty Cash	\$ 400
Deposits	380,196
Investments	<u>1,498,379</u>
Total Cash and Investments	<u>\$1,878,975</u>

Deposits

The Colorado Public Deposit Protection Act, (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulations. At June 30, 2017, State regulatory commissioners have indicated that all financial institutions holding deposits for the BOCES are eligible public depositories. Amounts on deposit in excess of federal insurance levels must be collateralized by eligible collateral as determined by the PDPA. PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution, or held in trust for all the uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits. Deposits are categorized by type of credit risk: (1) Insured or collateralized with securities held by the entity or by its agent in the entity's name. (2) Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name. (3) Uncollateralized, including any bank balance that is collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the entity's name.

Investments

The following are the major categories of assets and liabilities measured at fair value on a recurring basis during the year ended June 30, 2017 using quoted market prices in active markets (Level 1), significant observable inputs for similar assets (Level 2) and significant unobservable inputs (Level 3):

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>	Weighted Avg Mat. In Yrs
Investment Pools	<u>\$ -</u>	<u>\$ 1,498,379</u>	<u>\$ -</u>	<u>\$ 1,498,379</u>	-

Following is a description of the valuation methodologies used for assets measured at fair value on a recurring basis:

- **Investment Pools:** Valued at the proportionate share of ownership of the quoted market prices of the underlying assets.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 2: CASH AND INVESTMENTS (Continued)

Investments (Continued)

The BOCES recognizes transfers between levels in the fair value hierarchy at the end of the reporting period. During 2017, there were no changes in the methods or assumptions utilized to derive the fair value of the BOCES' assets and liabilities.

The BOCES had invested in the Colorado Government Liquid Asset Trust (Colotrust), an investment vehicle established for local government entities in Colorado to pool surplus funds. Colotrust operates similarly to a money market fund and each share is equal in value to \$1.00. Investments of Colotrust consist of U.S. Treasury bills, notes and note strips and repurchase agreements collateralized by U.S. Treasury securities. A designated custodial bank provides safekeeping and depository services to Colotrust in connection with the direct investment and withdrawal functions of Colotrust. Substantially all securities owned by Colotrust are held by the Federal Reserve Bank in the account maintained for the custodial bank. The custodian's internal records identify the investments owned by Colotrust. The fair value of the position in the pool is the same as the valuation of the pool shares.

Cash Invested - Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local government entities may invest. The allowed investments include local government investment pools and obligations of the United States Government.

Interest Rate Risk – The BOCES does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk – State law limits investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organizations. The BOCES has no investments policy that would further limit its investment choices. At June 30, 2017, the BOCES' investment in the Colorado Government Liquid Assets Trust (Colotrust) was rated AAAM by Standard & Poor's.

Concentration of Credit Risk – The BOCES Board has placed no limit on the amount the BOCES may invest in any one issuer.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 3: CAPITAL ASSETS

The BOCES' policy is to capitalize and inventory annually all capital assets with a unit value of or greater than \$5,000 and an estimated useful life of or greater than one year.

A summary of changes in capital assets is as follows:

	<u>Balance</u> <u>06/30/16</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>06/30/17</u>
Governmental Activities:				
Capital Assets, not being depreciated:				
Land and Easements	\$ 396,466	\$ -	\$ -	\$ 396,466
Capital Assets, being depreciated:				
Buildings and Improvements	3,280,165	-	-	3,280,165
Machinery and Equipment	<u>2,355,151</u>	<u>-</u>	<u>-</u>	<u>2,355,151</u>
Total Capital Assets	<u>6,031,782</u>	<u>-</u>	<u>-</u>	<u>6,031,782</u>
Accumulated Depreciation:				
Buildings and Improvements	(908,931)	(65,844)	-	(974,775)
Machinery and Equipment	<u>(1,838,939)</u>	<u>(205,959)</u>	<u>-</u>	<u>(2,044,898)</u>
Total Accum. Depreciation	<u>(2,747,870)</u>	<u>(271,803)</u>	<u>-</u>	<u>(3,019,673)</u>
Net Governmental Capital Assets	<u>\$ 3,283,912</u>	<u>\$ (271,803)</u>	<u>\$ -</u>	<u>\$ 3,012,109</u>

NOTE 4: ACCRUED SALARIES AND BENEFITS

Salaries and retirement benefits of certain contractually employed personnel are paid over a twelve month period from September to August, but are earned during a school year of approximately nine to ten months. The salaries and benefits earned, but unpaid, as of June 30, 2017, are \$296,148. Accordingly, the accrued compensation is reflected as a liability in the accompanying financial statements of the General Fund.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN

Summary of Significant Accounting Policies

Pensions. The BOCES participates in the School Division Trust Fund (SCHDTF), a cost-sharing multiple-employer defined benefit pension fund administered by the Public Employees' Retirement Association of Colorado ("PERA"). The net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position of the SCHDTF have been determined using the economic resources measurement focus and the accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

General Information about the Pension Plan

Plan description. Eligible employees of the BOCES are provided with pensions through the School Division Trust Fund (SCHDTF)—a cost-sharing multiple-employer defined benefit pension plan administered by PERA. Plan benefits are specified in Title 24, Article 51 of the Colorado Revised Statutes (C.R.S.), administrative rules set forth at 8 C.C.R. 1502-1, and applicable provisions of the federal Internal Revenue Code. Colorado State law provisions may be amended from time to time by the Colorado General Assembly. PERA issues a publicly available comprehensive annual financial report that can be obtained at www.copera.org/investments/pera-financial-reports.

Benefits provided. PERA provides retirement, disability, and survivor benefits. Retirement benefits are determined by the amount of service credit earned and/or purchased, highest average salary, the benefit structure(s) under which the member retires, the benefit option selected at retirement, and age at retirement. Retirement eligibility is specified in tables set forth at C.R.S. § 24-51-602, 604, 1713, and 1714.

The lifetime retirement benefit for all eligible retiring employees under the PERA Benefit Structure is the greater of the:

- Highest average salary multiplied by 2.5 percent and then multiplied by years of service credit
- The value of the retiring employee's member contribution account plus a 100 percent match on eligible amounts as of the retirement date. This amount is then annuitized into a monthly benefit based on life expectancy and other actuarial factors.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN (Continued)

General Information about the Pension Plan (Continued)

The lifetime retirement benefit for all eligible retiring employees under the Denver Public Schools (DPS) Benefit Structure is the greater of the:

- Highest average salary multiplied by 2.5 percent and then multiplied by years of service credit
- \$15 times the first 10 years of service credit plus \$20 times service credit over 10 years plus a monthly amount equal to the annuitized member contribution account balance based on life expectancy and other actuarial factors.

In all cases the service retirement benefit is limited to 100 percent of highest average salary and also cannot exceed the maximum benefit allowed by federal Internal Revenue Code.

Members may elect to withdraw their member contribution accounts upon termination of employment with all PERA employers; waiving rights to any lifetime retirement benefits earned. If eligible, the member may receive a match of either 50 percent or 100 percent on eligible amounts depending on when contributions were remitted to PERA, the date employment was terminated, whether 5 years of service credit has been obtained and the benefit structure under which contributions were made.

Benefit recipients who elect to receive a lifetime retirement benefit are generally eligible to receive post-retirement cost-of-living adjustments (COLAs), referred to as annual increases in the C.R.S. Benefit recipients under the PERA benefit structure who began eligible employment before January 1, 2007 and all benefit recipients of the DPS benefit structure receive an annual increase of 2 percent, unless PERA has a negative investment year, in which case the annual increase for the next three years is the lesser of 2 percent or the average of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the prior calendar year. Benefit recipients under the PERA benefit structure who began eligible employment after January 1, 2007 receive an annual increase of the lesser of 2 percent or the average CPI-W for the prior calendar year, not to exceed 10 percent of PERA's Annual Increase Reserve for the SCHDTF.

Disability benefits are available for eligible employees once they reach five years of earned service credit and are determined to meet the definition of disability. The disability benefit amount is based on the retirement benefit formula shown above considering a minimum 20 years of service credit, if deemed disabled.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN (Continued)

General Information about the Pension Plan (Continued)

Survivor benefits are determined by several factors, which include the amount of earned service credit, highest average salary of the deceased, the benefit structure(s) under which service credit was obtained, and the qualified survivor(s) who will receive the benefits.

Contributions. Eligible employees and the BOCES are required to contribute to the SCHDTF at a rate set by Colorado statute. The contribution requirements are established under C.R.S. § 24-51-401, *et seq.* Eligible employees are required to contribute 8 percent of their PERA-includable salary. The employer contribution requirements are summarized in the table below:

January 1st through December 31st	2014¹	2015¹
Employer contribution rate	10.15%	10.15%
Amount of employer contribution apportioned to the Health Care Trust Fund as specified in C.R.S. 24-51-208(1)(f)	-1.02%	-1.02%
Amount apportioned to the SCHDTF	9.13%	9.13%
Amortization equalization disbursement (AED) as specified in C.R.S. 24-51-411	3.80%	4.20%
Supplemental amortization equalization disbursement (SAED) as specified in C.R.S. 24-51-411	3.50%	4.00%
Total employer contribution rate to the SCHDTF	16.43%	17.33%

¹ Rates are expressed as a percentage of salary as defined in C.R.S. § 24-51-101(42).

Employer contributions are recognized by the SCHDTF in the period in which the compensation becomes payable to the member and the BOCES is statutorily committed to pay the contributions to the SCHDTF. Employer contributions recognized by the SCHDTF from BOCES were \$733,025 for the plan year ended December 31, 2016 and \$814,150 for the fiscal year ended June 30, 2017.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2017, the BOCES reported a liability of \$26,821,674 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2015. Standard update procedures were used to roll forward the total pension liability to December 31, 2016. The BOCES' proportion of the net pension liability was based on BOCES' contributions to the SCHDTF for the calendar year 2016 relative to the total contributions of participating employers to the SCHDTF.

At December 31, 2016, the BOCES' proportion was .09008%, which was an increase of .0025% from its proportion measured as of December 31, 2015.

For the year ended June 30, 2017 the BOCES recognized pension expense of \$5,120,122. At June 30, 2017, the BOCES reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	\$ 335,312	\$ (236)
Changes of assumptions or other inputs	\$ 8,703,074	\$ (120,952)
Net difference between projected and actual earnings on pension plan investments	\$ 896,861	\$ -
Changes in proportion and differences between contributions recognized and proportionate share of contributions - Plan Basis	\$ 201,250	\$ (185,380)
Contributions subsequent to the measurement date	\$ 395,687	\$ -
Total	\$ 10,532,184	\$ (306,568)

\$395,687 reported as deferred outflows of resources related to pensions, resulting from contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Year Ended June 30:	
2018	\$ (3,916,821)
2019	(3,973,161)
2020	(1,930,999)
2021	(8,948)
Total	\$ (9,829,929)

Actuarial assumptions. The total pension liability as of December 31, 2016 actuarial valuation was determined based on the December 31, 2015 actuarial valuation using the following rollforward assumptions and other inputs:

Actuarial cost method	Entry Age
Price inflation	2.40%
Real wage growth	1.10%
Wage inflation	3.50%
Salary increase, including wage inflation	3.50-9.70%
Long-term investment rate of return, net of pension plan investment expenses, including price inflation	7.25%
Discount rate	5.26%
Post retirement benefit increases:	
PERA benefit structure hired prior to 1/1/07 and DPS benefit structure (automatic)	2.00%
PERA benefit struture hired after 12/31/06 (ad hoc, substantively automatic)	Financed by the Annual Increase Reserve (AIR)

Mortality rates were based on the RP-2000 Combined Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on a projection of Scale AA to 2020 with Males set back 1 year, and Females set back 2 years.

The actuarial assumptions used in the December 31, 2015 valuation were based on the results of an actuarial experience study for the period January 1, 2008 through December 31, 2011, adopted by PERA's Board on November 13, 2012, and an economic assumption study, adopted by PERA's Board on November 15, 2013 and January 17, 2014.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The SCHDTF's long-term expected rate of return on pension plan investments was determined using a log-normal distribution analysis in which best estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and then adding expected inflation.

As of the most recent analysis of the long-term expected rate of return, adopted by the PERA Board on November 18, 2016, the target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	10 Year Expected Geometric Rate of Return
U.S Equity - Large Cap	21.20%	4.30%
U.S Equity - Small Cap	7.42%	4.80%
Non U.S. Equity - Developed	18.55%	5.20%
Non U.S. Equity - Emerging	5.83%	5.40%
Core Fixed Income	19.32%	1.20%
High Yield	1.38%	4.30%
Non U.S. Fixed Income - Developed	1.84%	0.60%
Emerging Market Bonds	0.46%	3.90%
Core Real Estate	8.50%	4.90%
Opportunity Fund	6.00%	3.80%
Private Equity	8.50%	6.60%
Cash	1.00%	0.20%
Total	100.00%	

* In setting the long-term expected rate of return, projections employed to model future returns provide a range of expected long-term returns that, including expected inflation, ultimately support a long-term expected rate of return assumption of 7.25%.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Discount rate. The discount rate used to measure the total pension liability was 5.26 percent. The projection of cash flows used to determine the discount rate applied the actuarial method and assumptions described above. In addition, the following methods and assumptions were used in the projection of cash flows:

- Updated economic and demographic actuarial assumptions adopted by PERA's Board on November 16, 2016.
- Total covered payroll for the initial projection year consists of the covered payroll of the active membership present on the valuation date and the covered payroll of future plan members assumed to be hired during the year. In subsequent projection years, total covered payroll was assumed to increase annually at a rate of 3.5%.
- Employee contributions were assumed to be made at the current member contribution rate. Employee contributions for future plan members were used to reduce estimated amount to total service costs for future plan members.
- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law and effective as of the measurement date, including current and estimated future AED and SAED, until the Actuarial Value Funding Ratio reaches 103 percent, at which point, the AED and SAED will each drop 0.50 percent every year until they are zero. Additionally, estimated employer contributions included reductions for the funding of the AIR and retiree health care benefits. For future plan members, employer contributions were further reduced by the estimated amount of total service costs for future plan members not financed by their member contributions.
- Employer contributions and the amount of total service costs for future plan members were based on a process used by the plan to estimate future actuarially determined contributions assuming an analogous future plan member growth rate.
- The AIR balance was excluded from the initial fiduciary net position, as, per statute, AIR amounts cannot be used to pay benefits until transferred to either the retirement benefits reserve or the survivor benefits reserve, as appropriate. As the ad hoc post-retirement benefit increase financed by the AIR are defined to have a present value at the long-term expected rate of return on plan investments equal to the amount transferred for their future payment, AIR transfers to the fiduciary net position and the subsequent AIR benefit payments have no impact on the Single Equivalent Interest Rate (SEIR) determination process when the timing of AIR cash flows is not a factor (i.e., the plan's fiduciary net position is not projected to be depleted). When AIR cash flow timing is a factor in the SEIR determination process (i.e., the plan's fiduciary net position is projected to be depleted), AIR transfers to the fiduciary net position and the subsequent AIR benefit payments were estimated and included in the projections.
- Benefit payments and contributions were assumed to be made at the end of the month.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Based on the above assumptions and methods, the GASB Statement No. 67 projections test indicates that the SCHDTF's fiduciary net position was projected to be depleted in 2041 and, as a result, the municipal bond rate was used in the determination of the discount rate. The long-term expected rate of return of 7.25 percent on pension plan investments was applied to periods through 2041 and the municipal bond index rate, the December average of the Bond Buyer General Obligation 20-year Municipal Bond Index published weekly by the Board of Governors of the Federal Reserve System, was applied to periods on or after 2014 to develop the discount rate. For the measurement date, the municipal bond index rate was 3.86 percent, resulting in a discount rate of 5.26%.

As of the prior measurement date, the GASB Statement No. 67 projection test indicated the SCHDTF's fiduciary net position was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return on pension plan investments of 7.50 percent was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate determination does not use the municipal bond index rate and the discount rate was 7.50 percent.

Sensitivity of the BOCES' proportionate share of the net pension liability to changes in the discount rate. The following presents the proportionate share of the net pension liability calculated using the discount rate of 5.26%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.26%) or 1-percentage-point higher (6.26%) than the current rate:

	1% Decrease (4.26%)	Current Discount Rate (5.26%)	1% Increase (6.26%)
Proportionate share of the net pension asset (liability)	\$ (33,727,394)	\$ (26,821,674)	\$ (21,197,216)

Pension plan fiduciary net position. Detailed information about the SCHDTF's fiduciary net position is available in PERA's comprehensive annual financial report which can be obtained at www.copera.org/investments/pera-financial-reports.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 6: DEFINED CONTRIBUTION PENSION PLAN

Voluntary Investment Program

Plan Description - Employees of the BOCES that are also members of the SCHDTF may voluntarily contribute to the Voluntary Investment Program, an Internal Revenue Code Section 401(k) defined contribution plan administered by PERA. Title 24, Article 51, Part 14 of the C.R.S., as amended, assigns the authority to establish the Plan provisions to the PERA Board of Trustees. PERA issues a publicly available comprehensive annual financial report for the Plan. That report can be obtained at www.copera.org/investments/pera-financial-reports.

Funding Policy – The Voluntary Investment Program is funded by voluntary member contributions up to the maximum limits set by the Internal Revenue Service, as established under Title 24, Article 51, Section 1402 of the C.R.S., as amended. The BOCES does not contribute to the plan. Employees are immediately vested in their own contributions, employer contributions, if any, and investment earnings. For the fiscal year ended June 30, 2017 program members contributed \$78,723.

NOTE 7: OTHER POST-EMPLOYMENT BENEFITS

Health Care Trust Fund

Plan Description – The BOCES contributes to the Health Care Trust Fund ("HCTF"), a cost-sharing multiple-employer healthcare trust administered by PERA. The HCTF benefit provides a health care premium subsidy and health care programs (known as PERACare) to PERA participating benefit recipients and their eligible beneficiaries. Title 24, Article 51, Part 12 of the C.R.S., as amended, establishes the HCTF and sets forth a framework that grants authority to the PERA Board to contract, self-insure and authorize disbursements necessary in order to carry out the purposes of the PERACare program, including the administration of health care subsidies. PERA issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information for the HCTF. That report can be obtained at www.copera.org/investments/pera-financial-reports.

Funding Policy – The BOCES is required to contribute at a rate of 1.02% of PERA-includable salary for all PERA members as set by statute. No member contributions are required. The contribution requirements for the BOCES are established under Title 24, Article 51, Part 4 of the C.R.S., as amended. The apportionment of the contributions to the HCTF is established under Title 24, Article 51, Section 208(1)(f) of the C.R.S., as amended. For the years ending June 30, 2017, 2016 and 2015 each of the two preceding, the BOCES contributions to the HCTF were \$38,036, \$37,149 and \$35,503, respectively, equal to their required contributions for each year.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 8: LONG-TERM OBLIGATIONS

A summary of changes in long term obligations for the year ended June 30, 2017:

	Balance 6/30/16	Additions	Deletions	Balance 6/30/17	Current Portion	Interest Expense
<u>Capital Leases Payable:</u>						
Sungard Software Lease	\$ 219,282	\$ -	\$ 219,282	\$ -	\$ -	\$ 7,097
Vehicle Lease	22,638	-	8,768	13,870	9,153	802
2020 Clubhouse Lease	631,112	-	107,049	524,063	110,351	17,715
Greeley Copier Lease	3,060	-	3,060	-	-	62
Total Capital Leases Payable	876,092	-	338,159	537,933	119,504	25,676
 PERA Net Pension Liability	13,911,128	12,910,546	-	26,821,674	-	-
Accrued Compensated Absences	106,350	14,465	-	120,815	-	-
Total Long Term Obligations	<u>\$14,893,570</u>	<u>\$12,925,011</u>	<u>\$ 338,159</u>	<u>\$27,480,422</u>	<u>\$ 119,504</u>	<u>\$ 25,676</u>

Long term obligations also include the potential equity distribution of \$40,185 discussed in Note 10.

Capital Leases

In February 2007, the BOCES entered into a lease agreement for \$1,824,300 to purchase a new computer system. The semi-annual payments of \$113,190 are due through February 2017 at an interest rate of 4.3%. The BOCES paid off the lease in full during the 2017 fiscal year.

In November 2011, the BOCES entered into a lease agreement for \$24,052 to purchase a copier. Monthly payments of \$446 are due through July 2017 at an interest rate of 6%. The BOCES paid off the lease in full during the 2017 fiscal year.

In June 2013, the BOCES entered into a lease agreement for \$925,000 to refinance a prior lease agreement of an office building in Greeley, Colorado. Included in the refinance were additional moneys for improvements to the office building. Monthly payments of \$10,397 are due through December 2021, at an interest rate of 3.0%. There was \$15,472 of unspent lease proceeds remaining as of June 30, 2015.

In January 2014, the BOCES entered into a lease agreement for \$42,980 to purchase a vehicle. Monthly payments of \$798 are due through December 2018, at an interest rate of 4.3%. The BOCES has capitalized assets of \$42,980 related to this lease.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 8: LONG-TERM OBLIGATIONS (Continued)

Capital Leases (Continued)

The future minimum capital lease payments at June 30, 2017, are as follows:

<u>Year</u>	<u>Amount</u>
2018	134,335
2019	129,541
2020	124,765
2021	124,765
2022	<u>62,382</u>
Total Future Minimum Lease Payments	575,788
Less: Interest Portion	<u>(37,855)</u>
Present Value of Future Minimum Lease Payments	<u>\$ 537,933</u>

NOTE 9: RISK MANAGEMENT

The BOCES carries commercial insurance for various risks of loss related to torts; theft of, damage to, and destruction of assets; injuries to employees; and natural disasters. Settled claims resulting from these risks have not exceeded commercial or BOCES coverage in any of the past three years. There has been no significant reduction in insurance coverage from the prior year in any of the major categories of risk.

NOTE 10: FACILITY USE AGREEMENT

Commencing July 1, 2016, the BOCES entered into a facility use agreement for campus space in Greeley and Longmont to house the Centennial BOCES High School. The agreement requires monthly payments of \$7,775 per month through June 30, 2019. There is an early termination election fee of \$20,000 at the end of the first year and \$10,000 if the election is made at the end of the second year.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 10: SUMMARY DISCLOSURE OF SIGNIFICANT COMMITMENTS AND CONTINGENCIES AND COMPLIANCE

Claims and Judgments - The BOCES participates in a number of federal, state, and county programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the BOCES may be required to reimburse the grantor government. As of June 30, 2017, significant amounts of grant expenditures have not been audited by state and federal agencies, but the BOCES believes that disallowed expenditures, if any, based on subsequent state and federal audits will not have a material effect on any of the individual governmental funds or the overall financial position of the BOCES.

Tabor Amendment - In November 1992, Colorado voters passed the Tabor Amendment (Amendment 1) to the State Constitution which limits state and local government tax powers and imposes spending limits. The amendment does not specifically address BOCES. However, several legal opinions have been issued stating that a BOCES itself is not subject to the requirements and restrictions of the TABOR amendment. There have been several recent court cases with organizations similar to BOCES, where the court has found that these organizations are not subject to TABOR since they are not a municipality and do not exercise independent "Government" power. However, in virtually all situations BOCES will be impacted to the degree that their member BOCESs are impacted by the restrictions of TABOR. A BOCES does not need to maintain emergency reserves required by TABOR and expenditures can fluctuate independently of TABOR.

Equity ownership - The BOCES had discussions with a prior member district of the Weld County BOCES as to their equity in the BOCES when they withdrew under an agreement dated August 31, 1995. In 1996, the prior member BOCES requested a payment of \$40,185 for their existing equity. At that time, BOCES legal counsel advised the Centennial BOCES that the BOCES does not have an obligation to return the equity unless the BOCES dissolves. In the future, if the BOCES dissolves, the \$40,185 will be paid from funds generated by the sale of the capital assets of the BOCES. This amount is included as an other long-term liability in the governmental activity presentation.

INTENTIONALLY LEFT BLANK

REQUIRED SUPPLEMENTARY INFORMATION
(Unaudited)

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

**SCHEDULE OF THE BOCES' PROPORTIONATE SHARE OF THE
NET PENSION ASSET (LIABILITY)
PERA Pension Plan
Last 10 Fiscal Years⁽¹⁾**

	<u>6/30/17</u>	<u>6/30/16</u>	<u>6/30/15</u>	<u>6/30/14</u>
BOCES' proportion of the net pension asset (liability)	0.090085%	0.090956%	0.087583%	0.091667%
BOCES' proportionate share of the net pension asset (liability)	\$ (26,821,674)	\$ (13,911,128)	\$ (11,870,480)	\$ (11,692,101)
BOCES' covered-employee payroll	\$ 4,043,159	\$ 3,963,856	\$ 3,669,112	\$ 3,695,389
BOCES' proportionate share of the net pension asset (liability) as a percentage of covered-employee payroll	-663.38%	-350.95%	-323.52%	-316.40%
Plan fiduciary net position as a percentage of the total pension liability	43.13%	59.16%	62.84%	64.07%

Note: All amounts are as of plan calculation dates which are one fiscal year prior to the date shown.

⁽¹⁾ - Additional years will be added to this schedule as they become available.

See the accompanying Independent Auditors' Report.

Centennial Board of Cooperative Educational Services

SCHEDULE OF BOCES CONTRIBUTIONS

PERA Pension Plan

Last 10 Fiscal Years⁽¹⁾

	<u>6/30/17</u>	<u>6/30/16</u>	<u>6/30/15</u>	<u>6/30/14</u>
Contractually required contributions	\$ 733,025	\$ 686,936	\$ 602,835	\$ 573,894
Actual contributions	<u>\$ (733,025)</u>	<u>\$ (686,936)</u>	<u>(602,835)</u>	<u>(573,894)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
BOCES' covered-employee payroll	\$ 4,043,159	\$ 3,963,856	\$ 3,669,112	\$ 3,695,389
Contributions as a percentage of covered-employee payroll	18.13%	17.33%	16.43%	15.53%

Note: All amounts are as of plan calculation dates which are one fiscal year prior to the date shown.

⁽¹⁾ - Additional years will be added to this schedule as they become available.

See the accompanying Independent Auditors' Report.

INTENTIONALLY LEFT BLANK

REQUIRED SUPPLEMENTARY INFORMATION

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
General Fund
For the Year Ended June 30, 2017
(With Comparative Totals for the Year Ended June 30, 2016)

	2017				
	Original Budget	Final Budget	Actual	Variance with Final Budget	2016 Actual
REVENUES					
Local Sources					
Tuition From Individuals	\$ 85,500	\$ 167,300	\$ 196,375	\$ 29,075	\$ 122,870
BOCES Assessments	2,489,296	2,489,296	2,865,654	376,358	2,519,757
Investment Earnings	2,500	2,500	15,389	12,889	5,457
Community Service Revenue	73,720	73,720	73,720	-	73,720
Rent Revenue	-	-	24,000	24,000	22,650
Donations	6,500	11,317	13,500	2,183	13,700
Other Local BOCES Services Flowthrough	349,666	349,666	325,991	(23,675)	324,619
Services Provided - Other AU	31,454	31,454	31,454	-	46,045
Overhead Cost Revenue	133,851	133,851	189,020	55,169	144,232
Indirect Cost Revenue	401,000	401,000	425,797	24,797	430,062
Other Local	296,472	578,232	80,722	(497,510)	129,135
Total Local Sources	3,869,959	4,238,336	4,241,622	3,286	3,832,247
Intermediate Sources					
Mineral Leases	-	-	1,217	1,217	671
State Sources					
State Grants from CDE					
State ECEA	1,516,210	1,516,210	1,716,849	200,639	1,726,002
State Gifted and Talented	211,960	206,037	206,037	-	211,960
BOCES Grant Writing	20,190	21,070	21,070	-	86,571
State Ed Priorities	278,742	280,015	280,015	-	278,742
CPR and AED Training Grant	-	-	-	-	9,660
Gifted and Talented Universal Screening	-	38,073	38,073	-	53,651
SWAP	520,000	520,000	501,120	(18,880)	-
Other Agency State Grants	-	-	8,219	8,219	-
Total State Sources	2,547,102	2,581,405	2,771,383	189,978	2,366,586
Federal Sources					
Federal Grants from CDE					
NCLB Title I, Part A - Improving Basic Programs	742,413	704,187	677,782	(26,405)	824,801
NCLB Title I, Part C - Migrant Education	2,178,090	2,181,590	1,985,950	(195,640)	2,268,855
IDEA Part B - Special Education	1,345,826	1,345,826	1,345,789	(37)	1,348,049
IDEA Part B - Special Education Preschool	37,007	37,007	41,174	4,167	33,685
NCLB Title III, Part A - English Language Acquisition	83,365	80,581	74,079	(6,502)	78,197
NCLB Title II, Part A - Teacher & Principal Training	192,810	226,386	202,113	(24,273)	138,669
NCLB Title I, Part A - Competitive	-	-	-	-	64,111
IDEA Part B - Special Education Supplemental	-	-	-	-	1,832
CO SEM Grant	50,000	105,727	83,110	(22,617)	117,857
NCLB Title X - Homeless Education	40,000	40,000	40,000	-	39,770
Stem Grant	-	-	-	-	6,729
NCLB Title III, Part A - English Language Set Aside	-	416	-	(416)	-
Federal Grants from Other State Agencies					
Carl Perkins Vocational Education	116,800	119,398	117,075	(2,323)	110,466
School to Work Alliance Program	-	-	-	-	461,990
Total Federal Sources	4,786,311	4,841,118	4,567,072	(274,046)	5,495,011
TOTAL REVENUES	11,203,372	11,660,859	11,581,294	(79,565)	11,694,515

See the accompanying Independent Auditors' Report

(Continued)

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
General Fund
For the Year Ended June 30, 2017
(With Comparative Totals for the Year Ended June 30, 2016)

	2017				
	Original Budget	Final Budget	Actual	Variance with Final Budget	2016 Actual
(Continued)					
EXPENDITURES					
Instruction					
Salaries	1,122,773	1,122,773	1,025,913	96,860	802,510
Benefits	407,188	407,188	332,428	74,760	279,315
PS - Professional	-	-	12,671	(12,671)	2,944
PS - Other	1,462,888	1,624,697	1,715,760	(91,063)	1,737,247
Supplies	46,505	61,755	36,447	25,308	10,519
Property	-	-	-	-	410
Other Expenses	100	100	103	(3)	106
Total Instruction	<u>3,039,454</u>	<u>3,216,513</u>	<u>3,123,322</u>	<u>93,191</u>	<u>2,833,051</u>
Supporting Services					
Pupil Support					
Salaries	1,561,458	1,475,834	1,445,250	30,584	1,279,248
Benefits	562,314	517,068	480,769	36,299	436,588
PS - Professional	76,990	78,990	172,725	(93,735)	244,567
PS - Property	7,600	5,400	4,217	1,183	33,254
PS - Other	774,178	728,934	711,306	17,628	866,896
Supplies	99,309	101,075	67,557	33,518	92,879
Property	2,000	2,000	505	1,495	797
Other Expenses	9,031	8,500	8,065	435	7,736
Total Pupil Support	<u>3,092,880</u>	<u>2,917,801</u>	<u>2,890,394</u>	<u>27,407</u>	<u>2,961,965</u>
Staff Support					
Salaries	569,193	615,004	588,904	26,100	620,348
Benefits	167,766	181,981	172,917	9,064	174,204
PS - Professional	384,835	425,788	363,105	62,683	377,425
PS - Property	95,600	125,060	116,775	8,285	1,918
PS - Other	373,305	439,884	387,604	52,280	960,312
Supplies	139,631	177,163	140,786	36,377	161,732
Property	18,300	20,250	10,694	9,556	4,510
Other Expenses	86,313	61,823	89,407	(27,584)	84,867
Total Staff Support	<u>1,834,943</u>	<u>2,046,953</u>	<u>1,870,192</u>	<u>176,761</u>	<u>2,385,316</u>
General Administration					
Salaries	172,215	172,215	166,047	6,168	162,532
Benefits	54,986	54,986	50,470	4,516	52,770
PS - Professional	46,605	46,605	28,743	17,862	34,959
PS - Property	3,000	3,000	5,059	(2,059)	17,760
PS - Other	36,210	36,210	33,804	2,406	32,665
Supplies	11,952	11,952	24,314	(12,362)	13,742
Property	62,000	62,000	8,251	53,749	2,579
Other Expenses	98,177	106,148	90,318	15,830	83,580
Total General Administration	<u>485,145</u>	<u>493,116</u>	<u>407,006</u>	<u>86,110</u>	<u>400,587</u>
School Administration					
Salaries	61,047	61,047	68,527	(7,480)	60,330
Benefits	20,070	20,070	20,947	(877)	18,709
Total School Administration	<u>81,117</u>	<u>81,117</u>	<u>89,474</u>	<u>(8,357)</u>	<u>79,039</u>

See the accompanying Independent Auditors' Report

(Continued)

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
General Fund
For the Year Ended June 30, 2017
(With Comparative Totals for the Year Ended June 30, 2016)

	2017				2016 Actual
	Original Budget	Final Budget	Actual	Variance with Final Budget	
(Continued)					
EXPENDITURES (Continued)					
Supporting Services (Continued)					
Business Services					
Salaries	300,805	300,486	283,183	17,303	317,275
Benefits	95,896	95,686	89,835	5,851	96,721
PS - Other	5,000	8,000	8,000	-	13,000
Total Business Services	401,701	404,172	381,018	23,154	426,996
Operations and Maintenance					
Salaries	-	-	278	(278)	664
Benefits	-	-	59	(59)	138
PS - Professional	-	-	-	-	90
PS - Property	72,169	72,169	75,783	(3,614)	83,619
PS - Other	1,950	1,950	1,959	(9)	3,027
Supplies	46,700	46,700	56,509	(9,809)	55,345
Other Expenses	571,267	612,384	585,845	26,539	551,354
Total Operations and Maintenance	692,086	733,203	720,433	12,770	694,237
Other Central Support					
Salaries	599,819	618,379	610,892	7,487	595,626
Benefits	183,061	190,261	182,438	7,823	174,770
PS - Professional	130,542	156,882	138,362	18,520	133,848
PS - Property	5,600	8,000	4,383	3,617	5,682
PS - Other	57,835	81,475	47,906	33,569	72,071
Supplies	39,326	40,326	42,000	(1,674)	39,241
Property	4,900	8,400	1,076	7,324	6,665
Other Expenses	82,050	81,300	81,740	(440)	79,014
Total Other Central Support	1,103,133	1,185,023	1,108,797	76,226	1,106,917
Risk Management					
PS - Other	52,350	52,350	46,905	5,445	56,772
Community Support					
Salaries	98,301	115,274	115,284	(10)	133,085
Benefits	35,257	43,139	43,197	(58)	48,064
PS - Professional	3,500	3,500	4,100	(600)	3,500
PS - Other	9,500	12,309	4,320	7,989	12,236
Supplies	9,000	9,000	8,846	154	14,207
Other Expenses	-	-	-	-	155
Total Community Support	155,558	183,222	175,747	7,475	211,247
Other Uses					
Up-Front Grant Match	177,616	260,000	259,825	175	181,970
Debt Service					
Principal	351,142	351,142	351,144	2	351,144
Contingency	250,000	250,000	-	250,000	-
TOTAL EXPENDITURES	11,717,125	12,174,612	11,424,257	750,359	11,689,241
CHANGE IN FUND BALANCE	(513,753)	(513,753)	157,037	670,794	5,274
BEGINNING FUND BALANCE	513,753	513,753	1,949,227	1,435,474	1,943,953
ENDING FUND BALANCE	\$ -	\$ -	\$ 2,106,264	\$ 2,106,264	\$ 1,949,227

See accompanying Independent Auditors' Report.

STATE COMPLIANCE



Colorado Department of Education
Auditors Integrity Report
District: 9035 - CENTENNIAL BOCES
Fiscal Year 2016-17
Colorado School District/BOCES

See accompanying Independent Auditor's Report.

Revenues, Expenditures, & Fund Balance by Fund

Fund Type &Number		Beg Fund Balance & Prior Per Adj (6880*)	1000 - 5999 Total Revenues & Other Sources	0001-0999 Total Expenditures & Other Uses	6700-6799 & Prior Per Adj (6880*) Ending Fund Balance
Governmental		+		-	=
10	General Fund	1,949,227	11,581,293	11,424,257	2,106,264
18	Risk Mgmt Sub-Fund of General Fund	0	0	0	0
19	Colorado Preschool Program Fund	0	0	0	0
Sub- Total		1,949,227	11,581,293	11,424,257	2,106,264
11	Charter School Fund	0	0	0	0
20,26-29	Special Revenue Fund	0	0	0	0
06	Supplemental Cap Const, Tech, Main. Fund	0	0	0	0
21	Food Service Spec Revenue Fund	0	0	0	0
22	Govt Designated-Purpose Grants Fund	0	0	0	0
23	Pupil Activity Special Revenue Fund	0	0	0	0
24	Full Day Kindergarten Mill Levy Override	0	0	0	0
25	Transportation Fund	0	0	0	0
31	Bond Redemption Fund	0	0	0	0
39	Certificate of Participation (COP) Debt Service Fund	0	0	0	0
41	Building Fund	0	0	0	0
42	Special Building Fund	0	0	0	0
43	Capital Reserve Capital Projects Fund	0	0	0	0
46	Supplemental Cap Const, Tech, Main Fund	0	0	0	0
Totals		0	0	0	0
Proprietary					
50	Other Enterprise Funds	0	0	0	0
64 (63)	Risk-Related Activity Fund	0	0	0	0
60,65-69	Other Internal Service Funds	0	0	0	0
Totals		0	0	0	0
Fiduciary					
70	Other Trust and Agency Funds	0	0	0	0
72	Private Purpose Trust Fund	0	0	0	0
73	Agency Fund	0	0	0	0
74	Pupil Activity Agency Fund	0	0	0	0
79	GASB 34:Permanent Fund	0	0	0	0
85	Foundations	0	0	0	0
Totals		0	0	0	0

FINAL



Colorado Department of Education
Bolded Balance Sheet Report
District: 9035 - CENTENNIAL BOCES
Fiscal Year 2016-17
Colorado School District/BOCES

See accompanying Independent Auditor's Report.

	Governmental					Proprietary					Fiduciary				
ASSETS	General Funds 10,12-18	Charter School Fund 11	Preschool Fund 19	Special Revenue Funds 20, 22-29	Supplemental Cap Const Fund 06	Food Service Special Revenue Fund 21	Debt Service Funds 30-39	Capital Projects Funds 40-45,47-49	Supplemental Cap Const Fund 46	Other Enterprise Funds 50, 52-59	Risk- Related Activity Funds 63-64	Other Internal Service Funds 60	Trust & Agency Funds 70-79	Foundations Fund 85	Totals
Cash and Investments (8100-8104,8111)	1,878,975	0	0	0	0	0	0	0	0	0	0	0	0	0	1,878,975
Grants Accounts Receivable (8142)	862,276	0	0	0	0	0	0	0	0	0	0	0	0	0	862,276
Other Receivables (8151-8154,8161)	95,487	0	0	0	0	0	0	0	0	0	0	0	0	0	95,487
Prepaid Expenses 8181,8182)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Assets	2,836,738	0	0	0	0	0	0	0	0	0	0	0	0	0	2,836,738

	Governmental					Proprietary					Fiduciary				
LIABILITIES & FUND EQUITY															
LIABILITIES	General Funds 10,12-18	Charter School Fund 11	Preschool Fund 19	Special Revenue Funds 20, 22-29	Supplemental Cap Const Fund 06	Food Service Special Revenue Fund 21	Debt Service Funds 30-39	Capital Projects Funds 40-45, 47-49	Supplemental Cap Const Fund 46	Other Enterprise Funds 50, 52-59	Risk- Related Activity Funds 63-64	Other Internal Service Funds 60	Trust & Agency Funds 70-79	Foundations Fund 85	Totals
Other Payables (7421-7423)	402,615	0	0	0	0	0	0	0	0	0	0	0	0	0	402,615
Accrued Expenses (7461)	296,148	0	0	0	0	0	0	0	0	0	0	0	0	0	296,148
Payroll Ded. and Withholdings (7471-7473)	-8,474	0	0	0	0	0	0	0	0	0	0	0	0	0	-8,474
Unearned Revenue (7481)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants Deferred Revenue (7482)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Long-Term Liabilities (7521,7531,7561,7590)	40,185	0	0	0	0	0	0	0	0	0	0	0	0	0	40,185
Total Liabilities	730,474	0	0	0	0	0	0	0	0	0	0	0	0	0	730,474

See accompanying Independent Auditor's Report.

	Governmental						Proprietary					Fiduciary			
FUND EQUITY	General Funds 10,12-18	Charter School Fund 11	Preschool Fund 19	Special Revenue Funds 20, 22-29	Supplemental Cap Const Fund 06	Food Service Special Revenue Fund 21	Debt Service Funds 30-39	Capital Projects Funds 40-45, 47-49	Supplemental Cap Const Fund 46	Other Enterprise Funds 50, 52-59	Risk-Related Activity Funds 63-64	Other Internal Service Funds 60	Trust & Agency Funds 70-79	Foundations Fund 85	Totals
Non-spendable Fund Balance 6710	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Restricted Fund Balance 6720	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABOR 3% Emergency Reserve 6721	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABOR Multi-Year 6722	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District Emergency Reserve (letter of credit or real estate) 6723	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Colorado Preschool Program (CPP) Reserve 6724	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Full-Day Kindergarten Reserve 6725	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Risk-Related / Restricted Capital Reserve 6726	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BEST Capital Reserve 6727	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Committed Fund Balance 6750	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0	250,000
Assigned Fund Balance 6760	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unassigned Fund Balance 6770	1,856,264	0	0	0	0	0	0	0	0	0	0	0	0	0	1,856,264
Invested in Capital Assets, Net of Related Debt 6790	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Restricted Net Assets 6791	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unrestricted Net Assets 6792	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior Period Adjustment 6880	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Fund Equity	2,106,264	0	0	0	0	0	0	0	0	0	0	0	0	0	2,106,264
	General Funds 10,12-18	Charter School Fund 11	Preschool Fund 19	Special Revenue Funds 20, 22-29	Supplemental Cap Const Fund 06	Food Service Special Revenue Fund 21	Debt Service Funds 30-39	Capital Projects Funds 40-45, 47-49	Supplemental Cap Const Fund 46	Other Enterprise Funds 50, 52-59	Risk-Related Activity Funds 63-64	Other Internal Service Funds 60	Trust & Agency Funds 70-79	Foundations Fund 85	Totals
Total Liabilities & Fund Equity	2,836,738	0	0	0	0	0	0	0	0	0	0	0	0	0	2,836,738
	General Funds 10,12-18	Charter School Fund 11	Preschool Fund 19	Special Revenue Funds 20, 22-29	Supplemental Cap Const Fund 06	Food Service Special Revenue Fund 21	Debt Service Funds 30-39	Capital Projects Funds 40-45, 47-49	Supplemental Cap Const Fund 46	Other Enterprise Funds 50, 52-59	Risk related activity Funds 63-64	Other Internal Service Funds 60	Trust & Agency Funds 70-79	Foundations Fund 85	
For Each Fund Type: Do Assets=Liability+Fund Equity	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES
GREELEY, COLORADO**

SINGLE AUDIT REPORTS

**For the Year Ended
June 30, 2017**

DRAFT

TABLE OF CONTENTS

	PAGE
SINGLE AUDIT COMPLIANCE	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance Government Auditing Standards	1 - 2
Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance	3 - 4
Schedule of Findings and Questioned Costs	5 - 6
Schedule of Expenditures of Federal Awards	7
Notes to Schedule of Expenditures of Federal Awards	8

Holscher, Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants
Governmental Audit Quality Center
and Private Company Practice Section

Executive Board
Centennial Board of Cooperative
Educational Services
Greeley, Colorado

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance *Government Auditing Standards*

Independent Auditors' Report

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the Centennial Board of Cooperative Educational Services (the "BOCES") as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the BOCES' basic financial statements, and have issued our report thereon dated October 10, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the BOCES' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the BOCES' internal control. Accordingly, we do not express an opinion on the effectiveness of the BOCES' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the BOCES' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Holscher, Maybury + Company, LLC

Englewood, Colorado
October 10, 2017

DRAFT

Holscher, Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants
Governmental Audit Quality Center
and Private Company Practice Section

Executive Board
Centennial Board of Cooperative
Educational Services
Greeley, Colorado

Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Independent Auditors' Report

Report on Compliance for Each Major Federal Program

We have audited the Centennial Board of Cooperative Educational Services' (the "BOCES") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the BOCES' major federal programs for the year ended June 30, 2017. The BOCES' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the BOCES' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the BOCES' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the BOCES' compliance.

Opinion on Each Major Federal Program

In our opinion, the BOCES' complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the BOCES' is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the BOCES' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the BOCES' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities and major fund of the BOCES as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the BOCES' basic financial statements. We issued our report thereon dated October 10, 2017, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Holscher, Mayberry + Company, LLC

Englewood, Colorado
October 10, 2017

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2017

Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: unmodified

Internal control over financial reporting:

- Material weakness identified? _____ yes x no
- Significant deficiencies identified that are not considered to be material weaknesses? _____ yes x no

Noncompliance material to financial statements noted?

_____ yes x no

Federal Awards

Internal control over major programs:

- Material weakness identified? _____ yes x no
- Significant deficiencies identified that are not considered to be material weaknesses? _____ yes x no

Type of auditors' report issued on compliance for major programs: unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?

_____ yes x no

Identification of major programs:

84.011 Title I-C – Migrant Education Program

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?

 x yes _____ no

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

YEAR ENDED JUNE 30, 2017

II - Findings relating to the financial statement audit as required to be reported in accordance with generally accepted government auditing standards

A. Material Weaknesses in Internal Control

The audit of the financial statements of the Centennial Board of Cooperative Educational Services, as of and for the year ended June 30, 2017, did not disclose any material weaknesses or significant deficiencies in internal controls.

B. Compliance Findings

The audit of the financial statements of the Centennial Board of Cooperative Educational Services, as of and for the year ended June 30, 2017, did not disclose any instances of noncompliance with requirements with certain provisions of laws, regulations, and grants that were material to those financial statements.

III - Findings and Questioned Costs for Federal Awards

A. Material Weaknesses in Internal Control

The audit of the major programs of the Centennial Board of Cooperative Educational Services, as of and for the year ended June 30, 2017, did not disclose any material weaknesses or significant deficiencies in internal controls over grant compliance requirements.

B. Compliance Findings

The audit of the major programs of the Centennial Board of Cooperative Educational Services, as of and for the year ended June 30, 2017, did not disclose any instances of noncompliance with requirements with certain provisions of laws, regulations, and grants that were material to those financial statements.

C. Questioned Costs

None noted.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES**Schedule of Expenditures of Federal Awards****For the Year Ended June 30, 2017**

<u>Grantor/Grant Title</u>	<u>State Grant Number</u>	<u>CFDA Number</u>	<u>Expenditures</u>
U.S. Department of Education			
Passthrough Colorado Department of Education			
NCLB Title I, Part A - Improving Basic Programs	4010	84.010	\$ 677,782
NCLB Title I, Part C - Migrant Education	4011	84.011	1,985,950
IDEA Part B - Special Education	4027	84.027	1,345,789
IDEA Part B - Special Education Preschool	4173	84.173	41,174
NCLB Title III, Part A - English Language Acquisition	4365	84.365	74,079
NCLB Title II, Part A - Teacher & Principal Training	4367	84.367	202,113
NCLB Title X - Homeless Education	5196	84.196	40,000
CO SEM Grant	5184	84.184	83,110
Total Colorado Department of Education			4,449,997
Passthrough Colorado Community College System			
Carl Perkins Vocational Education	4048	84.048	117,075
Passthrough Colorado Department of Human Services			
Total Federal Expenditures			<u>\$ 4,567,072</u>

See accompanying Independent Auditors' Report.

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2017

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in the financial statements.

DRAFT

MEMORANDUM

TO: Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 16, 2017

SUBJECT: First Reading, Proposed Additions/Deletions/Revisions to Board Policies/ Regulations/Exhibits in Manual Sections G, K, L

Background Information

Proposed additions/deletions/revisions to Board policies/regulations/exhibits in manual sections G, K and L are the result of a scheduled review to streamline policies/regulations/exhibits and ensure alignment with applicable procedure and/or statute, promote best practice, and to eliminate redundancy. The proposed additions/deletions/revisions reflect the sample policies/regulations/exhibits produced by the Colorado Association of School Boards (CASB) and contain all the content/language CASB believes best meets the intent of the law. The last complete review of the Centennial BOCES policy manual was completed in 2005, however as required by law all districts and BOCES must follow the most current statutes which always supersede outdated local policies. Although generally not requiring Board approval, regulations and exhibits have been included in this discussion item to assist with policy review and clarification. This agenda item will return for approval at the January 18, 2018 Board meeting.

OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY

The Centennial BOCES Board subscribes to the principles of the dignity of all people and their labors, provides equal opportunities for employment and advancement of all members of the CBOCES work force. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the agency's CBOCES's staff.

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

CBOCES shall ~~Every available opportunity will be taken to ensure that it the agency does not unlawfully~~ discriminate in any area of employment, including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and terminations.

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. §79401 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
 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. 24-4-301(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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
 ~~ACA, Nondiscrimination on the Basis of Sex~~
 ~~ACB, Nondiscrimination on the Basis of Ethnicity and Race~~
 ~~ACE, Nondiscrimination on the Basis of Handicap/Disability~~
 GBAA, Sexual Discrimination and Harassment

Revised:

Revised: April 17, 2008

Adopted: June 16, 1998

Centennial BOCES

STAFF-SEXUAL HARASSMENT

~~Sexual harassment of or by employees shall be prohibited and shall not be tolerated. The Centennial BOCES is committed to creating and maintaining a a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. of objectionable and disrespectful conduct and communication of a sexual nature. Any individual who engages in sexual harassment while acting as a member of the CBOCES community shall be in violation of this policy.~~

It shall be a violation of policy for any member of the CBOCES staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by a CBOCES employee in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy applies to non-employee volunteers or any other persons who work subject to the control of the CBOCES. shall include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment shall be regarded as a violation of this policy when:

Sexual Harassment Prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or a condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education related decisions affecting such individual such as promotion, performance evaluations, pay adjustment, discipline or work assignment.
3. Such conduct exists which has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

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 another's body.
 5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
 6. Sexual violence.
-
- ~~1. Suggestive or obscene letters, notes or invitations; derogatory comments; slurs; jokes; epithets; assault; touching; impeding or blocking movement; leering gestures, or display of sexually suggestive objects, pictures or cartoons.~~
 - ~~2. Continuing to express sexual interest after being informed that the interest is unwelcome.~~

- ~~3. Implying or withholding support for an appointment, promotion or change of assignment; suggesting that a poor performance report shall be prepared, or suggesting that probation shall be failed if sexual favors are rejected.~~
- ~~4. Coercive sexual behavior used to control, influence or affect the career, salary and/or work environment of another employee.~~
- ~~5. Offering or granting favors or employment benefits such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.~~
- ~~6. Retaliating against employees who attempt to or do complain about the behaviors described above.~~

Reporting, Investigating and Sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the CBOCES's compliant process.

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, believe they have been victims of sexual harassment are encouraged to report these conditions to the appropriate administrator or to the CBOCES's compliance officer. come forward and express their complaints to their department supervisor, human resources, a member of the CBOCES' Board of Directors, or directly to legal counsel for CBOCES or to an attorney.

All reports of sexual harassment received by any CBOCES employee shall be promptly forwarded to the compliance officer. The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the CBOCES's complaint and compliance process. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude CBOCES from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, in accordance with applicable Board 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 the Board's policy regarding child abuse reporting.

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

~~These complaints shall be investigated as confidentially as possible and appropriate action shall be taken.~~

~~Employee conduct, whether intentional or unintentional, that results in the sexual harassment of other employees is illegal and may result in disciplinary action up to and including discharge.~~

~~The Executive Director or designee shall develop regulations for the enforcement of this policy.~~

Notice of Policy

Notice of this policy shall be circulated to all CBOCES schools and departments.

LEGAL REFS.: 20 U.S.C. §1681 et seq. Title IX of the Education Amendments of 1972

42 U.S.C. §2000e et seq. Title VII of the Civil Rights Act of 1964
C.R.S. 24-34-301 et seq. Colorado Civil Rights Division procedures
C.R.S. 24-34-401 et seq. discrimination or unfair employment practices

CROSS REFS.: ACF, Nondiscrimination/Equal Opportunity Interpersonal/Human
Relations (Harassment of Students and Staff)

JLF, Reporting Child Abuse/Child Protection JBB, Sexual Harassment

Revised:

Revised: April 18, 2008

Revised: December 7, 2004

Adopted: April 20, 2000

Centennial BOCES

This regulation is recommended for deletion as it is included in regulation AC-R
STAFF SEXUAL HARASSMENT GRIEVANCE PROCEDURE

~~Members of the Centennial BOCES community who believe that they have been subject to sexual harassment may report the incident to their Supervisor, Program Director, or the Executive Director, who will be referred to as the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the Executive Director to investigate the matter.~~

~~Upon receiving a report, the grievance officer will confer with the staff member who has allegedly been harassed as soon as is reasonably possible, but in no event more than two business days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the staff member is seeking.~~

~~At the initial meeting with the staff member, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the staff member files a formal grievance or otherwise requests action, the CBOCES is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the staff member that any request for confidentiality will be honored so long as doing so does not preclude the CBOCES from responding effectively to the harassment and preventing future harassment.~~

~~Following the initial meeting with the staff member, the grievance officer will attempt to meet with the alleged harasser in order to obtain a response to the reported harassment. The grievance officer will conduct a thorough investigation, including additional interviews with the parties and interviews with witnesses, if available. The grievance officer will complete the investigation within 14 business days of the initial meeting with the staff member.~~

~~Within seven business days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the staff member requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.~~

~~If the staff member requests a formal grievance process, the grievance officer will transfer the record to the Executive Director or designee for formal resolution within seven business days of completing the investigation and so notify the parties by certified mail.~~

~~After reviewing the record made by the grievance officer, the Executive Director or designee may gather additional evidence necessary to decide the case. Within 14 business days of receiving the record, the Executive Director or designee will announce any sanctions or other action deemed appropriate including recommendations to the Board of Directors for disciplinary or other action.~~

~~Whether or not a formal grievance was filed, the CBOCES will take all reasonable steps necessary to end the harassment, to prevent harassment from recurring, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.~~

~~All parties will be notified by the Executive Director of the final outcome of the investigation and all steps taken by the CBOCES.~~

~~At any time, the staff member making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.~~

~~Revised: October 25, 2005
Centennial BOCES~~

This regulation is recommended for deletion as it is included in regulation AC-R
STAFF SEXUAL HARASSMENT GUIDELINES

Definitions

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission is made either explicitly or implicitly as a term or condition of a person's employment or educational development.
2. Submission to or rejection by an individual is used as the basis for employment or education decisions affecting such individual.
3. It has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creates an intimidating, hostile or offensive work and/or educational environment.

Sexual harassment 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 or demeaning implications.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, grades, or similar personal concerns.

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Prohibition

A working and learning environment that is free from sexual harassment shall be maintained. Staff members or students who harass other staff members or students shall be subject to disciplinary action.

Grievances

Employees and students may file a grievance of sexual harassment through use of the accompanying grievance procedure. The grievance shall be filed with the designated Title IX Compliance Officer.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status, employment, or affect grades.

Notice

Notice of these guidelines shall be circulated to all Centennial BOCES schools and departments and incorporated in student and employee handbooks.

LEGAL REFS.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.*
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*
C.R.S. §24-34-401 *et seq.*

Revised: October 25, 2005

Adopted: April 20, 2000

~~Centennial BOCES~~

STAFF ETHICS/CONFLICT OF INTEREST

~~All employees of the Centennial BOCES shall maintain personal integrity in their relationships with the CBOCES. They shall refrain from arrangements which might be construed as a conflict of interest with their responsibilities to the CBOCES. In the event that a conflict of interest is present, employees shall either disassociate themselves from the arrangement or from the CBOCES. If the employee elects to disassociate himself/herself from the CBOCES he/she must do so in accordance with applicable statutes and CBOCES policies and/or procedures.~~

No employee of ~~the~~ Centennial BOCES shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in ~~the~~ Centennial BOCES system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and Centennial BOCES policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of Centennial BOCES employment ~~will~~ shall be kept strictly confidential. In addition, employees shall not utilize information ~~or materials~~ solely available to them through Centennial BOCES ~~sources~~ to engage in any type of work outside of ~~the~~ Centennial BOCES. This includes information concerning potential customers, clients, or other employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies ~~or equipment~~, to any employee ~~or~~ student, or to the parents/guardians of students ~~who attend a school served by the employee unless~~ prior approval has been obtained from the Board ~~or~~ Executive Director.

Moreover, to avoid a conflict of interest, ~~the~~ Centennial BOCES prohibits an employee from exercising supervisory, appointment, evaluation, dismissal authority, or disciplinary action over a member of the spouse or employee's immediate family who is directly related. For purposes of this policy, an employee's "immediate family" includes his or her spouse, partner in a civil union, children and parents. In addition, an employee may not audit, verify, receive, or be entrusted with moneys received or handled by a member of the employee's immediate family, spouse or employee who is directly related. An employee shall not have ~~Nor shall a spouse or employee who is directly related have~~ access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

~~"Directly related" is defined as an employee's spouse, father, mother, son, daughter, brother, grandfather, grandmother, sister, aunt, uncle, or first cousin. If a person is hired who is directly related to another CBOCES employee and working in a department where the employee would be evaluated by a directly related employee, as defined above, the Executive Director, or his/her designee, shall be assigned evaluation authority and disciplinary action authority over the directly related employee.~~

Conflicts of Interest - Federally Funded Transactions

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

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

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

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

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

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

An employee who violates the standards of conduct set forth in this policy's section may be subject to disciplinary action, in accordance with applicable law and Board policy.

LEGAL REFS.: 2 C.F.R. 200.318(c) Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds
Constitution of Colorado, Article X, Section 13 {felony to make a profit on public funds}
C.R.S. 14-15-101 et seq. Colorado Civil Union Act
C.R.S. 24-18-109 government rules of conduct
C.R.S. 24-18-110 voluntary disclosure
C.R.S. 24-18-201 standards of conduct – interests in contracts
C.R.S. 24-18-202 standards of conduct – interests in sales
C.R.S. ~~22-63-204~~ (teachers receiving money for items sold to students/parents without written consent from Board)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
C.R.S. 24-34-402 (1) (h) (nepotism provisions)

CROSS REFS.: DKC, Expense Authorization/Reimbursement (Mileage and Travel)
GBEB, Staff Conduct (And Responsibilities)
GCQF, Discipline, Suspension and Dismissal of Professional Staff
GDQD, Discipline, Suspension and Dismissal of Support Staff

Revised:

Reviewed: CASB 2005

Adopted: October 24, 2002

Centennial BOCES

STAFF CONDUCT (AND RESPONSIBILITIES)

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

As representatives of Centennial BOCES and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the mission of Centennial BOCES and shall 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 observe the following rules of conduct established by state law. ~~Accordingly, which specify that a Centennial BOCES employee shall 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 ~~(\$50 or greater)~~ 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, ~~in which the staff member exercised discretionary authority.~~
3. Engage in substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform any action ~~in which the staff member has discretionary authority~~ 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.

~~The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.~~

~~It is permissible for an employee to receive:~~

1. ~~An occasional nonpecuniary gift which is insignificant in value.~~
2. ~~A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.~~
3. ~~Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate.~~
4. ~~Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.~~
5. ~~Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events (donated by a non-profit organization).~~

6. ~~Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company donated by an individual or a for profit business shall be limited to a total value of \$100 per school year.~~
7. ~~Payment for speeches, appearances or publications reported as honorariums.~~

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

It shall 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 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 ~~the C~~ Centennial BOCES administration ~~in regard to students.~~
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of Centennial BOCES property.
5. Concern and attention toward ~~their own and the C~~ BOCES' legal responsibility for the safety and welfare of students, ~~including the need to ensure that students are supervised at all times.~~

~~A staff member may request an advisory opinion from the Secretary of State concerning issues relating to conduct that is proscribed by law.~~

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 remain confidential except that the Executive Director shall notify the Colorado Department of Education of the child abuse investigation.

Possession of Deadly Weapons

The ~~Board's provisions of the policy~~ regarding public possession of deadly weapons on Centennial BOCES property or in ~~school~~ Centennial BOCES buildings ~~also~~ shall apply to employees of ~~the C~~ Centennial BOCES. However, the restrictions shall 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 ~~the~~ Centennial BOCES, ~~the~~ Centennial BOCES ~~learns or~~ 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),; ~~the~~ Centennial BOCES shall make inquiries to the Department of Education for purposes of screening the employee. In addition, ~~the~~ Centennial BOCES shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints shall be submitted within 20 days ~~of~~ after receipt of written notification. The fingerprints shall 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.

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

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

Unlawful Behavior Involving Children

~~The Board~~ Centennial BOCES may make an inquiry with the Department of Education concerning whether any current employee of ~~the~~ 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.

Personnel Addressing Health Care Treatment for Behavior Issues

~~School~~ Centennial BOCES personnel are prohibited ~~under state law~~ 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 School 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. ~~school personnel may have.~~

LEGAL REFS.: 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. 22-32-109 (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 (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 (6) termination of non-licensed employees for certain
felony offenses
~~C.R.S. 22-32-109.8 (10)~~
C.R.S. 22-32-109.9 licensed personnel – submittal of fingerprints
C.R.S. 22-32-110 (1) (k) power to adopt conduct rules
~~C.R.S. 22-65-105~~
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
KFA, Public Conduct on Centennial BOCES Property

Revised:

Reviewed: CASB 2005

Revised: February 12, 2004

Centennial BOCES

STAFF CONDUCT (AND RESPONSIBILITIES)

Professional Boundaries with Students

In a professional staff/student relationship, staff members maintain boundaries with students that are consistent with their professional code of conduct and obligations. All Centennial BOCES employees having contact with students are expected to observe and maintain proper professional boundaries, in accordance with this regulation and accompanying policy.

The following list provides examples of staff conduct that, in the absence of evidence of a legitimate educational purpose or other reason deemed valid by the Centennial BOCES, may be regarded as evidence that a staff member has violated professional boundaries with a student:

- any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Board policy
- furnishing alcohol, drugs or tobacco to a student or being present when any student is consuming these substances
- repeating sexual or inappropriate romantic rumors
- accepting massages, or offering or giving massages other than in the course of injury care administered by the appropriate athletic trainer, coach or health care provider
- singling out a particular student or students for personal attention or friendship beyond the ordinary professional staff-student relationship
- being alone with a student behind closed doors
- initiating or extending contact with a student beyond the school day or outside of class times for the staff member's personal purposes
- sending or accompanying a student on personal errands
- inviting a student to a staff member's home without appropriate chaperones
- going to a student's home when the student's parent/guardian or an appropriate chaperone is not present
- giving a student a ride in a vehicle without prior notification to and approval from the student's parent/guardian and the principal or executive director, except in an emergency under appropriate circumstances
- giving gifts or money to the student
- any other action or activity similar in nature to those listed above

Prohibited communications in any format (email, text messaging, written communications, in person, etc.) by a staff member with a student includes, but is not limited to the following:

- any communications without a legitimate educational reason
- flirting, propositions or sexual remarks
- sexual slurs, leering, sexual or derogatory comments
- inappropriate comments about a student's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- displaying or transmitting sexual pictures, objects or depictions
- disclosing personal, sexual, romantic, marital or employment issues or other private matters
- other communications or activities similar in nature to those listed above

Reporting Violations and Disciplinary Action

Staff members shall promptly notify the principal or executive director if they become aware of a situation that may constitute a violation of this regulation. Depending on the specific

circumstances of the allegations or suspicions, staff members may have a mandatory duty under state law to report the violation(s) as child abuse, in accordance with applicable Board policy.

Students and their parents/guardians should notify the principal or executive director if they believe a teacher or other staff member may be engaging in conduct that violates this regulation.

In determining whether a violation of professional boundaries has occurred, the Centennial BOCES shall consider the totality of the circumstances, including the nature and extent of the conduct involved, the job description and duties of the employee, the employee's intent or purpose in engaging in the conduct, and whether the conduct caused harm to the student or adversely affected the education of students.

Persons reporting in good faith regarding alleged violations or suspected violations of this regulation shall not be subjected to retaliation in any form.

Adopted:
Centennial BOCES

STAFF DRESS CODE

All Centennial BOCES staff members project an image to the community and to students about the professionalism of the Centennial BOCES. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. ~~Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates. The dress.~~ The principal, program director, or principal or executive director has the final authority to decide what professional attire is.

Unacceptable Items

The following items are unprofessional, deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school/~~BOCES~~ and are **not acceptable** in ~~school~~ Centennial BOCES buildings, ~~on school grounds, or at school activities or at Centennial BOCES activities/offices:~~

1. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

Exceptions

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

~~The building principal in conjunction with the school accountability committee, may develop and adopt school specific dress codes that are consistent with this policy.~~

LEGAL REF.: ~~C.R.S. 22-32-109 (1) (cc) (districts required to have staff dress code)~~

CROSS REFS: GBEB, Staff Conduct and Responsibilities
JICA, Student Dress Code

Revised:

Reviewed: CASB 2005

Adopted: February 15, 2001

Centennial BOCES

GIFTS TO AND SOLICITATIONS BY STAFF THE CENTENNIAL BOCES OR ITS EMPLOYEES

Gifts

Gifts from students: Teachers and other Centennial BOCES employees shall not accept gifts from students except as such gifts represent tokens. The Centennial BOCES considers letter from students expressing gratitude and appreciation to be appropriate.

Gifts from staff members to staff members: Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement.

Gifts from companies: All Centennial BOCES employees are prohibited from accepting gifts of other than nominal value from companies or organizations doing business with the Centennial BOCES. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through its public relations program.

~~Gifts of money, equipment, and materials to the Centennial BOCES by individuals and/or organizations may be accepted by the Executive Director provided that such gifts incur no obligations to the CBOCES or CBOCES personnel unless such obligations have been approved by the Board of Directors. Such gifts must be relevant to the purposes of the CBOCES. All gifts to the CBOCES in excess of \$500 shall be reported to the Board of Directors.~~

Solicitations

No organization may solicit funds of staff members nor may anyone distribute flyers or other materials related to fund drives through the Centennial BOCES without the approval of the executive director. Nor shall staff members be made responsible or assume responsibility for the collection of money or distribution of any fund drive literature within the Centennial BOCES without such activity having the executive director's approval.

As a matter of policy, the Centennial BOCES expects such activities to be kept to a minimum.

~~Unless approved by the Board of Directors, the CBOCES, or any of its schools or personnel, may not solicit any gift, emolument, gratuity or donation from any individual or organization. Excluded from this policy are organizations such as booster clubs or PTAs which raise funds to directly assist the CBOCES.~~

~~There are occasions on which individual staff members may wish to present a gift or gifts to other staff members. Such occasions shall be kept to a minimum and participation in such gift giving shall remain completely voluntary on the part of each individual employee. The emergence of a tradition of gift giving that result in pressure for compliance and participation by all staff members is prohibited.~~

LEGAL REF.: C.R.S. 24-18-104 government employee rules of conduct

CROSS REFS.: DJG, Vendor Relations
GBEB, Staff Conduct

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

ALCOHOL USE/DRUG ABUSE BY EMPLOYEES AND DRUG-FREE WORKPLACE

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any Centennial BOCES employee to possess, use or be under the influence of alcohol or illicit drugs on Centennial BOCES property, in or on Centennial BOCES vehicles, at any Centennial BOCES-sponsored activity or event, or off Centennial BOCES property when the employee is on duty.

For purposes of this policy, "illicit drugs" means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the Centennial BOCES has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, employment termination and referral for prosecution. In appropriate circumstances and at the Centennial BOCES's sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, Centennial BOCES is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the executive director may reinstate an employee who has been suspended if it appears to be in the best interests of Centennial BOCES. The matter shall be reported to the Board.

Drug-Free Workplace Act

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any Centennial BOCES workplace. The Act defines "controlled substance" as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the executive director no later than five days after the conviction. Centennial BOCES has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by Centennial BOCES and the convicted employee's work site.

Awareness and Prevention Program

The executive director shall establish an awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining an alcohol and drug-free workplace.

3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for violations of this policy.

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

Notification to Employees

Information about the standards of conduct required by this policy shall be communicated to employees. All employees shall acknowledge receipt of this policy and related information.

(Adoption date)

LEGAL REFS.: 20 U.S.C. 7101 et seq. (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. 812 (definition of controlled substance)
41 U.S.C. 8101 and 8102 (Drug-Free Workplace Act of 1988)
34 C.F.R. Part 84 (regulations implementing the Drug-Free Workplace Act)
Colo. Const. Art. XVIII, Section 16(6) (employers may restrict marijuana use, possession, sale, etc. by employees)
C.R.S. 18-18-407 (2) (crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles)
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 (policy required prohibiting use of retail marijuana on school property)

CROSS REFS.: EEAEAA*, Drug And Alcohol Testing For Bus Drivers
GCQF, Discipline, Suspension and Dismissal of Professional Staff
GDQD, Discipline, Suspension and Dismissal of Support Staff
JICH, Drug and Alcohol Use by Students

~~The Centennial BOCES shall comply with the requirements of the Safe and Drug Free Schools and Communities Act of 1994 and the Drug Free Workplace Act of 1988 and their implementing regulations, as they may be amended from time to time. The Executive Director shall establish and implement guidelines and programs to carry out the law. Compliance with such statutes, guidelines and programs shall be a mandatory condition of employment for all CBOCES employees.~~

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

This regulation is recommended for deletion as it is included in revised policy
GBEC GUIDELINES REGARDING A DRUG-FREE AND ALCOHOL-FREE
WORKPLACE

Definitions

~~“Illicit drug use” and “controlled substances” include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, and other controlled substances defined by law, or any prescription or non-prescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board of Directors’ policy, regulation and guidelines.~~

Certifications

~~The Executive Director shall file a certified statement to the Colorado Department of Education that the Centennial BOCES has adopted and implemented, in accordance with law, a program to prevent the use of illicit drugs and alcohol by CBOCES employees.~~

~~The Executive Director shall file a certified statement to federal agencies from which the CBOCES receives federal grants that the CBOCES will provide, in accordance with law, a drug-free workplace for its employees.~~

Disciplinary Actions

~~Observance of these standards of conduct is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination of employment and referral for prosecution. Alternately, the employee may be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program in appropriate circumstances in accordance with Board policy.~~

~~An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by his/her supervisor if such use or possession is:~~

- ~~1. On CBOCES property, whether or not any CBOCES activity or program is in session.~~
- ~~2. At any CBOCES sponsored or sanctioned activity or event off CBOCES property or en route thereto.~~
- ~~3. On the way to any CBOCES activity or program.~~

~~An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.~~

~~After investigation, the Executive Director may reinstate the employee if it appears to be in the best interests of the individual and the CBOCES. The matter must be reported in full to the Board of Directors.~~

~~If the investigation causes the Executive Director to continue the suspension in excess of ten (10) work days, the employee may request a hearing by the Executive Director or designee to be conducted in a manner to ensure that the individual suspended receives a fair, impartial hearing.~~

~~Information about the standards of conduct required by this guidelines and a statement of disciplinary sanctions shall be communicated to employees in an appropriate manner on an annual basis. All employees who specifically work under a contract or grant which is federally funded shall acknowledge receipt of this policy and related information.~~

Programs

The Executive Director shall develop and implement a program or programs as required by law relating to drugs in the workplace to inform employees about:

1. ~~The dangers of drug abuse in the workplace.~~
2. ~~The CBOCES policy of maintaining a drug free workplace.~~
3. ~~Available drug counseling, rehabilitation and employee assistance programs.~~
4. ~~The penalties that may be imposed upon the employees for drug abuse violations.~~

Each employee shall be informed about the standards of conduct outlined in this guideline.

Notification

~~Any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the Executive Director no later than five (5) days after the conviction. The CBOCES has an obligation under federal law to notify the appropriate federal agency within ten (10) days after receiving notice of such conviction if there is a relationship between federal funds received by the CBOCES and the convicted employee's work site.~~

Review

~~The Board of Directors shall conduct a biennial review of its drug and alcohol abuse prevention program to determine its effectiveness, to implement required changes and to ensure that disciplinary sanctions are consistently enforced.~~

Information

~~The CBOCES shall, upon request, make available full information about the elements of this program including the results of the biennial report to the Education Secretary, the Colorado Department of Education and/or the public.~~

LEGAL REFS.: ~~20 U.S.C. §§ 7101, *et seq.* Safe and Drug Free School and Communities Act of 1994~~
~~20 U.S.C. § 3221 Drug Education, Definitions~~
~~21 U.S.C. § 812 Definition of controlled substance~~
~~41 U.S.C. § 3221 Drug Education, Definitions~~
~~41 U.S.C. §§ 701, *et seq.* Drug Free Workplace Act of 1988~~
~~34 C.F.R. Part 86 Drug Free Schools and Campuses~~

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

EMPLOYEE ACKNOWLEDGEMENT FORM
Alcohol and Drug-Free Workplace Policy Statement

I, THE UNDERSIGNED EMPLOYEE OF Centennial BOCES, have received a copy of the Alcohol and Drug-Free Workplace policy Standards of Conduct and:

1. I agree to abide by the terms of ~~these standards~~ the policy.
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

Employee Name (~~typed~~ printed): _____

Employee Signature

Date

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet, ~~a global computer network referred to as the World Wide Web~~, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Directors believes they should be used in the Centennial BOCES schools as a learning resource to educate and to inform.

The Board supports the use of the Internet and electronic communications by Centennial BOCES staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods, and materials.

~~The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the CBOCES. However,~~ The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of Centennial BOCES computers and computer systems technology devices to avoid contact with material or information that violates this policy. For purposes of this policy, "Centennial BOCES technology device" means any Centennial BOCES-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

Blocking or Filtering Obscene, Pornographic and Harmful Information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, ~~software technology~~ that blocks or filters such material and information has been installed on all Centennial BOCES computers having Internet or electronic communications access. ~~This must be done in compliance with the Children's Internet Protection Act of 2000 (CIPA) and other state and federal regulations/~~ Blocking or filtering software may technology may be disabled by a supervising teacher or Centennial BOCES administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No Expectation of Privacy

~~Centennial BOCES computers and computer systems technology~~ are owned by ~~the C~~ Centennial BOCES and are intended for educational purposes and Centennial BOCES business at all times. Staff members shall have no expectation of privacy when using Centennial BOCES technology devices ~~the Internet or electronic communications~~. ~~The C~~Centennial BOCES reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of Centennial BOCES computers and computer systems technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through Centennial BOCES computers and computer systems technology devices shall remain the property of ~~the C~~ Centennial BOCES.

Public Records

Electronic communications sent and received by Centennial BOCES employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Unauthorized and Unacceptable Uses

Staff members shall use Centennial BOCES computers and computer systems technology devices in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of Centennial BOCES computers and computer systems technology devices can-not be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No staff member shall access, create, transmit, retransmit, or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons,
- ~~that is not related to CBOCES educational objectives,~~
- that contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings, or appeal to prurient interests in nudity, sex, or excretion,
- ~~that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of Centennial BOCES's nondiscrimination policies with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap,~~
- that is not related to Centennial BOCES objectives, such as for personal profit, financial gain, advertising, commercial transaction, or political purposes,
- that plagiarizes the work of another ~~without express consent,~~
- that uses inappropriate or profane language likely to be offensive to others in the Centennial BOCES school community,
- that is knowingly false or could be construed as intending to purposely damage another person's reputation,
- in violation of any federal or state law or Centennial BOCES policy, including but not limited to, copyrighted material and material protected by trade secret,
- that contains personal information about themselves or others, including information protected by confidentiality laws,
- using another individual's Internet or electronic communications account without written permission from that individual,
- ~~that impersonates another or transmits through an anonymous remailer, and/or~~
- that accesses fee services without specific permission from the system administrator.

Security

Security on Centennial BOCES computer systems technology devices is a high priority. Staff members who identify a security problem while using ~~the Internet or electronic communications~~ Centennial BOCES technology devices must immediately notify a system administrator. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier,
- gain, or attempt to gain, unauthorized access to ~~district~~ Centennial BOCES technology devices computers or computer systems, and/or
- read, alter, delete, or copy, or attempt to do so, electronic communications of other system users.

Any staff member identified as a security risk, or as having a history of problems with ~~other computer systems, technology~~ may be denied access to the Internet, ~~and~~ electronic

communications and/or Centennial BOCES technology devices.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, or Centennial BOCES employees or Centennial BOCES affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and Board policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action.

If material is not legally protected, but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student, and Centennial BOCES records in accordance with applicable Board policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

Use of Social Media

Staff members may use social media within Centennial BOCES guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related Board policies may form the basis for disciplinary action up to and including termination of employment.

Vandalism

Vandalism ~~will~~ shall result in cancellation of privileges and may result in disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the Centennial BOCES or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or Centennial BOCES-owned software or hardware technology devices. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. If an employee has a Centennial BOCES-owned piece of equipment for use off the Centennial BOCES premises, the employee must sign a Custody Receipt Agreement for insurance purposes.

Unauthorized Software Content

Staff members are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without

appropriate registration and payment of any fees, ~~owed to the software owner. This is in compliance with SHIA the Federal Software Piracy Act.~~

Staff Member Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet, ~~and electronic communications and Centennial BOCES technology devices~~ is a privilege, not a right. Failure to follow the use procedures contained in this policy ~~will~~ shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in CBOCES-disciplinary action and/or legal action. ~~The C Centennial BOCES~~ may deny, revoke, or suspend access to ~~district Centennial BOCES~~ technology or close accounts at any time.

Staff members shall be required to sign the ~~district's Centennial BOCES~~ Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued, or access shall be allowed.

CBOCES Makes No Warranties

~~The C Centennial BOCES~~ makes no warranties of any kind, whether expressed or implied, related to the use of ~~district computers and computer systems~~ Centennial BOCES technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by ~~the C Centennial BOCES~~ of the content, nor does ~~the C Centennial BOCES~~ make any guarantee as to the accuracy or quality of information received. ~~The C Centennial BOCES~~ shall not be responsible for any damages, losses, or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

LEGAL REFS: ~~20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974~~
 ~~20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)~~
 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
 ~~47 U.S.C. 231 (Child Online Protection Act of 2000)~~
 ~~47 U.S.C. 201 et seq., Communications Decency Act of 1995~~
 C.R.S. 22-87-101 et seq. Children's Internet Protection Act
 ~~C.R.S. 24-72-204.51 et seq., Colorado Open Records Act~~
 monitoring electronic communications

CROSS REFS: AC, Nondiscrimination/Equal Opportunity
 BGC/BGCA, Staff Ethics
 EGAEA, Staff Use of Electronic MailElectronic Communication
 GBCB, Staff Conduct and Responsibilities
 JO, Student Records
 JS, Student Use of District Technology

Revised:

Revised: February 19, 2009

Adopted: February 13, 2003

Centennial BOCES

**~~STAFF TERMS AND CONDITIONS FOR USE OF CENTENNIAL BOCES TECHNOLOGY
RESOURCES
(Annual Acceptable Use Agreement)~~**

~~Please read the following carefully before signing the attached agreement. This is a legally binding document.~~

~~Technology, including the Internet and electronic mail, is available to Centennial BOCES staff. One of the goals in providing this service to staff is to promote excellence in the CBOCES services by facilitating resource sharing, innovation, collaboration and communication. To support these goals, all staff must agree to adhere to the terms and conditions stated below. These terms and conditions support the Centennial BOCES policies Staff Use of Electronic Mail (EGAEA) and Staff Use Centennial BOCES Technology (GBEE). Failure to follow the stated terms and conditions may result in the loss of the privilege to use these tools, in disciplinary action and/or appropriate legal action.~~

~~Terms and Conditions~~

~~1. Acceptable Use Procedure~~

~~Centennial Board of Cooperative Educational Services (CBOCES) technology must be used in a responsible, efficient, ethical and legal manner in accordance with the policies and procedures. Transmission of World Wide Web publications, of any material in violation of any U.S. or state regulation, or beyond the scope of the educational objectives of the CBOCES is prohibited. This includes, but is not limited to:~~

- ~~•Copyrighted material~~
- ~~•Pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form)~~
- ~~•Material protected by trade secret~~
- ~~•Material which is threatening, promotes violence or advocates destruction or property~~
- ~~•Material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another~~
- ~~•Material related to political elections (state law prohibits the use of any public funds for political activities)~~

~~In addition, use of CBOCES technology resources by employees may not:~~

- ~~•Use inappropriate or profane language or material likely to be offensive to others in the CBOCES or school communities, including sexually harassing or discriminatory material~~
- ~~•Use software without proof of proper licensing~~
- ~~•Impersonate another user or transmit or publish material anonymously~~
- ~~•Conduct a business or other for-profit activity~~
- ~~•Use CBOCES technology in such a way that the CBOCES will incur an expense unless spending authority has been granted by the appropriate administrator~~
- ~~•Destroy, modify or abuse CBOCES owned technology or disrupt the operation of any network within the CBOCES or any network connected to the internet, including the use, attempted use or possession of computer viruses~~
- ~~•Create, transmit or retransmit chain mail, junk mail, non-business related correspondence~~
- ~~•Fail to report any violation of the provisions contained herein to his or her supervisor.~~

Employees will:

- ~~Use up-to-date virus protection software on any computer on which CBOCES files are created, saved or modified; this includes electronic mail~~
- ~~Check CBOCES electronic mail accounts on a regular basis. Unused e-mail accounts waste resources, are a security risk, and will be deleted if no activity is detected for a period of six months~~
- ~~Password protect each hard drive/workstation/laptop~~

~~Employees who work with students are expected to make every reasonable effort to ensure that students use technology appropriately and responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.~~

2. Student Information

~~Privacy of student information and adherence to FERPA (Family Educational Rights and Privacy Act) is critical. CBOCES employees shall not transmit or electronically publish material regarding students, parents/guardians or CBOCES employees that are protected by confidentiality laws. Do not use electronic mail for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students, EGAEA (Staff Use of Electronic Mail) and GBEE (Staff Use of Centennial BOCES Technology).~~

3. Privacy

~~Electronic mail and other electronic records are subject to the Public Records law which means that any e-mail or files sent, received, or stored on the school district's technology systems could become public information (i.e. appear in a newspaper) or subpoenaed for court purposes. In addition, the CBOCES reserves the right to inspect electronic mail if there is reasonable cause to expect wrong doing or misuse of the system. Deleted e-mail can often be retrieved if necessary. For these reasons, employees should have no expectation of privacy of electronic files.~~

4. Security

~~Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a technology related security problem in CBOCES, you must notify a system administrator immediately. Do not demonstrate the problem to other users. Do not use another employee's account; modify files, passwords or data belonging to another employee without consent from that individual or authorization from the appropriate administrator. Attempts to log on to CBOCES systems as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to CBOCES technology.~~

5. Vandalism

~~Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy or alter data of another user, the CBOCES, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.~~

6. Privilege

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The department administrator will deem what is inappropriate use and that decision is final. The system administrator(s) may restrict access to technology resources at any time, as required.

7. No warranty

CBOCES makes no warranties of any kind, whether expressed or implied, for the service it is providing. CBOCES will not be responsible for any damages you suffer using the CBOCES technology. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. CBOCES specifically denies any responsibility for the accuracy or quality of information obtained through this service. All employees must indicate their knowledge of and agreement with the above conditions by signing the attached staff contract agreement for use of CBOCES technology resources.

LEGAL REFS: — 20 U.S.C. 6801 *et seq* (Elementary and Secondary Education Act)
20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 U.S.C. 231 (Child Online Protection Act of 2000)
C.R.S. 24-6-401 *et seq* (Colorado Sunshine Act)
C.R.S. 24-72-201 *et seq* (Colorado Open Records Act)
C.R.S. 24-80-010 *et seq* (State Archives and Public Records)

CROSS REFS: — EGAEA, Staff Use of Electronic Mail
GBEB, Staff Conduct and Responsibilities
GBEA, Staff Ethics
JS, Student Use of District Technology
JRA/JRC, Student Records/Release of Information

Revised: February 19, 2009

Adopted: June 16, 1998

Centennial BOCES

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS AGREEMENT
AND APPLICATION
(Acceptable Use Agreement)

FOR USE OF CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TECHNOLOGY RESOURCES

Directions: After reading policy GBEE—STAFF TERMS AND CONDITIONS FOR USE OF CBOCES TECHNOLOGY RESOURCES and reviewing policy EGAEA—PUBLIC ELECTRONIC MAIL RECORDS, please read and legibly complete the following agreement. Keep pages 1-3 for your records and return pages 4-5 of **this agreement to the HR Office.**

Employee Name: _____

ACCEPTABLE USE AGREEMENT

~~I have read, understand and will abide by the Centennial BOCES policy GBEE (Staff Use of the Internet and Electronic Communications) and policy EGAEA (Electronic Communication). the Terms and Conditions for Use of Centennial BOCES Technology Resources, I understand and will abide by the stated Terms and Conditions. I understand that my use of CBOCES technology must comply with CBOCES policy on Staff Conduct (File GBEB) and Staff Ethics (File GBEA). I will not use CBOCES technology resources to conduct a business, to engage in political activity, to create or spread computer viruses or chain mail or any activity that would violate state or federal laws. CBOCES may modify the Terms and Conditions at any time by publishing the modified condition(s) on the CBOCES web site.~~

~~I understand that CBOCES electronic mail is subject to Open Records law and thus is public record unless the specific content is excluded from public record by the Federal Family Educational Rights and Privacy Act or other laws. I have no expectation of privacy when using district electronic mail systems. I alone will use any electronic mail account that I am issued by the CBOCES and I understand it is not meant for use by my family members or students.~~

~~Should I commit any I understand that violation or in any way misuse my access to the Centennial BOCES technology devices, including use of the Internet and electronic communications, of the stated terms and conditions is unethical and may constitute a criminal offense. Failure to comply could result in the loss of the I understand and agree that my access privileges may be revoked and to use district technology and may result in disciplinary action, up to and including dismissal, and/or appropriate legal action may be taken.~~

~~I hereby release the Centennial BOCES from all costs, claims, damages or losses resulting from my use of Centennial BOCES technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.~~

~~I understand that when I am no longer employed by the Centennial BOCES, the Human Resource Department will inform the Information Technology Department. I further understand that this document and my signature retain their life throughout employment with Centennial BOCES.~~

~~Your signature on the Acceptable Use Agreement is binding and indicates you have read the Centennial BOCES policies referenced above and understand their significance.~~

~~Centennial BOCES technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the policies and educational objectives of the Centennial BOCES. Transmission or World~~

Wide Web publication of any material in violation of any U.S. or state regulation or beyond the scope of the educational objectives of the district is prohibited. This includes, but is not limited to: copyrighted material, pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form), material protected by trade secret, material which is threatening, promotes violence or advocates destruction of property, material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another, material related to political elections. State law prohibits the use of any public funds for political activities.

In addition, use of Centennial BOCES technology resources by employees may not:
 Use inappropriate or profane language or material likely to be offensive to others in the community, including sexually harassing or discriminatory material, use software without proof of proper licensing, impersonate another user or transmit or publish material anonymously, conduct a business or other for-profit activity, use CBOCES technology in such a way that the CBOCES will incur an expense unless spending authority has been granted by the appropriate administrator, destroy, modify or abuse CBOCES owned technology or disrupt

Name (please print): _____

Signature: _____ Date: _____

Application Portion of Document

Directions: All staff members are **required** to complete this section.

Full Name (please print): _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Username*: _____

* Convention used is first initial and last name, can use middle initial also, all small letters with no spaces

Please provide contact information for notice when the **NEW EMPLOYEE** account setup is complete:

Department: _____

Email address for confirmation message: _____

User Signature: _____ Date: ____/____/____

Approval: _____ Date: ____/____/____

Human Resource Department Official

Revised 2-19-09

Internal Use Only:
☐ Setup complete Initials:

STAFF HEALTH **(And Physical and Mental Health Examination Requirements)**

Through its overall safety program and various policies pertaining to Centennial BOCES personnel, the Board shall seek to ensure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, the Board may require physical examinations of its employees or applicants for employment. The Centennial BOCES shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be release only in limited circumstances.

Routine Physical Examinations

Subsequent to a conditional offer of employment and prior to commencement of work by an applicant, the Centennial BOCES may require the applicant to have a medical examination and to meet any other health requirements that may be imposed by the state law. The Centennial BOCES may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A thirty (30) day grace period may be allowed if approved by the Executive Director.

Special Examinations

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with the ability to perform required duties or there is an unacceptable risk to the health and safety of the employee or others, the Centennial BOCES shall take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Centennial BOCES may request physical examinations and/or health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with the employee's his/her ability to perform his/her required duties or which may pose an unacceptable risk to the health, safety and welfare of the employee or others. The Centennial BOCES shall select the medical professional to conduct such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation, or medical evidence establishes that the employee's condition poses a significant risk to the health, safety or welfare of the employee or others, the Centennial BOCES may suspend and/or terminate employment of the employee in accordance with applicable policies and regulations and applicable law.

Readily-transmitted communicable diseases

An employee with an acute, common, communicable disease shall not report to work during the period of time when contagious/infectious. The Centennial BOCES reserves the right to require a physician's statement prior to the employee's return to work.

An employee diagnosed with a serious, readily-transmissible disease or condition shall be encourage to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

Confidentiality

In all instances, Centennial BOCES personnel shall respect the individual's right to privacy and treat any information regarding the medical condition or medical history of an employee or applicant as confidential information. Any Centennial BOCES employee who violates confidentiality shall be subject to appropriate disciplinary measures.

~~The CBOCES may require any other examinations required or authorized by law or necessary for the well-being of students and staff.~~

LEGAL REFS.: 29 U.S.C. 794 (1983) Section 504 of the Rehabilitation Act
 42 U.S.C. 12101 et seq. Americans with Disabilities Act
 C.R.S. 8-2-118 employer must bear cost of medical exam
 C.R.S. 22-32-110 (1)(k) board's power to adopt policy related to safety,
 conduct and welfare of employees
 C.R.S. 24-34-401 et seq. discriminatory or unfair employment practices
 C.R.S. 25-4-101 et seq. disease control and sanitary regulations

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
 GBJ, Personnel Records and Files
 GBGG, Staff Sick Leave
 GCQF, Discipline, Suspension and Dismissal of Professional Staff
 GDQD, Discipline, Suspension and Dismissal of Support Staff

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

This policy is recommended for deletion due to the Claire Davis School Safety Act.
STAFF TRAINING IN CRISIS PREVENTION AND MANAGEMENT

~~In order to support the Centennial BOCES efforts to prevent and manage crisis, the Board of Directors directs the Executive Director or designee to provide a comprehensive staff training program that at a minimum train staff to:~~

- ~~1. Recognize and effectively address student behavior and other indicators that signal possible violence or other impending crisis.~~
- ~~2. Know when to report student behavior and other indicators to parents, other persons within the school, community and law enforcement.~~
- ~~3. Function with awareness of applicable Board policies and guidelines about student discipline and student civil rights.~~
- ~~4. Involve the help of psychological and other experts when needed to address student behavior.~~
- ~~5. Practice physical security methods for self and others.~~
- ~~6. Teach and model nonviolent conflict resolution techniques.~~
- ~~7. Share safety information with parents in order to spread the responsibility for safety, and engage parents as partners in crisis prevention.~~
- ~~8. Foster moral reasoning and self-control in students' behavior.~~
- ~~9. Teach and model tolerance of others.~~
- ~~10. Help design and implement crisis prevention and management plans.~~
- ~~11. Effectively manage various types of crisis.~~
- ~~12. Involve psychological specialists as appropriate to manage debriefing and grieving of staff and students after traumatic loss.~~

~~LEGAL REFS.: C.R.S. 22-32-110 (1) (k) (professional inservice training)~~

~~Reviewed: CASB 2005
Adopted: February 15, 2001
Centennial BOCES~~

FIRST AID TRAINING

During the school day and during school sponsored events including those off-site, At least one staff person in each building, and every staff member who teaches or supervises students in classes or activities where, as determined by the Centennial BOCES, students are exposed to dangerous equipment or chemicals, or other increased risks of injury, shall be on duty who has held a current certification from a nationally recognized course in standard first aid and, including CPR, training. A list of such staff members shall be maintained in each Centennial BOCES's school and office building.

LEGAL REFS.: 1 CCR 301-96 State BOE rules for administration of instruction of CPR in public schools grant program
6 CCR 1010-6, Rule 6.13 (D) -9-102 (first aid and CPR certification requirement)

CROSS REF.: JLCE, First Aid and Emergency Medical Care

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

LIABILITY OF CENTENNIAL BOCES PERSONNEL/STAFF PROTECTION **STAFF PERSONAL SECURITY AND SAFETY**

Offenses Against Centennial BOCES Employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a Centennial BOCES employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a Centennial BOCES employee occurring on Centennial BOCES premises.

1. The employee shall file a written complaint with the building principal, the executive director and the Board.
2. The principal or other Centennial BOCES administrator shall, after receipt of the complaint and proof deemed adequate by the principal or administrator, suspend the student for three days in accordance with established procedures.
3. The executive director shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The executive director or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Protection from Lawsuits

~~In order to provide teachers, principals and other Centennial BOCES professionals the tools they need to maintain order, discipline and an appropriate environment, state and federal law provide certain liability protections. The federal liability protections preempt state law to the extent state law is inconsistent, but do not preempt state law that is consistent and provides additional protection from liability. Applicability of state and federal liability protections to specific circumstances shall be made on a case by case basis. Exceptions stated in state and federal law may reduce or preclude liability protection.~~

Immunity for Enforcement of Discipline Code

~~An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.~~

~~A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.~~

~~A teacher shall not be subject to any disciplinary proceeding including dismissal for actions that were in good faith and in compliance with the district's discipline code, nor shall a contract non-renewal be based on such lawful actions.~~

Communication of Disciplinary Information to School Personnel **Teachers/Counselors**

~~In accordance with state law, tThe principal or other Centennial BOCES administrator shall designee is required to communicate disciplinary information concerning any student enrolled in the a Centennial BOCES school or educational program to any all teachers and whocounselors who has have direct contact with the student, in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior~~

~~record. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.~~

~~For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the district's code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.~~

~~"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.~~

~~Any Centennial BOCES employee teacher or counselor to whom disciplinary information is reported provided shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information through the process outlined in the notice to parents and students of rights concerning student school records.~~

LEGAL REFS: C.R.S. 22-32-109.1 (3) offenses against school employees
 C.R.S. 22-32-109.1 (9) immunity provisions in safe schools law
 C.R.S. 22-32-126 (5) (a) communication of disciplinary information ~~to staff~~
 C.R.S. 24-10-102 et seq. (governmental immunity)
~~20 U.S.C. 2361 through 2368 (Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school personnel)~~

CROSS REFS.: GCQF, Discipline, Suspension and Dismissal of Professional Staff
 JK, Student Discipline and subcodes
 JKD/JKE, Suspension/Expulsion of Students

Revised:
Adopted: June 2005
Centennial BOCES

WORKERS' COMPENSATION POLICY

An employee is eligible for workers' compensation leave from Centennial BOCES during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment.

Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for Centennial BOCES while disabled.

The primary source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation section of the division of worker's compensation of the Colorado Department of Labor and Employment or insurance carrier as determined by state law. The employee may use accrued Centennial BOCES sick leave and vacation time to supplement the workers' compensation payment.

Under no circumstances shall an employee be allowed to receive more than an amount equal to the weekly wage or equivalent when combining the indemnity payment from workers' compensation and Centennial BOCES benefits. The employee shall provide any requested documentation to Centennial BOCES to evidence amounts paid by workers' compensation before benefit payments are allowed by Centennial BOCES.

While on workers' compensation leave under a temporary total disability, employees shall continue to have Centennial BOCES health, life and disability insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period of time not to exceed 90 days. At such time, the employee shall be given the option of directly assuming payment of Centennial BOCES's costs for such benefits or discontinuing the coverage until returning to work and again being eligible for benefits, unless Centennial BOCES is otherwise required to pay for or continue such coverage under applicable law.

~~I. An employee who suffers a work-related injury and who is eligible to receive workers' compensation disability payments shall continue to receive his/her regular salary and benefits for a period of thirty (30) days following the date of the injury. An employee's regular salary and benefits shall not include any extra duty assignments, whether or not a part of the employee's contract, and shall not include any overtime pay, whether or not such pay is regularly earned by the employee.~~

~~A. Payment of such employee's regular salary and benefits is expressly contingent on the employee paying or causing to be paid to the Centennial BOCES the employee's entire workers' compensation disability payment.~~

~~B. Payment of the employee's regular salary and benefit payments pursuant to paragraph I.A. shall not be deducted from employee's accumulated sick leave or vacation days.~~

~~II. Following thirty (30) days after the date of an employee's injury, the employee will no longer be entitled to receive his/her regular salary and benefits. The employee will be placed on unpaid leave of absence, and except as otherwise provided in this subsection, all salary and benefits shall be discontinued.~~

~~A. An employee no longer receiving regular compensation and benefits pursuant to this subsection will be eligible to receive accumulated sick leave days. If an employee elects to be paid accumulated sick leave days, the employee's sick leave pay shall be limited to an amount equal to the difference between the employee's regular salary and the amount received by the employee as workman's compensation disability. The amount of payment shall be calculated for each day the employee elects to receive his/her sick leave days, and for each day the~~

~~employee elects to receive sick leave pay the employee shall be charged a proportionate share of each accumulated sick leave day equal to the portion of daily sick leave paid divided by the total amount of one (1) day of sick leave. The Centennial BOCES shall continue to pay its portion of the employee's benefits for each day the employee elects to receive his/her accumulated sick leave pay.~~

- ~~B. An employee shall not be entitled access to the Sick Leave Bank or to receive any benefits from the Sick Leave Bank during the time the employee is eligible to receive workers' compensation disability payments.~~
- ~~C. An employee no longer receiving regular compensation and benefits pursuant to this subsection will be eligible to receive all accumulated vacation time. Accumulated vacation time shall be paid in full, and all employee benefits shall be continued during the time the employee is eligible to receive vacation pay.~~
- ~~D. Except as otherwise provided by this policy or by law, the leave of an employee who suffers work related injury and who is eligible to receive worker's compensation disability payments shall be treated as leave under the Family Medical Leave Act ("FMLA") in accordance with the FMLA. All paid and unpaid leave provided by this policy shall be included in calculating this twelve (12) week period.~~
- ~~E. If the Centennial BOCES determines that the employee's work related injury does not qualify for FMLA leave, the Centennial BOCES shall notify the employee in writing of this determination.~~

LEGAL REFS.: 29 U.S.C. 2601 et seq. Family and Medical Leave Act of 1993
 P.L. 111-148 Patient Protection and Affordable Care Act
 C.R.S. 8-40-101 et seq. Workers' Compensation Act of Colorado

CROSS REFS.: GBGG, Staff Sick Leave
 GCD, Professional Staff Vacations and Holidays
 GDD, Support Staff Vacations and Holidays

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

FAMILY STAFF MATERNITY/PATERNITY/PARENTAL LEAVE

Maternity Leave

Pursuant to the employee's request, medically necessary sick leave for maternity purposes shall be available to any female employee who becomes pregnant. The leave will be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

1. Determination of Necessity

The determination and designation of the period of time during which maternity leave is necessary including the beginning, duration and end of the period, shall be made by Centennial BOCES. Such determination shall be based on information provided by the employee, the employee's physician, the executive director and if deemed necessary, by a physician designated by Centennial BOCES.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement following the end of the period of time during which leave is necessary.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the executive director or designee regarding the pregnancy well in advance of the expected leave so that Centennial BOCES may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the executive director or designee of this fact.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the Centennial BOCES's physician shall receive pay, insurance and other benefits to the same extent and on the same basis as sick leave used for other purposes. Any additional leave granted by Centennial BOCES for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally-mandated family leave act apply.

Parental Leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally-mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, child care or adoption. Parental leave may be granted for a period of time not to exceed 90 days for each employee. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of Centennial BOCES.

In determining whether to grant the leave request, Centennial BOCES will consider any special needs of the child, the staffing needs of Centennial BOCES and any other relevant factors. Centennial BOCES will grant parental leave without regard to the sex of the employee.

The request for leave will be made to the executive director. If the parental leave request is refused by the executive director, the staff member may appeal to the Board.

If the leave period is for an entire school year, notice of intent to return from leave must be given to Centennial BOCES before April 1 preceding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work.

As long as proper notice has been given of the employee's intent to return to work, Centennial BOCES shall reinstate the employee. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave may be permitted to substitute at the Centennial BOCES approved substitute rate of pay.

Nothing in this policy shall be construed to limit the powers or duties of the Board or administration to make employment decisions for Centennial BOCES.

~~The provisions of this section shall apply to all family and medical leaves of absence except the extent that paid leaves are covered under other Board policies for any part of the 12 weeks of leave to which the employee is entitled. If an employee is entitled to paid leave under another policy, the employee shall take the paid leave first.~~

~~To be eligible for leave under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of leave. A full-time classroom teacher shall be deemed to be eligible for family leave. An eligible employee shall be entitled to a combined total of 12 weeks' leave per year under particular circumstances that are critical to the life of a family.~~

~~Leave may be taken upon the birth and for the first year care of the employee's child, upon the placement of a child with the employee for adoption or foster care, when the employee is needed to care for a child, spouse, or parent who has a serious health condition, or when the employee is unable to perform the functions of his/her position because of a serious health condition.~~

~~Spouses who are both employed by Centennial BOCES shall be entitled to a total of 12 weeks leave (rather than 12 weeks each) for the birth or adoption of a child or for family illness.~~

~~Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in *loco parentis*.~~

~~If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees. Centennial BOCES may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits.~~

~~Centennial BOCES shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave (up to 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. Centennial~~

~~BOCES reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.~~

~~Reinstatement shall be determined in accordance with any applicable Board policy. If the employee on leave is a salaried employee and is among the highest paid 10 percent of employees, and keeping the job open for the employee would result in substantial economic injury to Centennial BOCES, the employee may be denied reinstatement provided Centennial BOCES notifies the employee of its intent to deny reinstatement at the time economic hardship occurs, and the employee elects not to return to work after receiving the notice.~~

~~Employees shall be required to utilize leave available under applicable Centennial BOCES policies prior to utilizing leave pursuant to FMLA.~~

~~If an employee is eligible for and elects to take leave under the FMLA, the employee shall first take all accrued leave, paid or unpaid, to which the employee is also entitled under these policies, as part of such FMLA leave.~~

LEGAL REFS.: 29 U.S.C. 2601 *et seq.* (Family and Medical Leave Act of 1993)
 29 C.F.R. Part 825 (regulations)
 42 U.S.C. 2000e-2 Title VII of the Civil Rights Act of 1964
 C.R.S. 19-5-211 adoption statute
 C.R.S. 24-34-402.3 discrimination based on pregnancy, childbirth or
 related conditions

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
 GBA, Open Hiring/Equal Employment Opportunity

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

FEDERALLY-MANDATED FAMILY AND MEDICAL LEAVE

~~The provisions of this section~~ This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 (FMLA). Terms used in this policy and its accompanying regulation, such as “serious health condition,” “qualifying exigency,” “covered active duty,” “covered service member,” and “serious injury or illness” shall be as defined by the FMLA and its implementing regulations. ~~except the extent that paid leaves are covered under other Board policies for any part of the 12 weeks of leave to which the employee is entitled. If an employee is entitled to paid leave under another policy, the employee shall take the paid leave first.~~

Eligibility

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for family leave.

Permitted Reasons for FMLA Leave

An eligible employee shall be entitled to a combined total of 12 weeks’ leave per year for the following reasons:
~~under particular circumstances that are critical to the life of a family.~~

- ~~1. Leave may be taken upon t~~ The birth and ~~for the first year care of the employee’s newborn child;~~
- ~~2. , upon t~~ The placement of a child with the employee for adoption or foster care;
- ~~3. , when the employee is needed t~~ To care for the employee’s a child, spouse, or parent who has with a serious health condition; ~~or~~
- ~~4. W~~ When the employee is unable to perform the essential functions of his/her position because of the employee’s own a serious health condition; ~~or~~
- ~~5. Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.~~

Spouses who are both employed by Centennial BOCES shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph. ~~for the birth or adoption of a child or for family illness.~~

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in *loco parentis*.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26 week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by Centennial BOCES shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (5) above.

Intermittent or Reduced FMLA Leave

~~If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, Leave may be taken on an intermittent or reduced leave schedule, subject to certain conditions which pertain to instructional employees.~~ Centennial BOCES may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

Health Insurance and Benefits

Centennial BOCES shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave ~~(up to 12 weeks)~~. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. Centennial BOCES reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Reinstatement after FMLA Leave

Reinstatement shall be determined in accordance with any applicable ~~law~~ Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of employees, and keeping the job open for the employee would result in substantial economic injury to Centennial BOCES, the employee may be denied reinstatement provided Centennial BOCES notifies the employee of its intent to deny reinstatement at the time economic hardship occurs, and the employee elects not to return to work after receiving the notice.

Centennial BOCES shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

~~Employees shall be required to utilize leave available under applicable Centennial BOCES policies prior to utilizing leave pursuant to FMLA.~~

~~If an employee is eligible for and elects to take leave under the FMLA, the employee shall first take all accrued leave, paid or unpaid, to which the employee is also entitled under these policies, as part of such FMLA leave.~~

LEGAL REFS.: 29 U.S.C. 2601 *et seq.* (Family and Medical Leave Act)

29 C.F.R. Part 825 (regulations)

CROSS REFS.: GBGE, Staff Maternity/Paternity/Parental Leave
 GBGG, Staff Sick Leave
 GBGK, Staff Legal Leave

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

PROCEDURES FOR FEDERALLY-MANDATED FAMILY AND MEDICAL LEAVES AND ABSENCES

Notification and Reporting

~~When the need for leave for a family and medical leave of absence (FMLA leave) the birth or adoption of a child or for planned medical treatment~~ is foreseeable, the employee ~~must~~ shall provide at least 30 days prior notice to Centennial BOCES, unless circumstances dictate otherwise. IF the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to Centennial BOCES as is reasonable and practicable. With respect to foreseeable treatments of an employee's family members, the employee ~~must~~ shall make a reasonable effort to schedule treatment so as not to disrupt agency Centennial BOCES operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to Centennial BOCES as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, Centennial BOCES may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled

If the FMLA is due ~~In cases of~~ to illness, the employee ~~is required to report~~ shall report periodically on his/her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, Centennial BOCES may require the employee to provide supporting documentation of such exigency.

Centennial BOCES may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or in connection with a military-related qualifying exigency.

Intermittent or Reduced Leave

~~When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the agency may require the employee to take leave in a block (not intermittently) for the entire period, or to transfer to an available alternative position with Centennial BOCES that is equivalent in pay for which the employee is qualified and which better accommodates the intermittent situation.~~

Basic Conditions Medical Certification

Centennial BOCES ~~will~~ shall require medical certification to support a claim for leave for an employee's own serious health condition; ~~or to care for a seriously ill the employee's child, spouse, or parent with a serious health condition; or to care for a covered service member's serious injury or illness.~~ The ~~basic~~ medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness, and any appropriate medical information.

For an employee's own ~~medical leave~~ serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of his/her position. For leave to care for a ~~seriously ill child~~, spouse, or parent with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, Centennial BOCES may require a second or third medical opinion and periodic re-certifications as Centennial BOCES deems reasonably necessary at its own expense. ~~If the first and second opinions differ, Centennial BOCES, at its own expense, may require the binding opinion of a third health care provider approved jointly by Centennial BOCES and the employee.~~

Medical ~~C~~ertification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a ~~seriously ill child~~, spouse, or parent, with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

~~A "Request for Family and Medical Leave of Absence Form" must be originated in duplicate by the employee. This form should be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approval and forwarded to the personnel officer. If possible, the form should be submitted 30 days in advance of the effective date of the leave. All medical information provided to Centennial BOCES through this process shall be treated as confidential.~~

Reinstatement Return to Work

~~Because the end of the semester is a critical time for both teachers and students, the following conditions will apply to requests from teachers seeking to return from leave within the last three weeks of the semester:~~

~~An~~ ~~E~~mployees who ~~have~~ has taken leave due to the employee's own serious ~~a personal~~ health condition ~~will~~ shall be required to provide a medical certification ~~by their~~ from the employee's physician that the employee is able to resume work. In addition, Centennial BOCES reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions applies to teachers:

1. If the ~~employee- teacher~~ begins any category of ~~family and medical~~ FMLA leave ~~five or more~~ than five weeks prior to the end of the semester and the leave is for more than three weeks, Centennial BOCES may require the ~~employee- teacher~~ seeking to return within the last three weeks to ~~wait until the next~~ continue the leave through the end of the semester.
2. If the ~~employee- teacher~~ begins any category of ~~family and medical~~ FMLA leave, except ~~personal sick leave~~ for the teacher's own serious health condition, less than five weeks

before the end of the semester, and the period of leave is greater than two weeks, Centennial BOCES may require the ~~employee- teacher~~ seeking to return within the last two weeks to ~~wait until the next~~ continue the leave through the end of the semester.

3. If the ~~employee- teacher~~ begins any category of ~~family and medical~~ FMLA leave, except ~~personal sick leave for the teacher's own serious health condition~~, three or fewer weeks before the end of the semester, and the period of leave is greater than five working days, Centennial BOCES may require the ~~employee- teacher~~ to continue the leave through the end of the ~~wait until the next~~ semester.

Repayment of Benefits

~~In the event that an~~ If the employee elects ~~fails not~~ to return to work upon completion of an approved ~~unpaid~~ FMLA leave ~~of absence~~, Centennial BOCES may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence, or onset of a serious health condition as certified by a physician that entitles the employee to leave or for other reasons beyond the employee's control. ~~Benefit entitlement based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.~~

Posting/Notice to Employees

Centennial BOCES shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations where they can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be incorporated into employee handbooks or provided directly to employees.

Revised:

Centennial BOCES

This exhibit is recommended for deletion as it is better suited as an HR updated document Certification of Physician or Practitioner (Family and Medical Leave Act of 1993)

1. Employee's Name: _____
2. Patient's Name: _____
3. Diagnosis: _____

4. Date condition commenced: _____
5. Probable duration of condition: _____
6. Regimen of treatment to be prescribed: (Indicate number of visits, general nature and duration of treatment, including referral to other providers of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week.)

A. By physician or practitioner: _____

B. By another provider of health services if referred by physician or practitioner: _____

~~If this certification relates to care for the employee's seriously ill family member, skip items 7, 8, and 9 and proceed to items 10 through 14. Otherwise continue below.~~

Check **Yes** or **No** in the boxes below as appropriate.

_____ **Yes** _____ **No**

7. ☐ ☐ Is in-patient hospitalization of the employee required?
8. ☐ ☐ Is employee able to perform work of any kind? If "no", skip item 9.
9. ☐ ☐ Is employee able to perform the function of employee's position? Answer after reviewing statement from employer of essential functions of employee's position or, if not provided, after discussion with employee.

~~For certification relating to care for the employee's seriously ill family member, complete items 10 through 14 below as they apply to the family member and proceed to item 17.~~

Yes — No

10. ☐ ☐ Is in-patient hospitalization of the family member (patient) required?
11. ☐ ☐ Does, or will, the patient require assistance for basic medical needs, hygiene, nutritional needs, safety or transportation?
12. ☐ ☐ After review of the employee's signed statement (item 14 below), is the employee's presence necessary or would it be beneficial for the care of the patient? This may include psychological comfort.
13. Estimate the period of time of care needed, or that the employee's presence would be beneficial. _____

14. Signature of physician or practitioner: _____
15. Date: _____
16. Type of practice (field of specialization, if any): _____

Item 17 is to be completed by the employee needing family leave.

17. When family leave is needed to care for a seriously ill family member, the employee must state the care he/she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule. _____

Employee Signature: _____

Date: _____

Centennial BOCES _____

STAFF SICK LEAVE

~~Absence for the employee's own illness, disability or quarantine shall be charged against sick leave. Essential treatments, examinations for diagnostic purposes and other absences related to an employee's health shall be allowed as sick leave when such treatments or examinations must be made during work time.~~

The Board recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to illness. Therefore, paid sick leave is provided for employees in accordance with this policy and as outlined in Schedules A, B and C.

Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family.

For sick leave purposes, the term "immediate family" shall be defined as spouse, partner in a civil union, children and parents. Exceptions may be made by the executive director.

An employee may be required to furnish satisfactory medical proof of illness ~~or disability~~.

~~An employee who is absent due to illness in his/her immediate family may also have such absences charged to this standard sick leave allowance. "Immediate family" shall be interpreted to include husband, wife, son, daughter, brother, sister, father or mother of the employee or any relative living in the immediate household of the employee.~~

For a regularly appointed part-time employee or for an employee beginning work at any time later than July 1 (either because of illness or late appointment), the sick leave entitlement shall be directly proportionate to the amount of time served.

- ~~Sick leave is either accrued or granted based on the following Benefit Schedules:~~

Sick leave shall be earned on a monthly basis for employees under Benefit Schedule A, ~~B and C~~.

- ~~The total annual sick leave amount for employees under Benefit Schedule C shall be granted at the beginning of the school calendar year for all full time employees within Schedule C. For employees hired after the beginning date of the school calendar year, said employees shall be granted a total of the pro-rata portion of the annual sick leave amount.~~

Reports regarding employees' sick leave utilization are generated on a monthly basis and submitted to program directors to monitor usage in excess of employees' accrued leave. Prior to the end of the employee's work year, if the employee is in arrears in sick leave, a systematic procedure to dock the employee's pay will be put in place.

For each actual work day an employee loses, after both standard and additional sick leave allowances are exhausted, a deduction shall be made from his/her salary in the amount of his/her annual salary divided by the number of actual days in the employee's work year.

An employee terminating employment before the end of the year who has used more of his/her sick leave than the fraction of the year warrants shall have the proportionate amount deducted from his/her final settlement check.

An employee may accrue the maximums as outlined in Benefit Schedules A, B and C. Sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

LEGAL REF.: C.R.S. 14-15-101 et seq. Colorado Civil Union Act

CROSS REF.: GBGF, Federally-Mandated Family and medical Leave

Revised: September 11, 2006
Centennial BOCES

SICK LEAVE BANK

In addition to the regular sick leave allotted to each Centennial BOCES employee, a sick leave bank has been established by the Centennial BOCES. The purpose of the sick leave bank is to provide a source of sick leave for a Centennial BOCES employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy. ~~for use by any eligible employee whose accumulated sick leave is inadequate for an extended illness or disabling condition.~~

Eligibility

Participation in the bank is voluntary. Upon an employee's hiring, the opportunity to join the Bank will be offered. Each Centennial BOCES staff member employed at .5 FTE, or more, is eligible to join the Bank, and may do so voluntarily by contributing two days from his/her eligible sick leave. These days will be removed from the individual's sick leave eligibility and will be transferred to the Bank total. All other employees may join by September 1 of any year. Employees who choose not to ~~contribute to~~ join the Bank will not have the opportunity to take advantage of the Bank.

Use of Sick Leave Bank

Use of sick leave bank days by a Bank member ~~employee~~ is limited to any extended health problem which: ~~1. has depleted the employee's own sick leave days, and 2. has continued thereafter to prevent the employee's return to work for an additional three(3) days. Only absences which occur after conditions 1 and 2 above have been satisfied will be eligible for consideration for additional sick leave from the Sick Leave Bank.~~ All requests for use of the Sick Leave Bank will be in writing, by completing the Sick Leave Bank form 111 ~~"Request to Access Centennial BOCES Sick Leave Bank"~~, and will be accompanied by appropriate medical information justifying the request. All such information will be treated as confidential by the Sick Leave Bank Committee. ~~Requests will be evaluated by the Sick Leave Bank Committee within five days of receipt of the request.~~ This committee shall be composed of three Centennial BOCES employees, including the Executive Director, or his/her designee. The committee will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies.
2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source. The committee may request a letter from the attending physician stating that the individual was not able to perform the normal duties of the job.

Approved requests shall be for no more than 10 working days. Absences beyond the 10 initial days will not require an additional written request, but must be separately approved by formal action of the Sick Leave Bank Committee. The total, maximum number of sick leave bank days that can be approved for an individual employee is limited to 30 total days in each calendar year.

Sick leave days in the Bank will carry over from year to year. Should the number of available sick leave days in the Bank fall below 40, members of the Bank will be uniformly assessed additional sick leave days from their personal sick leave to bring the total back to, or above, the 40 day minimum. A member employee withdrawing from the sick leave bank may not withdraw contributed days.

CROSS REFS.: GBGF, Federally-Mandated Family and Medical
 GBGG, Staff Sick Leave

Revised:

Revised: September 11, 2006

Adopted: May 16, 2002

Centennial BOCES

This exhibit is recommended for deletion as it is better suited as an HR updated document. Request to Access Centennial BOCES Sick Leave Bank

To be completed by employee or representative

Employee's name: _____ SSN _____

Home address: _____

Home phone: _____ Work phone: _____

Position: _____ FTE: _____

Date Sick Leave Bank membership: _____

Date illness/injury began: _____ Expected duration: _____

Date all current sick leave will be / was exhausted: _____

Number of days requested from Sick Leave Bank: _____

Briefly describe the nature of illness / injury: _____

~~Required medical records shall be attached to this request.~~

Employee Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

Committee Disposition: _____

Executive Director: _____ Date: _____

Signature: _____ Date: _____

Revised: June 23, 2003
Centennial BOCES

This exhibit is recommended for deletion as it is better suited as an HR updated document. Attending Physician's Statement

Employee's name: _____ SSN _____

Home address: _____

Home phone: _____ Work phone: _____

Physician

Name: _____ Phone: _____

Address: _____

Date first consulted for this condition: _____

Briefly describe the nature, diagnosis, and treatment of illness / injury: _____

Anticipated duration employee is unable to work due to condition.

From: _____ Through: _____

Signature of Physician: _____ Date: _____

Revised: June 23, 2003

Centennial BOCES

STAFF MILITARY LEAVE

Annual Military Leave

An employee who is a member of a reserve or National Guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during sick leave up to a maximum of 15 work days annually. The leave year shall be as established by Centennial BOCES. per calendar year shall be granted without pay to employees who participate in military service duties of short duration. Such leave shall not be cumulative. All remaining leave to fulfill the annual Mmilitary service duties in excess of fifteen (15) work days obligation shall be granted without pay unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with pay is required, shall be granted a leave of absence without pay for all such additional service.

Emergency Military Leave

Military leave of absence without pay shall be granted to any employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service.

Notice of Military Service

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the executive director or designee.

Using Paid Leave in Lieu of Unpaid Military Leave

An employee taking leave under this policy may at his or her discretion, but is not required to, use accrued vacation or other paid leave during time of military service.

Hiring Substitute

Where necessary to protect the public interest, a substitute employee may be hired by Centennial BOCES to perform the duties of the employee on military leave until such time as the employee returns to work.

Reinstatement after Service

Upon completion of the military duty service and in accordance with state and federal law, the employee shall be reinstated in the same or a similar position he\she held at the time of entry into service or a position of like seniority, rank status, and pay if such is available at the same salary and benefits which he or she would have received had leave not been taken and if the employee meets the applicable statutory requirements, including notification to Centennial BOCES of the employee's intent to return to work within the time period set out in law. However, nothing herein shall be construed to limit or modify the authority and discretion of the Board of Directors and the Executive Director, as otherwise conferred by policy or statute, including, but not limited to, the authority to effect transfers, terminations of employment, or other similar matters.

Upon reinstatement, the employee shall have the same rights with respect to accrued and future vacation, sick leave, public retirement benefits and other benefits as if he or she had actually been employed during the time of such leave.

LEGAL REFS.: 38 U.S.C. §4301 et seq. Uniformed Services Employment and Reemployment Rights Act
20 C.F.R. Part 1002 regulation
C.R.S. 28-3-601 et seq. annual military leave for public employees

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

STAFF BEREAVEMENT LEAVE

Bereavement leave shall be granted to all eligible employees at the rate of five days per occurrence, non-cumulative, for a death in the employee's immediate family. Immediate family to include: spouse, partner in a civil union, child, mother, father, brother, sister, mother-in-law, father-in-law, aunt, uncle, and grandparents. Bereavement days shall also be granted for other deaths as determined by the employee, supervisor, and executive director.

Employee absences which extend beyond five days due to a death in the immediate family shall be charged to the employee's sick or vacation leave, at the employee's option.

LEGAL REF.: C.R.S. 14-15-101 et seq. Colorado Civil Union Act

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

JURY DUTY AND WITNESS STAFF LEGAL LEAVE

The Board recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena or other court order.

All employees of Centennial BOCES shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

Substitutes for employees, when necessary, shall be obtained in the usual manner and paid by Centennial BOCES.

While state law provides that Centennial BOCES is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, Centennial BOCES believes it should support employees to the full extent of their regular wages while on jury service. Therefore, Centennial BOCES shall pay employees their regular wages for all days of jury service.

Pursuant to state law, after the first three days of jury service, the state pays each juror \$50 per day. Because employees will be receiving their regular wages from Centennial BOCES, which in most instances is more than \$50 per day, all employees shall forward such payment from the state to Centennial BOCES as an offset. If an employee's regular wages are less than \$50 per day, Centennial BOCES will supplement the employee's regular wages to bring the daily wage up to \$50.

Centennial BOCES shall not reimburse employees for expenses or mileage related to jury service. The employee may keep any reimbursement for expenses or mileage received from the state and continue to receive the full extent of his or her regular wages while on jury service.

The executive director shall request that an employee be excused from jury duty service or the service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of Centennial BOCES.

~~An employee summoned to jury duty shall receive his/her full pay for up to five (5) days per occurrence during his/her jury duty, but shall assign his/her jury duty pay, except mileage allowances, to the CBOCES while receiving his/her full pay.~~

Non-party witnesses and party to action witnesses

~~An employee subpoenaed pursuant to Colorado or federal statutes or rules of procedure and who is not a party to the lawsuit or similar litigation shall be excused from his/her duties for the time necessary to comply with the subpoena. An employee excused to comply with a subpoena as a non-party witness shall receive regular pay for that portion of the excused time reasonably necessary to testify pursuant to the subpoena, but such excused time shall be without pay if it exceeds two (2) days, unless the Executive Director determines it is in the best interest of the CBOCES to allow additional time with pay. When regular pay is received, the employee shall remit to the CBOCES any witness or other fees received, except mileage allowances.~~

~~An employee who is a party to a lawsuit or similar litigation, shall be excused from his/her duties for the time reasonably necessary to pursue such lawsuit or litigation. Such excused time shall be without pay, except if the employee became a party involuntarily and as a result of the~~

~~proper performance of his/her official duties, such excused time shall be with pay, but such excused time shall be without pay if it exceeds five (5) days, unless the Executive Director determines it is in the best interest of the CBOCES to allow additional time with pay. This section shall not be applicable where the employee is a party where the CBOCES, its employees or agents are defendants or similar respondents.~~

LEGAL REFS.: C.R.S. 13-71-119 jury duty deferments and excuses – limitations
 C.R.S. 13-71-126 compensation of employed jurors for first three days of
 service
 C.R.S. 13-71-129 compensation of employed jurors after first three days of
 service
 C.R.S. 13-71-132 through 13-71-134 juror's and employer's obligations

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

STAFF VICTIM LEAVE

Any staff member who has been employed with the Centennial BOCES for at least 12 months and is the victim of certain crimes/actions (listed below) may request and shall be granted up to three working days of leave, without pay, during any 12-month period.

1. to seek a civil restraining order to prevent domestic abuse as it is defined in state law
2. to obtain medical care or mental health counseling or both for the employee or his or her children to address related physical or psychological injuries
3. to make his or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. to seek legal assistance to address related issues and attend and prepare for court-related proceedings

Except in cases of imminent danger to the health or safety of the employee, an employee seeking victim leave shall provide as much advance notice to Centennial BOCES as possible, as well as appropriate documentation requested by the employee's supervisor. The employee does not need to exhaust other applicable leave prior to being granted this type of leave.

All information related to the employee's leave shall be kept confidential, and copies of any related documents retained by Centennial BOCES shall be marked confidential and stored in a secure location separate from routine personnel documents.

This leave applies to the following crimes/actions as defined in state law:

1. domestic abuse
2. stalking
3. sexual assault
4. any other crime where a court finds that the underlying factual basis includes an act of domestic violence

LEGAL REF.: C.R.S. 24-34-402.7 unlawful action against employees seeking protection

Revised:

Reviewed: CASB 2005

Adopted: February 12, 2004

Centennial BOCES

This policy is recommended for deletion as it is no longer necessary due to the ballot mailing system. RELEASED TIME FOR VOTING

~~Released time to vote in all national, state, county, township, school district, or special district elections will be provided to registered voters. Two hours release time, with pay, for each election will normally be provided at the beginning or end of the work day. In the event this schedule is inappropriate as a result of the employee's unique work schedule, an appropriate release time schedule will be negotiated with the employee's supervisor.~~

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

**This policy is recommended for deletion as it is unnecessary. PUBLIC
APPEARANCES**

~~Employees are encouraged to take an active part in the affairs of the community, and it is anticipated that such participation may require public appearances in a variety of capacities.~~

~~When applicable, all employees are encouraged to make it clear that in such appearances they are acting as individual private citizens and not as representatives of the Centennial BOCES. In instances in which employees appear as representatives of the Centennial BOCES it is required that such appearances be approved by the Executive Director. Employees and administrators shall exercise professional judgment to assure that the public appearance is consistent with the purposes and operation of the Centennial BOCES. Where there is a question about the propriety of such an appearance, approval of the Executive Director or designee shall be sought.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

PERSONNEL RECORDS AND FILES

The executive director is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee shall be accurately maintained in the Centennial BOCES administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The executive director and designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to Centennial BOCES on a confidential basis by universities, colleges or persons not connected with Centennial BOCES.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law.
6. Employees' home addresses and telephone numbers shall not be released for general public or commercial use.

Employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

~~A comprehensive and efficient system of personnel records shall be developed and maintained by the Centennial BOCES following the guidelines established by administrative procedures and in accordance with Colorado Statutes.~~

LEGAL REF.:	<u>C.R.S. 24-72-204</u>
	<u>C.R.S. 22-9-109 (licensed personnel evaluations – exemption from public inspection)</u>
	<u>C.R.S. 24-19-108 (1)(c) (exceptions to public records)</u>
	<u>C.R.S. 24-72-201 et seq. (Colorado Open Records Act)</u>

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring
 KDB, Public's Right to Know/Freedom of Information

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

This regulation is recommended for deletion as it is included in policy GBJ.
~~PROCEDURES FOR MAINTAINING COMPREHENSIVE AND EFFICIENT~~
~~PERSONNEL RECORDS~~

~~A personnel folder for each employee, licensed and classified, shall be maintained in the Centennial BOCES personnel office.~~

~~In addition to the application for employment, references and transcripts, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, and other such information as may be considered appropriate.~~

~~Under the Colorado Open Records Law, the employee's application form and official performance ratings, prepared by the employee's supervisor, or designee, are open to the public. Transcripts of the employee's grades are not considered part of the application form and are not open to the public, nor are the remainder of the employee's personnel file.~~

~~Each employee shall have the right, upon request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the Centennial BOCES on a confidential basis by universities, colleges, or persons not connected with the Centennial BOCES.~~

~~Necessary steps shall be taken to safeguard against the unauthorized use of all confidential materials.~~

~~Lists of Centennial BOCES employees' names and addresses shall not be released for general public use.~~

~~LEGAL REF.: C.R.S. 24-72-204~~

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

This policy is recommended for deletion as it is no longer accurate. DISCLOSURE OF INFORMATION TO PROSPECTIVE EMPLOYERS

Teachers

~~Pursuant to state law, the Centennial BOCES shall, upon request, disclose to another school district, BOCES, or school, the reasons for the teacher's separation from employment with the Centennial BOCES, any pertinent performance or disciplinary record of the teacher that specifically relates to any negligent action of the teacher that was found to endanger the safety and security of a student, and any disciplinary records that relate to behavior by the teacher that was found to have contributed to a student's violation of the school district's conduct and discipline code. This information shall only be disclosed to personnel authorized to review the personnel file in the requesting district/BOCES and the person applying for a position as a teacher.~~

Other BOCES Employees

~~With regard to all other former or current Centennial BOCES employees, the Centennial BOCES shall disclose to a prospective employer information relative to the employee's suitability for reemployment, including his or her work related skills, abilities and habits. In the case of a former employee, the Centennial BOCES shall also disclose the reason for the employee's separation.~~

Immunity Provisions

~~The Centennial BOCES and its employees, agents, and representatives authorized by the Centennial BOCES to make such disclosures, shall be immune from civil liability for disclosing such information unless the Centennial BOCES knew or should have reasonably known that the information was false.~~

Copy to Employee

~~When the Centennial BOCES provides written information about a current or former employee to a prospective employer, it shall send a copy of that information to the employee upon request. The Centennial BOCES shall also make such written information available to the current or former employee upon request during normal business hours. A fair and reasonable price shall be charged by the Centennial BOCES for any copies of the written information requested by the employee.~~

LEGAL REFS.: _____ C.R.S. 8-20114 (2), (3) and (5)
_____ C.R.S. 22-63-202

Reviewed: CASB 2005
Adopted: February 15, 2001
Centennial BOCES

STAFF CONCERNS/COMPLAINTS/-AND-GRIEVANCES

~~The purpose of this policy and regulation is to establish an orderly process for resolving employee grievances, to promote good employer-employee relationships within the Centennial BOCES, and to provide employees with an opportunity to present their grievances before the administration.~~

~~The Centennial BOCES believes that every effort should be made to~~ It is the Board's desire that procedures for settling employee differences provide for grievances as promptly and equitably as possible and resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. Employees are encouraged to take any complaint to their immediate supervisor, as experience has shown that problems can frequently be best settled through discussion and common understanding between the employee and his/her supervisor.
A "grievance" is defined as an alleged material violation of Board policies or administrative regulations that apply to all employees.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to transfer, assignment, dismissal or any other employment decision relating to Centennial BOCES personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

PROCEDURES FOR STAFF CONCERNS/COMPLAINTS/-AND-GRIEVANCES

Employee Grievance Procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

- Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.
- Step 2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the executive director or designee who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.
- Step 3. If the grievance is not solved at Step 2, the employee(s) may file a written request for review by the Board, which will be held within 20 working days of receipt of the report from Step 2. The Board's review of the grievance may be held in executive session at the request of the employee(s), the executive director or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any Centennial BOCES supervisor or administrator.

Definition

"Grievance", as defined for the purposes of this procedure, includes any dispute or disagreement regarding the terms or conditions of employment at the Centennial BOCES or application or interpretation of any Centennial BOCES policy, which substantially and adversely affects the grievant employment status or conditions. This shall include, without limitation, disputes arising under the Equal Opportunity Policy of the Centennial BOCES.

The following review levels shall be established to permit a thorough and complete consideration of all grievances and to further the policy of resolution at the lowest possible administrative level. Review of any grievance shall be commenced at the level at which the action to be reviewed was taken and, in case of uncertainty, at the lowest level. Review shall be held at each level, or order, unless both parties agree in writing that review at any particular level(s) is not necessary or futile.

Level One: The employee shall meet with his/her immediate supervisor to discuss the grievance informally. The supervisor will give his/her response, orally or in writing, to the employee within three (3) working days of the meeting.

~~Level Two:— If settlement is not reached at Level One, the employee may submit a written grievance to the Program Administrator within three (3) working days of receipt of the supervisor's response. Written grievances, on the form provided by the CBOCES, shall set forth the substance of the grievance and the supervisor's response, and shall include all documents upon which the employee relies. The Program Administrator may conduct such further investigation as he/she regards to be appropriate. The Program Administrator shall give a written decision to the employee and supervisor within five (5) working days of the receipt of the written grievance.~~

~~Level Three:— If settlement is not reached at Level Two, the employee may appeal the decision of the Program Administrator by submitting the grievance form and supporting documents together with the response of the Program Administrator to the Executive Director within three (3) working days of receipt of the Program Administrator's decision. The Executive Director shall review all matters presented and may conduct such further investigation as he/she deems appropriate. The Executive Director shall give a written decision to the employee and Program Administrator within five (5) working days of the receipt of the appeal. If the Executive Director determines that the grievance is not a matter grievable within this policy and procedure, such determination shall be final and non-appealable.~~

~~Level Four:— If settlement is not reached at Level Three, the employee may seek appeal of the decision of the Executive Director by written request to the Centennial BOCES governing Board submitted within five (5) working days of receipt of the decision of the Executive Director.~~

~~Such request shall include as attachments all written forms, materials, and decisions submitted or issued during the prior proceedings together with a written statement setting forth the reasons why the Board should review the grievance. The Board shall have the discretion to hear or refuse to hear the appeal, which decision shall be made at the next regularly scheduled Board meeting or, if the appeal is not received at least ten (10) working days prior to such meeting, at the next regularly scheduled board meeting after such meeting.~~

~~If the Board determines to hear the appeal, the hearing shall be at the next regularly scheduled board meeting. At such hearing, the employee shall be entitled to present his/her position and to be represented by legal counsel. At the discretion of the Board, the employee may present other testimony or documentary evidence. The hearing may be held in Executive Session at the request of the employee or by decision of the Board. The Board shall give a written decision to the employee and Executive Director within 20 working days after the hearing. The decision of the Board shall be final.~~

Remedies

~~If resolution of the grievance to the satisfaction of the employee is not obtained through this procedure, the employee may thereafter seek his/her remedies under law, if any. This policy and procedure shall not be construed to create any additional legal rights or remedies, including, without limitation, any contractual right, any right to due process or any substantive right subject to protection under the due process clauses of the United States or Colorado Constitutions, beyond those otherwise provided by law.~~

General

~~Waivers of any of the procedures or time limitations provided herein are permitted upon the written consent of the employee and Centennial BOCES. Any waiver shall be specific and limited to its express terms.~~

~~The employee may withdraw his/her grievance at any time, which withdrawal shall constitute acceptance of the decision in effect at that time.~~

~~No employee shall be subject to disciplinary or punitive action by the Centennial BOCES for legitimate utilization of the procedures made available hereunder.~~

~~Absent extraordinary circumstances, it is contemplated that the entire review procedures should not exceed three (3) months in length.~~

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

This exhibit is recommended for deletion as it is better suited as an HR updated document. CENTENNIAL BOCES FORMAL GRIEVANCE FORM

A grievance is defined as a formal written complaint that 1: sets forth the allegation that there has been a violation, interpretation, or inequitable application of any policy of the Centennial BOCES or federal or Colorado statutes relative to anti-discrimination legislation; 2: specifically identifies the policy or statute alleged to be violated, misinterpreted, or inequitably applied; and 3: furnishes sufficient background concerning the alleged violation, misinterpretation, or inequitable application to identify persons, actions, and/or omissions that led to the allegation.

~~GRIEVANCE~~

I, _____, hereby file a Grievance to _____

Policy or Statute Violated: _____

Background Information:

Relief Sought: _____

~~I hereby petition for a hearing on my grievance within _____ working days, in compliance with the time limits set forth in the Grievance Procedure. I have been informed of the Grievance procedures to be followed along with my rights and responsibilities pertaining thereto.~~

Received by: _____
 _____ Supervisor Signature, Program Administrator Signature or _____ Date
 _____ Executive Director Signature

Grievant Signature _____ Date _____

~~Reviewed: CASB 2005
Centennial BOCES~~

STAFF POSITIONS

~~All staff positions, either temporary or permanent, instructional, administrative and supervisory positions in the Centennial BOCES shall be established initially by the Board. All changes in titles and/or responsibilities of administrative and/or supervisory positions shall be approved by the Board.~~

~~Unless otherwise designated by contract, professional staff employees, including teachers, shall be considered "at will" employees who serve at the pleasure of the Board and shall only have those rights established by Board policy.~~

~~In each case, the Board shall approve the purpose and function of the position in harmony with state laws and regulations and approve a statement of job requirements as recommended by the Executive Director.~~

~~As the Special Education Administrative Unit of record for some member districts, the Board shall employ a qualified Director of Special Education who shall be responsible for the development, implementation and administration of Special Education services and programs.~~

~~The Board delegates to the Executive Director the task of writing job descriptions, which must include any physical capabilities required for specific positions.~~

LEGAL REFS: ~~C.R.S. 22-5-107~~
 ~~C.R.S. 22-5-108 (1)(a)~~
 C.R.S. 22-32-109 (1)(f) board power to employ all personnel
 C.R.S. 22-32-110 (1)(h) board power to terminate employment
 C.R.S. 22-60.5-101 et seq. teacher licensure law

CROSS REF.: GCQF, Discipline, Suspension and Dismissal of Professional Staff

Revised:

Revised: April 17, 2008

Adopted: June 16, 1998

Centennial BOCES

This policy is recommended for deletion as it is included in policy GCA.
SERVICE

~~Administrative personnel shall serve at the pleasure of the Board of Directors unless the Board formally approves a written contract explicitly establishing a particular term of employment for an employee or unless other limitations are specifically mandated by statute.~~

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

This policy is recommended for deletion as it is not necessary.
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

~~Professional staff contracts at all times shall be conditioned upon and subject to the requirement that the teacher or administrator hold or be entitled to hold a Colorado teaching or administrative license or letter of authorization issued in the manner prescribed by law. Upon failure of a teacher or administrator to meet this requirement, the contract shall be terminated automatically without further action by either the Board of Directors or the staff member. Individuals who are appointed to an administrative position that has been designated by the Centennial BOCES as not requiring a Colorado administrative license shall be exempt from this requirement. Such individuals shall still meet the Centennial BOCES requirements for professional growth.~~

~~Notwithstanding the specification of or specific reference to any law referred to in contracts, contracts shall be subject to and include all laws of the federal, state and local government and all Board policies in existence on the effective date of the contract.~~

~~All teachers and administrators are required to meet the requirements for professional growth. Teachers and administrators failing to meet these requirements shall not receive salary increases provided for in the salary schedule and this failure or shortcoming shall constitute a breach of contract.~~

~~Within the framework of state statutes, employees who do not comply with the requirements of the Board and state may not be granted salary increases or they may not be retained on the staff.~~

~~In accordance with the law, contracts shall become effective for the next year succeeding the term of the contract if notification to the contrary is not given by the Board or the staff member as required by law.~~

~~It is the Board's intent to review all compensation plans annually. Once adopted by the Board, these plans of compensation shall be displayed in the Board's policy manual.~~

LEGAL REFS.: _____ C.R.S. 22 32 110 (5)
_____ C.R.S. 22 32 126
_____ C.R.S. 22 61 102
_____ C.R.S. 22 63 202
_____ C.R.S. 22 66 101 et seq.

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

This regulation is recommended for deletion as it is not necessary.
STAFF SALARY SCHEDULES

Teachers' Salary Schedule

~~Salary Schedules for licensed staff shall be a mathematical average of the salary schedules of the surveyed districts.~~

~~Increments: To qualify for the annual increment, a teacher must be performing at an acceptable level as determined by the administration.~~

~~Credit for Experience: Experienced newly hired teachers may receive up to 15 years of allowable creditable experience.~~

~~Educational Advancement on Schedule: Eligibility for lateral movement on the schedule requires earned college credits in a major or related field. Teachers must notify the personnel office of their eligibility for increments on the lateral scale. The notification must be in writing (Request for Educational Advancement Form) and include official transcripts documenting college credit hours earned. Beginning in 1999, notification must be made on or before April 1 to be eligible for the educational advancement pay for the ensuing school year. Failure to serve notification by the deadline will result in the forfeiture of the increment for the school year.~~

Support Staff Salary Schedule

~~Salary schedules for support staff shall be a mathematical average of the surveyed districts and other agencies.~~

~~The schedule shall take into account the qualifications required, the responsibilities of the position and the number of years the employee has been in service with the agency.~~

~~Annual increments shall be dependent upon the employee's acceptable performance in the position.~~

Administrative Staff Salary Schedule

~~Salary schedules for administrative staff shall be a mathematical average of the surveyed districts and other agencies.~~

~~The schedule shall take into account the qualifications required, the responsibilities of the position and the number of years the employee has been in service with the agency.~~

~~Annual increments shall be dependent upon the employee's acceptable performance in the position, and the position in the salary range.~~

Centennial BOCES Performance Pay Plan

Basic Assumptions:

- ~~1. Job descriptions adequately represent the key requirements of each position.~~
- ~~2. Measurable goals and objectives are established early in the year which can motivate the employee to improve performance and become more valuable to the organization.~~
- ~~3. Supervisors are capable of evaluating employee performance fairly and consistently.~~
- ~~4. Performance appraisal forms contain a performance rating guide which can assist the supervisor in assessing performance on objectives and job requirements to provide a reasonably objective evaluation.~~

5. ~~Performance pay encourages employee performance by providing a monetary reward based on performance level.~~

Procedural Outline

1. ~~Maintain file of job descriptions for all positions covered by the plan. The job description should include the following:~~
 - ~~a. Basic Purpose and Objectives~~
 - ~~b. Qualifications for Position~~
 - ~~c. Job Duties~~
 - ~~d. Skills and Requirements~~
2. ~~Complete performance appraisal procedures according to schedule.~~
 - ~~a. Each employee, with supervisor review, completes performance objectives for the budget year by August 15.~~
 - ~~b. Supervisor completes a mid-year performance appraisal in December-January and reviews with employee.~~
 - ~~c. Supervisor completes year-end evaluation by June 1 and reviews with employee.~~
 - ~~d. Separate performance appraisal forms are used for clerical support staff and for professional and administrative staff.~~

Budget Management

1. ~~Establish salary schedule(s) for all positions and update every two years via a salary survey.~~
2. ~~A salary increase matrix is established and updated annually.~~
 - ~~a. The salary range for each position is divided into quartiles, represented by the horizontal axis.~~
 - ~~b. The performance level is a five-point scale represented by the vertical axis.~~
 - ~~c. The employee's position in the current salary range, as of the end of the current budget year, and the employee's performance level, established during the year-end appraisal process, will determine the salary increase for the coming budget year.~~
3. ~~Prepare annual budget to accommodate projected performance pay increments.~~
 - ~~a. For employees who are below the minimum salary for a position, Centennial BOCES will endeavor to bring the salary up to at least the minimum within two years.~~
 - ~~b. Employees who are at or above the maximum salary for a position will receive 50% of the earned increase in subsequent years, or until the salary range is adjusted upward.~~

Performance Management Supplement for Implementation

The supervisor, with employee input, will define objectives and areas of growth which will result in a better unit/organizational product.

1. ~~An objective may take the form of upgrading present skills, i.e., typing accuracy or acquisition of new skills, e.g. learning to operate new software.~~
 - ~~• The skill objective may involve technical skills such as computers and office equipment.~~
 - ~~• The skill objective may involve personal skills such as public speaking, conflict resolution, supervisory skills, etc.~~

2. ~~An objective may take the form of production goals. When creating production goals, care must be taken to assure that the organizational support base is adequate to meet the goal. Since most educational production involves several sources, these types of goals are difficult to define.~~

~~To the highest practical degree, state the objective in a measurable format.~~

1. ~~This is relatively easy when technical skills or production goals are involved.~~
2. ~~This is relatively difficult for non-technical skills such as public speaking, conflict resolution, supervisory skills, etc.~~
 - ~~Behavioral objectives may assist in assessment of non-technical skills.~~
 - ~~Enrollment in workshops, in services, etc. may assist as an indicator on non-technical skill attainment.~~

~~The supervisor and employee should discuss strategies the employee might use in meeting the objectives.~~

~~The supervisor and employee should discuss how the employee's attainment of objectives will be assessed.~~

1. ~~The assessment should be as objective as is practical.~~
2. ~~The assessment method should possess high inter-rater reliability, i.e. under similar conditions other raters would give a similar rating.~~

~~In order to ensure consistency and equity across units, the Executive Director will review with the Department Director, the objectives for the department's personnel.~~

~~At a specified rating period, the supervisor will review the employee's rating with the employee.~~

1. ~~There shall be communications between the supervisor and employee regarding progress throughout the year.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

This exhibit is recommended for deletion as it is better suited as an HR updated document.

~~REQUEST FOR EDUCATIONAL ADVANCEMENT PAY ON THE SALARY SCHEDULE~~

TEACHER NAME: _____

I certify that I have satisfactorily completed the following college/university course work and have attached documentation (grade reports/transcripts or other written evidence from the college or university) and am eligible for advancement on the salary schedule.

Course No. & Brief Description	Semester Hrs. Earned	College or University	Date Course Completed

As a result of completing these courses, I am now eligible for the following lateral educational step on the salary schedule. Please check the appropriate lateral step:

BA + 15	BA + 30	BA + 45	MA	MA + 15	MA + 30	MA + 45	EDD

Please note: The lateral educational steps are semester credit hours. Also, Board Policy requires that teachers must notify the personnel office of their eligibility for increments on the lateral scale. The notification must be submitted on this form and include official transcripts documenting college credit hours earned. Notification must be made on or before April 1 to be eligible for educational advancement pay for the ensuing school year. Failure to serve notification by the deadline will result in the forfeiture of the increment for the school year.

Teacher Signature _____ **Date** _____

I have reviewed and approved the course work and this educational advancement salary request.

Program Director Signature _____ **Approval Date** _____

Executive Director Signature _____ **Effective Date of Increase** _____

Adopted: June 16, 1998
 Centennial BOCES

This policy is recommended for deletion as it included in policy GDBC.
SUPPLEMENTARY PAY PLANS

~~Under the provisions of the Fair Labor Standards Act, overtime and/or compensatory time at the rate of time and one half shall be earned by Centennial BOCES non-exempt employees required to work over forty (40) hours during the regular workweek.~~

~~All overtime work shall require the advance approval of the employee's immediate supervisor.~~

~~All hours worked shall be accurately recorded in the manner required by the Centennial BOCES.~~

~~LEGAL REFS.: ——— 29 U.S.C.A. Sec. 201 *et seq.* (Fair Labor Standards Act)~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

PROFESSIONAL STAFF FRINGE BENEFITS

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to the professional staff shall be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to Centennial BOCES.

In accordance with applicable federal law, full-time professional staff members are eligible for the Centennial BOCES's health insurance plan. These employees also may participate in the Centennial BOCES's tax-sheltered annuity program and are also covered by the Centennial BOCES's group life insurance and long-term disability insurance plans.

Centennial BOCES employees shall participate in the Public Employee's Retirement Association in which both the employee and Centennial BOCES make monthly contributions.

Workers' Compensation

All Centennial BOCES employees are covered under the Workers' Compensation Insurance Plan and shall be entitled to all the prescribed benefits.

~~The Centennial BOCES shall make available insurance, retirement, and other benefits to eligible personnel.~~

~~The Board of Directors, with the advice of the Executive Director, shall establish the rates of contributions to these programs. The Executive Director shall establish procedures to provide for the participation of staff members in these programs.~~

Definition of Fringe Benefits:

1. ~~Health Insurance~~
2. ~~Dental Insurance~~
3. ~~Life Insurance~~
4. ~~PERA (Public Employees Retirement Association)~~
5. ~~Long Term Disability Insurance~~
6. ~~Leaves and Vacations~~

LEGAL REFS.: P.L. 111-148 Patient Protection and Affordable Care Act
C.R.S. 8-40-101 et seq. through 8-47-101 et seq. Workers' Compensation Act
of Colorado
C.R.S. 22-32-110 (1)(j) board power to procure group life, health or accident
insurance for employees
C.R.S. 24-51-101 et seq. Public Employees' Retirement Association

CROSS REF.: GBGD, Workers' Compensation

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

This regulation is recommended for deletion as it is better suited as an HR updated document.

PROCEDURES FOR ESTABLISHING ELIGIBILITY FOR FRINGE BENEFITS

Eligibility for Benefits

Eligibility for Insurance Benefits

~~Employees who work .8 FTE, or greater, shall be eligible for the Centennial BOCES full benefit package on the following insurance benefits:~~

- ~~_____ a. _____ Health Insurance~~
- ~~_____ b. _____ Dental Insurance~~
- ~~_____ c. _____ Life Insurance~~

~~Employees who work .5 FTE—.79 FTE shall be eligible for the Centennial BOCES full benefit package on a pro-rata basis commensurate with the employee's FTE as follows:~~

- ~~a. _____ Centennial BOCES will pay a portion of the employee coverage on employees who work .5 FTE—.79 FTE commensurate with the FTE rate. Employees are not required to participate. Examples: Centennial BOCES will pay .5 of the employee rate on insurance for an employee working .5 FTE; CBOCES will pay .75 of the employee rate on insurance for an employee working .75 FTE.~~

~~Employees who work .5 FTE, or more, are eligible to purchase dependent coverage through the insurance benefit package.~~

Eligibility for Leaves and Vacations

~~Eligibility for leaves and vacations are described in full on Benefit Schedules, A, B, and C. These are different for the described employee groups.~~

Leave—General Provisions

~~The Board of Directors reserves the right to suspend or cancel any and all leave policies and/or fringe benefits when it determines that it is necessary to do so as a result of emergency or other similar conditions.~~

~~Revised: February 17, 2011~~

~~Revised: September 11, 2006~~

~~Centennial BOCES~~

This policy is recommended for deletion as it is better suited as an HR updated document.

~~LONG TERM DISABILITY INSURANCE~~

~~The Centennial BOCES may provide long term disability insurance for employees, or classifications of employees, who are not eligible for PERA disability insurance. The terms and conditions of such coverage shall be established by the Executive Director, subject to approval by the Board of Directors.~~

Revised: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

This regulation is recommended for deletion as it is better suited as an HR updated document.

~~LONG TERM DISABILITY INSURANCE – REGULATIONS~~

~~The long term disability plan shall be based upon a 90 day elimination period.~~

~~The long term disability plan shall provide a monthly benefit amount of 60% of gross salary with a maximum of \$6,000 per month.~~

~~Centennial BOCES employees will use their accrued sick leave during the elimination period.~~

~~The plan shall have a benefit duration that complies with the Age Discrimination Employee Act.~~

~~Reviewed: CASB 2005~~

~~Revised: February 12, 2004~~

~~Centennial BOCES _____~~

This policy is recommended for deletion as it is not necessary.
PROFESSIONAL LEAVE

~~The Board of Directors may, but shall not be required to, grant professional leave with pay and with expenses reimbursed in accordance with the current Centennial BOCES policy/procedure on reimbursement of expenses to employees to permit their participation in meetings, conventions, and workshops designed to advance their professional competency in their Centennial BOCES assignment.~~

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

PROFESSIONAL STAFF VACATIONS LEAVE AND HOLIDAYS

Employees on 12 month contracts shall receive vacation leave time in accordance with ~~the previous Schedule A~~ the applicable benefit Schedule (A,B,C), upon approval of the supervisor and executive director.

Vacation leave will be accrued on a monthly basis. Employees new to Centennial BOCES, or those resigning from Centennial BOCES who do not meet the 1.0 FTE requirement, shall receive a prorated amount of vacation time.

An employee may not accrue more time than can be accrued in an 18 month period. After the maximum accrual is reached, employees will forfeit the accrual each month until vacation is used.

~~Staff shall take at least five (5) consecutive days of vacation annually.~~

Upon termination of employment, other than for cause, an employee shall be paid a lump sum at his/her current daily rate for unused vacation, not to exceed 12 months' accumulation.

Holidays

Paid holidays for professional staff are listed on the Board approved annual calendar.

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

This policy is recommended for deletion as it is included in policy GCE/GCF.
RECRUITMENT OF ADMINISTRATIVE STAFF

~~In the event of an administrative vacancy, the Executive Director may consider currently employed staff and all other persons who have properly indicated a desire to be considered.~~

~~The particular procedure to be followed in recruiting and selecting administrative staff shall be determined by the Executive Director to be appropriate for any given situation, subject to review by the Board of Directors.~~

~~Administrative staff shall be selected and employed based on consideration of qualifications, Centennial BOCES resources, and such other factors deemed by the Executive Director and the Board of Directors to be appropriate.~~

~~Reviewed: CASB 2005
Adopted: June 16, 1998
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's 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 of each individual school~~, and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of Centennial BOCES and the need for staff members of various backgrounds.

Recruitment procedures shall 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 licensed, qualified, and meets other stated requirements.

Background Checks

Prior to hiring any person, in accordance with state law, Centennial BOCES shall 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 race, color, creed, sex, sexual orientation, genetic information, religion, national ~~background~~ origin, ancestry, age, marital status, or disability ~~or handicap~~.

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

All candidates shall be considered on the basis of their merits, qualifications, and the needs of Centennial BOCES. The Board directs that recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified, provided the individual is judged to be the best candidate.

All interviewing and selection procedures shall 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 be made at regular meetings of the Board. The vote of a majority of the Board shall be necessary to approve the appointment of teachers or any professional staff member, ~~administrators, or any other employee of the Centennial BOCES~~. If there is a negative vote by the Board, the executive director shall 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. 6319 teacher requirements under No Child Left Behind Act of 2001
42 U.S.C. 653 (a) Personal Responsibility and Work Opportunity Reconciliation Act
34 C.F.R. 200.55 federal regulations regarding highly qualified teachers
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. 22-32-109 (1)(f) Board duty to employ personnel
C.R.S. 22-32-109.7 inquiries prior to hiring
~~C.R.S. 22-32-126~~
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. 22-61-203~~
~~C.R.S. 22-63-201~~
~~C.R.S. 22-63-202~~
C.R.S. 24-34-402 (1) discriminatory and unfair employment practices
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: February 16, 2006
Centennial BOCES

This regulation is recommended for deletion as it is better suited as an HR updated document. PROFESSIONAL STAFF RECRUITING/HIRING

~~Applications of all regular licensed personnel to be employed by the Centennial BOCES will be processed according to this procedure. Short term, temporary, or interim appointments may be made directly by the Executive Director, subject to the approval of the Board of Directors, without following the advertising procedure.~~

~~1. Vacancies~~

~~— All regular vacancies will be advertised by each department or personnel office.~~

~~2. Applications~~

~~— All applications will be submitted to the program director or the personnel office.~~

~~— Current employees may apply for supplemental pay positions by submitting a letter outlining their qualifications for the position they are seeking.~~

~~— All applicants will obtain and complete an application form.~~

~~3. Initial Screening and Interview~~

~~The personnel office and/or program director will screen applications and determine which applicants will be interviewed. The objectives of the screening and interview process are to:~~

- ~~a. Determine if the applicant meets the requirements of the No Child Left Behind Act of 2001 (NCLB) for designation as a highly qualified teacher.~~
- ~~b. Determine the suitability of the applicant for the specific position.~~
- ~~c. Determine those applicants who are most qualified for the position and eligible for an interview.~~
- ~~d. Discuss with the applicants any CBOCES policies and procedures pertinent to the job and to the employment process.~~

~~4. Background Checks~~

~~— Prior to hiring, the program director or the personnel office will:~~

- ~~a. Check with the Colorado Department of Education to determine if there is any information on record indicating the applicant has been convicted of a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. The department's records will indicate if the applicant has been convicted of, pled *nolo contendere* to, received a deferred sentence, or deferred prosecution, or had his or her license annulled, suspended, or revoked for such crimes. The department also will provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. Information of this type that is learned from a different source shall be reported by the district to the department. The department will not disclose any information reported by a school district unless and until the department confirms that the allegation~~

~~resulted in the person's name being placed on the state central registry of child protection.~~

- ~~b. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.~~

5. ~~Fingerprinting Non-licensed Administrators~~

- ~~a. All non-licensed applicants selected for employment in an administrative position must submit a complete set of fingerprints taken by a qualified law enforcement agency and a notarized, completed form (described in b. below) as required by state law.~~
- ~~b. On the form, the applicant must certify either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.~~
- ~~c. The Centennial BOCES will release the fingerprints to the Colorado Bureau of Investigation 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.~~
- ~~d. Although an applicant may be conditionally employed prior to receiving the results, he or she may have employment terminated if the results are inconsistent with the information provided on the form. The Centennial BOCES will notify the Centennial BOCES attorney of such inconsistent results for action or possible prosecution.~~

6. ~~Placement Interview~~

- ~~a. Determine whether the applicant can handle the specific assignment.~~
- ~~b. Determine the best applicant for the position, giving due consideration to the district's affirmative action plan.~~
- ~~c. Discuss with the candidate any building or departmental regulations pertinent to the job.~~

7. ~~Selection~~

~~In the selection of professional staff and teachers, the department director will interview the qualified applicants, and the decision regarding selection will be made by the department director and recommended to the Executive Director.~~

8. ~~Contract or Job Offer~~

~~Only the department director, with the approval of the Executive Director, is authorized to offer new or supplemental pay contracts and/or jobs to current employees or applicants.~~

9. ~~Information Report to State~~

~~In accordance with federal and state law, the personnel office will report the name, address, and social security number of every new employee to Child Support Enforcement, 1375 Sherman Street, Denver, Colorado 80203.~~

~~This report, due within 20 days of the date of the hire, or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or employment is terminated before the report is due. Upon termination, the employee's last known~~

~~address and the fact of the termination shall be reported to the applicable court or agency.~~

~~Upon receiving a Notice of Wage assignment, the Centennial BOCES shall remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.~~

~~Reviewed: CASB 2005~~

~~Revised: February 12, 2004~~

~~Centennial BOCES~~

This regulation is recommended for deletion as it is better suited as an HR updated document.

GUIDELINES FOR BACKGROUND CHECKS

Definitions

~~“Applicant” shall mean an individual whom the Centennial BOCES has decided it will or may hire, subject to the completion of background checks and other actions required by these guidelines. Submitting an application for employment will not by itself make an individual an “Applicant” within the meaning of the term as it is used in these guidelines.~~

~~“Licensed employee” shall mean all individuals holding a teacher’s certificate or letter of authorization as defined in section 22-60-101 *et seq.*, C.R.S., including without limitation, teachers, administrators, part time teachers, and substitute teachers. It shall not include substitute teachers with emergency certification.~~

~~“Classified employee” shall mean all individuals employed by the Centennial BOCES in any capacity who are not licensed personnel, including part time and substitute employees.~~

~~“Crime” shall mean any felony or misdemeanor for which an individual has been convicted, except a misdemeanor traffic offense or traffic infraction.~~

~~“Law enforcement agency” shall mean the local municipal police department, or the local sheriff’s department, or such other law enforcement agency as shall be approved in writing by the Centennial BOCES.~~

Background Checks

~~Prior to employing any classified or licensed employee, the Centennial BOCES shall perform all background checks required by law, including, without limiting the requirements of law, the following:~~

- ~~1. The Centennial BOCES shall contact the Colorado Department of Education to determine what information, if any, the department has on file about the applicant pursuant to the provisions of section 22-2-119, C.R.S.~~
- ~~2. The Centennial BOCES shall contact previous employers of an applicant for the purpose of obtaining information and recommendations which may be relevant to the applicant’s fitness to be employed by the Centennial BOCES.~~
- ~~3. All applicants for a position of classified employee shall complete and submit to the Centennial BOCES Exhibit A, as may be updated from time to time by the Department of Education, to these guidelines prior to being employed by the Centennial BOCES, and shall cause all applicants’ fingerprints to be taken by a law enforcement agency and submitted to the Centennial BOCES prior to the date the successful applicant is employed by the Centennial BOCES. If fingerprints have been submitted by the applicant to any school district or Centennial BOCES in the previous two (2) years, the applicant need not resubmit his or her fingerprints. The Centennial BOCES shall not accept any fingerprints which have not been mailed or delivered to the Centennial BOCES directly from the law enforcement agency. An applicant may not personally deliver the prints. The Centennial BOCES shall arrange for the fingerprints to be analyzed by the CBI. The Centennial BOCES shall notify the district attorney if the~~

~~fingerprint check reveals any crimes which were not listed in the applicant's disclosure statement.~~

- a. ~~If the Centennial BOCES has good cause to believe any classified or licensed employee in the Centennial BOCES, employed on or after January 1, 1991, has been convicted of a crime of which the Centennial BOCES has not previously been notified, as conviction is defined in Exhibit A, the Centennial BOCES shall investigate the matter by inquiring about it from the employee, and may, at the Centennial BOCES sole discretion, require the employee to complete Exhibit A and to submit a set of fingerprints from a law enforcement agency. The employee must cause the fingerprints to be submitted to the Centennial BOCES not later than twenty (20) days following receipt by the employee of written notification from the Centennial BOCES requesting the prints. The Centennial BOCES shall not accept any fingerprints which have not been mailed or delivered to the Centennial BOCES directly from the law enforcement agency. The employee may not personally deliver the prints. The Centennial BOCES shall arrange for the fingerprints to be analyzed by the CBI. The Centennial BOCES may also send prints already on file to the CBI for analysis.~~

Personnel Files

~~If a classified or licensed employee has his/her employment terminated because he/she has been convicted of, pled *nolo contendere* to, or received a deferred sentence for a crime of sexual misconduct or a crime against children, or if a classified or licensed employee resigns because of allegations of these crimes, and the allegations are supported by credible evidence, then the Centennial BOCES shall take the following steps:~~

1. ~~The Centennial BOCES shall report the allegations to the Colorado Department of Education, and shall cooperate with the department's investigation of the matter, including providing any information requested by the department concerning the circumstances of the dismissal or resignation. The Centennial BOCES shall notify the employee that such information is being forwarded unless it is prohibited by law from doing so.~~
2. ~~The Centennial BOCES shall maintain a separate file containing all documents in the Centennial BOCES possession pertaining to the allegations. The file shall be kept absolutely confidential, and only the employee or person authorized by the Executive Director, or by law, shall have access to the file.~~
3. ~~Prior to the time the employee resigns or is dismissed, the Executive Director or his/her designee shall prepare a written statement setting forth the allegations, describing the credible evidence that supports the allegations and, as soon as known, the change in the employee's employment status as a result of the allegations. The written statement shall not include any personal opinions or other speculation about the allegations or evidence.~~

~~Before the employee leaves his/her employment with the Centennial BOCES, the employee shall be given a written copy of the statement described in the preceding paragraph and shall be given an opportunity to verbally respond to the information contained in the statement.~~

~~Before the employee leaves his/her employment with the Centennial BOCES, the employee shall be given a copy of the written statement described in Paragraph 3 above, and shall be notified in writing that this statement will be read in response to any inquiries from other school districts~~

~~or BOCES about his/her employment history pursuant to the provisions of section 22-32-109.7, C.R.S. The employee shall also be notified in writing that he/she has a right to a hearing on the truth or falsity of the information contained in the written statement and shall be notified of the procedure applicable to that hearing.~~

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

This policy is recommended for deletion as it is not necessary.

EMPLOYMENT OF PERSONNEL

~~The employment of each licensed employee of the Centennial BOCES shall be approved or ratified by the Board of Directors. When necessary, the Executive Director may make temporary assignments of licensed employees; however, such assignment shall be contingent upon approval by the Board of Directors no later than its next regularly scheduled meeting.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

This policy is recommended for deletion as it is not necessary.
STAFF ORIENTATION

~~All new support staff shall familiarize themselves with general and specific responsibilities.
Participation in orientation program(s) will be mandatory.~~

~~All staff shall be required to attend periodic inservice training sessions.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

This policy is recommended for deletion.
MENTOR TEACHERS/ADMINISTRATORS

~~The executive director, building principal, special education director and other appropriate program directors shall develop guidelines for selecting mentors to work with initial licensees in the district's induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers, principals or administrators, as appropriate, and who have demonstrated exemplary skills under the Centennial BOCES performance standards.~~

~~Principals and program directors should encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others and demonstrate interpersonal and public relations skills.~~

~~To the extent possible, the guidelines for the assignment of mentors shall provide that the mentor is closely matched to the inductee in terms of academic preparation and assignment and be located, when possible, in close proximity to the inductee.~~

~~The mentor shall be responsible for long term orientation of the mentee as the individual prepares for professional licensure. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan.~~

~~The assistance provided through a mentor shall not be part of the CBOCES formal evaluation system.~~

~~Mentors shall be compensated for their assistance in accordance with CBOCES policy or, if the mentor is from another district or BOCES, at the rate agreed upon between the district and/or BOCES.~~

Principals/Administrators

~~Mentors for principals and other administrators may be selected from a variety of sources including CBOCES or member school district personnel, personnel from other districts and retired administrators.~~

~~Mentors selected for principals and administrators with initial licenses shall be:~~

- ~~• Experienced administrators or principals~~
- ~~• Perceived by colleagues as effective~~
- ~~• Selected to match the experience of the inductee~~

Mentors must:

- ~~• Have demonstrated effective communication skills including problem solving and written communication~~
- ~~• Have demonstrated skills in questioning and giving feedback~~
- ~~• Be committed to ongoing professional growth~~

~~LEGAL REF.: C.R.S. 22-60.5-102(12-15)~~

~~CROSS REF.: GCHC, Professional Staff Induction Program~~

~~Adopted: February 16, 2006~~

~~Centennial BOCES~~

This policy is recommended for deletion as it is not necessary.
PROFESSIONAL STAFF INDUCTION PROGRAM

~~The Centennial BOCES shall join with school districts which belong to the CBOCES to offer an induction program for the continuing professional development of teachers, special service providers, principals and administrators with initial licenses just entering the profession and new to the CBOCES.~~

~~The purpose of the induction program under the educator law shall be to promote purposeful learning by inductees rather than learning about the CBOCES and teaching through trial and error. The goal of the CBOCES program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning.~~

~~The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluations in accordance with the CBOCES performance evaluation system.~~

~~The CBOCES induction program shall include four major components:~~

- ~~• Orientation of newcomers to new professional roles~~
- ~~• Socialization and transition problems normally faced by newcomers to organizations~~
- ~~• Technical skill refinement and development including ethics~~
- ~~• Performance assessment~~

~~Through the induction program, inductees shall be provided information about CBOCES Board policies and regulations, content standards, and educator roles and responsibilities.~~

~~A mentor shall be selected for each inductee to model the professionalism of the teaching staff employed by the CBOCES.~~

~~It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving an initial license.~~

~~The CBOCES shall establish criteria to evaluate an inductee who has successfully completed the program. Among the important criteria shall be completion of activities listed in the inductee's professional growth plan, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, satisfactory summative evaluation by the supervisor and recommendations by the mentor and supervisor.~~

~~The program director/principal shall make a recommendation to the CBOCES executive director regarding the completion of the induction program. The executive director shall be responsible for recommending the inductee to the state for a professional license.~~

~~Nothing in this policy or in the induction program itself shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that an inductee receive a professional teaching license at the conclusion of the induction program is a decision separate and distinct from any decision about continued employment in the CBOCES. All employment decisions remain within the sole and continuing discretion of the CBOCES Board of Directors.~~

~~CBOCES personnel shall establish a process to evaluate the CBOCES induction program so that it fits within the comprehensive CBOCES wide professional growth plan for CBOCES personnel.~~

~~LEGAL REFS.:~~ ~~C.R.S. 22 60.5 102(7)~~
~~_____ C.R.S. 22 60.5 114(2)~~
~~_____ C.R.S. 22 60.5 201(1)(c)(I)(B)~~
~~_____ C.R.S. 22 60.5 204(teachers)~~
~~_____ C.R.S. 22 60.5 210(1)(b)(I)(B)~~
~~_____ C.R.S. 22 60.5 213(special services providers)~~
~~_____ C.R.S. 22 60.5 301(1)(b)(I)(C)~~
~~_____ C.R.S. 22 60.5 304(principals)~~
~~_____ C.R.S. 22 60.5 306(1)(b)(I)(C)~~
~~_____ C.R.S. 22 60.5 309(administrators)~~

~~Adopted: February 12, 2006~~
~~Centennial BOCES~~

This policy is recommended for deletion as it is not necessary.

ASSIGNMENT OF PERSONNEL

~~The Executive Director is authorized to assign all employees to their duties in the Centennial BOCES subject to review by the Board of Directors.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

EVALUATION OF LICENSED/~~CERTIFIED~~ STAFF PERSONNEL

This policy and accompanying regulation shall be considered part of the Centennial BOCES's licensed personnel performance evaluation system. The Centennial BOCES's licensed personnel evaluation system shall be developed and implemented in accordance with state law. The Board shall consult with administrators, teachers, parents and the advisory Centennial BOCES licensed personnel performance evaluation council in developing and evaluating the Centennial BOCES's evaluation system.

~~The Board of Directors recognizes that the teaching process is extremely complex and that appraisal of the process is a difficult function. It also recognizes that sound appraisal of teaching performance is critical in achieving the educational objectives of the Centennial BOCES.~~

~~The Board expects its supervisory and administrative staffs to exert every effort to help and encourage staff members to develop their teaching abilities to an optimum degree.~~

~~In keeping with state law and Board policy, the performance~~ The purposes of the Centennial BOCES's licensed personnel performance evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and of the level of effectiveness of performance of licensed instructional personnel. The Centennial BOCES's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the Centennial BOCES's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

~~The Board shall appoint a "Personnel Performance Evaluation Council" to provide input to the executive director and the Board in developing or amending the performance evaluation system. The membership of the Council shall include one teacher, one administrator, and one principal representative selected from among the school districts that are members of the CBOCES, two licensed employees of the CBOCES, one resident who is a parent of a child attending school within a member district, and one member district resident who is not a parent with a child enrolled in a member district.~~

~~The basic requirements of the evaluation system shall be:~~

- ~~1. All licensed instructional personnel, including full time and part time teachers, shall be regularly evaluated by administrators/supervisors who have an administrative certificate or principal or administrator license and education and training in evaluation skills, which will enable them to make fair, professional and credible evaluations of the personnel whom they are responsible for evaluating.~~
- ~~2. Evaluations shall be conducted in a fair and professional manner and shall be based on written criteria which pertain to good teaching and the staff member's particular position.~~
- ~~3. Standards for satisfactory performance of licensed instructional personnel and criteria which can be used to determine whether performance meets such standards shall be developed. One of the standards for measuring teacher performance shall be directly related to classroom instruction and shall include multiple measures of student performance.~~

- ~~4. All evaluation standards and criteria shall be given in writing to all licensed personnel and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.~~
- ~~5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation and peer, parent, or student input obtained from standardized surveys. All data on which an evaluation judgement is based will be documented to the extent possible and available for the teacher's review.~~
- ~~6. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn. Teachers who have not completed three full years of teaching with the CBOCES shall receive at least two documented observations and one evaluation that results in a written report every year for the first three years. Teachers who have completed three or more years of teaching with the CBOCES shall receive at least one documented observation and at least one evaluation that results in a written report every three years.~~
- ~~7. All written evaluation reports shall be specific as to performance strengths and weaknesses, specifically identify when a direct observation was made, identify data sources, and contain a written improvement plan. The written improvement plan shall be specific as to what improvements, if any, are needed in performance.~~

~~The staff member concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it.~~

~~If the evaluatee disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.~~

- ~~8. The system shall contain a process to be followed when a teacher's performance is deemed unsatisfactory. In accordance with state law, this process shall provide for a notice of deficiencies, an improvement plan and an opportunity to correct the deficiencies.~~

Centennial BOCES shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Licensed personnel, 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. Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment, as the Teacher Employment, Compensation and Dismissal Act of 1990, C.R.S. 22-63-01, ~~does not apply to Boards of Cooperative Educational Services, not explicitly established by statute Board policy or contract.~~ Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to ~~renewal of contracts,~~ transfer, assignment, dismissal or other employment decisions relating to Centennial BOCES

personnel. Centennial BOCES reserves the right to discipline or terminate a licensed staff member without regard to the outcome of any past or pending evaluation.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to nor prevent the Board from modifying an employee's contract status, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement plan shall not be grievable under the Centennial CBOCES's formal grievance process.

~~The Board specifically delegates to the executive director the authority to terminate the employment of licensed staff members, including teachers and administrators. A licensed employee whose employment has been terminated by the executive director shall have the right to request a hearing before the CBOCES Board or an agent of the CBOCES Board.~~

All employment decisions remain within the sole and continuing discretion of the Board, subject only to the conditions and limitations prescribed by Colorado law.

LEGAL REF.: C.R.S. 22-9-101 et seq. Licensed Personnel Performance Evaluation Act
1 CCR 301-87 State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel

CROSS REFS.: BDFA*, BOCES Licensed Personnel Performance Evaluation Council
GCOE*, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

EVALUATION OF LICENSED PERSONNEL

The procedures necessary to administer and implement the policy accompanying this regulation and the Centennial BOCES's licensed personnel evaluation system are as follows:

Basic Requirements

1. All licensed personnel, except those employed for six weeks or less, shall be evaluated by an administrator/supervisor who has a principal or administrator license issued by the Colorado Department of Education and/or such administrator's/supervisor's designee, who has received education and training in evaluation skills approved by the Colorado Department of Education that will enable the evaluator to make fair, professional and credible evaluations of the licensed personnel whom the evaluator is responsible for evaluating.
2. The standards for effective performance of licensed personnel and the criteria to be used in determining whether performance meets these standards shall be available in writing to all licensed personnel. Such standards and criteria shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
3. The system shall identify the various methods of evaluation, which shall include but not be limited to direct observations and a process of systematic data-gathering.

Information Collection

The evaluator shall directly observe the licensed staff member and gather other data in accordance with the Centennial BOCES's evaluation system and state law. No evaluation information shall be gathered by electronic devices without the consent of the licensed staff member. Peer, parent or student input may be obtained from standardized surveys as part of a teacher's evaluation. Each principal's evaluation shall include input from teachers employed at the school and may include input from the students enrolled at the school and their parents.

Frequency and Duration

Teachers shall receive the written evaluation report at least two weeks before the last class day of the school year.

Principals shall receive one evaluation that results in a written report each academic year. Administrators in their first year of service in Centennial BOCES will be evaluated once during the initial year. All other administrators will be evaluated at least once every three years. Each evaluation will result in a written report.

Specialized service professionals shall receive one evaluation that results in a written report each academic year. For purposes of this regulation, the term "specialized service professionals" (SSPs) shall be as defined by applicable rules of the State Board of Education.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or licensed staff member, when the staff member is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

Minor adjustments and variations in the evaluation process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected in accordance with the Centennial BOCES's evaluation system.

Informal evaluations and observations may be made whenever deemed appropriate by Centennial BOCES.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the licensed staff member's performance and which clearly sets forth recommendations for improvements. If the person evaluated is a teacher or a principal, the plan shall include recommendations for additional education and training during the teacher's or principal's license renewal process.
2. Specific information about the strengths and weaknesses in the licensed staff member's performance.
3. Documentation identifying when a direct observation was made.
4. Identification of data sources.

The evaluation report will be discussed with the licensed staff member evaluated. Both the evaluator and the licensed staff member will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the staff member disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

Ineffective Performance

A licensed staff member whose performance is deemed to be ineffective shall receive:

1. Written notice that his or her performance evaluation shows a rating of ineffective;
2. A copy of the documentation relied upon in measuring the staff member's performance;
and
3. Identification of deficiencies.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The licensed staff member evaluated may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Adopted:
Centennial BOCES

EVALUATION OF EVALUATORS

Provision shall be made for periodic evaluation of evaluators of licensed staff to ensure that the process is being carried out in a fair, professional and credible manner.

All persons who evaluate licensed personnel shall possess a principal or administrator license issued by the Colorado Department of Education. Issuance or renewal of license requires that the applicant has received education and training in evaluation skills approved by the Colorado Department of Education.

A licensed principal or administrator may designate an individual to perform evaluations of licensed personnel, provided such designee shall have received education and training in evaluation skills approved by the Colorado Department of Education.

To ensure that evaluators comply with state law and the Centennial BOCES's evaluation system, evaluation instruments for all licensed personnel evaluators shall include a section dealing with their evaluation skills and responsibilities. The executive director or other supervisor of the evaluator shall review and sign each evaluation report prepared and when necessary shall discuss procedure and form with the evaluator.

As part of its ongoing review, the Centennial BOCES licensed personnel performance evaluation council shall seek evidence that evaluators are implementing the process in a fair, professional and credible manner and shall report its findings and recommendations to the Board.

LEGAL REF.: C.R.S. 22-9-101 et seq. Licensed Personnel Performance Evaluation Act

CROSS REF.: BDFA*, BOCES Licensed Personnel Performance Evaluation Council

Adopted:
Centennial BOCES

This policy is recommended for deletion as it is not necessary.
ASSIGNMENT

~~Assignment and reassignment of administrative personnel shall remain in the continuing discretion of the executive director subject to Board of Director review and approval.~~

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

This policy is recommended for deletion as it is not necessary.
REDUCTION IN FORCE

~~This section shall apply only to the cancellation of an employment contract for a specified term where such contract must be canceled prior to its expiration. This section does not apply to termination of at-will employees, nonrenewal of employment, or any other personnel action.~~

~~Cancellation of an employment contract pursuant to this section may be accomplished when necessitated by a "fiscal exigency" or a "program change."~~

~~No employment contract shall be canceled pursuant to this section without a prior hearing before the executive director, the Board of Directors, or a designee, or either.~~

~~A "fiscal exigency" means any significant decline in the ability of the Centennial BOCES to fund the operations of the CBOCES as a result of decline in enrollment, restrictions on revenues, increased costs or any other action, event, or condition, that may cause the CBOCES current or projected general fund budgets to be insufficient to meet all projected needs of the CBOCES.~~

~~A "program change" means any elimination, curtailment, or reorganization of curriculum, programs, schools, classes, or assignments. A program change may or may not be related to a fiscal exigency.~~

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

RESIGNATION OF INSTRUCTIONAL STAFF/ADMINISTRATIVE 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.

~~In accordance with state statutes, a teacher or licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice 30 days prior to the beginning of the academic year and during an academic year by giving at least 30 days written notice, or at any time upon the Centennial BOCES' acceptance of the staff member's resignation. The executive director is authorized to immediately accept the resignation of a staff member and to initiate the procedures to find a qualified replacement. Such resignation will be reported to the Board of Directors at its next regularly scheduled meeting; however the resignation will be effective upon its written acceptance of the offer by the executive director.~~

~~A teacher or licensed administrator who fails to honor a contract, except in accordance with state statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, not to exceed 1/12 of his/her annual salary. In addition, the teacher's or administrator's license may be suspended.~~

~~A teacher or licensed administrator who resigns during the term of his/her contract shall be paid the prorated amount of his/her annual salary for each day he has been on duty.~~

Mandatory reporting requirements

~~If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the executive director is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by CDE concerning the circumstances of the resignation. CBOCES also shall notify the employee that information concerning his/her resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.~~

~~The executive director shall notify CDE whenever a licensed employee resigns for any of the following reasons:~~

- ~~1. — The employee has been determined by a court to be mentally incompetent.~~
- ~~2. — The individual is convicted, pleads *nolo contendere* or receives a deferred sentence or a deferred prosecution for sexual offenses against a child as specifically set forth in the state board rules.~~
- ~~3. — The individual pleads guilty or *nolo contendere* or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession, felonies involving the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography.~~

4. ~~When the county department of social services of the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the CBOCES employee is the suspected perpetrator and was acting in his official capacity as an employee of the district.~~
5. ~~When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.~~

LEGAL REFS.: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
 ~~C.R.S. 22-32-109.7~~
 ~~C.R.S. 22-63-202~~
 1 CCR 301-37, Rules ~~2202~~ 2260.5-R-15.005 et seq. mandatory reporting
 requirements

Revised:

Reviewed: CASB 2005

Adopted: April 20, 2000

Centennial BOCES

RESIGNATION OF INSTRUCTIONAL STAFF/ADMINISTRATIVE PROFESSIONAL STAFF
(Mandatory Reporting Requirement)

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who resign from Centennial BOCES.

~~In accordance with state statutes, a teacher or licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice 30 days prior to the beginning of the academic year and during an academic year by giving at least 30 days written notice, or at any time upon the Centennial BOCES' acceptance of the staff member's resignation. The executive director is authorized to immediately accept the resignation of a staff member and to initiate the procedures to find a qualified replacement. Such resignation will be reported to the Board of Directors at its next regularly scheduled meeting; however the resignation will be effective upon its written acceptance of the offer by the executive director.~~

~~A teacher or licensed administrator who fails to honor a contract, except in accordance with state statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, not to exceed 1/12 of his/her annual salary. In addition, the teacher's or administrator's license may be suspended.~~

~~A teacher or licensed administrator who resigns during the term of his/her contract shall be paid the prorated amount of his/her annual salary for each day he has been on duty.~~

Mandatory reporting requirements – unlawful behavior involving a child

~~If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the executive director is delegated the responsibility for immediately notifying shall notify the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after the employee's resignation. The executive director shall provide and for providing any information requested by CDE concerning the circumstances of the resignation. Centennial BOCES also shall notify the employee that information concerning his/her resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.~~

If Centennial BOCES learns that a current or past employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the executive director shall notify CDE.

Mandatory reporting requirements – other offenses

In addition and in accordance with applicable State Board of Education rules, Tthe executive director shall immediately notify CDE whenever acceptance of resignation concerning a licensed employee is based upon the employee's conviction, guilty plea, plea of *nolo contendere*, or deferred sentence resigns for any of the following reasons offenses:

- a. felony child abuse, as specified in C.R.S. 18-6-401;
- b. felony unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
- c. a felony offense involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
- d. a crime of violence, as defined in C.R.S. 18-1.3-406;
- e. indecent exposure, as described in C.R.S. 18-7-302;
- f. contributing to the delinquency of a minor, as described in C.R.S. 18-6-701;

- g. felony domestic violence, as defined in C.R.S. 18-6-800.3;
- h. misdemeanor domestic violence, as described in C.R.S. 18-6-800.3 (1) and such conviction is a second or subsequent conviction for the same offense;
- i. misdemeanor sexual assault, as described in C.R.S. 18-3-402;
- j. misdemeanor unlawful sexual conduct, as described in C.R.S. 18-3-404;
- k. misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. 18-3-405.5;
- l. misdemeanor child abuse, as described in C.R.S. 18-6-401;
- m. misdemeanor involving the illegal sale of controlled substances;
- n. physical assault;
- o. battery;
- p. a drug-related offense; or
- q. an offense committed outside of this state, the elements of which are substantially similar to any offense described in items a-m above.

The executive director shall also immediately notify CDE when Centennial BOCES learns:

- a. the resigning employee has forfeited any bail, bond or other security deposited to secure the employee's appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a-m above; or
- b. the resigning employee has paid a fine or received a suspended sentence for any offense described in items a-m above.

The executive director shall also notify CDE when:

- a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the Centennial BOCES employee is the suspected perpetrator and was acting in an official capacity as an employee of the Centennial BOCES.
- b. Centennial BOCES reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

- ~~1. The employee has been determined by a court to be mentally incompetent.~~
- ~~2. The individual is convicted, pleads *nolo contendere* or receives a deferred sentence or a deferred prosecution for sexual offenses against a child as specifically set forth in the state board rules.~~
- ~~3. The individual pleads guilty or *nolo contendere* or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession, felonies involving the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography.~~
- ~~4. When the county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the CBOCES employee is the suspected perpetrator and was acting in his official capacity as an employee of the district.~~
- ~~5. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.~~

LEGAL REFS.: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-32-109.7

~~C.R.S. 22-63-202~~
~~1 CCR 301-37, Rules 2202-R-15.05~~

Revised:

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.: 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:
Centennial BOCES

DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF
(Mandatory Reporting Requirements)

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who are dismissed by Centennial BOCES.

Mandatory reporting requirements – unlawful behavior involving a child

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the executive director shall notify the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after the employee's dismissal. The executive director shall provide any information requested by CDE concerning the circumstances of the dismissal. Centennial BOCES also shall notify the employee that information concerning the dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If Centennial BOCES learns that a current or past employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the executive director shall notify CDE.

Mandatory reporting requirements – other offenses

In addition and in accordance with applicable State Board of Education rules, the executive director shall immediately notify CDE when a dismissal action concerning a licensed employee is based upon the employee's conviction, guilty plea, plea of *nolo contendere*, or deferred sentence for any of the following offenses:

- a. felony child abuse, as specified in C.R.S. 18-6-401;
- b. felony unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
- c. a felony offense involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
- d. a crime of violence, as defined in C.R.S. 18-1.3-406;
- e. indecent exposure, as described in C.R.S. 18-7-302;
- f. contributing to the delinquency of a minor, as described in C.R.S. 18-6-701;
- g. felony domestic violence, as defined in C.R.S. 18-6-800.3;
- h. misdemeanor domestic violence, as described in C.R.S. 18-6-800.3 (1) and such conviction is a second or subsequent conviction for the same offense;
- i. misdemeanor sexual assault, as described in C.R.S. 18-3-402;
- j. misdemeanor unlawful sexual conduct, as described in C.R.S. 18-3-404;
- k. misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. 18-3-405.5;
- l. misdemeanor child abuse, as described in C.R.S. 18-6-401;
- m. misdemeanor involving the illegal sale of controlled substances;
- n. physical assault;
- o. battery;
- p. a drug-related offense; or
- q. an offense committed outside of this state, the elements of which are substantially similar to any offense described in items a-m above.

The executive director shall also immediately notify CDE when Centennial BOCES learns:

- a. the employee has forfeited any bail, bond or other security deposited to secure the employee's appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a-m above; or

- b. the employee has paid a fine or received a suspended sentence for any offense described in items a-m above.

The executive director shall also notify CDE when:

- a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and Centennial BOCES employee is the suspected perpetrator and was acting in an official capacity as an employee of Centennial BOCES.
- b. Centennial BOCES reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Approved:
Centennial BOCES

This policy is recommended for deletion as it is not necessary.CONSULTING

~~The Executive Director may authorize justifiable absences by staff members to provide consulting services.~~

~~When such services are requested or directed by the Board of Directors or the Executive Director, there shall not be any cost to the employee and the employee shall not have salary deducted.~~

~~When such absence is at the request of the employee, the Centennial BOCES shall incur no cost and the employee's salary shall be subject to a proportional deduction based on the employee's daily rate of pay. Such a request must have prior approval of the Executive Director.~~

~~Reviewed: CASB 2005~~

~~Adopted: June 16, 1998~~

~~Centennial BOCES~~

This policy is recommended for deletion as it is not necessary.
TUTORING FOR PAY

~~No teacher, administrator, or other licensed personnel employed by the Centennial BOCES shall accept reimbursement or pay for tutoring or other private instruction or service to any student enrolled in his/her classes unless all of the following exist:~~

- ~~1. — Such service is requested by a parent/guardian,~~
- ~~2. — No other qualified teacher is available,~~
- ~~3. — The instruction is given outside of normal working hours,~~
- ~~4. — The approval of the Executive Director is obtained, and~~
- ~~5. — When no other qualified person is available, a written report to this effect shall be made to the Executive Director by the employee who wishes to accept a pupil for such private instruction.~~

~~CBOCES buildings, facilities or equipment shall not be used by CBOCES employees for tutoring or other private instruction for which the individual receives reimbursement from other than the CBOCES except under such circumstances as approved specifically in writing by the Executive Director.~~

~~No private tutoring shall be allowed during the employee's duty time.~~

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

SUPPORT STAFF POSITIONS

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.

LEGAL REFS.: C.R.S. 22-32-109 (1)(f) board duty to employ all personnel
C.R.S. 22-32-110 (1)(h) board power to terminate personnel

CROSS REFS.: GDE/GDF, Support Staff Hiring/Recruiting
GDQD, Discipline, Suspension and Dismissal of Support Staff

Adopted:
Centennial BOCES

SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME

Overtime

The administration shall determine which Centennial BOCES employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work.

An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to his or her supervisor. Such requests shall be granted if the use of the compensatory time does not unduly disrupt the operations of Centennial BOCES.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law.

All overtime work shall require the advance approval of the employee's immediate supervisor. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked shall be accurately recorded in the manner required by the employee's supervisor.

Rates for supplementary services

Centennial BOCES employees who put in extra hours to supervise and/or serve community groups using Centennial BOCES facilities shall be paid at the rate established by the Board for such contract services. Any supplementary pay shall be in accordance with federal law.

LEGAL REFS.: 29 U.S.C. §201 et seq. Fair Labor Standards Act
29 C.F.R. Parts 510 to 794

Adopted:
Centennial BOCES

SUPPORT STAFF FRINGE BENEFITS

Support staff members shall receive the same fringe benefits as are provided for professional staff members.

CROSS REF.: GCBD, Professional Staff Fringe Benefits

Adopted:
Centennial BOCES

SUPPORT STAFF VACATIONS AND HOLIDAYS

Vacations

Employees on 12 month contracts shall receive vacation leave time in accordance with the applicable benefit Schedule (A,B,C), upon approval of the supervisor and executive director.

Vacation leave will be accrued on a monthly basis. Employees new to Centennial BOCES, or those resigning from Centennial BOCES who do not meet the 1.0 FTE requirement, shall receive a prorated amount of vacation time.

An employee may not accrue more time than can be accrued in an 18 month period. After the maximum accrual is reached, employees will forfeit the accrual each month until vacation is used.

Upon termination of employment, other than for cause, an employee shall be paid a lump sum at his/her current daily rate for unused vacation, not to exceed 12 months' accumulation.

Holidays

Holidays for support staff are listed on the Board approved annual calendar.

Adopted:
Centennial BOCES

SUPPORT STAFF RECRUITING/HIRING

The Board shall establish and budget for ~~classified 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 the responsibility of the ~~program~~ executive director, or designee, who shall confer with principal(s) and other supervisory personnel in making a selection.

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

Background Checks

Prior to hiring any person, ~~in accordance with state law~~, Centennial BOCES shall 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 submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. ~~(This requirement shall not apply to any student currently enrolled in Centennial BOCES applying for a job.)~~ 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 race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status or disability.

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

The Board shall 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
 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 duty to make inquiries prior to hiring~~
 C.R.S. 22-32-109 (1) (f) Board duty of employ personnel
 C.R.S. 22-32-109.7 duty to make inquiries prior to hiring
 C.R.S. 22-32-109.8 fingerprinting requirements for non-~~certified~~ licensed positions
 C.R.S. 24-5-101 effect of criminal conviction on employment

C.R.S. 24-~~342~~-402 (1) *discriminatory and unfair employment practices*

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

Revised:

Reviewed: CASB 2005

Revised: February 12, 2004

Centennial BOCES

This regulation is recommended for deletion as it is included in GDE/GDF.
SUPPORT STAFF RECRUITING/HIRING

Background Checks

Prior to hiring, the program director or personnel office will:

1. ~~Check with the Colorado Department of Education to determine if there is any information on record indicating the applicant has been convicted of a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children.~~

~~The department's records will indicate if the applicant has been convicted or pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for such crimes. The department also will provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the department by a school district/BOCES and confirmed by the department in accordance with state law. Information of this type that is learned from a different source shall be reported by the CBOCES to the department.~~

~~The department will not disclose any information reported by a school district/BOCES unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.~~

2. ~~Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.~~

Fingerprinting

1. ~~All applicants selected for employment in a support staff position, except as noted in #6 below, must submit a complete set of fingerprints taken by a qualified law enforcement agency or an authorized CBOCES employee and a notarized, completed form as required by state law.~~
2. ~~On the form, the applicant must certify either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offenses, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offenses). The certificate must specify the felony or misdemeanor, the date of conviction, and the court entering judgment.~~
3. ~~The CBOCES will release the fingerprints to the Colorado Bureau of Investigation 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.~~
4. ~~Although an applicant may be conditionally employed prior to receiving the results, he or she may be terminated if the results are inconsistent with the information provided on the form. The CBOCES will notify the CBOCES' attorney of such inconsistent results for action or possible prosecution.~~

Information Report to State

1. ~~In accordance with federal and state law, the personnel office will report the name, address, and social security number of every new employee to Child Support Enforcement, 1375 Sherman Street, Denver, Colorado 80203.~~
2. ~~This report, due within 20 days of the date of hire, or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address and the fact of the termination shall be reported to the applicable court or agency.~~
3. ~~Upon receiving a Notice of Wage assignment, the CBOCES shall remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.~~

Reviewed: CASB 2005
Centennial BOCES

This exhibit is recommended for deletion as it is better suited as an HR updated document. CONSENT FORM

~~Under Colorado law no applicant for employment with the Centennial BOCES may be hired unless the applicant has supplied the information on this form. Your employment with the CBOCES cannot be finalized until you have accurately completed this form. If any information on this form is incorrect, it may be a basis for termination of your employment with the CBOCES in the future if you are given a position with the CBOCES.~~

1. ~~Have you ever been convicted of committing a felony or misdemeanor? (Do not include misdemeanor traffic offenses or traffic infractions.) For purposes of this Consent Form, a conviction includes a conviction by a jury or a court, forfeiture of any bail, bond, or other security deposited to secure appearance by a person on a felony or misdemeanor charge, the payment of a fine, a plea of *nolo contendere*, or imposition of a deferred or suspended sentence by the court. Yes _____ No _____~~

~~If you have answered "Yes" to this question, please complete question #2 on this form. If you have answered "No" to this question, please sign the form before a witness, as provided below.~~

2. ~~For each felony or misdemeanor for which you were convicted (as defined in this form), describe specifically the felony or misdemeanor, the date of the conviction, the name and location of the court entering judgment of conviction, the action constituting a conviction, and any subsequent disposition of the matter. You may attach copies of relevant documents. (Attach pages as necessary.) Sign the form before a witness, as provided below.~~

~~I hereby attest that all information I am submitting is true and complete to the best of my knowledge. I understand that any intentional misrepresentation of facts may result in my dismissal from the CBOCES.~~

Signature of Applicant

Date

Witnessed by:

Date

Reviewed: CASB 2005
Centennial BOCES

EVALUATION OF SUPPORT STAFF

Centennial BOCES has adopted an evaluation system designed to ensure the highest quality of services for Centennial BOCES's students, staff and community. This system shall assist supervisors and support staff in understanding the evaluation process.

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of Centennial BOCES and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish Centennial BOCES's ability to employ support staff members only for such time as Centennial BOCES is in need of or desirous of the services of such employees. Centennial BOCES reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

The evaluation system is designed to:

1. Improve or support teaching and learning
2. Enhance implementation of curricular programs
3. Measure professional growth, development and performance
4. Promote and improve communications between the employee and supervisor
5. Provide insight and feedback regarding the employee's performance, including areas of strength, opportunities for growth, and need for improvement
6. Provide recognition for outstanding performance
7. Ensure that consistent procedures and uniform performance standards are used for the evaluation of all employees who hold the same position
8. Explain the responsibilities of the employee and employer in the evaluation process
9. Provide additional information that may relate to personnel decisions

Adopted:
Centennial BOCES

EVALUATION OF SUPPORT STAFF

While adherence to the following elements is not required for purposes of making personnel decisions, the following shall be followed to the extent feasible.

Designation of evaluators

Any performance evaluation will be completed by the support staff member's immediate supervisor. Input may be secured from other administrators/supervisors as needed to complete the evaluation.

Schedule of evaluations

Employees will be evaluated a minimum of one time annually, according to the schedule developed by the immediate supervisor.

Employees whose performance has been rated as less than effective will be placed on probation and evaluated more frequently as indicated in the procedures which follow. Additional evaluations may also be completed at the discretion of the supervisor.

Evaluation criteria

Each support staff member will be evaluated on the performance of the responsibilities listed in his or her position description. The effectiveness of the employee in carrying out duties is assessed on the basis of the performance factors included on the evaluation report. Performance indicators will be established in each of the performance areas to define Centennial BOCES's standard of expected performance.

Observation and ongoing performance feedback

Over the course of the employment year, the supervisor will make observations of the employee's work. The supervisor will maintain a record and sufficient documentation of these observations in order to accurately rate the employee's work on each performance factor.

The supervisor will share observations of the employee's performance on an ongoing basis. When observations reveal performance concerns, the supervisor will communicate with the employee to identify needed improvements and provide assistance as required.

Evaluation report

The supervisor will complete the performance evaluation report for each support staff member according to a specific time schedule. The supervisor will review records, secure additional input as necessary and fill out the appropriate evaluation forms.

Evaluation conference

The supervisor will schedule a conference with the employee to review the evaluation report. The conference will focus on a review of the employee's performance ratings, any relevant documentation, and recommendations.

At the conclusion of the conference, the supervisor and the employee will sign the evaluation report. The employee's signature on the form indicates only that the evaluation report has been reviewed and explained. Signing the form does not indicate that the employee agrees with the content of the evaluation.

The original of the signed report will be directed to the appropriate administrator for review and inclusion in the employee's personnel file. The supervisor will retain a copy of the report and provide a copy to the employee.

The employee may respond to the report in writing within seven working days of the conference. Two copies of the written report are required; one copy is provided to the supervisor and the other copy to the administrator.

Improvement plan

When an employee's overall performance has been rated as "unsatisfactory" or "needs improvement," employment may be terminated or the employee may be placed on probation and re-evaluated on a schedule determined by the supervisor.

If a written improvement plan is developed and implemented, the supervisor will prepare the plan to include identification of the skill deficiency and/or behavior(s) needing improvement, steps to be taken in achieving improvements, and a timeline for review of progress and re-evaluation(s). Employee input into the plan may be secured at the discretion of the supervisor.

Prior to the implementation of the plan, it will be reviewed with the employee, and signed by the employee and the supervisor. The employee's signature indicates that the plan has been reviewed with and explained by the supervisor. Signing the plan does not indicate agreement with the content of the plan.

A copy of the assigned plan will be forwarded to the appropriate administrator. A copy will be retained by the supervisor and a copy will be provided to the employee. Re-evaluations which document insufficient progress toward improvement will result in a recommendation for termination of employment.

"At will" status of support staff

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of Centennial BOCES and shall have only those employment rights expressly established by Board policy. Nothing in this regulation shall diminish Centennial BOCES's ability to employ support staff members only for such time as Centennial BOCES is in need of or desirous of the services of such employees. Centennial BOCES reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

Approved:
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.: C.R.S. 19-3-301 et seq. Child Protection Act of 1987

Adopted:
Centennial BOCES

DISCIPLINE, SUSPENSION AND DISMISSAL OF ~~CLASSIFIED AND~~ 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 the 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.

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

~~The Executive Director after consulting with a program director may terminate the employment of classified or support staff employees for good cause.~~

~~Except in cases when the administration judges that the safety and welfare of the Centennial BOCES is jeopardized, classified personnel shall be given a written two week notice prior to termination of employment.~~

~~The Executive Director also may suspend employees from their assignments for good cause as a disciplinary measure.~~

~~If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Executive Director is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the dismissal. The CBOCES also shall notify the employee that information concerning his/her dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.~~

~~If the CBOCES learns that a current employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the Executive Director shall immediately report this information to the Colorado Department of Education.~~

LEGAL REFS.: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
~~C.R.S. 22-32-109.7~~
C.R.S. 22-32-110 (1) (h) power to discharge/terminate employment
~~C.R.S. 22-32-126 (3)~~

CROSS REF.: GDA, Support Staff Positions

Revised:

Reviewed: CASB 2005

Adopted: April 20, 2000

Centennial BOCES

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Centennial BOCES officials shall presume that the parent who enrolls a student in a Centennial BOCES school/program is the student's custodial parent. Unless a currently effective Colorado court order specifies otherwise, the custodial parent shall be the one whom Centennial BOCES holds responsible for the education and welfare of the student. Where the court order specifies that the parents shall share custody and jointly make decisions relative to the care and education of their child, Centennial BOCES officials shall consult with both parents regarding educational matters affecting the child. Where the parents disagree in such matters and the court order does not provide a mechanism for resolving their differences, Centennial BOCES officials shall follow the instructions of the parent with whom the child primarily resides during a normal school week.

If the rights of a noncustodial parent are restricted by a Colorado court order, the custodial parent shall provide Centennial BOCES with a certified copy of the currently effective court order curtailing these rights. Unless informed through the submission of such a court order, Centennial BOCES assumes there are no restrictions regarding a noncustodial parent's rights, including the right to access the student's educational records.

The student shall not be permitted to visit with or be released to anyone, including the noncustodial parent, without the approval of the custodial parent. Unless otherwise provided by applicable law or court order, education conferences with a noncustodial parent shall be permitted only upon the consent of the custodial parent.

LEGAL REFS.:	<u>20 U.S.C. 1232g Family Educational Rights and Privacy Act of 1974</u>
	<u>FERPA</u>
	<u>20 U.S.C. 1401 et seq. Individuals with Disabilities Education</u>
	<u>Improvement Act of 2004 IDEIA</u>
	<u>34 C.F.R. 99.1 et seq. FERPA regulations</u>
	<u>34 C.F.R. 300.30 (b)(2) IDEIA regulations</u>
	<u>C.R.S. 14-10-123.8 access to school records</u>

CROSS REFS.:	<u>JRA/JRC, Students Records /Release of Information on Students</u>
	<u>KFA, Public Conduct on Centennial BOCES Property</u>

Adopted:
Centennial BOCES

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

The following procedures have been developed for situations involving child custody, visitation and release of records:

1. The records of Centennial BOCES will include information regarding the marital status of a student's parents. Such status will be reviewed each year.
2. The school/program shall flag the files of students whose parents are divorced or legally separated or have other special custody arrangements. The school/program shall maintain a card file of these students that is easily accessible to the principal or other Centennial BOCES administrator or designee.
3. If a person whom the administrator or designee does not recognize appears at school/or other Centennial BOCES facility requesting the dismissal of a student, the administrator or designee shall ask for identification such as a driver's license.

Children of divorced/separated parents

1. Both parents have the right to access the student's educational records.
2. If a student's parents are divorced, legally separated, or have other special custody arrangements, Centennial BOCES personnel shall request a copy of any and all legal documents pertaining to child custody, including restraining orders.
3. Centennial BOCES will presume that both parents have equal access to a child when that student is enrolled in a Centennial BOCES school/program unless one parent provides the Centennial BOCES with a currently effective Colorado court order indicating otherwise.
4. A copy of the court order governing a divorce, separation or delineation of parental rights will be provided by the custodial parent and kept in the student's cumulative record as a temporary record.
5. If the school/program is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to Centennial BOCES, the Centennial BOCES administrator will be advised and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. Centennial BOCES will provide access to the student's educational records to both parents in this case.
6. A student will not be denied admission on the basis of refusing the request for documentation of a divorce, separation or delineation of parental rights.
7. A student will not be released to or visited by a noncustodial parent during the school day unless the custodial parent has approved the release or permission for visitation.
8. If a Centennial BOCES official is in doubt about the validity of a request or documentation presented, the official will contact the executive director or Centennial BOCES administrator. The official shall request positive identification of any individual making a request for release or visitation of a student.
9. If a person making a request for release or visitation refuses to leave Centennial BOCES premises at the Centennial BOCES official's request, the official may contact the appropriate law enforcement agency.

(Approval date)
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 \$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

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

Adopted:
Centennial BOCES

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

The following procedure applies to requests by members of the public, including parents, community members, media organizations and other third parties, for inspection of public records maintained by Centennial BOCES. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.

Process for requesting records

1. All requests for public record(s) maintained by Centennial BOCES shall be specific enough to allow Centennial BOCES to efficiently identify the requested record and respond to the request. To clarify and facilitate the processing of a request to inspect and/or obtain copies of records, Centennial BOCES may require that the request be made in writing.
2. Centennial BOCES has no duty to create a public record that does not already exist.
3. If the requested public record is in active use, in storage, or otherwise not readily available at the time of the person's request, the person requesting the record shall be informed of that fact. The custodian of records will then make the record available within a reasonable time of the person's request.
A reasonable time shall not exceed three working days, but may be extended by an additional seven working days if certain extenuating circumstances exist, in accordance with state law.
4. If the person seeking the record requests transmission of the record, the custodian of records shall notify the person once the record is available that it will only be transmitted when the custodian receives payment or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.
Upon receipt of payment of any applicable copy costs and/or other fees or upon making payment arrangements with the person requesting the record, the custodian of records will transmit a copy of the record by United States mail, other delivery service, facsimile or electronic mail. Transmission will occur as soon as practicable but no more than three business days after Centennial BOCES's receipt of payment, or making arrangements to receive such payment.
5. Inspection of any public record shall take place in an area designated by the Centennial BOCES's custodian of records and shall occur in a manner that will not be disruptive to Centennial BOCES operations. Centennial BOCES employees may be assigned to monitor any inspection of public records.
6. If Centennial BOCES does not have facilities for making a copy of a record that a person has the right to inspect, the person shall be granted access to the record for the purpose of making a copy. The copy shall be made under the supervision of the custodian of records or designee. When practical, the copy shall be made in the place where the record is kept but if it is impractical to do so, the custodian may allow arrangements for the copy to be made at another facility.

Fees

1. The fee for copying public records will be \$.25 per page unless actual costs exceed that amount.
2. No transmission fee will be charged for transmission via electronic mail.
3. If Centennial BOCES in response to a specific request manipulates data to generate a record in a form not used by Centennial BOCES, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of Centennial BOCES.

4. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. This fee may be reduced or waived by the executive director or designee if the electronic service or product is used for a public purpose.
5. If another facility is necessary, the costs of providing them shall be paid by the person requesting the copy. The custodian may establish a reasonable schedule of times for making a copy and may charge the same fee for services rendered in supervising the copy as the custodian may charge for furnishing a copy.

In addition to the procedures contained in this regulation, Centennial BOCES may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its records and prevent unnecessary interference with Centennial BOCES staff responsibilities and Centennial BOCES operations.

Adopted:
Centennial BOCES

PUBLIC CONCERNS AND COMPLAINTS AGAINST STAFF MEMBERS

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.

Centennial BOCES believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, 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.

~~The Executive Director shall implement procedures for dealing with complaints against Centennial BOCES employees.~~

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Instructional resources that are subject to challenge usually belong to one of three basic categories: religion, ideology or profanity/obscenity. The Board's policy regarding these areas shall be as follows:

1. Religion–Factual, unbiased material on all major religions has a place in Centennial BOCES libraries.
2. Ideologies–Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.
3. Profanity/obscenity–Materials shall be subjected to a test of literary merit by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in Centennial BOCES schools or programs may be expected from time to time. In such instances:

1. Centennial BOCES recognizes the right of an individual parent/guardian to request that his/her child not read a given book. When such a request is presented, the teacher and/or Centennial BOCES administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials.
2. Centennial BOCES shall not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a re-evaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from use:
 - a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which that person will document the criticism.
 - b. Following receipt of the formal complaint, the executive director or designee shall provide for a re-evaluation of the material in question.
 - c. The re-evaluation shall be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:
 - (1) A book shall not be excluded because of the writer's race or nationality or political or religious views.
 - (2) The value of any book or other material shall be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.
 - d. The executive director or designee shall review the complaint and re-evaluation and shall render a decision in the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. It holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the re-evaluation of materials in library collections upon formal request.

CROSS REFS.: IJ, Instructional Resources and Materials
IMB, Teaching about Controversial Issues and Use of Controversial Materials

Adopted:
Centennial BOCES

FACILITY USE

Use of Centennial BOCES facilities by community groups and organizations shall be allowed in accordance with the following criteria:

1. No such use shall materially interfere with Centennial BOCES programs and activities.
2. No such use shall be detrimental to Centennial BOCES programs and activities, to Centennial BOCES facilities, or to the interest of the taxpayers in the safe and sound use of Centennial BOCES facilities.

Use which is Centennial BOCES related and where the use will enhance, complement or further Centennial BOCES programs, activities, and objectives shall be without cost to users.

Use not covered by the above paragraph shall be subject to fees sufficient to cover all direct and indirect costs of the use as determined in the facility use agreement.

Damage deposits and assessments may be required when necessary.

The executive director may establish conditions governing any particular use as may be necessary for the welfare of Centennial BOCES.

Any use shall continue only at the discretion of Centennial BOCES and may be terminated whenever it is determined by the executive director or the Board of Directors to be in the best interest of Centennial BOCES.

Revised:

Revised: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

PUBLIC CONDUCT ON CENTENNIAL BOCES PROPERTY

Persons using or upon Centennial BOCES ~~school~~ property, including all Centennial BOCES buildings, parking lots, and any Centennial BOCES vehicle used to transport students, ~~for any purpose~~ 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 ~~intended to that obstruct, obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with Centennial BOCES operations with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by Centennial BOCES, the Board.~~
2. Physical abuse or threat of harm to any person or Centennial BOCES ~~school owned or controlled property at Centennial BOCES sponsored or supervised functions.~~
3. Threat of damage or damage to property of Centennial BOCES regardless of the location, or property of a member of the community ~~or a visitor to the school~~ when such property is located on Centennial BOCES ~~controlled premises property.~~
4. Forceful or unauthorized entry to or occupation of Centennial BOCES facilities, including both buildings and grounds.
5. ~~Unlawful use~~ 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 bus/vehicle transporting students or within 1,000 feet of the perimeter of the school grounds.~~ 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 state law regarding the administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy. Persons known to be under the influence of liquor shall not be permitted to enter the Centennial BOCES building or grounds.
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 school~~ property or in school buildings, ~~unless the person falls within one of the exceptions in state law for possession of a deadly weapon including that the person:~~
 - ~~a. has legal authority to carry or possess a deadly weapon.~~
 - ~~b. is presenting an authorized public demonstration for Centennial BOCES or an organized class.~~

~~e. is carrying out duties for Centennial BOCES which require the use of a deadly weapon.~~

~~d. is a peace officer on duty.~~

10. Profanity or verbally abusive language.

11. ~~Any conduct constituting a breach~~ Violation of any federal, state or ~~city~~ municipal law or ~~duly adopted policy and/or regulation of the Board~~ Centennial BOCES policy.

~~Any member of the general public considered by the executive director or designee to be in violation of this policy shall be instructed to leave Centennial BOCES property.~~

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)(e) definition of deadly weapon

C.R.S. 18-9-106 disorderly conduct

C.R.S. 18-9-108 through 110 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)

KI, Visitors to Schools

Revised:

Revised: May 21, 2009

Adopted: February 12, 2004

Centennial BOCES

**SOLICITATION AND ADVERTISING DISTRIBUTION/POSTING OF
NONCURRICULAR MATERIALS**

The purpose of this policy is to define the parameters applicable to the distribution or posting of noncurricular printed materials on Centennial BOCES property in a manner that does not disrupt Centennial BOCES's educational programs nor interfere with Centennial BOCES's mission. Requests from the public to distribute or post printed noncurricular materials in Centennial BOCES's schools or buildings or on Centennial BOCES property may be permitted in accordance with this policy and accompanying regulation.

Noncurricular materials deemed "unacceptable" by Centennial BOCES shall not be approved for posting or distribution. The following shall be considered "unacceptable" material:

- Material that promotes or favorably portrays unlawful conduct or conduct that violates Centennial BOCES policy, including but not limited to Centennial BOCES policies prohibiting unlawful discrimination and harassment.
- Material that is injurious to, or encourages conduct that threatens disruption of Centennial BOCES operations or endangers the health or safety of staff and/or students.
- Materials designed for commercial purposes-advertising a product or service for sale or rent-unless the material itself has educational value that makes the commercial message a secondary consideration.
- Material that is libelous, invades the rights of others or inhibits the functioning of Centennial BOCES, or advocates inference with the rights of any individual or with the normal operation of Centennial BOCES.
- Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or the adoption of any bond issue proposal, or any public question submitted at any election. The prohibition shall not apply on any election day or special election when a Centennial BOCES facility is being used as a polling place.
- Material that is obscene, vulgar or patently offensive as defined by the standards of the Centennial BOCES community.

This policy governs noncurricular material and is not intended and shall not be interpreted to prevent or limit distribution of materials by Centennial BOCES staff that is intended to supplement and enrich the curriculum in Centennial BOCES schools/programs, in accordance with Centennial BOCES policy. Centennial BOCES staff who wish to distribute noncurricular materials shall comply with this policy and accompanying regulation.

The executive director or designee shall present to any person or persons wishing to distribute printed noncurricular materials a copy of this policy and the accompanying regulation.

~~While on duty, Centennial BOCES personnel shall not sell tickets or solicit contributions for any external agency or charity unless they have the prior approval of the Executive Director or designee.~~

~~The distribution of commercial handbills, cards, or other handouts on CBOCES property is prohibited.~~

~~The CBOCES name shall not be used in any testimonial or advertisement in support of a commercial for profit product or enterprise without approval of the Board of Directors.~~

~~The CBOCES shall not allow solicitation of students or employees in any manner which is disruptive to the educational program or the operation of Centennial BOCES activities and functions, or in any manner which presents a health or safety hazard.~~

~~No solicitation on CBOCES property shall be allowed except in compliance with this policy and with prior approval of the Executive Director or designee.~~

LEGAL REF.: C.R.S. 22-5-108 (1)(f) board power to exclude immoral or pernicious materials and books

Revised:

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

DISTRIBUTION/POSTING OF NONCURRICULAR MATERIALS

Approval

Any group, organization, corporation, individual, club, society or association (hereafter referred to as "person" or "persons") that wishes to distribute any printed noncurricular material in any Centennial BOCES school or building or on Centennial BOCES property must submit the material to the executive director for approval a minimum of 48 hours prior to the proposed distribution. The executive director or designee may approve distribution or posting in accordance with this regulation and the accompanying policy, unless the executive director or designee determines the material is "unacceptable" as defined in the accompanying policy.

Appeal

Any person or persons who are denied approval for distribution or posting of printed noncurricular materials may appeal the decision to the Board. The appeal process will be as follows:

1. Within 10 days after the executive director's or designee's action, written notice must be served by the aggrieved party or parties on the executive director, requesting a hearing before the Board.
2. The executive director will schedule the hearing, which generally will be held within 30 days of the filing of a request for a hearing.
3. After providing the aggrieved party or parties an opportunity to be heard, the Board shall render a decision which shall be final.

Regulations

1. Place
Approved distribution/posting of printed noncurricular materials must be made at places within Centennial BOCES or on Centennial BOCES grounds as designated by the executive director except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
2. Time
Distribution may be made one-half hour before the school day and/or during regularly scheduled lunch periods and/or 15 minutes after the end of the school day. Any other times during the school day are considered to be disruptive of Centennial BOCES's educational activities and programs.
3. Littering
All distributed/posted items discarded in any Centennial BOCES building or on Centennial BOCES grounds must be removed by the persons distributing or posting such materials.
4. Distributors
Students may not be used as the agents for distribution of materials without the written consent of the student's parent or guardian.
5. Manner
No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any Centennial BOCES official. In the alternative, no Centennial BOCES official or student may interfere with the distribution of approved materials.

Violation of any of these regulations or accompanying policy will be sufficient cause for denial of the privilege to distribute or post materials at future dates, subject to the right of appeal as stated above.

Approved:
Centennial BOCES

VISITORS TO CENTENNIAL BOCES OFFICES AND 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 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 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 safety, efficient Centennial BOCES operations, maintenance of a proper educational environment, or failure to comply with this policy.

~~The Board of Directors encourages parents/guardians and other citizens of the Centennial BOCES to visit classrooms, activities and functions at any time to observe the work of the CBOCES/offices/schools. The Board believes that there is no better way for the public to learn what the CBOCES/schools actually are doing.~~

~~In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the CBOCES offices/schools shall report to the school or office when entering, show proper identification, and reason for being at the school/office.~~

~~To promote the general health, welfare, and well being of all who enter CBOCES property, and pursuant to state law, smoking, chewing, or any use of tobacco products by staff, students, or visitors is prohibited on all CBOCES property.~~

~~The CBOCES shall notify the public in an appropriate manner that persons violating the criminal law by using, selling, or distributing any controlled substance on CBOCES school grounds, on school buses transporting students, or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.~~

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
 C.R.S. 18-18-407 (2)

~~C.R.S. 22-32-109.1(7) (open school policy is a required part of school safety plan)~~

CROSS REFS.: ADC, Tobacco-Free Schools
 ECA/ECAB, Security/Access to Buildings
 KFA, Public Conduct on Centennial BOCES Property

Revised:

Revised: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

**This policy is recommended for deletion as unnecessary. RELATIONS WITH
STATE AGENCIES**

~~To enhance the safety and security of students, staff, and community, a cooperative and proactive effort shall be maintained between the officials of the Centennial BOCES and state agencies.~~

~~The Board of Directors shall cooperate, and to the extent possible, develop written agreements with law enforcement officials, the juvenile justice system, and social services, as allowed under state and federal law, to keep each office/school environment safe.~~

~~This cooperative and proactive effort shall pursue the following primary objectives:~~

- ~~1. Development and periodic review of crisis prevention and management plans and safe school plans.~~
- ~~2. Assessment of CBOCES and building security, safety, and violence prevention policies and procedures.~~
- ~~3. Development of guidelines for how and when to contact state agencies and what support the CBOCES shall provide to aid in the effectiveness of the state agency.~~
- ~~4. Protection of the civil rights of all individuals.~~

~~LEGAL REFS.: C.R.S. 22-32-109.1 (2)(b)(3) (agreements with state agencies)~~

~~Reviewed: CASB 2005~~

~~Adopted: December 14, 2000~~

~~Centennial BOCES~~

This policy is recommended for deletion as it is not applicable. RELATIONS WITH CHARTER SCHOOLS

~~The Board of Directors supports efforts by parents/guardians, teachers or other persons or organizations interested in establishing charter schools within the Centennial BOCES. In accordance with state law, charter schools are intended to:~~

- ~~• Expand learning opportunities for all students~~
- ~~• Encourage diverse approaches to learning through the use of different, proven, or innovative teaching methods~~
- ~~• Provide parents/guardians and students with expanded choices in the types of educational opportunities that are available within the public school system~~
- ~~• Encourage parental and community involvement with public schools~~

~~A charter school shall be a public, nonsectarian, nonreligious, non-home based school which operates within the CBOCES and is accountable to the Board of Directors. It is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. A charter school has standing to sue and be sued in its own name for the enforcement of any contract it is authorized by law to enter into.~~

~~The majority of the charter school's students must reside in the school district or in contiguous school districts. Enrollment shall be open to any child who resides within the CBOCES participating school districts or in contiguous school districts and who meets the criteria in the charter application. Students participating in any on-line program offered by the charter school are not required to reside in the CBOCES participating school districts or contiguous districts. There shall be no restriction on the number of on-line students who may enroll in any on-line program offered by the charter school. No charter school shall be required to make alterations in the structure of its facility or the arrangement or function of rooms within the facility except as may be required by state or federal law. A charter school shall not charge tuition except as otherwise provided by law.~~

~~Each charter school shall be governed by its own governing body in a manner agreed to by the charter school applicant and the Board. An approved charter application shall serve as the basis for a contract between the charter school and the CBOCES. The contract shall reflect all agreements between the CBOCES and the charter school including the waiver of local district policies and the waiver of statutory requirements or rules by the State Board of Education.~~

~~A charter school shall be responsible for its own operation including but not limited to preparation of a budget, contracting for services, and personnel matters. Services for which a charter school contracts with the CBOCES shall be negotiated and provided at CBOCES cost. No rent shall be charged for use of CBOCES facilities which may be available for the charter school. Any moneys received by a charter school from any source that remain at the end of any budget year shall remain in the charter school account for use by the charter school in subsequent years.~~

~~A charter school may offer any educational program that may be offered by a school district, including an on-line program, unless expressly prohibited by its charter or by state law. Each~~

~~charter school shall have an educational program designed to enable students to meet or exceed state and district content standards.~~

~~A charter school shall begin in the fall following the date the application is approved, unless another starting time is agreed upon by the Board and the applicant.~~

~~The period for which a new charter may be approved is a minimum of three academic years and a maximum of five academic years except that a charter school and the Board may agree to extend the charter beyond five years for the purpose of enhancing the terms of any lease or financial obligations. Renewal of a charter shall be for a period of not more than five years.~~

LEGAL REFS.: ——— ~~C.R.S. 22 30.5 101 et seq. (Charter Schools Act)~~
~~C.R.S. 22 32 124 (Pursuant to section 104 of the Charter School Act, all decisions regarding the planning, selecting, and inspection of charter schools shall be made in accordance with the same statute that applies to school districts)~~

Reviewed: CASB 2005
Centennial BOCES

**This regulation is recommended for deletion as it is not applicable. RELATIONS
WITH CHARTER SCHOOLS**

A. Establishment of a Charter School

Review by district accountability committee

~~Prior to submission of an application to the Board, the charter school applicant must submit the application to the CBOCES accountability committee for review and comment. The committee shall include one person, who need not reside in the CBOCES participating districts, with knowledge of charter schools, and one parent of a student in the CBOCES participating districts. The parent must be a charter school parent if the CBOCES has a charter school(s). The accountability committee will have _____ days to review the proposal.~~

Prerequisite for filing application

~~A charter school applicant must demonstrate that a majority of the charter school's pupils will reside in the chartering CBOCES' school districts or in contiguous school districts in order to apply for or be granted a charter.~~

Date for submission of application

~~To allow sufficient time for an approved charter school to begin operations at the beginning of the next academic school year, the application must be officially submitted to the Board or its designee by October 1; however, the Board and the applicant may mutually waive this deadline. (Note: If the date for submitting applications is changed, the Board must notify each charter applicant of the change by certified letter.)~~

~~Prior to submission of a formal application, persons preparing applications may submit a preliminary draft of the application to the Board or its designee for review and comment prior to formal submission~~

~~An administrative team will be designated to provide information to an applicant about matters subject to negotiation between the applicant and the CBOCES and to begin the negotiation process.~~

Contents of the application

~~In accordance with law, the approved charter school application will be the basis for a contract between the CBOCES and the charter school and will include:~~

1. Cover page

~~Provide the name of the applicant(s) and the name, address, and phone number of a contact person.~~

2. Purpose

~~State the purpose for this charter school including a geographic description of the area of intended service. Provide evidence that an adequate number of parents/guardians, teachers and students support the formation of the proposed charter school. This evidence shall be shown in aggregate (by grade level and school), without personal identifying information.~~

3. Mission and goals

~~Provide a copy of the mission statement of the charter school including the process used to develop this statement. The mission statement of the proposed charter school must be consistent with the declared purposes set forth in the law.~~

~~State the proposed three year goals for the school including timelines. The applicant also should describe the process used to identify the goals.~~

4. Student achievement and curriculum

~~Describe the charter school's educational program and the student performance standards to be achieved by the proposed school. Standards must meet or exceed any content standards adopted by the CBOCES.~~

~~Detail the plan for academic accountability.~~

~~Provide a description of the curriculum to be used in the school. It should list the objectives and means of measuring student performance for each subject and each grade level.~~

~~Present a description of the charter school's plan for evaluating student performance including types of assessment that will be used to measure student progress toward achievement of such standards and procedures for taking corrective action in the event that student performance at the charter school falls below such standards.~~

~~Describe any objectives and means for increasing the educational opportunities for "at risk" students, meaning those students who because of physical, emotional, socioeconomic or cultural factors are less likely to succeed in school.~~

5. Criteria for enrollment decisions

~~Describe the enrollment policy and the criteria for enrollment decisions including a description of the proposed school's plan to include academically low achieving students and to promote diversity and the plans for educational programs for exceptional students as well as students with special needs.~~

6. Governance and decision making

~~Describe the governing body. This should include a detailed description of the relationship between the proposed school and the CBOCES.~~

~~Describe the types and extent of parental and community involvement in the operation of the proposed school. Provide information on how the charter school will be accountable to the public. Specifically include how the following areas will be addressed:~~

~~a. Provisions for a representative school accountability committee.~~

~~b. Development of an annual school improvement plan with supporting profile information.~~

~~c. Representation on the district accountability committee.~~

~~d. Reporting procedures to the Board and school community.~~

~~7. Employment plan and practices~~

~~Describe the employment policies of the school including a description of the qualifications for licensed and classified employees, employee compensation schedule, recruitment and selection procedures, plan for resolving employee relation problems, and a description of the relationship that will exist between the charter school and its employees including evidence that the terms and conditions of employment have been addressed with affected employees and their recognized representatives.~~

~~If applicable, i.e., taking over a current school, include a plan for the displacement of students, teachers, and other employees who will not attend or be employed in the charter school.~~

~~8. Financial data, facilities and transportation~~

~~Provide necessary evidence that the plan for the charter school is economically sound for both the charter school and the CBOCES.~~

~~Include a proposed budget for the term of the charter and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services purchased from the CBOCES, is to be conducted. A student fee schedule should be included in addition to a proposed schedule of cash flow.~~

~~Detail the plan for fiscal accountability.~~

~~Describe the services the charter school plans to purchase from the CBOCES.~~

~~Provide a detailed summary of all insurance coverage. The legal liability issues must be fully addressed in the contract.~~

~~Describe the facilities to be used and the way they will be obtained and maintained. Include any contracted services and the proposed contractor.~~

~~Describe the proposed student transportation system including the contract if services will be provided by a second party. If transportation is to be provided by the charter school, include a plan for addressing the transportation needs of low income and academically low achieving students.~~

~~9. Requested waivers~~

~~List the local district policies for which waivers are requested. Include the reasons for each request.~~

~~List the state laws and regulations for which waivers are requested. Include the reasons for each request.~~

~~10. Additional information~~

~~Provide any additional information that might be helpful in supporting this request to establish a charter school.~~

Submission procedures

~~No application fee will be charged by the Board.~~

~~The applicant must provide two original copies of the completed application printed single-sided on white paper, not stapled.~~

~~Applications will be accepted prior to October 1 for schools beginning in August. Applications are to be submitted to _____.~~

Incomplete application

~~If the application is incomplete, the Board will request additional information from the applicant. The parties may mutually agree to waive any deadlines during the application process, including extending the deadline for Board consideration of the application.~~

Public meetings

~~After giving reasonable notice, the Board will schedule and hold community meetings in the affected areas or the entire district to obtain information to assist the Board to make a decision about the charter school application.~~

~~All persons or groups who have an interest in the approval or denial of the charter school application must present their comments or concerns to the Board in writing in a timely manner or in testimony during a public meeting on the charter application to preserve a right to appeal the Board's decision on the charter application.~~

Decision on the charter application

~~The Board will make a decision by resolution on the charter school application either in a regular or special meeting within 60 days after receipt of the official application unless the parties have mutually agreed in writing to extend this deadline. A new charter may be approved for a period of at least three academic years but no more than five academic years. A charter may not be approved unless a majority of the charter school's pupils will reside in the chartering school district or in contiguous school districts.~~

~~If the application is denied, the Board will set forth in writing the grounds for denial. If the application is granted, the Board will send a copy of the approved charter to the Colorado department of Education within 15 days.~~

Appeal process

~~The applicant may appeal the denial of its application or the imposition of conditions it finds unacceptable by filing a notice of appeal to the State Board of Education and the Board within 30 days of the Board's initial decision. Within 60 days, the State Board of Education will issue written instructions and recommendations to the Board. The Board will reconsider its initial decision and make a final decision within 30 days. If the final decision is still to deny the application, the applicant may file a second notice of appeal with the State Board of Education.~~

Facilitation

~~In lieu of filing an appeal to the State Board of Education, the parties may agree to facilitation by filing a notice of facilitation with the State Board of Education within 30 days of the Board's initial decision. The parties may continue in facilitation as long as they agree to do so. After a seven-day cooling-off period, if one party rejects facilitation, the Board will reconsider its initial action and make a final decision. The applicant has 30 days from the final decision to appeal to the State Board of Education.~~

~~B. Renewal of a charter~~

~~The governing body of a charter school shall submit a renewal application to the Board of Directors no later than December 1 of the year prior to the year in which the charter expires. The Board of Education shall rule by resolution on the renewal application no later than February 1 of the year in which the charter expires or by a mutually agreed upon date.~~

~~Renewal of a charter shall not be for a period of more than five years. The renewal application must contain a complete report on the progress of the school in achieving the goals, objectives, student performance standards, content standards and other terms of the initial application.~~

~~The renewal application also must include a financial statement that discloses the costs of administration, instruction, and other spending categories for the school.~~

~~A charter may not be renewed upon a determination by the Board that it is not in the best interests of students residing within the CBOCES participating districts to continue the operation of the charter school.~~

~~C. Revocation of a charter~~

~~A charter may be revoked or not renewed by the Board if the Board determines following a hearing that the charter school did any of the following:~~

- ~~1. Committed a material violation of any of the conditions, standards or procedures in the application~~
- ~~2. Failed to meet or make reasonable progress towards achievement of student performance standards~~
- ~~3. Failed to meet generally accepted standards of fiscal management~~
- ~~4. Violated any provision of law from which the charter school is not specifically exempt.~~

~~If the Board revokes or does not renew a charter, the Board will state its reasons for doing so.~~

~~D. Waivers~~

~~A waiver of state or local district regulations is for the term of the charter.~~

~~Waiver of receipt of funds~~

~~The Board shall not grant any waiver to forego receipt of any amount of operational or capital construction funds provided to the charter school under state or federal law.~~

~~Request for waiver of state statute or regulation~~

~~Within ten days after the contract between the charter school and the Board of Directors is approved by the Board, any request for release from state statutes or regulations shall be delivered by the Board to the State Board of Education. If the State Board of Education grants the request, it will notify the local Board and the charter school of its decision. If the State Board of Education denies the request, it will notify the local Board and the charter~~

~~school in writing that the request is denied and specify the reasons for denial. If notification is not received within 45 days (or 90 days if the State Board of Education has extended the time for review of the request), the request shall be deemed by state law to be granted.~~

~~Review of waiver~~

~~A waiver of state statutes or regulations by the State Board of Education is subject to review every two years and may be revoked if it is deemed no longer necessary.~~

Reviewed: CASB 2005
Centennial BOCES

**This policy is recommended for deletion as it is not applicable. FACILITIES
PLANNING AND FUNDING FOR CHARTER SCHOOLS**

Planning

~~CBOCES charter schools shall be invited to participate in the CBOCES facilities planning process on the same basis as any other school in the CBOCES. To be considered during the facilities planning process, the charter school shall submit a capital construction plan to the Board as provided in state law. The Board will prioritize the charter school's request in relation to the capital construction needs of the entire CBOCES and inform the charter school of its status. The Board has discretion when reviewing the request, as provided in state law.~~

New charter school needs

~~Any assistance provided by the CBOCES to enable a new charter school to meet its short and long term facilities needs shall be addressed in the charter contract.~~

Waiver of receipt of funds

~~The Board shall not grant any waiver to forego receipt of any amount of capital construction funds provided to the charter school under state or federal law.~~

~~LEGAL REF.: C.R.S. 22-30.5-401 et seq. (Charter School Capital Facilities Financing Act)~~

~~Reviewed: CASB 2005
Centennial BOCES~~

RELATIONS WITH EDUCATION RESEARCH AGENCIES

Centennial BOCES recognizes that requests will be made on occasion by non-BOCES personnel and/or agencies to conduct research projects in Centennial BOCES school(s) or educational programs that have educational and social benefit.

However, because such projects invariably involve Centennial BOCES personnel and interrupt instructional time, it is necessary to evaluate carefully the merits of each project before permission is granted.

All requests to conduct research shall be reviewed by a research testing review committee in accordance with this policy and accompanying regulation to determine if permission shall be granted.

If research by non-BOCES personnel is to involve students, complete information about the project shall be provided to parents/guardians and students in advance. No student shall be the subject of any research project without the prior written consent of the student's parents/guardians and the student himself if the student is old enough to understand the process and purpose of the project. Consent shall not be necessary when the researcher merely will observe students engaged in normal activities.

All researchers shall be prepared to explain the purpose, risks, benefits, procedures, results and intended uses of the project in understandable terms. A student or parent/guardian decision not to participate in a research project conducted by non-BOCES personnel shall be kept private and respected in all cases.

Any survey, analysis or evaluation of students shall be consistent with Centennial BOCES policy and applicable law.

Adopted:
Centennial BOCES

RELATIONS WITH EDUCATION RESEARCH AGENCIES
(RESEARCH TESTING GUIDELINES)

1. The executive director will appoint a research testing review committee to review research requests initiated from graduate students, professional groups or individual professionals (including Centennial BOCES employees working on a non-BOCES project) who wish to conduct research testing involving students enrolled in Centennial BOCES schools or programs. The committee will have a membership which will include one or more Centennial BOCES employees, a licensed psychologist (who may be a Centennial BOCES employee) who is a member of the American Psychological Association, and a parent/guardian of a student attending a Centennial BOCES school or program. A committee member may not participate in reviewing a request for which the member is a sponsor or researcher.
2. A written proposal for permission to do research testing will first be submitted to the executive director for a review of the proposal's feasibility and appropriateness. If the executive director believes the proposal may be feasible and appropriate, the request shall be submitted to the committee.
3. Depending upon the volume of requests, the committee may find it advisable to decline to review proposals from certain categories of researchers (i.e., graduate students, undergraduate students). The committee will be provided with such information as it deems necessary, including information on current research standards applicable to the project.
4. The committee will judge the merit of written requests for testing with attention being given to the following areas:
 - a. Scientific soundness of the project; that is, how likely it is to produce valuable information relative to student class time.
 - b. Procedures to ensure anonymity.
 - c. Soundness of stated purpose and methods.
 - d. Benefits of the resulting information.
 - e. Evaluation of possible risk to students.
 - f. Examination of parent/guardian consent forms and student consent forms when applicable. Consent of the parent/guardian will be obtained for all research with students not conducted or contracted for by Centennial BOCES employees unless the research consists merely of observing unidentified students engaged in their normal activity. Student consent will be sought when appropriate and/or legally required.
 - g. A clearly written statement appropriate for parents/guardians which explains:
 - (1) The project's purpose.
 - (2) How the student was selected.
 - (3) General procedures to be followed.
 - (4) Anticipated benefits for general knowledge, the student and Centennial BOCES.
 - (5) Whether students will be personally identifiable and to whom.
 - (6) To whom results will be available.
 - (7) The right of parents/guardians to inspect testing materials before consenting.
 - (8) Researcher's name, address and telephone number and professional affiliations.
 - (9) Any identifiable risks to participating students.
 - (10) How the student may opt out of the research.
 - (11) Post-research follow-up procedures.
 - (12) That Centennial BOCES is neither conducting nor sponsoring the project.
5. The committee will make a recommendation to the executive director who will make the final decision about the research project.

Adopted:
Centennial BOCES

November 16, 2017 Board Notes for Investment and Financial Reports

The one page investment report (Page A) shows the interest earned for the first three months of 2017-18 fiscal year at \$5,010.94. This represents a positive budget variance for the year of \$3,510.94. The September 30, 2017 balances for Centennial BOCES 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 July 1, 2016 – September 30, 2017, which covers 12 months of 2016-17 and the first three months of 2017-18. The cash flow chart continues to show a similar pattern between 2016-17 and 2017-18.

The two financial reports represent July 2017 – September 2017 year to date. This represents 25.0% of the fiscal year. Page one of the two page summary shows the non-grant totals for 2017-18 at 15.9% spent compared to 17.2% spent for 2016-17. Page two of the summary shows the grant totals and combined totals. Grant totals for 2017-18 are at 14.8% spent compared to 11.6% spent for 2016-17. The year-to-date combined totals for the three months of 2017-18 are at 15.5% spent compared to 14.8% spent for 2016-17. The projected fund balance is noted at the bottom of page two, including the audited Ending Fund Balance for 2016-17.

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.

The Administration expenses, listed on page two, for 2017-18 are slightly lower as a percentage compared to 2016-17 (23.4% versus 25.0%). The primary difference is in Project 101 Administration/Operations which is at 33.6% compared to 36.2% for the previous year.

Technology, listed on pages 3-4, as a total is a lower percentage compared to last year (39.4% versus 42.4%). One factor is Project 206 Financial Data Services which is running 30% lower through the first three months due to elimination of the IFAS lease costs. The last payment was made in February of 2017.

Special Education spending, listed on pages 5-7 department, as a percentage of the budget is running slightly higher in 2017-18 at 20.4% compared to 19.8% for 2016-17. The difference is in Project 509 SWAP, which is higher due to a state matching payment made in the first quarter of 2017-18 compared to last year. Many projects are trending close to last year's amounts.

Innovative Education Services spending percentages, listed on pages 8-9, for 2017-18 are slightly lower than 2016-17 at 14.6% compared to 15.1%. The biggest factor is in Project 687 I-Connections High School. The overall costs year-to date for Project 687 are at 19.6% compared to 30.6%. The school was moved to the Morgan County office for the 2016-17 school year which included adding classroom walls and updating the bathrooms.

Federal Programs expenses, listed on pages 10-11 as a percentage for 2017-18 are 12.1% compared with 10.3% for 2016-17. As previously noted, Federal Program Title projects run lower during the first part of the year as the final allocations are confirmed from CDE.

At the bottom of page 11 are the grand total amounts – 18.4% committed for 2017-18 compared to 18.5% committed for 2016-17. These percentages are higher then the two page summary report due to the inclusion of the encumbrances in the percentage totals. The budget year is 25.0% completed as of September 30.

CENTENNIAL BOCES

Investment Report as of September 30, 2017

<u>Investment Name</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust - Equity Savings	Investment Pool Keenesburg RE-3 Equity, including interest	51,396.49	51,396.49
Colotrust - CBOCES	Investment Pool G/F	2,288,148.43	2,288,148.43
Colotrust - CBOCES	Security Deposit	1,022.17	1,022.17
Colotrust - CBOCES	Health / Dental Insurance	112,821.68	112,821.68
Bank of Colorado Savings	Savings Account	2,271.63	2,271.63
Bank of Colorado Checking	CBOCES Checking Account	574,110.99	426,850.53
Bank of Colorado Checking	eNet Colorado Checking	10,377.86	10,377.86
Total Investment Balance:		<u>\$ 3,040,149.25</u>	<u>\$ 2,892,888.79</u>

<u>Interest Earnings</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust Interest	Investment Pool - Regular Account	4,512.98	4,512.98
Colotrust Equity Interest	Investment Pool - Equity Account	154.51	154.51
Colotrust Interest	Investment Pool - Security	2.90	2.90
Colotrust Health/Dental Interest	Investment Pool - Health/Dental	339.18	339.18
Bank of Colorado	Savings Account	1.37	1.37
Total Interest Earned:		<u>\$ 5,010.94</u>	<u>\$ 5,010.94</u>

Budgeted: \$ 6,000.00 Y-T-D: \$ 1,500.00

Year To Date Variance: \$ 3,510.94

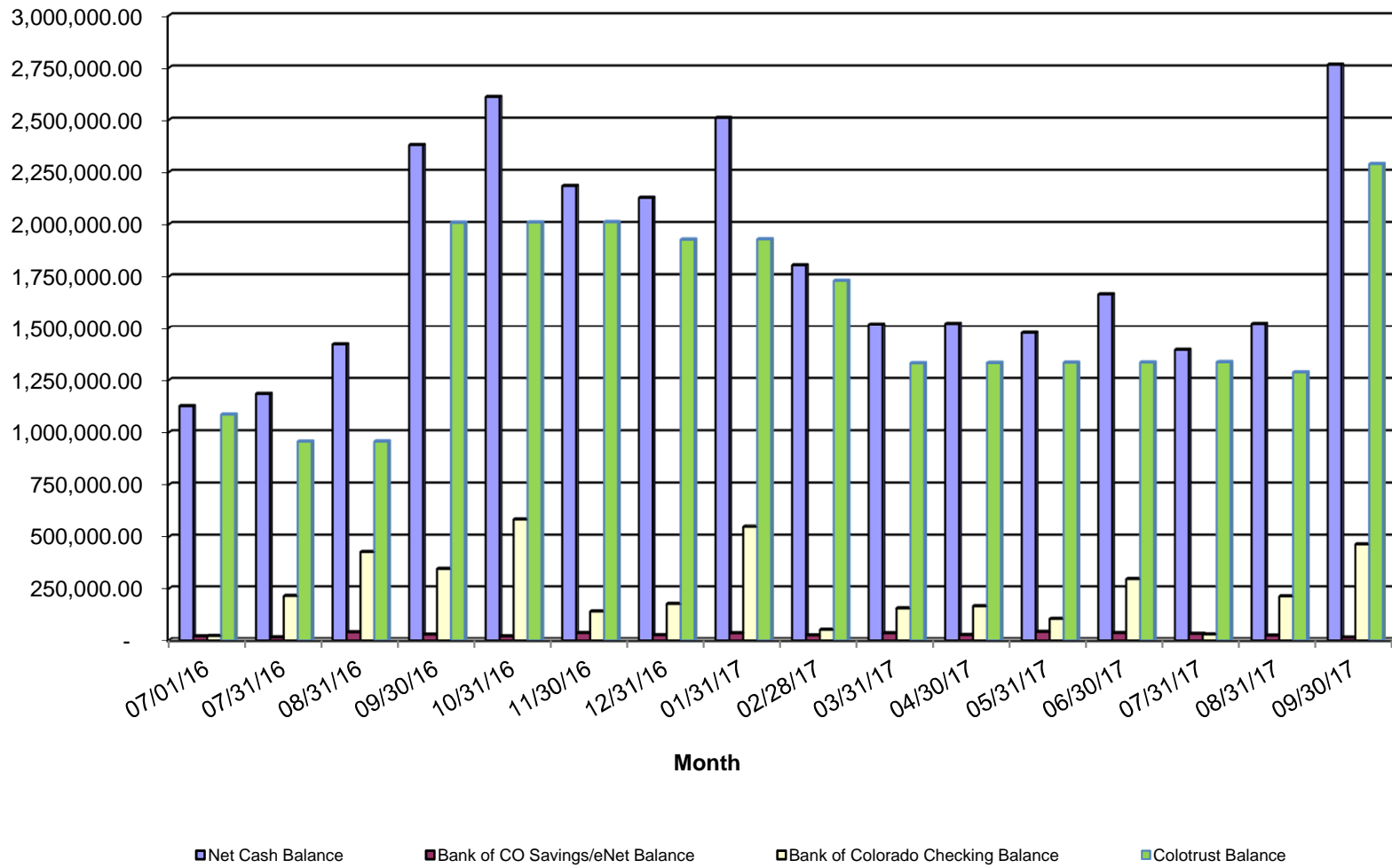
CENTENNIAL BOCES
Cash Flow Analysis for 2016-17 & 2017-18
As of September 30, 2017

Bank Balance and Book Balance are the same ending periods reported to the board. The difference in ending balances from bank balance and book balance are the outstanding checks each month. The difference in Interest Earned/Deposits balances from bank balance and book balance are voided checks each month.

	Balance Colotrust G/H	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, 2016 End Balance	1,084,691.13	18,809.56	209,274.58	20,700.98	1,124,201.67
Interest Earned/Deposits	524.58	5,741.28	896,950.17	869,950.17	
Transfers out or Expenses	(130,000.00)	(10,397.05)	(702,559.30)	(676,771.81)	
July 31, 2016 End Balance	955,215.71	14,153.79	403,665.45	213,879.34	1,183,248.84
Interest Earned/Deposits	562.52	44,835.99	1,086,693.03	1,086,693.03	
Transfers out or Expenses	-	(20,897.05)	(934,529.13)	(874,577.20)	
August 31, 2016 End Balance	955,778.23	38,092.73	555,829.35	425,995.17	1,419,866.13
Interest Earned/Deposits	1,050,976.44	1.57	1,703,301.41	1,703,301.41	
Transfers out or Expenses	-	(10,551.16)	(1,781,068.46)	(1,784,930.74)	
Sept 30, 2016 End Balance	2,006,754.67	27,543.14	478,062.30	344,365.84	2,378,663.65
Interest Earned/Deposits	1,386.42	1,675.00	965,576.35	965,576.35	
Transfers out or Expenses	-	(10,778.79)	(783,158.11)	(726,923.61)	
Oct 31, 2016 End Balance	2,008,141.09	18,439.35	660,480.54	583,018.58	2,609,599.02
Interest Earned/Deposits	1,373.93	26,577.50	536,096.56	536,096.56	
Transfers out or Expenses	-	(10,529.97)	(874,383.04)	(980,150.67)	
Nov 30, 2016 End Balance	2,009,515.02	34,486.88	322,194.06	138,964.47	2,182,966.37
Interest Earned/Deposits	1,462.21	227.25	831,596.62	831,596.56	
Transfers out or Expenses	(85,000.00)	(10,485.40)	(930,505.12)	(794,803.99)	
Dec 31, 2016 End Balance	1,925,977.23	24,228.73	223,285.56	175,757.04	2,125,963.00
Interest Earned/Deposits	1,496.41	20,225.00	1,374,701.35	1,374,701.35	
Transfers out or Expenses	-	(10,475.66)	(975,093.19)	(1,002,751.74)	
Jan 31, 2017 End Balance	1,927,473.64	33,978.07	622,893.72	547,706.65	2,509,158.36
Interest Earned/Deposits	1,342.41	-	439,481.50	439,481.50	
Transfers out or Expenses	(200,000.00)	(10,472.64)	(919,904.21)	(936,359.42)	
Feb 28, 2017 End Balance	1,728,816.05	23,505.43	142,471.01	50,828.73	1,803,150.21
Interest Earned/Deposits	1,353.22	20,962.21	1,006,070.62	1,006,070.62	
Transfers out or Expenses	(400,000.00)	(10,521.30)	(837,691.18)	(903,167.55)	
March 31, 2017 End Balance	1,330,169.27	33,946.34	310,850.45	153,731.80	1,517,847.41
Interest Earned/Deposits	1,099.70	1,641.25	1,004,549.27	1,004,549.27	
Transfers out or Expenses	-	(10,467.00)	(806,446.71)	(993,687.66)	
April 30, 2017 End Balance	1,331,268.97	25,120.59	508,953.01	164,593.41	1,520,982.97
Interest Earned/Deposits	1,175.22	25,825.00	890,712.04	890,712.04	
Transfers out or Expenses	-	(10,499.11)	(1,069,762.60)	(952,382.74)	
May 31, 2017 End Balance	1,332,444.19	40,446.48	329,902.45	102,922.71	1,475,813.38
Interest Earned/Deposits	1,191.26	4,442.56	1,157,697.02	1,157,697.02	
Transfers out or Expenses	-	(10,573.53)	(958,940.20)	(964,969.15)	
June 30, 2017 End Balance	1,333,635.45	34,315.51	528,659.27	295,650.58	1,663,601.54
Interest Earned/Deposits	1,303.04	21,637.87	431,496.82	431,496.82	
Transfers out or Expenses	-	(25,397.05)	(788,581.14)	(698,603.85)	
July 31, 2017 End Balance	1,334,938.49	30,556.33	171,574.95	28,543.55	1,394,038.37
Interest Earned/Deposits	1,359.38	2,732.37	1,087,808.61	1,087,808.61	
Transfers out or Expenses	(50,000.00)	(10,397.05)	(796,090.63)	(904,148.80)	
August 31, 2017 End Balance	1,286,297.87	22,891.65	463,292.93	212,203.36	1,521,392.88
Interest Earned/Deposits	1,001,850.56	154.89	2,008,571.39	2,008,571.39	
Transfers out or Expenses	-	(10,397.05)	(1,897,753.33)	(1,757,924.22)	
Sept 30, 2017 End Balance	2,288,148.43	12,649.49	574,110.99	462,850.53	2,763,648.45

Centennial BOCES
Cash Flow Chart 07/01/2016 - 9/30/2017
Fiscal Years 2016-17 & 2017-18

Dollar Amount



CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2017 - SEPTEMBER 30, 2017
With Comparative Amounts for the Month Ended September 30, 2016

25% of Budget Year Completed		JULY 1, 2017 - JUNE 30, 2018 FISCAL							JULY 1, 2016 - JUNE 30, 2017 FISCAL						
Project Accounts:		2017-2018 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2016-2017 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	101 Administration/Operations	\$ 971,525	\$ 181,051	\$ 244,013	\$ (62,962)	\$ 82,711	\$ 644,800	25%	\$ 936,138	\$ 175,256	\$ 246,081	\$ (70,825)	\$ 92,402	\$ 597,655	26%
2	103 Administration Greeley Building	124,765	12,606	31,978	(19,372)	-	92,787	26%	124,765	12,005	32,085	(20,079)	-	92,680	26%
3	107 Administration South Platte Building	3,600	900	-	900	-	3,600	0%	3,600	900	2,223	(1,323)	-	1,377	62%
4	152 Capital - Savings Plans	38,000	-	-	-	-	38,000	0%	38,000	-	-	-	-	38,000	0%
5	154 Capital - Courier Van Savings	17,500	-	-	-	-	17,500	0%	17,500	-	-	-	-	17,500	0%
6	166 Budgeted Reserves	250,000	-	-	-	-	250,000	0%	250,000	-	-	-	-	250,000	0%
7	172 Media/Coop Purchasing	9,270	2,318	1,089	1,228	-	8,181	12%	10,906	2,727	1,567	1,159	-	9,339	14%
8	174 Other Legal	4,305	1,076	1,050	26	-	3,255	24%	4,305	1,076	1,050	26	-	3,255	24%
9	205 Student Information Services	173,942	35,847	114,992	(79,145)	-	58,950	66%	170,505	29,069	108,065	(78,997)	-	62,440	63%
10	206 Financial Data Services	71,154	18,165	8,087	10,078	-	63,067	11%	307,557	83,145	129,233	(46,088)	-	178,324	42%
11	209 Computer Tech Support	2,325	581	532	50	-	1,793	23%	2,325	581	530	51	-	1,795	23%
12	218 CBOCES Technology Support	179,940	44,985	45,786	(801)	6,014	128,140	25%	170,324	42,581	45,665	(3,084)	7,300	117,359	27%
13	230 Distance Education	23,205	5,801	2,823	2,978	380	20,002	12%	23,205	5,801	3,462	2,339	440	19,303	15%
14	238 eNet Learning	26,450	10,725	9,518	1,207	-	16,932	36%	26,450	10,475	2,183	8,292	-	24,267	8%
15	502 ESY	19,203	12,893	5,504	7,389	-	13,699	29%	16,854	11,558	8,449	3,109	-	8,405	50%
16	505 Special Education Local	124,739	26,838	10,956	15,881	7,300	106,483	9%	123,624	25,675	8,626	17,049	6,800	108,198	7%
17	508 Out of District	894,294	306,183	131,586	174,597	920	761,788	15%	631,767	294,615	32,170	262,445	88,004	511,593	5%
18	510 RN Services	28,373	6,593	6,165	428	-	22,208	22%	27,661	5,931	4,550	1,381	-	23,111	16%
19	516 Local Preschool	391,605	235,425	43,378	192,047	9,640	338,587	11%	370,861	225,198	43,131	182,067	11,457	316,273	12%
20	518 STEPS Program - Tennyson Center	219,849	66,895	54,450	12,445	1,823	163,576	25%	213,981	90,735	52,642	38,093	2,062	159,277	25%
21	520 Speech	630,184	102,404	60,160	42,244	17,984	552,040	10%	610,674	119,480	58,591	60,889	13,344	538,739	10%
22	521 Social Work	227,893	7,838	20,723	(12,886)	9,776	197,393	9%	236,632	7,060	24,923	(17,864)	8,745	202,964	11%
23	522 School Psychology	532,346	263,216	66,210	197,006	14,123	452,013	12%	482,569	160,859	64,525	96,334	10,062	407,982	13%
24	523 Motor Team	476,058	175,838	45,827	130,010	159,950	270,281	10%	416,089	103,317	42,885	60,432	144,410	228,794	10%
25	524 Audiology	103,277	4,515	9,562	(5,047)	1,766	91,949	9%	100,382	4,169	9,651	(5,481)	1,845	88,887	10%
26	525 Transition	94,339	58,140	7,596	50,544	3,374	83,369	8%	91,295	61,242	7,569	53,672	3,882	79,844	8%
27	535 Sp Ed Contracted Services	101,790	11,484	13,695	(2,211)	-	88,095	13%	130,194	30,416	14,144	16,272	309	115,741	11%
28	607 Learning Services	78,330	13,300	12,847	453	141	65,341	16%	76,090	19,110	22,143	(3,033)	-	53,947	29%
29	616 Alternate Licensure Program	352,400	99,000	41,079	57,922	7,553	303,768	12%	180,000	24,500	22,689	1,811	567	156,744	13%
30	685 Centennial BOCES High School	748,600	32,250	106,330	(74,080)	626	641,644	14%	748,600	-	110,507	(110,507)	17	638,076	15%
31	687 I-Connection High School	239,200	42,920	46,372	(3,452)	604	192,224	19%	230,000	57,500	68,384	(10,884)	2,080	159,536	30%
32	731 Basic Center Program	10,000	1,651	4,461	(2,810)	200	5,339	45%	10,000	-	2,650	(2,650)	-	7,350	26%
33	770 Federal Programs Entrepreneurial	24,500	452	123	329	-	24,377	1%	24,500	460	-	460	-	24,500	0%
34	Non-Grant Totals	7,192,961	1,781,888	1,146,894	634,995	324,885	5,721,183	15.9%	6,807,353	1,605,441	1,170,375	435,067	393,726	5,243,253	17.2%

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2017 - SEPTEMBER 30, 2017
With Comparative Amounts for the Month Ended September 30, 2016

25% of Budget Year Completed		JULY 1, 2017 - JUNE 30, 2018 FISCAL							JULY 1, 2016 - JUNE 30, 2017 FISCAL						
Project Accounts:		2017-2018 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2016-2017 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	145 Perkins	\$ 118,254	\$ -	\$ 3,519	\$ (3,519)	\$ -	\$ 114,735	3%	\$ 119,398	\$ -	\$ 3,740	\$ (3,740)	\$ 1,695	\$ 113,963	3%
2	148 Grant Writing	20,190	-	-	-	-	20,190	0%	20,190	-	-	-	-	20,190	0%
3	504 Administration	475,850	266,321	124,750	141,571	12,167	338,933	26%	475,402	257,082	124,458	132,624	15,988	334,956	26%
4	509 SWAP	550,000	53,932	140,743	(86,811)	12,456	396,801	26%	520,000	45,613	66,527	(20,914)	12,576	440,897	13%
5	615 Gifted/Talented - Consultant	69,992	69,992	12,309	57,683	-	57,683	18%	69,961	-	9,596	(9,596)	2,355	58,010	14%
6	625 Gifted/Talented - Regional	142,399	85,440	2,918	82,522	-	139,481	2%	135,137	-	2,695	(2,695)	-	132,442	2%
7	626 Gifted Ed Universal Screening	38,073	31,536	12,049	19,487	-	26,024	32%	38,073	38,073	11,515	26,558	-	26,558	30%
8	649 School Emergency Management Grant	-	-	-	-	-	-	0%	50,000	5,951	7,346	(1,395)	-	42,654	15%
9	652 CBOCES State Educational Priorities	325,060	281,493	47,352	234,141	830	276,879	15%	366,423	280,015	22,729	257,285	4,000	339,694	6%
10	705 Migrant Ed Combined Region Program	2,089,786	183,705	356,974	(173,269)	1,758	1,731,054	17%	2,178,090	186,125	311,683	(125,558)	2,076	1,864,331	14%
11	708 MSIX State Data Quality Grant	12,000	-	532	(532)	-	11,468	4%	-	-	-	-	-	-	-
12	715 Title I	704,187	-	10,467	(10,467)	-	693,720	1%	742,413	-	9,915	(9,915)	46	732,452	1%
13	722 Title II - Teacher Quality	226,386	-	580	(580)	-	225,806	0%	192,810	-	536	(536)	-	192,274	0%
14	725 Title III - English Language	80,581	-	2,232	(2,232)	-	78,349	3%	83,365	-	2,061	(2,061)	-	81,304	2%
15	730 McKinney Homeless	42,000	-	9,042	(9,042)	-	32,958	22%	40,000	6,014	9,020	(3,006)	-	30,980	23%
16	Grant Totals	4,894,758	972,419	723,467	248,952	27,211	4,144,080	14.8%	5,031,262	818,873	581,823	237,050	38,736	4,410,704	11.6%
17	Y-T-D Combined Totals	\$ 12,087,719	\$ 2,754,307	\$ 1,870,360	\$ 883,947	\$ 352,096	\$ 9,865,263	15.5%	\$ 11,838,615	\$ 2,424,314	\$ 1,752,198	\$ 672,117	\$ 432,461	\$ 9,653,956	14.8%
18															
19				2017-2018	%		2016-2017	%							
20	Year To Date Revenue			\$ 2,754,307	22.8%		\$ 2,424,314	20.5%							
21	Year to Date Expenditures			1,870,360	15.5%		1,752,198	14.8%							
22	Excess of Revenue Over (Under) Expenditures			<u>\$ 883,947</u>			<u>\$ 672,117</u>								
23															
24	Fund Balance, Beginning			\$ 2,106,264			\$ 1,949,227								
25	Estimated Change of Revenue Over (Under) Expenditures			(100,953)			157,037								
26	Estimated Fund Balance, Ending			<u>\$ 2,005,311</u>	16.6%		<u>\$ 2,106,264</u> *	18.4%							
27															
28	* 2016-2017 Fund Balance is actual amount based on the completed audit.														

25% of Budget Year Completed

Current Year Information

July 1, 2017 - September 30, 2017



**CENTENNIAL
BOCES**

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

Prior Year Information

July 1, 2016 - September 30, 2016

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	511,696.00	126,038.31		385,657.69	24.6%	493,299.00	119,360.00		373,939.00	24.2%
3 Object class 02: Benefits	168,658.00	41,016.16		127,641.84	24.3%	160,162.00	40,784.19		119,377.81	25.5%
4 Object class 03: PS- Professional	23,200.00	23.00		23,177.00	0.1%	22,500.00	2,374.50		20,125.50	10.6%
5 Object class 04: PS- Property	45,300.00	8,992.12	19,713.43	16,594.45	63.4%	43,000.00	11,375.42	20,220.00	11,404.58	73.5%
6 Object class 05: Other Purchased Svc	83,550.00	33,832.52	36,825.09	12,892.39	84.6%	81,400.00	33,847.99	47,674.28	(122.27)	100.2%
7 Object class 06: Supplies	55,600.00	15,981.68	26,172.82	13,445.50	75.8%	55,600.00	18,724.17	24,507.67	12,368.16	77.8%
8 Object class 07: Property	3,000.00	-		3,000.00	0.0%	3,000.00	2,278.97		721.03	76.0%
9 Object class 08: Other Expenses	80,521.00	18,129.49		62,391.51	22.5%	77,177.00	17,335.89		59,841.11	22.5%
10 971,525.00 244,013.28 82,711.34 644,800.38 33.6%						936,138.00	246,081.13	92,401.95	597,654.92	36.2%
11 Project: 103 GREELEY BLDG CAP IMPVMT										
12 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
13 Object class 04: PS- Property	124,765.00	31,191.15		93,573.85	25.0%	124,765.00	32,084.65		92,680.35	25.7%
14 Object class 07: Property	-	787.00		(787.00)	0.0%	-	-		-	0.0%
15 124,765.00 31,978.15 - 92,786.85 25.6%						124,765.00	32,084.65	-	92,680.35	25.7%
16 Project: 107 FT.MORGAN CAPITAL IMPROVEMENT										
17 Object class 04: PS- Property	3,600.00	-	-	3,600.00	0.0%	3,600.00	2,223.03	-	1,376.97	61.8%
18 3,600.00 - - 3,600.00 0.0%						3,600.00	2,223.03	-	1,376.97	61.8%
19 Project: 145 CARL PERKINS GRANT										
20 Object class 01: Salaries	10,595.00	2,749.86		7,845.14	26.0%	10,185.00	2,546.15		7,638.85	25.0%
21 Object class 02: Benefits	2,966.00	768.87		2,197.13	25.9%	2,839.00	703.44		2,135.56	24.8%
22 Object class 05: Other Purchased Svc	34,721.00	-		34,721.00	0.0%	23,028.00	313.00		22,715.00	1.4%
23 Object class 06: Supplies	60,703.00	-		60,703.00	0.0%	73,738.00	-	1,695.00	72,043.00	2.3%
24 Object class 07: Property	-	-		-	0.0%	-	-		-	0.0%
25 Object class 08: Other Expenses	9,269.00	-		9,269.00	0.0%	9,608.00	177.41		9,430.59	1.8%
26 118,254.00 3,518.73 - 114,735.27 3.0%						119,398.00	3,740.00	1,695.00	113,963.00	4.6%
27 Project: 148 GRANT WRITING										
28 Object class 01: Salaries	12,000.00	-		12,000.00	0.0%	11,990.00	-		11,990.00	0.0%
29 Object class 02: Benefits	2,634.00	-		2,634.00	0.0%	2,572.00	-		2,572.00	0.0%
30 Object class 03: PS- Professional	5,556.00	-		5,556.00	0.0%	5,628.00	-		5,628.00	0.0%
31 20,190.00 - - 20,190.00 0.0%						20,190.00	-	-	20,190.00	0.0%
32 Project: 152 CAPITAL SAVINGS PLANS										
33 Object class 07: Property	38,000.00	-		38,000.00	0.0%	38,000.00	-		38,000.00	0.0%
34 38,000.00 - - 38,000.00 0.0%						38,000.00	-	-	38,000.00	0.0%
35 Project: 154 CAPITAL IMPROVEMENT										
36 Object class 07: Property	17,500.00	-		17,500.00	0.0%	17,500.00	-		17,500.00	0.0%
37 17,500.00 - - 17,500.00 0.0%						17,500.00	-	-	17,500.00	0.0%
38 Project: 166 BUDGETED RESERVES										
39 Object class 08: Other Expenses	250,000.00	-		250,000.00	0.0%	250,000.00	-		250,000.00	0.0%
40 250,000.00 - - 250,000.00 0.0%						250,000.00	-	-	250,000.00	0.0%

25% of Budget Year Completed



**CENTENNIAL
BOCES**

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

Current Year Information

July 1, 2017 - September 30, 2017

Detailed Expense Report

Prior Year Information

July 1, 2016 - September 30, 2016

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>		<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 Project: 172 MEDIA/COOP											
2 Object class 01: Salaries	5,706.00	413.85		5,292.15	7.3%		6,546.00	1,080.93		5,465.07	16.5%
3 Object class 02: Benefits	1,408.00	91.41		1,316.59	6.5%		2,116.00	230.79		1,885.21	10.9%
4 Object class 03: PS- Professional	-			-	0.0%		-			-	0.0%
5 Object class 04: PS- Property	400.00	70.12		329.88	17.5%		200.00			200.00	0.0%
6 Object class 05: Other Purchased Svc	-	193.63		(193.63)	0.0%		-			-	0.0%
7 Object class 06: Supplies	1,315.00	209.80		1,105.20	16.0%		1,525.00	125.70		1,399.30	8.2%
8 Object class 08: Other Expenses	441.00	110.25		330.75	25.0%		519.00	129.75		389.25	25.0%
9	9,270.00	1,089.06	-	8,180.94	11.7%		10,906.00	1,567.17	-	9,338.83	14.4%
10 Project: 174 LEGAL											
11 Object class 03: PS- Professional	4,305.00	1,050.00		3,255.00	24.4%		4,305.00	1,050.00		3,255.00	24.4%
12	4,305.00	1,050.00	-	3,255.00	24.4%		4,305.00	1,050.00	-	3,255.00	24.4%
13 ADMINISTRATION TOTALS:	1,557,409.00	281,649.22	82,711.34	1,193,048.44	23.4%		1,524,802.00	286,745.98	94,096.95	1,143,959.07	25.0%

25% of Budget Year Completed



**CENTENNIAL
BOCES**

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

Current Year Information

July 1, 2017 - September 30, 2017

Detailed Expense Report

Prior Year Information

July 1, 2016 - September 30, 2016

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
TECHNOLOGY										
1 Project: 205 STUDENT INFORMATION SERVICES										
2 Object class 01: Salaries	49,210.00	12,320.47		36,889.53	25.0%	47,940.00	12,554.03		35,385.97	26.2%
3 Object class 02: Benefits	18,314.00	4,486.41		13,827.59	24.5%	17,378.00	4,335.43		13,042.57	24.9%
4 Object class 03: PS- Professional	92,311.00	94,486.00		(2,175.00)	102.4%	91,397.00	87,667.00		3,730.00	95.9%
5 Object class 04: PS- Property	-	-		-	0.0%	-	-		-	0.0%
6 Object class 05: Other Purchased Svc	855.00	413.63		441.37	48.4%	840.00	321.24		518.76	38.2%
7 Object class 06: Supplies	200.00	21.86		178.14	10.9%	200.00			200.00	0.0%
8 Object class 07: Property	-	-		-	0.0%	-	-		-	0.0%
9 Object class 08: Other Expenses	13,052.00	3,263.25		9,788.75	25.0%	12,750.00	3,187.50		9,562.50	25.0%
10	173,942.00	114,991.62	-	58,950.38	66.1%	170,505.00	108,065.20	-	62,439.80	63.4%
11 Project: 206 FINANCIAL DATA SERVICES										
12 Object class 01: Salaries	16,838.00	4,504.71		12,333.29	26.8%	14,642.00	4,068.04		10,573.96	27.8%
13 Object class 02: Benefits	5,168.00	1,321.56		3,846.44	25.6%	4,560.00	1,191.77		3,368.23	26.1%
14 Object class 03: PS- Professional	10,000.00			10,000.00	0.0%	10,995.00			10,995.00	0.0%
15 Object class 04: PS- Property	1,000.00			1,000.00	0.0%	227,377.00	113,189.71		114,187.29	49.8%
16 Object class 05: Other Purchased Svc	-	-		-	0.0%	-	-		-	0.0%
17 Object class 06: Supplies	25,500.00	505.00		24,995.00	2.0%	22,352.00	4,251.00		18,101.00	19.0%
18 Object class 07: Property	5,625.00			5,625.00	0.0%	1,500.00			1,500.00	0.0%
19 Object class 08: Other Expenses	7,023.00	1,755.50		5,267.50	25.0%	26,131.00	6,532.75		19,598.25	25.0%
20	71,154.00	8,086.77	-	63,067.23	11.4%	307,557.00	129,233.27	-	178,323.73	42.0%
21 Project: 209 COMPUTER TECH SUPPORT										
22 Object class 01: Salaries	1,400.00	350.00		1,050.00	25.0%	1,400.00	350.00		1,050.00	25.0%
23 Object class 02: Benefits	309.00	75.95		233.05	24.6%	301.00	74.20		226.80	24.7%
24 Object class 03: PS- Professional	150.00			150.00	0.0%	150.00			150.00	0.0%
25 Object class 05: Other Purchased Svc	43.00			43.00	0.0%	51.00			51.00	0.0%
26 Object class 06: Supplies	-	-		-	0.0%	-	-		-	0.0%
27 Object class 08: Other Expenses	423.00	105.75		317.25	25.0%	423.00	105.75		317.25	25.0%
28	2,325.00	531.70	-	1,793.30	22.9%	2,325.00	529.95	-	1,795.05	22.8%
29 Project: 218 CBOCES TECHNOLOGY SUPPORT										
30 Object class 01: Salaries	118,899.00	31,255.78		87,643.22	26.3%	115,278.00	30,351.72		84,926.28	26.3%
31 Object class 02: Benefits	38,610.00	9,620.77		28,989.23	24.9%	36,789.00	9,144.30		27,644.70	24.9%
32 Object class 03: PS- Professional	500.00			500.00	0.0%	500.00			500.00	0.0%
33 Object class 04: PS- Property	-	-		-	0.0%	-	-		-	0.0%
34 Object class 05: Other Purchased Svc	10,237.00	2,391.70	6,014.00	1,831.30	82.1%	10,657.00	3,009.93	7,300.00	347.07	96.7%
35 Object class 06: Supplies	4,595.00	2,517.84		2,077.16	54.8%	4,200.00	3,158.68		1,041.32	75.2%
36 Object class 07: Property	7,000.00			7,000.00	0.0%	2,900.00			2,900.00	0.0%
37 Object class 08: Other Expenses	99.00			99.00	0.0%					
38	179,940.00	45,786.09	6,014.00	128,139.91	28.8%	170,324.00	45,664.63	7,300.00	117,359.37	31.1%

25% of Budget Year Completed

Current Year Information

July 1, 2017 - September 30, 2017



**CENTENNIAL
BOCES**

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

Prior Year Information

July 1, 2016 - September 30, 2016

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: 230 DISTANCE ED COORDINATION											
2 Object class 01: Salaries	15,004.00	1,392.99		13,611.01	9.3%		15,154.00	2,077.71		13,076.29	13.7%
3 Object class 02: Benefits	4,045.00	464.73		3,580.27	11.5%		3,967.00	592.97		3,374.03	14.9%
4 Object class 04: PS- Property	-			-	0.0%		-			-	0.0%
5 Object class 05: Other Purchased Svc	1,773.00	369.58	379.97	1,023.45	42.3%		1,737.00	204.72	439.99	1,092.29	37.1%
6 Object class 06: Supplies	-			-	0.0%		-			-	0.0%
7 Object class 08: Other Expenses	2,383.00	595.75		1,787.25	25.0%		2,347.00	586.75		1,760.25	25.0%
8 23,205.00 2,823.05 379.97 20,001.98 13.8%							23,205.00	3,462.15	439.99	19,302.86	16.8%
9 Project: 238 eNET LEARNING											
10 Object class 03: PS- Professional	12,500.00	1,201.24		11,298.76	0.0%		12,500.00	1,536.84		10,963.16	0.0%
11 Object class 05: Other Purchased Svc	7,000.00	28.53		6,971.47	0.0%		7,000.00	271.46		6,728.54	0.0%
12 Object class 06: Supplies	5,453.00	7,914.00		(2,461.00)	145.1%		5,453.00			5,453.00	0.0%
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 9,518.02 - 16,931.98 36.0%							26,450.00	2,182.55	-	24,267.45	8.3%
15 TECHNOLOGY TOTALS:	477,016.00	181,737.25	6,393.97	288,884.78	39.4%		700,366.00	289,137.75	7,739.99	403,488.26	42.4%

25% of Budget Year Completed



**CENTENNIAL
BOCES**

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

Current Year Information

July 1, 2017 - September 30, 2017

Detailed Expense Report

Prior Year Information

July 1, 2016 - September 30, 2016

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
SPECIAL EDUCATION										
1 Project: 502 ESY										
2 Object class 01: Salaries	12,500.00	3,916.50		8,583.50	31.3%	10,800.00	6,183.75		4,616.25	57.3%
3 Object class 02: Benefits	2,966.00	836.04		2,129.96	28.2%	2,545.00	1,284.39		1,260.61	50.5%
4 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	2,000.00	479.42		1,520.58	24.0%	2,000.00	707.90		1,292.10	35.4%
6 Object class 06: Supplies	650.00			650.00	0.0%	555.00	34.93		520.07	6.3%
7 Object class 08: Other Expenses	1,087.00	271.75		815.25	25.0%	954.00	238.50		715.50	25.0%
8	19,203.00	5,503.71	-	13,699.29	28.7%	16,854.00	8,449.47	-	8,404.53	50.1%
9 Project: 504 ADMINISTRATION/OVERHEAD										
10 Object class 01: Salaries	257,408.00	66,693.97		190,714.03	25.9%	244,856.00	63,587.36		181,268.64	26.0%
11 Object class 02: Benefits	82,793.00	20,287.38		62,505.62	24.5%	76,645.00	19,047.90		57,597.10	24.9%
12 Object class 03: PS- Professional	200.00	434.50		(234.50)	217.3%	200.00	276.50		(76.50)	138.3%
13 Object class 04: PS- Property	2,100.00	212.90		1,887.10	10.1%	31,560.00	7,493.60		24,066.40	23.7%
14 Object class 05: Other Purchased Svc	27,100.00	6,333.43	12,167.19	8,599.38	68.3%	27,100.00	5,724.64	15,987.74	5,387.62	80.1%
15 Object class 06: Supplies	11,500.00	2,338.89		9,161.11	20.3%	11,500.00	3,294.15		8,205.85	28.6%
16 Object class 07: Property	7,500.00	6,613.00		887.00	88.2%	7,500.00			7,500.00	0.0%
17 Object class 08: Other Expenses	87,249.00	21,835.48		65,413.52	25.0%	76,041.00	25,034.16		51,006.84	32.9%
18	475,850.00	124,749.55	12,167.19	338,933.26	28.8%	475,402.00	124,458.31	15,987.74	334,955.95	29.5%
19 Project: 505 SPECIAL ED LOCAL										
20 Object class 01: Salaries	75,656.00	7,459.40		68,196.60	9.9%	75,204.00	4,666.81		70,537.19	6.2%
21 Object class 02: Benefits	25,522.00	2,280.37		23,241.63	8.9%	24,922.00	1,626.60		23,295.40	6.5%
22 Object class 03: PS- Professional	2,500.00	120.00		2,380.00	4.8%	2,500.00	1,485.00		1,015.00	59.4%
23 Object class 05: Other Purchased Svc	13,700.00	81.20	7,300.00	6,318.80	53.9%	13,700.00		6,800.00	6,900.00	49.6%
24 Object class 06: Supplies	300.00			300.00	0.0%	300.00			300.00	0.0%
25 Object class 08: Other Expenses	7,061.00	1,015.38		6,045.62	14.4%	6,998.00	848.02		6,149.98	12.1%
26	124,739.00	10,956.35	7,300.00	106,482.65	14.6%	123,624.00	8,626.43	6,800.00	108,197.57	12.5%
27 Project: 508 OUT OF DISTRICT PLACEMENT										
28 Object class 01: Salaries	24,172.00	2,015.50		22,156.50	8.3%	21,128.00	1,816.08		19,311.92	8.6%
29 Object class 02: Benefits	12,818.00	1,062.36		11,755.64	8.3%	11,627.00	979.06		10,647.94	8.4%
30 Object class 03: PS- Professional	-			-	0.0%	-	8,659.40		(8,659.40)	0.0%
31 Object class 04: PS- Property	35,689.00	4,401.56		31,287.44	12.3%	25,569.00	694.94		24,874.06	2.7%
32 Object class 05: Other Purchased Svc	771,830.00	111,716.00		660,114.00	14.5%	535,829.00	9,779.84	85,360.28	440,688.88	17.8%
33 Object class 06: Supplies	7,200.00	1,744.24	919.88	4,535.88	0.0%	-	837.46	2,643.67	(3,481.13)	0.0%
34 Object class 07: Property	-			-	0.0%				-	0.0%
35 Object class 08: Other Expenses	42,585.00	10,646.25		31,938.75	25.0%	37,614.00	9,403.50		28,210.50	25.0%
36	894,294.00	131,585.91	919.88	761,788.21	14.8%	631,767.00	32,170.28	88,003.95	511,592.77	19.0%
37 Project: 509 SWAP-GREELEY										
38 Object class 01: Salaries	176,483.00	44,258.49		132,224.51	25.1%	173,041.00	43,392.72		129,648.28	25.1%
39 Object class 02: Benefits	68,691.00	16,323.67		52,367.33	23.8%	66,324.00	15,660.15		50,663.85	23.6%
40 Object class 04: PS- Property	-			-	0.0%	-	270.00		(270.00)	0.0%
41 Object class 05: Other Purchased Svc	22,555.00	4,578.38	12,456.30	5,520.32	75.5%	10,500.00	2,836.35	12,576.38	(4,912.73)	146.8%
42 Object class 06: Supplies	7,271.00	99.34		7,171.66	1.4%	2,000.00	632.46		1,367.54	31.6%
43 Object class 08: Other Expenses	-	6,732.85		(6,732.85)	0.0%	8,135.00	3,735.28		4,399.72	0.0%
44 Object class 09: Up Front Matching Funds	275,000.00	68,750.00		206,250.00	25.0%	260,000.00			260,000.00	0.0%
45	550,000.00	140,742.73	12,456.30	396,800.97	27.9%	520,000.00	66,526.96	12,576.38	440,896.66	15.2%

25% of Budget Year Completed

Current Year Information

July 1, 2017 - September 30, 2017



**CENTENNIAL
BOCES**

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

Prior Year Information

July 1, 2016 - September 30, 2016

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: 510 RN SERVICES										
2 Object class 01: Salaries	19,290.00	4,432.64		14,857.36	23.0%	18,911.00	3,021.55		15,889.45	16.0%
3 Object class 02: Benefits	4,227.00	948.58		3,278.42	22.4%	3,934.00	631.50		3,302.50	16.1%
4 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	2,500.00	217.49		2,282.51	8.7%	2,500.00	165.00		2,335.00	6.6%
6 Object class 06: Supplies	750.00	165.00		585.00	22.0%	750.00	340.45		409.55	45.4%
7 Object class 08: Other Expenses	1,606.00	401.50		1,204.50	25.0%	1,566.00	391.50		1,174.50	25.0%
8	28,373.00	6,165.21	-	22,207.79	21.7%	27,661.00	4,550.00	-	23,111.00	16.4%
9 Project: 516 LOCAL PRESCHOOL										
10 Object class 01: Salaries	189,348.00	15,751.46		173,596.54	8.3%	177,284.00	15,508.34		161,775.66	8.7%
11 Object class 02: Benefits	73,443.00	5,317.13		68,125.87	7.2%	65,643.00	5,127.85		60,515.15	7.8%
12 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
13 Object class 05: Other Purchased Svc	107,400.00	17,377.07	9,639.80	80,383.13	25.2%	107,400.00	17,858.86	11,457.16	78,083.98	27.3%
14 Object class 06: Supplies	1,000.00			1,000.00	0.0%	1,200.00	104.39		1,095.61	8.7%
15 Object class 08: Other Expenses	20,414.00	4,932.26		15,481.74	24.2%	19,334.00	4,531.31		14,802.69	23.4%
16	391,605.00	43,377.92	9,639.80	338,587.28	13.5%	370,861.00	43,130.75	11,457.16	316,273.09	14.7%
17 Project: 518 STEPS CENTER										
18 Object class 01: Salaries	151,348.00	37,189.50		114,158.50	24.6%	148,399.00	36,460.02		111,938.98	24.6%
19 Object class 02: Benefits	55,757.00	13,470.60		42,286.40	24.2%	53,117.00	12,865.59		40,251.41	24.2%
20 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
21 Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
22 Object class 05: Other Purchased Svc	1,680.00	627.98	1,372.74	(320.72)	119.1%	1,680.00	417.39	1,662.40	(399.79)	123.8%
23 Object class 06: Supplies	500.00	342.37	450.00	(292.37)	158.5%	500.00	352.55	400.00	(252.55)	150.5%
24 Object class 07: Property	-			-	0.0%	-			-	0.0%
25 Object class 08: Other Expenses	10,564.00	2,819.96		7,744.04	26.7%	10,285.00	2,546.25		7,738.75	24.8%
26	219,849.00	54,450.41	1,822.74	163,575.85	25.6%	213,981.00	52,641.80	2,062.40	159,276.80	25.6%
27 Project: 520 SPEECH										
28 Object class 01: Salaries	389,114.00	40,535.68		348,578.32	10.4%	379,945.00	39,367.72		340,577.28	10.4%
29 Object class 02: Benefits	141,185.00	14,959.40		126,225.60	10.6%	135,466.00	13,557.65		121,908.35	10.0%
30 Object class 05: Other Purchased Svc	61,035.00	1,037.22	17,984.25	42,013.53	31.2%	58,696.00	1,503.60	13,344.00	43,848.40	25.3%
31 Object class 06: Supplies	3,180.00	20.99		3,159.01	0.7%	2,000.00	536.38		1,463.62	26.8%
32 Object class 08: Other Expenses	35,670.00	3,606.89		32,063.11	10.1%	34,567.00	3,626.14		30,940.86	10.5%
33	630,184.00	60,160.18	17,984.25	552,039.57	12.4%	610,674.00	58,591.49	13,344.00	538,738.51	11.8%
34 Project: 521 SOCIAL WORK										
35 Object class 01: Salaries	150,235.00	13,745.12		136,489.88	9.1%	158,635.00	17,014.50		141,620.50	10.7%
36 Object class 02: Benefits	53,759.00	4,466.07		49,292.93	8.3%	53,602.00	5,845.95		47,756.05	10.9%
37 Object class 05: Other Purchased Svc	10,750.00	723.55	9,776.45	250.00	97.7%	10,750.00	555.15	8,744.85	1,450.00	86.5%
38 Object class 06: Supplies	250.00	165.00		85.00	66.0%	250.00			250.00	0.0%
39 Object class 08: Other Expenses	12,899.00	1,623.68		11,275.32	12.6%	13,395.00	1,507.88		11,887.12	11.3%
40	227,893.00	20,723.42	9,776.45	197,393.13	13.4%	236,632.00	24,923.48	8,744.85	202,963.67	14.2%

25% of Budget Year Completed

Current Year Information

July 1, 2017 - September 30, 2017



**CENTENNIAL
BOCES**

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

Prior Year Information

July 1, 2016 - September 30, 2016

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: 522 SCHOOL PSYCHOLOGY										
2 Object class 01: Salaries	357,036.00	40,715.42		316,320.58	11.4%	324,003.00	40,912.22		283,090.78	12.6%
3 Object class 02: Benefits	127,177.00	15,698.35		111,478.65	12.3%	111,232.00	13,687.65		97,544.35	12.3%
4 Object class 05: Other Purchased Svc	16,000.00	1,846.19	14,122.84	30.97	99.8%	16,000.00	880.47	10,061.90	5,057.63	68.4%
5 Object class 06: Supplies	2,000.00	2,162.50		(162.50)	108.1%	2,000.00	4,921.02		(2,921.02)	246.1%
6 Object class 08: Other Expenses	30,133.00	5,787.69		24,345.31	19.2%	29,334.00	4,123.93		25,210.07	14.1%
7	532,346.00	66,210.15	14,122.84	452,013.01	15.1%	482,569.00	64,525.29	10,061.90	407,981.81	15.5%
8 Project: 523 MOTOR TEAM										
9 Object class 01: Salaries	208,005.00	21,007.17		186,997.83	10.1%	225,926.00	19,701.30		206,224.70	8.7%
10 Object class 02: Benefits	71,457.00	8,158.70		63,298.30	11.4%	78,421.00	7,601.13		70,819.87	9.7%
11 Object class 03: PS- Professional	154,450.00	8,177.38	150,822.62	(4,550.00)	102.9%	72,990.00	9,682.51	130,500.00	(67,192.51)	192.1%
12 Object class 05: Other Purchased Svc	13,400.00	662.83	9,127.17	3,610.00	73.1%	13,400.00	190.06	13,909.94	(700.00)	105.2%
13 Object class 06: Supplies	1,800.00	2,367.40		(567.40)	131.5%	1,800.00	2,198.39		(398.39)	122.1%
14 Object class 08: Other Expenses	26,946.00	5,453.95		21,492.05	20.2%	23,552.00	3,511.68		20,040.32	14.9%
15	476,058.00	45,827.43	159,949.79	270,280.78	43.2%	416,089.00	42,885.07	144,409.94	228,793.99	45.0%
16 Project: 524 AUDIOLOGY										
17 Object class 01: Salaries	67,506.00	6,797.44		60,708.56	10.1%	65,881.00	6,653.30		59,227.70	10.1%
18 Object class 02: Benefits	21,988.00	1,884.61		20,103.39	8.6%	20,882.00	1,798.05		19,083.95	8.6%
19 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
20 Object class 04: PS- Property	3,000.00			3,000.00	0.0%	3,000.00			3,000.00	0.0%
21 Object class 05: Other Purchased Svc	2,550.00	234.26	1,765.74	550.00	78.4%	2,550.00	55.42	1,844.58	650.00	74.5%
22 Object class 06: Supplies	500.00			500.00	0.0%	500.00			500.00	0.0%
23 Object class 07: Property	2,000.00			2,000.00	0.0%	2,000.00	504.50		1,495.50	25.2%
24 Object class 08: Other Expenses	5,733.00	645.92		5,087.08	11.3%	5,569.00	639.33		4,929.67	11.5%
25	103,277.00	9,562.23	1,765.74	91,949.03	11.0%	100,382.00	9,650.60	1,844.58	88,886.82	11.5%
26 Project: 525 TRANSITION										
27 Object class 01: Salaries	64,109.00	5,202.33		58,906.67	8.1%	62,342.00	5,055.58		57,286.42	8.1%
28 Object class 02: Benefits	21,115.00	1,127.19		19,987.81	5.3%	20,010.00	1,070.19		18,939.81	5.3%
29 Object class 05: Other Purchased Svc	3,400.00	226.11	3,373.89	(200.00)	105.9%	2,400.00	231.54	3,881.71	(1,713.25)	171.4%
30 Object class 06: Supplies	375.00	318.22		56.78	84.9%	375.00	787.79		(412.79)	210.1%
31 Object class 08: Other Expenses	5,340.00	722.10		4,617.90	13.5%	6,168.00	424.30		5,743.70	6.9%
32	94,339.00	7,595.95	3,373.89	83,369.16	11.6%	91,295.00	7,569.40	3,881.71	79,843.89	12.5%
33 Project: 535 CONTRACTED RE-5J SERVICES										
34 Object class 01: Salaries	67,392.00	8,427.32		58,964.68	12.5%	88,399.00	8,505.73		79,893.27	9.6%
35 Object class 02: Benefits	24,008.00	2,670.07		21,337.93	11.1%	29,757.00	2,628.67		27,128.33	8.8%
36 Object class 08: Other Expenses	10,390.00	2,597.50		7,792.50	25.0%	12,038.00	3,009.50		9,028.50	25.0%
37	101,790.00	13,694.89	-	88,095.11	13.5%	130,194.00	14,143.90	-	116,050.10	10.9%
38 SPECIAL EDUCATION TOTALS:	4,869,800.00	741,306.04	251,278.87	3,877,215.09	20.4%	4,447,985.00	562,843.23	319,174.61	3,565,967.16	19.8%

25% of Budget Year Completed

Current Year Information

July 1, 2017 - September 30, 2017



**CENTENNIAL
BOCES**

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

Prior Year Information

July 1, 2016 - September 30, 2016

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>
INNOVATIVE EDUCATION SERVICES												
Project: 607 LEARNING SERVICES												
1												
2	Object class 01: Salaries	42,567.00	2,816.89		39,750.11	6.6%		41,732.00	10,492.99		31,239.01	25.1%
3	Object class 02: Benefits	14,377.00	1,070.91		13,306.09	7.4%		13,705.00	3,920.74		9,784.26	28.6%
4	Object class 03: PS- Professional	3,000.00			3,000.00	0.0%		3,000.00	(45.00)		3,045.00	-1.5%
5	Object class 04: PS- Property	-	15.06		(15.06)	0.0%		-			-	0.0%
6	Object class 05: Other Purchased Svc	3,250.00	1,938.57	141.12	1,170.31	64.0%		3,250.00	4,394.64	287.30	(1,431.94)	144.1%
7	Object class 06: Supplies	2,000.00	251.28		1,748.72	12.6%		2,000.00	566.39	21.81	1,411.80	29.4%
8	Object class 07: Property	800.00			800.00	0.0%		800.00			800.00	0.0%
9	Object class 08: Other Expenses	12,336.00	6,754.75		5,581.25	54.8%		11,603.00	2,813.25		8,789.75	24.2%
10		78,330.00	12,847.46	141.12	65,341.42	16.6%		76,090.00	22,143.01	309.11	53,637.88	29.5%
Project: 615 GIFTED ED REGION CONSULTANT												
11												
12	Object class 01: Salaries	41,378.00	10,344.51		31,033.49	25.0%		40,968.00	7,110.18		33,857.82	17.4%
13	Object class 02: Benefits	8,027.00	1,816.44		6,210.56	22.6%		7,948.00	2,341.10		5,606.90	29.5%
14	Object class 03: PS- Professional	10,000.00			10,000.00	0.0%		10,000.00		2,000.00	8,000.00	20.0%
15	Object class 05: Other Purchased Svc	5,250.00			5,250.00	0.0%		6,658.00	162.66	354.96	6,140.38	7.8%
16	Object class 06: Supplies	5,337.00	148.36		5,188.64	2.8%		4,387.00	(17.78)		4,404.78	-0.4%
17	Object class 07: Property	-			-	0.0%		-			-	0.0%
18		69,992.00	12,309.31	-	57,682.69	17.6%		69,961.00	9,596.16	2,354.96	58,009.88	17.1%
Project: 616 ALTERNATIVE TCHR LICENSURE PRG												
19												
20	Object class 01: Salaries	157,028.00	22,899.42		134,128.58	14.6%		107,012.00	12,199.86		94,812.14	11.4%
21	Object class 02: Benefits	41,923.00	7,406.61		34,516.39	17.7%		28,504.00	3,781.61		24,722.39	13.3%
22	Object class 03: PS- Professional	86,500.00	3,309.10	7,300.00	75,890.90	12.3%		27,000.00	1,707.28		25,292.72	6.3%
23	Object class 05: Other Purchased Svc	45,428.00	2,945.38	253.04	42,229.58	7.0%		5,750.00	2,387.31	566.78	2,795.91	51.4%
24	Object class 06: Supplies	1,074.00	1,128.74		(54.74)	105.1%		1,074.00	73.38		1,000.62	6.8%
25	Object class 07: Property	500.00			500.00	0.0%		500.00			500.00	0.0%
26	Object class 08: Other Expenses	19,947.00	3,389.25		16,557.75	17.0%		10,160.00	2,540.00		7,620.00	25.0%
27		352,400.00	41,078.50	7,553.04	303,768.46	13.8%		180,000.00	22,689.44	566.78	156,743.78	12.9%
Project: 625 REGIONAL GIFTED/TALENTED												
28												
29	Object class 01: Salaries	9,146.00	2,280.54		6,865.46	24.9%		8,446.00	2,111.61		6,334.39	25.0%
30	Object class 02: Benefits	2,555.00	637.65		1,917.35	25.0%		2,380.00	583.40		1,796.60	24.5%
31	Object class 03: PS- Professional	124,248.00			124,248.00	0.0%		118,411.00			118,411.00	0.0%
32	Object class 05: Other Purchased Svc	850.00			850.00	0.0%		300.00			300.00	0.0%
33	Object class 06: Supplies	5,600.00			5,600.00	0.0%		5,600.00			5,600.00	0.0%
34		142,399.00	2,918.19	-	139,480.81	2.0%		135,137.00	2,695.01	-	132,441.99	2.0%
Project: 626 GIFTED ED UNIVERSAL SCREENING												
35												
36	Object class 01: Salaries	28,700.00	8,963.75		19,736.25	31.2%		28,972.00	8,709.51		20,262.49	30.1%
37	Object class 02: Benefits	9,373.00	2,865.48		6,507.52	30.6%		9,101.00	2,736.03		6,364.97	30.1%
38	Object class 05: Other Purchased Svc	-	219.85		(219.85)	0.0%		-	69.36		(69.36)	0.0%
39	Object class 06: Supplies	-			-	0.0%		-			-	0.0%
40		38,073.00	12,049.08	-	26,023.92	31.6%		38,073.00	11,514.90	-	26,558.10	30.2%
Project: 649 SCHOOL EMERGENCY MANAGEMENT GRANT												
41												
42	Object class 01: Salaries	-			-	0.0%		10,000.00	3,750.00		6,250.00	37.5%
43	Object class 02: Benefits	-			-	0.0%		2,860.00	1,103.16		1,756.84	38.6%
44	Object class 03: PS- Professional	-			-	0.0%		18,640.00			18,640.00	0.0%
45	Object class 05: Other Purchased Svc	-			-	0.0%		18,500.00	2,492.83		16,007.17	13.5%
46	Object class 06: Supplies	-			-	0.0%		-			-	0.0%
47		-	-	-	-	0.0%		50,000.00	7,345.99	-	42,654.01	14.7%

25% of Budget Year Completed



**CENTENNIAL
BOCES**

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

Current Year Information

July 1, 2017 - September 30, 2017

Detailed Expense Report

Prior Year Information

July 1, 2016 - September 30, 2016

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 Project: 652 CBOCES STATE ED PRIORITIES										
2 Object class 01: Salaries	42,557.00	11,167.56		31,389.44	26.2%	35,623.00	9,221.74		26,401.26	25.9%
3 Object class 02: Benefits	13,725.00	3,645.42		10,079.58	26.6%	11,269.00	2,910.47		8,358.53	25.8%
4 Object class 03: PS- Professional	157,453.00	22,041.71	800.00	134,611.29	14.5%	217,773.00	10,050.42	4,000.00	203,722.58	6.5%
5 Object class 05: Other Purchased Svc	26,750.00	1,486.09	29.52	25,234.39	5.7%	22,000.00	470.51		21,529.49	2.1%
6 Object class 06: Supplies	58,085.00	2,388.69		55,696.31	4.1%	50,787.00	76.27		50,710.73	0.2%
7 Object class 08: Other Expenses	26,490.00	6,622.50		19,867.50	25.0%	28,971.00			28,971.00	0.0%
8	325,060.00	47,351.97	829.52	276,878.51	14.8%	366,423.00	22,729.41	4,000.00	339,693.59	7.3%
9 Project: 685 CENTENNIAL BOCES HIGH SCHOOL										
10 Object class 01: Salaries	369,578.00	47,909.78		321,668.22	13.0%	369,578.00	47,840.43		321,737.57	12.9%
11 Object class 02: Benefits	123,609.00	11,737.59		111,871.41	9.5%	123,609.00	11,109.47		112,499.53	9.0%
12 Object class 03: PS- Professional	32,139.00	7,928.00		24,211.00	24.7%	32,139.00	6,428.00		25,711.00	20.0%
13 Object class 04: PS- Property	93,300.00	23,325.00		69,975.00	25.0%	93,300.00	23,325.00		69,975.00	25.0%
14 Object class 05: Other Purchased Svc	65,500.00	881.60	626.43	63,991.97	2.3%	72,500.00	51.56		72,448.44	0.1%
15 Object class 06: Supplies	12,100.00	3,954.41		8,145.59	32.7%	5,100.00	5,778.50	17.26	(695.76)	113.6%
16 Object class 07: Property	10,000.00			10,000.00	0.0%	10,000.00	5,380.11		4,619.89	53.8%
17 Object class 08: Other Expenses	42,374.00	10,593.50		31,780.50	25.0%	42,374.00	10,593.50		31,780.50	25.0%
18	748,600.00	106,329.88	626.43	641,643.69	14.3%	748,600.00	110,506.57	17.26	638,076.17	14.8%
19 Project: 686 EXPELLED & AT RISK STUDENT 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	-			-	0.0%	-			-	0.0%
23 Object class 05: Other Purchased Svc	-			-	0.0%	-			-	0.0%
24 Object class 06: Supplies	-			-	0.0%	-			-	0.0%
25 Object class 07: Property	-			-	0.0%	-			-	0.0%
26	-	-	-	-	0.0%	-	-	-	-	0.0%
27 Project: 687 I-CONNECTION HIGH SCHOOL										
28 Object class 01: Salaries	155,644.00	32,034.53		123,609.47	20.6%	144,883.00	31,222.84		113,660.16	21.6%
29 Object class 02: Benefits	58,827.00	10,666.83		48,160.17	18.1%	53,203.00	10,033.51		43,169.49	18.9%
30 Object class 03: PS- Professional	1,675.00			1,675.00	0.0%	7,800.00	434.50		7,365.50	5.6%
31 Object class 04: PS- Property	1,500.00	143.61		1,356.39	9.6%	3,000.00	16,353.93		(13,353.93)	545.1%
32 Object class 05: Other Purchased Svc	6,910.00	259.30	603.65	6,047.05	12.5%	4,910.00	580.86	2,080.06	2,249.08	54.2%
33 Object class 06: Supplies	1,254.00	420.54		833.46	33.5%	1,752.00	4,689.43		(2,937.43)	267.7%
34 Object class 07: Property	2,000.00			2,000.00	0.0%	3,500.00	2,331.19		1,168.81	66.6%
35 Object class 08: Other Expenses	11,390.00	2,847.50		8,542.50	25.0%	10,952.00	2,738.00		8,214.00	25.0%
36	239,200.00	46,372.31	603.65	192,224.04	19.6%	230,000.00	68,384.26	2,080.06	159,535.68	30.6%
37 INNOVATIVE EDUCATION SERVICES TOTALS:	1,994,054.00	281,256.70	9,753.76	1,703,043.54	14.6%	1,894,284.00	277,604.75	9,328.17	1,607,351.08	15.1%

25% of Budget Year Completed

Current Year Information

July 1, 2017 - September 30, 2017



**CENTENNIAL
BOCES**

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

Prior Year Information

July 1, 2016 - September 30, 2016

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>
FEDERAL PROGRAMS										
Project: 705 NC REGION MIGRANT ED PRGM										
1										
2	Object class 01: Salaries	754,155.00	184,393.00	569,762.00	24.5%	710,193.00	170,705.02		539,487.98	24.0%
3	Object class 02: Benefits	268,525.00	64,693.00	203,832.00	24.1%	236,849.00	56,751.38		180,097.62	24.0%
4	Object class 03: PS- Professional	6,000.00	2,707.50	225.00	3,067.50	8,000.00	5,217.00		2,783.00	65.2%
5	Object class 04: PS- Property	7,050.00	2,022.60	5,027.40	28.7%	9,400.00	1,628.60		7,771.40	17.3%
6	Object class 05: Other Purchased Svc	717,750.00	14,797.31	1,533.16	701,419.53	765,555.00	13,465.03	1,560.34	750,529.63	2.0%
7	Object class 06: Supplies	117,369.00	46,720.74	70,648.26	39.8%	175,607.00	20,562.95	515.25	154,528.80	12.0%
8	Object class 07: Property	-	-	-	0.0%	-	-	-	-	0.0%
9	Object class 08: Other Expenses	218,937.00	41,639.94	177,297.06	19.0%	272,486.00	43,353.13		229,132.87	15.9%
10		2,089,786.00	356,974.09	1,758.16	1,731,053.75	2,178,090.00	311,683.11	2,075.59	1,864,331.30	14.4%
Project: 705 NC REGION MIGRANT ED PRGM										
11										
12	Object class 06: Supplies	2,000.00	502.33	1,497.67	25.1%					
13	Object class 07: Property	10,000.00	29.99	9,970.01	0.3%					
14		12,000.00	532.32	-	11,467.68					
Project: 715 TITLE I										
15										
16	Object class 01: Salaries	29,111.00	7,594.56	21,516.44	26.1%	28,859.00	7,135.08		21,723.92	24.7%
17	Object class 02: Benefits	8,942.00	2,279.82	6,662.18	25.5%	8,812.00	2,116.69		6,695.31	24.0%
18	Object class 05: Other Purchased Svc	626,274.00		626,274.00	0.0%	662,719.00	102.34	45.90	662,570.76	0.0%
19	Object class 06: Supplies	-		-	0.0%	-			-	0.0%
20	Object class 08: Other Expenses	39,860.00	592.46	39,267.54	1.5%	42,023.00	561.25		41,461.75	1.3%
21		704,187.00	10,466.84	-	693,720.16	742,413.00	9,915.36	45.90	732,451.74	1.3%
Project: 722 TTL-II(PRT A)TCHR QUALITY										
22										
23	Object class 01: Salaries	1,616.00	427.80	1,188.20	26.5%	1,584.00	396.12		1,187.88	25.0%
24	Object class 02: Benefits	463.00	119.61	343.39	25.8%	446.00	109.43		336.57	24.5%
25	Object class 05: Other Purchased Svc	211,493.00		211,493.00	0.0%	179,866.00			179,866.00	0.0%
26	Object class 06: Supplies	-		-	0.0%	-			-	0.0%
27	Object class 08: Other Expenses	12,814.00	32.84	12,781.16	0.3%	10,914.00	30.33		10,883.67	0.3%
28		226,386.00	580.25	-	225,805.75	192,810.00	535.88	-	192,274.12	0.3%
Project: 725 TTL III-ENG/LANG ACQUISIT										
29										
30	Object class 01: Salaries	6,460.00	1,710.03	4,749.97	26.5%	6,334.00	1,583.37		4,750.63	25.0%
31	Object class 02: Benefits	1,849.00	478.14	1,370.86	25.9%	1,784.00	437.47		1,346.53	24.5%
32	Object class 05: Other Purchased Svc	70,692.00		70,692.00	0.0%	73,612.00			73,612.00	0.0%
33	Object class 06: Supplies	-		-	0.0%	-			-	0.0%
34	Object class 08: Other Expenses	1,580.00	43.76	1,536.24	2.8%	1,635.00	40.42		1,594.58	2.5%
35		80,581.00	2,231.93	-	78,349.07	83,365.00	2,061.26	-	81,303.74	2.5%

25% of Budget Year Completed

Current Year Information

July 1, 2017 - September 30, 2017



**CENTENNIAL
BOCES**

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

Prior Year Information

July 1, 2016 - September 30, 2016

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	25,740.00	6,163.14		19,576.86	23.9%	25,235.00	6,308.76		18,926.24	25.0%
3 Object class 02: Benefits	9,666.00	2,207.67		7,458.33	22.8%	9,487.00	2,201.07		7,285.93	23.2%
4 Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	3,750.00	168.58		3,581.42	4.5%	2,250.00			2,250.00	0.0%
6 Object class 06: Supplies	580.00			580.00	0.0%	500.00			500.00	0.0%
7 Object class 08: Other Expenses	2,264.00	502.25		1,761.75	22.2%	2,528.00	510.59		2,017.41	20.2%
8	42,000.00	9,041.64	-	32,958.36	21.5%	40,000.00	9,020.42	-	30,979.58	22.6%
9 Project: 731 BASIC CENTER PROGRAM										
10 Object class 01: Salaries	-			-	0.0%	3,730.00	932.49		2,797.51	25.0%
11 Object class 02: Benefits	-			-	0.0%	1,403.00	325.44		1,077.56	23.2%
12 Object class 05: Other Purchased Svc	1,500.00	33.39		1,466.61	2.2%	2,600.00	99.87		2,500.13	3.8%
13 Object class 06: Supplies	8,500.00	4,427.53	200.00	3,872.47	54.4%	2,000.00	1,292.06		707.94	64.6%
14 Object class 08: Other Expenses	-			-	0.0%	267.00			267.00	0.0%
15	10,000.00	4,460.92	200.00	5,339.08	46.6%	10,000.00	2,649.86	-	7,350.14	26.5%
16 Project: 770 IND RESOURCES - FED PRGM										
17 Object class 03: PS- Professional	12,000.00			12,000.00	0.0%	12,000.00			12,000.00	0.0%
18 Object class 05: Other Purchased Svc	4,700.00			4,700.00	0.0%	4,700.00			4,700.00	0.0%
19 Object class 06: Supplies	1,300.00	122.97		1,177.03	9.5%	1,300.00			1,300.00	0.0%
20 Object class 08: Other Expenses	6,500.00			6,500.00	0.0%	6,500.00			6,500.00	0.0%
21	24,500.00	122.97	-	24,377.03	0.5%	24,500.00	-	-	24,500.00	0.0%
22 FEDERAL PROGRAMS TOTALS:	3,189,440.00	384,410.96	1,958.16	2,803,070.88	12.1%	3,271,178.00	335,865.89	2,121.49	2,933,190.62	10.3%
23 GRAND TOTALS:	12,087,719.00	1,870,360.17	352,096.10	9,865,262.73	18.4%	11,838,615.00	1,752,197.60	432,461.21	9,653,956.19	18.5%



November 16, 2017
Board Report
Business Services/HR and Technology Departments
Mr. Terry Buswell

Facility Projects

Our Greeley parking lot and driveways were in need of crack filling, seal coating and re-striping this year. These surfaces have not been re-sealed since 2002 according to our records and were becoming a potential safety hazard. We moved forward with the revised lower quote from Schneider Paving of \$10,700. The project was completed over a three day period October 18–20. All large cracks were filled and a few low areas were patched with asphalt. The process included one coat of emulsion sealer and a second coat of slurry seal. The parking areas were restriped. Unfortunately, Richard Schneider only quoted for the north parking area and driveways as part of their bid. This was never discussed as being the complete project. Ultimately the project was completed, but the final cost was \$15,700.

As previously noted, the Morgan County office is in need of HVAC repairs/roof top unit replacement during the 2017-18 fiscal year. The area where the three new classrooms are located is not receiving an adequate amount of cooling. Portable evaporative cooling units have been placed in each classroom, but this is not a long term solution. The HVAC system has not been upgraded since the building was purchased in 1998 (prior to the merger of the South Platte Valley BOCES and Centennial BOCES). It is our objective to complete this project this fiscal year utilizing carryover funds from the previous year. Approval for this project is listed as Action Item 5.3 on the Board agenda.

Additional projects to be completed later this fiscal year or during the 2018-19 fiscal year including landscaping around the Greeley office and updating our aging phone system.

Carl Perkins

As we continue the new school year, please keep the Carl Perkins program reimbursements coming in to Centennial BOCES as soon as expenses have occurred and throughout the year. We will reimburse your district as quickly as possible. Please be sure the requested reimbursements were part of the approved local Perkins plan. It remains our goal to ensure that all of the Perkins allocation is spent each fiscal year – we do not want to have the Consortium allocation reduced because we are not spending the full allocation.

Energy Usage / New Lighting Update

Centennial BOCES conducted a multiple building wide energy review through Enertech – Energy Management Solutions of Fort Collins. The purpose of this project was to obtain significant electricity cost savings through updating the building lighting and where possible system motors in the 2020 and 2040 Clubhouse Drive buildings. The energy savings proposal was received October 5. Essentially the program is based on a net zero cost funded by the monthly energy savings received through more energy efficient lighting. The LED Lighting Program would be based on a 60 month term totaling \$84,600 with built in guarantees that Centennial BOCES monthly electric bills will not increase. Approval for this lighting project is listed as Action Item 5.4 on the Board agenda.

PERA Update

Attached to my report is a one page summary from Colorado PERA recommending the changes outlined. PERA is currently conducting a second PERA tour to provide a series of community meetings to “engage members, retirees, taxpayers, and interested citizens in a dialogue around PERA, its funded status, and its future financial health”. Upon completion of the tour, PERA will finalize their package and make recommendations to the Colorado Legislature during the spring 2018 session.

PERA BOARD'S RECOMMENDED PACKAGE TO PROTECT PERA'S LONG-TERM HEALTH

After meeting with many members, retirees, employers, and community leaders and hearing from thousands more via phone and online, the Colorado PERA Board of Trustees is preparing to make a recommendation to the State Legislature in the 2018 legislative session that will impact all PERA membership. This recommended package would improve PERA's risk profile and funding status. It is important to remember that the Board's recommendations are not final, and ultimately, the State Legislature and Governor are responsible for passing legislation that would make lasting and positive changes to the PERA retirement plan.

	Current Vested* Members (As of 1/1/2020)	Current Non-Vested* Members (As of 1/1/2020)	Current Retirees	Future Members (Starting Membership 1/1/2020)	Employers
MODIFY BENEFITS					
Increase eligibility requirements (age and service) for full service retirement benefits to age 65 for most divisions with a minimum of five years of service and age 55 with 25 years of service for a reduced service retirement (for State Troopers, the minimum age will increase to age 55 for full service retirement benefits)				✓	
Increase number of years used in the HAS calculation from three years to five years (Judicial Division members will increase to a three-year HAS)		✓		✓	
Reduce the Annual Increase from a cap of 2% to a cap of 1.5%	✓	✓	✓	✓	
Suspend the Annual Increase for two years			✓		
Change Annual Increase waiting period from one year to three years	✓	✓		✓	
INCREASE CONTRIBUTIONS					
Increase member and working retiree contribution rates by an additional 3% of pay, totaling 11% (for most members)	✓	✓			
Increase member and working retiree contribution rates by an additional 2% of pay for <u>new hires</u> as of January 1, 2020, totaling 10% (for most members)				✓	
Increase employer contribution rates by an additional 2% of pay					✓
ENSURE ALIGNMENT OF CONTRIBUTIONS, SERVICE CREDIT, AND BENEFITS					
Redefine PERA-includable salary from net pay to gross pay	✓	✓		✓	✓
Change service credit accrual standard for part-time work				✓	

* Vested members have five or more years of service credit; non-vested members have less than five years of service credit.



Changes effective immediately after legislation is signed into law



Changes effective January 1, 2020

To learn more, visit www.peratour.org.



10/12/17



November 16, 2017
Board Report
Federal Programs Department
Dr. Mary Ellen Good

Title I Part C ~ Migrant Education Program (MEP)

Migrant Parent Institutes will occur across the region on Saturdays from 10:00 am–1:00 pm:

- October 21 Ft. Lupton
- November 11 Greeley
- February 17 Ft. Morgan
- March 3 Yuma
- March 8 Burlington

Migrant Family Christmas Fiestas will also take place, region-wide:

- December 2 Gift wrapping day - Greeley
- December 8 Yuma
- December 9 Ft Morgan
- December 11 Burlington
- December 14 Ft. Lupton
- December 14 Arickaree (at the dairy)
- December 16 Greeley

Titles I, II, III and IV (Consolidated Federal Grants Application)

As soon as we receive FINAL Title allocations, Erich Dorn will contact districts (hopefully late November - early December) for budget revisions.

In response to the focus on Parent, Family and Community Engagement in the Every Student Succeeds Act (ESSA), we are working with CDE to prepare guidelines to help districts and schools better understand the new (and old) Title I requirements related to communication with parents. Mary Ellen will coordinate with Mark Rangel to share information with NCLC participants as well as working 1:1 with districts included in our Title I Consolidated Application to identify best practices and comply with federal requirements.

Update: Districts will now need to demonstrate that their Title I schools are allocated all of the state and local funds they would have otherwise received, if Title funds were not awarded. Example: The district will need to show that state and local funds were not held back from School A (a Title I school) to increase state or local funding for School B (a non-Title school). *“In other words, LEAs must demonstrate that the method for allocating funds must be Title I neutral and give no consideration to whether a school receives Title I assistance or not when allocating State and local funds.”*



November 16, 2017
Board Report
Innovative Education Services Department
Mr. Mark Rangel

Program Update

- Presentations to NCLC:
 - Bridgette Muse – NASP PrePaRE training
 - Heather Hiebsch – TabLab Grant opportunity
 - University of Northern Colorado – Rural School District Partnerships for Educator Recruitment and Retention
- CBOCES High School invoices for first half of payment will be sent at end of October with mid-November due date.
- 2017-2018 Alternative Teacher License Program (ATLP) moving forward at full speed with new extended calendar of classes to allow candidates to implement instructional strategies covered between class sessions. Please remind administration to notify us immediately if there is a change in employment for any ATLP candidate.

Upcoming Trainings and Grants

- Three READ Act trainings scheduled for first semester. Second semester trainings will be finalized soon.
- Bus driver trainings offered as follows:
 - Brush – October 27
 - Gilcrest – October 30
 - Sterling – November 13
- Hosting CDE Training on Induction Programs – November 7
- Hosting CDE Creating Meaningful Classroom Assessments – November 15 from 8-4
- Hosting CDE Data Security Training – December 8 from 9-11:30
- Planning has begun for June Educator Trainings (JET) with NCLC. Will have final schedule complete and registration open by mid-February as in past years. Please provide any suggestions to Mark or your NCLC representative.
- Working with Judy Perez, ILearn Collaborative, to explore and possibly develop training schedule for CBOCES districts
- ILearn is looking for new districts to work with this year, 15 total across the state, first come first served

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 16, 2017
Board Report
Special Education Department
Mrs. Jocelyn Walters

December Count—Special Education Reports

We are entering the season for December Count. Your business managers or HR directors have already received communication from Mandy Sage requesting updated HR information. We have also begun December Count on the student side. Your special education teachers will be integral players this year in helping us have a successful December count due to data coming directly from Enrich. This includes finalizing IEPs held prior to December 1, assigning themselves and fellow team members to the services in the IEP, and ensuring correct service delivery times in the IEP. To date, we have 890 students identified as being active in special education.

Sierra School

We are currently at capacity in the Sierra School with a total of 26 students enrolled. Fourteen students are from outside the AU while 12 students are from CBOCES school districts.

Staffing

We currently have open positions for a school psychologist and an early special education teacher. Staffing agencies have been contacted and positions have been posted.

Breshnan-Halstead Technical Assistance Grant

With our partnership with UNC, professors from Taiwan conducted classroom observations at Beaver Valley Elementary School where they have implemented an inclusion model and co-teaching with all interventionists.

Department of Vocational Rehabilitation: Shining Stars Awards

Our SWAP Specialists, Julie Baxter, Rebecca Fulenwider and Irma Rojo were recognized with an award at the November SAC meeting. The letter of recognition below speaks to their hard work and performance:

This SWAP specialist team has been together for the better part of the last five years. They collaborate unselfishly to create, facilitate, and reevaluate activities with clients to identify best practices that have optimal outcomes for the youth they serve.

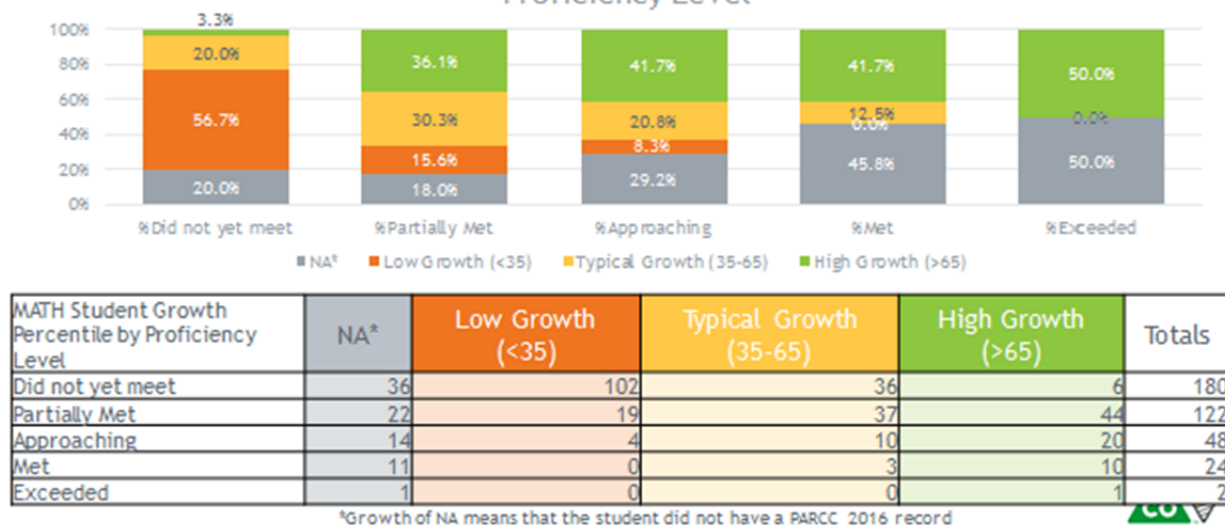
The professional consultation they provide to clients, teachers, and educators is only exceeded by the dedication to the youth they serve and each other. Their genuine nature is so evident that the buy-in from teachers and clients alike is extraordinary. They have been a statewide leader in work based learning activities, number of youth served, and employment outcomes since they have been working together.

Their score on quantifiable metrics that are used to evaluate programs is excellent, but pales in comparison to the names and faces of the youth they have impacted. They are never short of words of encouragement, time to listen, or practical solutions. They truly have made a tremendous impact on youth and students with disabilities in their community.

2017 PARCC Performance

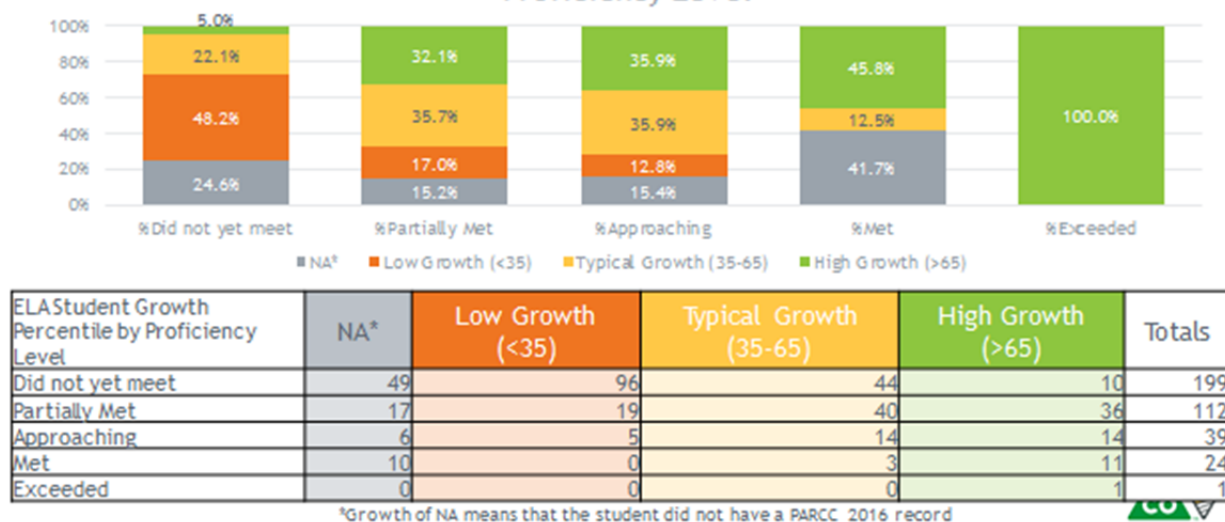
How are students in each proficiency level growing?
 Are students with lower proficiency level showing high growth?

Centennial BOCES - MATH - Student Growth Percentile by Proficiency Level



How are students in each proficiency level growing?
 Are students with lower proficiency level showing high growth?

Centennial BOCES - ELA Student Growth Percentile by Proficiency Level





November 16, 2017
Board Report
Special Education Department
Mrs. Jocelyn Walters

Principal Seminar—October 18

At the October 2017 Principal seminar, we reviewed discipline reports for students with disabilities, reviewed research on effectiveness of suspensions, reviewed a calculation method for amount of time to process discipline in a school and looked at evidence-based approaches to alternatives to suspensions. Scott Hodgson from Brush High School reviewed some promising practices they are implementing and current results.

OSS BY DISABILITY CATEGORY

Disability	2016-2017 OOS Suspensions	% of Students
• ID	• 1 (2%)	5%
• SED	• 15 (28%)	5%
• SLD	• 23 (43%)	35
• HI	• 0	1%
• VI	• 0	.4%
• SPEECH	• 1 (2%)	23%
• DEAF/BLIND	• 0	0
• MULTIPLE	• 1 (2%)	4%
• DD	• 1 (2%)	6%
• AUTISM	• 1 (2%)	6%
• TBI	• 1 (2%)	1%
• OHI	• 10 (19%)	9%

SPED SUSPENSION DATA(WHOLE AU)

Type	2016-2016	2016-2017	%Change
• OOS Suspensions 10 days or less	• 38	52	+36.8%
• OOS Suspensions > 10 days	• 6	4	-33.3%
• IS Suspensions 10 days or less	• 30	28	-6.7%
• IS Suspensions >10 days	• 2	0	-100%
• 1 Day	• 15	24	+60%
• 2-10 Days	• 33	45	+36.4%
• >10 Days	• 10	5	-50%

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 16, 2017

SUBJECT: Action Items

Background Information

- 5.1 Approval of FY 2016-17 Financial Statements and Single Audit Report
 - a. As presented in Report Item 4.1
- 5.2 Approval of CBOCES 2016-17 Financial Accreditation Report
- 5.3 Approval of Contract Award for HVAC Improvements at Ft. Morgan Office to Spotts Brothers Furnace Company
- 5.4 Approval of Lighting Improvements at Greeley Office by Enertech

Recommended Action

To approve each action item as presented

FORM AFA2017

Assurances for Financial Accreditation

Fiscal Year 2016-17
9035: Centennial BOCES

Overview

This form is required pursuant to [C.R.S. 22-11-206\(4\)](#). The Colorado Department of Education must determine annually if substantial and good-faith compliance was achieved with relevant provisions of state law and generally accepted accounting principles. Substantial compliance is determined through review of the finance data pipeline submission, audited financial statements, 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 AFA2017 is executed by or on behalf of a charter school and provided to CDE. The provision of a CHARTER FORM AFA2017 by an authorizer communicates that the authorizer does not provide the assurances for that charter school within the authorizer's FORM AFA2017. If applicable, CHARTER FORM AFA2017(s) should be submitted with an authorizer's FORM AFA2017.

Completion and submission

1. Open header and select entity from 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 AFA2017 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
 - o Audited financial statements for year ended June 30, 2017 (including audit reports for charter schools, if applicable)
 - o Grant Revenue Reconciliation Report with responses for all differences in column 9
 - o Finance December Error Detail Report - Rollup with confirmation or responses for all warning edits

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

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	C.R.S. 22-44-102(7.3)	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	<input checked="" type="checkbox"/> Yes



COLORADO
Department of Education
School Finance and
Operations Division

FORM AFA2017
Assurances for Financial Accreditation

Fiscal Year 2016-17
9035: Centennial BOCES

44-2	Detail of budget	C.R.S. 22-44-105 (1)(c)	The budget for fiscal year 2016-17 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	C.R.S. 22-44-105(1)(c.5)	The three percent emergency reserve required by TABOR has been properly reported.	N/A
44-4	Uniform summary sheet	C.R.S. 22-44-105(1)(d.5)	The budget for fiscal year 2016-17 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	C.R.S. 22-44-105(1.5)(a)&(c)	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	Yes
44-6	Budgetary reserves	C.R.S. 22-44-106(2)	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	Yes
44-7	Appropriation resolution	C.R.S. 22-44-107	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	C.R.S. 22-44-108(1)(c)	A proposed budget for fiscal year 2016-17 was submitted to the board by May 31, 2016.	Yes
44-9	Notice of proposed budget	C.R.S. 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	C.R.S. 22-44-110(4)	The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016.	Yes
44-11	Supplemental budget	C.R.S. 22-44-110(5)	Modifications to the budget after January 31, 2017 were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	C.R.S. 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	C.R.S. 22-44-115(1)	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	C.R.S. 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



COLORADO
Department of Education
School Finance and
Operations Division

FORM AFA2017
Assurances for Financial Accreditation

Fiscal Year 2016-17
9035: Centennial BOCES

44-15	Financial transparency	C.R.S. 22-44-304	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. Note: Check the organization's website to ensure all required documents are posted and current.	Yes
-------	------------------------	----------------------------------	--	-----

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

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	C.R.S. 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	C.R.S. 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	C.R.S. 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 used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	C.R.S. 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	C.R.S. 22-45-103(1)(b)	A third party custodian was designated to administer the bond redemption fund.	N/A

SECTION 3 – Assurance required pursuant to C.R.S. 22-11-206(4)(b)

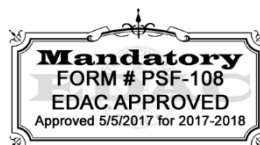
Ref.	Description	Statute	Assurance	Response
30.5-1	Itemized accounting to charter schools	C.R.S. 22-30.5-112(2)(a.4)	An itemized accounting of all costs charged to charter schools was provided to those schools by September 30, 2017.	N/A

SECTION 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



COLORADO
Department of Education
School Finance and
Operations Division

FORM AFA2017
Assurances for Financial Accreditation

Fiscal Year 2016-17
9035: Centennial BOCES

SECTION 5 - Certification of assurances

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 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: 11/16/2017

Superintendent/Executive Director (signature)

(printed name)

Randy Zila

Date: 11/16/2017

I certify that the board has reviewed the assurances and approve the related responses.

President of the Board (signature)

(printed name)

Date: 11/16/2017



COLORADO
Department of Education
School Finance and
Operations Division

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 16, 2017

SUBJECT: Approval of Contract Award for HVAC Improvements in Ft. Morgan Office to Spotts Brothers Furnace Company

Background Information

In accordance with Board policy, Business department staff requested bid/estimates to select a contractor to provide labor, equipment, and materials for HVAC repairs/roof top unit replacement at the Ft. Morgan office. The area where the three new classrooms are located is not receiving an adequate amount of cooling. Portable evaporative cooling units have been placed in each classroom, but this is not a long term solution. The HVAC system has not been upgraded since the building was purchased in 1998 (prior to the merger of the South Platte Valley BOCES and Centennial BOCES).

Centennial BOCES received three estimates:

Spotts Brothers Furnace Company	\$29,765
Rick Staley's Plumbing & Heating	\$31,869
Joe Ruder (verbal estimate)	\$50,000

Terry Buswell is recommending contract award to Spotts Brothers Furnace Company. All work will be performed as per contract documents.

Recommended Action

To approve this item as presented.

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: November 16, 2017

SUBJECT: Approval of Lighting Improvements at Greeley Office by Enertech

Background Information

Centennial BOCES conducted a multiple building wide energy review through Enertech – Energy Management Solutions of Fort Collins. The purpose of this project was to obtain significant electricity cost savings through updating the building lighting and where possible system motors in the 2020 and 2040 Clubhouse Drive buildings. The energy savings proposal was received October 5. Essentially the program is based on a net zero cost funded by the monthly energy savings received through more energy efficient lighting. The LED Lighting Program would be based on a 60 month term totaling \$84,600 with built in guarantees that Centennial BOCES monthly electric bills will not increase. Please see attached document for project details.

All work will be performed as per contract documents.

Recommended Action

To approve this item as presented.



Zero Cost LED Lighting Program



Low Monthly Cost

A single OpEx payment covers your installation, repairs, monitoring and ongoing service with no upfront costs required.



Simple Contract

A short, easy-to-execute contract starts your subscription and specifies how your equipment will work.



No Risk Guarantee

We ensure your technology works throughout the program term. If it doesn't work, you don't pay.

Net Monthly Savings

\$90

Program Term

60
Months

Upfront Cost

\$0

Monthly Lighting Savings



* Estimated net profit per month, after savings & payments (not including taxes)

** This is an estimate. Actual pricing is contingent on final customer financial review.