



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

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

## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

### **Date**

**January 17, 2019**

5:30 PM Dinner

6:30 PM Regular Meeting

### **Location**

**CBOCES Office**

**Lower Level Boardroom**

2020 Clubhouse Drive

Greeley, CO 80634

### **Board of Directors**

Riste Capps, RE-1 Valley SD

Laura Case, Estes Park SD R-3

Mary Clawson, Weld RE-9 SD

Alphretta Erdmann, Briggsdale School

Brandy Hansen, Brush SD RE-2J

Jane Johnson, Platte Valley SD RE-7

Sara Kopetzky, Wiggins SD RE-50J

Pat Loyd, Pawnee SD RE-12

Paula Peairs, St. Vrain Valley Schools

Nancy Sarchet, Weld County SD RE-1

Lynette St. Jean, Eaton SD RE-2

Tiffany Thompson, Weldon Valley SD RE-20J

Nancy Kugler, Prairie SD RE-11J

Connie Weingarten, Morgan County SD RE-3

### **Administration**

Dr. Randy Zila, Executive Director

Terry Buswell, Assistant Executive Director

Dr. Mary Ellen Good, Federal Programs Director

Mark Rangel, Innovative Education Services Director

Jocelyn Walters, Special Education Director

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

1.1 Call to Order

1.2 Roll Call

1.3 Introductions/District Updates

1.4 Approval of Agenda

1.5 Approval of Minutes – November 15, 2018

1.6 Public Participation

Time parameters – Three minutes per speaker; 20 minutes total for public participation

1.7 Board Reports/Requests

1.8 Old Business



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

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

## **2.0 Consent Agenda**

- 2.1 Approval of Personnel Items
- 2.2 Approval of Supplemental Appropriations
- 2.3 Approval of Resolution Authorizing \$21,000 of Capital Savings Plan Funds for Updating Telephone System
- 2.4 Approval of Designated Public Notice Location for 2019 Board of Directors' Meetings

## **3.0 Presentations**

None

## **4.0 Reports/Discussion**

- 4.1 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.2 First Reading, Proposed Additions/Revisions to Board Policies/Regulations/Exhibits:  
BEDA, BEDH, DAB-E, GBEB, GBEB-R-2, GBGA, GBGE, GBK, GCQC-R, GCQF-R, GDE-GDF, JICH, JLCD, JLCDB, KDBA, KDB-R, KFA
- 4.3 First Reading, Proposed Revisions to Board Policy GBGG
- 4.4 Financial Reports – Terry Buswell, Assistant Executive Director
  - Board Notes for Financial Reports
  - Investment Report A
  - Cash Flow Analysis Report B
  - Cash Flow Chart C
  - Two Page Financial Summary Report
  - 11 Page Detailed Expense Report
- 4.5 Directors' Reports
  - a. Dr. Randy Zila, Administration
  - b. Terry Buswell, Business Services/Human Resources/Technology Departments
  - c. Dr. Mary Ellen Good, Federal Programs Department
  - d. Mark Rangel, Innovative Education Services Department
  - e. Jocelyn Walters, Special Education Department

## **5.0 Action Items**

None

## **6.0 Updates/Announcements**

## **7.0 Adjournment**

### **Future Board Meeting Schedule**

April 18, 2019

May 16, 2019

**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** January 17, 2019  
**SUBJECT: Opening of Meeting**

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***Background Information***

- 1.1 Call to Order
- 1.3 Roll Call
- 1.3 Introductions/District Updates
- 1.4 Approval of Agenda
- 1.5 Approval of Minutes – November 15, 2018
- 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 November 15, 2018 at the CBOCES Office, 2020 Clubhouse Drive, Greeley, Colorado.

### **1.1 Call to Order**

*Vice President Nancy Sarchet called the meeting to order at 6:30 PM.*

### **1.2 Roll Call**

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

Riste Capps, RE-1 Valley SD Sterling  
Mary Clawson, Weld RE-9 SD  
Alphretta Erdmann, Briggsdale School  
Brandy Hansen, Brush SD RE-2J  
Jane Johnson, Platte Valley SD RE-7  
Sara Kopetzky, Wiggins SD RE-50J  
Nancy Sarchet, Weld County SD RE-1  
Lynette St. Jean, Eaton SD RE-2 (via electronic participation)  
Tiffany Thompson, Weldon Valley SD RE-20J  
Connie Weingarten, Morgan County SD RE-3 (via electronic participation)

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

Laura Case, Estes Park SD R-3  
Nancy Kugler, Prairie SD RE-11J  
Pat Loyd, Pawnee SD RE-12  
Paula Peairs, St. Vrain Valley Schools

#### **Superintendents present:**

Dr. Jan Delay, RE-1 Valley Sterling  
Dr. Glenn McClain, Platte Valley SD RE-7  
Don Rangel, Weld County SD RE-1

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

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

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

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

### **1.4 Approval of Agenda**

*Mary Clawson moved to approve the agenda as presented. Jane Johnson seconded.*

**The motion passed by unanimous roll call vote: [Riste Capps, yes; Laura Case, absent; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, yes;**

**Jane Johnson, yes; Sara Kopetzky, yes; Nancy Kugler, absent; Pat Loyd, absent; Paula Peairs, absent; Nancy Sarchet, yes; Lynette St. Jean, yes; Tiffany Thompson, yes; Connie Weingarten, yes]**

### **1.5 Approval of Minutes**

*Jane Johnson moved to approve the minutes from the September 20, 2018 regular meeting. Mary Clawson seconded.*

**The motion passed by unanimous roll call vote: [Riste Capps, yes; Laura Case, absent; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, yes; Jane Johnson, yes; Sara Kopetzky, yes; Nancy Kugler, absent; Pat Loyd, absent; Paula Peairs, absent; Nancy Sarchet, yes; Lynette St. Jean, yes; Tiffany Thompson, yes; Connie Weingarten, 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**

*Alphretta Erdmann moved to approve Consent Agenda items 2.1 through 2.2 as presented. Mary Clawson seconded.*

**The motion passed by unanimous roll call vote: [Riste Capps, yes; Laura Case, absent; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, yes; Jane Johnson, yes; Sara Kopetzky, yes; Nancy Kugler, absent; Pat Loyd, absent; Paula Peairs, absent; Nancy Sarchet, yes; Lynette St. Jean, yes; Tiffany Thompson, yes; Connie Weingarten, yes]**

## **3.0 PRESENTATIONS**

None

## **4.0 REPORTS / DISCUSSION**

### **4.1 FY 2017-18 Financial Statements and Single Audit Report – Terry Buswell and Drew Lehr**

Drew Lehr reported that the audit went very smoothly and that Mr. Buswell and his staff have excellent records and bookkeeping standards. There were no problems found and very few recommendations have been issued as a result of the audit. Clarification of pension liability section was provided as relates to PERA.

### **4.2 Superintendents' Advisory Council (SAC) Report**

Dr. Glenn McClain provided information from the November SAC meeting that included the following topics:

- Presentation from Gaggle software – monitor of electronic communication for risk factors among student activity – researching consortium pricing
- CBOCES directors reports were provided

#### **4.3 Financial Reports – Terry Buswell, Assistant Executive Director**

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

#### **4.4 Directors' Reports**

- Written updates were included in the Board packet as noted below
  - a. Dr. Randy Zila, Executive Director – shared information on the following topics:
    - Amendment 73 failure
    - Received consortium pricing from Gaggle - will contact NE BOCES to see if interested in participating with consortium
    - Upgrades to building and grounds
    - Directors are doing well in their respective departments
    - State BOE directive to Adams 14 related to administration of district
    - Continued visiting member district superintendents
  - b. Terry Buswell, Assistant Executive Director – written report
  - c. Dr. Mary Ellen Good, Director of Federal Programs – written report
  - d. Mark Rangel, Director of Innovative Education Services – written report
  - e. Jocelyn Walters, Director of Special Education – written report

### **5.0 ACTION ITEMS**

#### **5.1 Approval of FY 2017-18 Financial Statements and Single Audit**

*Mary Clawson moved to approve the FY-2017-18 Financial Statements and Single Audit as presented. Sara Kopetzky seconded.*

**The motion passed by unanimous roll call vote: [Riste Capps, yes; Laura Case, absent; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, yes; Jane Johnson, yes; Sara Kopetzky, yes; Nancy Kugler, absent; Pat Loyd, absent; Paula Peairs, absent; Nancy Sarchet, yes; Lynette St. Jean, yes; Tiffany Thompson, yes; Connie Weingarten, yes]**

#### **5.2 Approval of Centennial BOCES 2017-18 Financial Accreditation Report**

*Jane Johnson moved to approve the 2017-18 Financial Accreditation Report as presented. Riste Capps seconded.*

**The motion passed by unanimous roll call vote: [Riste Capps, yes; Laura Case, absent; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, yes;**

**Jane Johnson, yes; Sara Kopetzky, yes; Nancy Kugler, absent; Pat Loyd, absent; Paula Peairs, absent; Nancy Sarchet, yes; Lynette St. Jean, yes; Tiffany Thompson, yes; Connie Weingarten, yes]**

**6.0 UPDATES/ANNOUNCEMENTS**

- None

**7.0 ADJOURNMENT**

*The meeting was adjourned by acclamation at 7:35 PM.*

Respectfully Submitted,

*Alphretta Erdmann*

*Nancy Sarchet*

Centennial BOCES BOD Secretary/Treasurer Centennial BOCES BOD Vice President

MEMORANDUM

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** January 17, 2019  
**SUBJECT: Consent Agenda**

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***Background Information***

**2.1 Approval of Personnel Items**

See Attached

**2.2 Approval of Supplemental Appropriations**

Morgan County Office Building Project:	\$3,000
BOCES State Priorities Assistance Project:	\$33,470
Title I Part A Grant Project:	\$53,644
Title II Part A Teacher Quality Grant Project:	\$5,814
Title III English Language Acquisition Grant Project:	\$18,596
Title IV Part A Grant Project:	\$42,295
Title III Immigrant Set-Aside Grant Project:	\$285
Basic Center Program Project:	\$7,000

**2.3 Approval of Resolution Authorizing \$21,000 of Capital Savings Plan Funds for Updating Telephone System**

See Attached

**2.4 Approval of Designated Public Notice Location for 2019 Board of Directors' Meetings**

See Attached

***Recommended Action***

Approve Consent Agenda Action Items As Presented



**MEMORANDUM**

Attachment 2.1a

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** January 17, 2019  
**SUBJECT:** Approval of Personnel Items - Staff Resignations / Releases

<b>Employee Name</b>	<b>Position</b>	<b>Department</b>	<b>Date</b>	<b>Comments</b>
Rangel, Joshua	Program Administrative Assistant	IES	1/2/19	Resignation/Retired

**MEMORANDUM**

Attachment 2.1b

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** January 17, 2019  
**SUBJECT:** Approval of Personnel Items - Staff Appointments

<b>Employee Name</b>	<b>Beginning Date</b>	<b>Assignment</b>	<b>Department</b>	<b>Position FTE</b>	<b>Rate of Pay</b>	<b>Justification / Comments</b>
Guzman, Shawntay	1/2/19	Data Specialist	IES	1.00	\$35,000/year	New Hire
Rangel, Joshua	11/12/18	Program Administrative Assistant	IES	N/A	\$13.50/hour	New Hire

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$3,000 be appropriated into the 2018-2019 Centennial BOCES budget for the Morgan County Building project. This budget increase is based on concrete work performed do on the parking lot and paid from carryover funds. This change will increase this budget from \$3,600 to \$6,600.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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 \$33,470 be appropriated into the 2018-2019 Centennial BOCES budget for the BOCES State Priorities Assistance project. This budget increase is based on carryover funds from the prior year and will increase this budget from \$281,638 to \$315,108.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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 \$53,644 be appropriated into the 2018-2019 Centennial BOCES budget for the Title I Part A Grant project. This budget increase is based on carryover funds from the prior year and will increase this budget from \$1,201,000 to \$1,254,644.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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 \$5,814 be appropriated into the 2018-2019 Centennial BOCES budget for the Title II Part A Grant project. This budget increase is based on carryover funds from the prior year and will increase this budget from \$270,000 to \$275,814.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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 \$18,596 be appropriated into the 2018-2019 Centennial BOCES budget for the Title III English Language Acquisition Grant project. This budget increase is based on carryover funds from the prior year and will increase this budget from \$85,000 to \$103,596.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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 \$42,295 be appropriated into the 2018-2019 Centennial BOCES budget for the Title IV Part A Grant project. This budget increase is based on carryover funds from the prior year and will increase this budget from \$91,085 to \$133,380.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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 \$285 be appropriated into the 2018-2019 Centennial BOCES budget for the Title III Set-Aside Grant project. This budget increase is based on carryover funds from the prior year through the Colorado Department of Education.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$7,000 be appropriated into the 2018-2019 Centennial BOCES budget for the Basic Center Program project. This budget increase is based on additional funding from the Basic Center Program and will increase this budget from \$10,000 to \$17,000.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

RESOLUTION

AUTHORIZING A PORTION OF THE CAPITAL SAVINGS PLAN FUNDS

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the amount of \$21,000 be appropriated into the 2018-2019 Centennial BOCES budget for the Capital Savings project. This special resolution is based on updating the phone system and utilizing the capital savings plan funds within the budget.

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

CENTENNIAL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors

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

**DATE:** January 17, 2019

**SUBJECT: Designated Public Notice Location for 2019 Board of Director Meetings**

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***Background Information***

C.R.S. 24-6-402 (2)(c) requires that the public place or places for posting notices of the meeting of the Centennial BOCES Board of Directors be designated annually at the Board's first regular meeting of each calendar year.

In compliance with statute, the designated location for posting notice of Centennial BOCES Board meetings shall be in the reception area of the office building at 2020 Clubhouse Drive, Greeley, Colorado and on the CBOCES website at [www.cboces.org](http://www.cboces.org)

**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors

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

**DATE:** January 17, 2019

**SUBJECT: Reports/Discussion**

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***Background Information***

- 4.1 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.2 Proposed Additions/Revisions to Board Policies/Regulations/Exhibits:
  - BEDA, Notification of Board Meetings
  - BEDH, Public Participation at Board Meetings
  - DAB-E, Financial Administration
  - GBEB, Staff Conduct
  - GBEB-R-2, Staff Conduct
  - GBGA, Staff Health
  - GBGE, Staff Maternity/Paternity/Parental Leave
  - GBK, Staff Concerns/Complaints/Grievances
  - GCQC-R, Resignation of Professional Staff
  - GCQF-R, Discipline, Suspension and Dismissal of Professional Staff
  - GDE/GDF, Support Staff Recruiting/Hiring
  - JLCDB, Administration of Medical Marijuana to Qualified Students
  - JICH, Drug and Alcohol Involvement by Students
  - JLCD, Administering Medications to Students
  - KDB-R, Public's Right to Know/Freedom of Information
  - KDBA, Parent Notification of Employee Criminal Charges
  - KFA, Public Conduct on Centennial BOCES Property
- 4.3 Proposed Revisions to Board Policy GBGG, Staff Sick Leave
- 4.4 Financial Reports - Mr. Terry Buswell, CFO
  - 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. 11-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. Ms. Jocelyn Walters, Special Education Department

***Recommended Action***

Reports only – no action required

MEMORANDUM

**TO:** Centennial BOCES Board of Directors

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

**DATE:** January 17, 2019

**SUBJECT: First Reading, Proposed Additions/Revisions to Board Policies/Regulations/Exhibits BEDA, BEDH, DAB-E, GBEB, GBEB-R-2, GBGA, GBGE, GBK, GCQC-R, GCQF-R, GDE-GDF, JICH, JLCD, JLCDB, KDBA, KDB-R, KFA**

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***Background Information***

Proposed additions/revisions to the attached Board policies/regulations/exhibits are the result of legislative changes during the 2018 session. The proposed additions/deletions/revisions reflect the sample policies/regulations/exhibits produced by the Colorado Association of School Boards (CASB) and contain all the content/language CASB believes best meets the intent of the law. 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 April 18 Board meeting.

## 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~~ and work session meetings and retreats.

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

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

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

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

### Notice to the Board

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

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

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C.R.S. 24-6-402 (7) (district must keep list of persons who have requested notification of meetings when specified policies are discussed and provide reasonable advance notice to such persons)

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

Revised:

Adopted: November 16, 2017  
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 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 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 that require ing further investigation shall may be referred to the executive director or designee 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

Revised:

Adopted: November 16, 2017  
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 60 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, Centennial BOCES shall post the following financial information:

- Annual budget
- Annual audited financial statements
- Salary schedules or policies pertaining to salaries
- A link to Centennial BOCES's federal form 990, 990-EZ or 990-PF and any associated schedules that Centennial BOCES files

Centennial BOCES shall also post and update the following financial information on an annual basis:

- Actual expenditures, including salary and benefit expenditures reported by job category specified in the chart of accounts, at Centennial BOCES level and school-site level. This information shall be posted in a format that can be sorted.

In addition to the information provided above, Centennial BOCES shall provide a link to the Colorado Department of Education's website, or the address for the website, were a member of the public may access information or reports that are submitted directly to the department.

Revised:

Adopted: November 16, 2017

Centennial BOCES

## **STAFF CONDUCT (AND RESPONSIBILITIES)**

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

As representatives of Centennial BOCES and role models for students, all staff shall 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, 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 or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform any action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as a counsel, consultant, representative, or agent.

All staff members shall 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 Centennial BOCES administration.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of Centennial BOCES property.
5. Concern and attention toward the safety and welfare of students.

### **Child Abuse**

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

The executive director is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a Centennial BOCES employee. Such information shall 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 policy regarding public possession of deadly weapons on Centennial BOCES property or in Centennial BOCES buildings shall apply to employees of 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 Centennial BOCES, Centennial BOCES has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offenses or infractions, Centennial BOCES shall make inquiries to the Department of Education for purposes of screening the employee. In addition, 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 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**

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

### **Notification Concerning Arrests**

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

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

### **Personnel Addressing Health Care Treatment for Behavior Issues**

Centennial BOCES personnel are prohibited from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a

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

LEGAL REFS.:            28 C.F.R. 50.12 (b) notification requirements regarding fingerprints  
C.R.S. 18-12-105.5 unlawful carrying/possession of weapons on school grounds  
C.R.S. 18-12-214 (3)(b) school security officers may carry concealed handgun pursuant to valid permit  
C.R.S. 19-3-308 (5.7) child abuse reporting  
C.R.S. 22-1-130 parent notification of employee criminal charges  
C.R.S. 22-32-109 (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. 22-32-109.9 licensed personnel – submittal of fingerprints  
C.R.S. 22-32-110 (1) (k) power to adopt conduct rules  
C.R.S. 24-18-104 government employee rules of conduct  
C.R.S. 24-18-109 local government employee rules of conduct  
C.R.S. 24-18-110 voluntary disclosure

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

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KFA, Public Conduct on Centennial BOCES Property

Revised:

Revised: January 18, 2018

Reviewed: CASB 2005

Revised: February 12, 2004

Centennial BOCES

**STAFF CONDUCT**  
**(AND RESPONSIBILITIES)**

**Notice Upon Arrest for Specific Criminal Offenses**

An employee's criminal misconduct may constitute a violation of Board policy. Such criminal misconduct may also necessitate disciplinary action against the employee and require Centennial BOCES to notify students' parents/guardians of the employee's criminal charges in accordance with state law.

In an effort to keep Centennial BOCES apprised in a timely manner of potentially concerning behavior by its employees, an employee who is arrested for any of the following criminal offenses shall provide written notice to the executive director or designee. Such notice shall be provided prior to reporting to duty in Centennial BOCES and no later than five days after the employee's arrest.

The required notice applies to the following criminal offenses:

1. felony child abuse, as specified in C.R.S. 18-6-401;
2. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
3. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
4. felony domestic violence, as defined in C.R.S. 18-6-800.3;
5. felony indecent exposure, as described in C.R.S. 18-7-302; or
6. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.

**Disciplinary Action and Parental Notification**

Upon receiving notification of an employee's arrest for one or more of the above-listed criminal offenses, Centennial BOCES may conduct further investigation as it deems necessary and/or refer the matter to the Colorado Department of Education. Disciplinary action, including dismissal, may be taken against the employee as deemed appropriate by Centennial BOCES, in accordance with applicable law and Board policy.

Centennial BOCES may also notify students' parents/guardians when an employee is charged with any of the above-listed criminal offenses, in accordance with state law and applicable Board policy.

Adopted:

Centennial BOCES

**STAFF HEALTH**  
**(And ~~Physical and Mental Health~~ Medical 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~~ medical examinations of its employees or applicants for employment. Centennial BOCES shall pay for all such ~~physical~~ medical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

**Routine Physical Examinations**

Subsequent to a conditional offer of employment and prior to commencement of work by an applicant, 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. 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 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, Centennial BOCES shall take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

Centennial BOCES may request physical examinations and/or mental 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 ability to perform required duties or which may pose an unacceptable risk to the health, safety and welfare of the employee or others. Centennial BOCES shall select the medical professional to conduct such examination and shall pay the costs associated with 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, 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. 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 encouraged 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.

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:

Revised: January 18, 2018

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

## STAFF MATERNITY/PATERNITY/PARENTAL LEAVE

### Maternity Leave

~~Pursuant to the employee's request, m~~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 may be initiated by either the employee or Centennial BOCES. Final determination of such period 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~~ Centennial BOCES 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~~ Centennial BOCES of this fact.

#### 4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the Centennial BOCES's designated 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.

LEGAL REFS.:           29 U.S.C. 2601 *et seq.* Family and Medical Leave Act of 1993  
                              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:

Revised: January 18, 2018

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

## STAFF CONCERNS/COMPLAINTS/GRIEVANCES

It is the Board's desire that procedures for settling employee differences provide for prompt and equitable 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.

A "grievance" is defined as an alleged material violation of Board policies or administrative regulations that apply to all employees. A complaint concerning unlawful discrimination and/or harassment may be filed in accordance with the Centennial BOCES's applicable procedures.

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.

CROSS REFS.:     AC, Nondiscrimination/Equal Opportunity  
                          AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance  
                          Process)  
                          GBA, Open Hiring/Equal Employment Opportunity  
                          GBAA, Sexual Harassment

Revised:

Revised: January 18, 2018

Reviewed: CASB 2005

Adopted: June 16, 1998

Centennial BOCES

**RESIGNATION OF 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.

**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 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 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, the 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 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; or
- r. a misdemeanor committed outside of this state, the elements of which are substantially similar to sexual exploitation of children as described in C.R.S. 18-16-403 (3)(b.5).

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 Centennial BOCES.
- b. Centennial BOCES reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Revised:

Revised: January 18, 2018

Reviewed: CASB 2005

Adopted: April 20, 2000

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; or
- r. a misdemeanor committed outside of this state, the elements of which are substantially similar to sexual exploitation of children as described in C.R.S. 18-6-403 (3)(b.5).

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.

Revised:

Approved: January 18, 2018

Centennial BOCES

## **SUPPORT STAFF RECRUITING/HIRING**

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

### **Recruiting**

The recruitment and selection of candidates for these positions shall be the responsibility of the 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, 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. 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 (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

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  
                          28 C.F.R. 50.12 (b) notification requirements regarding fingerprints  
                          C.R.S. 2-4-401 (13.5) definition of sexual orientation, which includes  
                          transgender  
                          C.R.S. 8-2-126 limits employers' use of consumer credit information  
                          C.R.S. 14-14-111.5 Child Support Enforcement procedures  
                          C.R.S. 22-32-109 (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-licensed  
                          positions

C.R.S. 24-5-101 effect of criminal conviction on employment  
C.R.S. 24-34-301 (7) definition of sexual orientation, which includes transgender  
C.R.S. 24-34-402 (1) discriminatory and unfair employment practices  
C.R.S. 24-34-402.3 discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees

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

Revised: May 17, 2018  
Revised: January 18, 2018  
Reviewed: CASB 2005  
Revised: February 12, 2004  
Centennial BOCES



## **DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS**

Centennial BOCES shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among Centennial BOCES, parents/guardians, the community and its agencies.

It shall be a violation of Board policy, and may be considered to be behavior which is detrimental to the welfare or safety of other students or Centennial BOCES personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substance not taken in accordance with the Board's policy and regulation on administering medicines to students or ~~state law~~ the Board's policy regarding the on administration of medical marijuana to qualified students.

This policy also includes substances that are represented by or to a student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on Centennial BOCES property, being transported in vehicles dispatched by Centennial BOCES or one of its schools, during a school-sponsored or Centennial BOCES-sponsored activity or event, off Centennial BOCES property when the conduct has a reasonable connection to school or any Centennial BOCES curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of Centennial BOCES or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension and/or expulsion from school and referral for prosecution. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with this policy's accompanying regulation.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.

Whenever possible in dealing with student problems associated with drug and alcohol abuse Centennial BOCES personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that Centennial BOCES assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

LEGAL REFS.: 20 U.S.C. § 7101 et seq. Safe & Drug-Free Schools and Communities Act of 1994

21 U.S.C. 812 definition of “controlled substance”

C.R.S. 18-18-407 (2) crime to sell, distribute or possess 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. 22-32-109.1 (2) (a) (I)(G) policy required as part of safe schools plan

C.R.S. 22-33-106 (1) (d) suspension or expulsion discretionary for the sale of a drug or controlled substance

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 use of retail marijuana on school property

CROSS REFS.:           JIH, Student Interviews, Interrogations, Searches and Arrests  
                              JK-2, Discipline of Students with Disabilities  
                              JKD/JKE, Suspension/Expulsion of Students  
                              JLCD, Administering Medications to Students  
                              JLCDB, Administration of Medical Marijuana to Qualified Students

Revised:

Revised: September 20, 2018

Revised: CASB 2005

Adopted: January 2002

Centennial BOCES

## ADMINISTERING MEDICATIONS TO STUDENTS

Centennial BOCES personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours, ~~and the student's parent/guardian is not available to administer the medication during the school day.~~

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

The administration of medical marijuana shall be in accordance with ~~state law regarding the~~ the Board's policy on administration of medical marijuana to qualified students.

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

1. Medication shall be in the original, properly labeled container. If it is a prescription medicine, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission from the student's parent/guardian to administer the medication to the student and either:-
  - ~~a. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or~~
  - ~~b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol to administer the medication.~~
34. The parent/guardian shall be responsible for providing all medication to be administered to the student.

### **Self-administration of Medication for Asthma, Allergies or Anaphylaxis**

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

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

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and

alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

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

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

Revised:  
Revised: September 20, 2018  
Revised: January 16, 2006  
Adopted: October 25, 2001  
Centennial BOCES

## **ADMINISTRATION OF MEDICAL MARIJUANA TO QUALIFIED STUDENTS**

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

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

### **Definitions**

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

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

### **Permissible Administration of Medical Marijuana to a Qualified Student**

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

1. The qualified student's parent/guardian provides the school with a copy of the student's valid registration from the state of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance and use of medical marijuana under state law, and releases Centennial BOCES from liability for any injury that occurs pursuant to this policy;

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

### **Additional Parameters**

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

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

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

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

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

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

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

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

Adopted:  
Centennial BOCES

## **PARENT NOTIFICATION OF EMPLOYEE CRIMINAL CHARGES**

Centennial BOCES shall notify students' parents when a Centennial BOCES employee or former Centennial BOCES employee is charged with a specific criminal offense, as required by state law and in accordance with this policy.

### **Definitions**

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

1. "Employee" shall mean a person currently employed by Centennial BOCES or formerly employed by Centennial BOCES at any time within twelve months prior to the person being charged with a specific criminal offense and whose work requires or required the employee to be in contact with students or whose work area gives or gave the employee access to students.
2. "Parents" shall mean a student's biological or adoptive parents or a student's legal guardian or legal custodian.
3. "School day" shall mean a day on which student instruction occurs at the school and school is in session. When school is not in session (e.g. summer break), "school day" shall mean business day and shall not include a Saturday, Sunday or legal holiday.
4. "Specific criminal offense" shall mean:
  - a. felony child abuse, as specified in C.R.S. 18-6-401;
  - b. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
  - c. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
  - d. felony domestic violence, as defined in C.R.S. 18-6-800.3;
  - e. felony indecent exposure, as described in C.R.S. 18-7-302; or
  - f. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.

### **Parent Notification**

Centennial BOCES shall notify parents within two school days after the employee's preliminary hearing for a specific criminal offense is held, waived or deemed waived by the employee. If the specific criminal offense is not eligible for a preliminary hearing, Centennial BOCES shall notify parents within two school days after the date on which the employee is charged with a specific criminal offense. If Centennial BOCES cannot determine whether a preliminary hearing will be held or has been held or waived, Centennial BOCES shall notify parents within two school days of learning that the employee has been charged with a specific criminal offense.

The notification shall be to those parents of students:

1. enrolled in the school in which the employee is employed or was employed at the time of the alleged specific criminal offense; or
2. with whom Centennial BOCES has reason to believe the employee may have had contact as part of his or her Centennial BOCES employment.

Alternatively, Centennial BOCES may provide the parent notification required by this policy upon learning of the employee's arrest for a specific criminal offense from the Colorado Bureau of Investigation.



Within two school days after Centennial BOCES confirms the disposition of the charge against the employee for a specific criminal offense, Centennial BOCES shall notify parents of such disposition using the same notification method used in the initial notice to parents.

If a delay in parent notification is requested by the appropriate law enforcement agency, Centennial BOCES shall delay notification to parents until the request is withdrawn.

LEGAL REFS.: C.R.S. 22-1-130 parent notification of employee criminal charges  
C.R.S. 22-2-119 (4)(b) BOCES notification of employee arrests

CROSS REF.: GBEB, Staff Conduct (And Responsibilities)

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.~~
- ~~3.2.~~ 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.
- ~~4.3.~~ 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.
- ~~5.4.~~ 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.
- ~~6.5.~~ 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.

### **Centennial BOCES responsibilities**

Centennial BOCES has no duty to create a public record that does not already exist.

If Centennial BOCES stores the public record in a digital format, Centennial BOCES must provide a copy of the record in a digital format. Public records stored in a searchable format must be provided in a searchable format and public records stored in a sortable format must be provided in a sortable format. However, public records do not need to be provided in a searchable or sortable format if any of the following exceptions apply:

- a. producing the record in the requested format would violate the terms of a copyright or licensing agreement;

- b. producing the record in the requested format would result in the release of third party proprietary information;
- c. after making reasonable inquiries, the records custodian determines that:
  - (1) it is not technologically or practically feasible to permanently remove information that the district is required or permitted to withhold;
  - (2) it is not technologically or practically feasible to provide a copy of the record in a searchable or sortable format;
  - (3) producing the record in a searchable or sortable format would require the purchase of software, or the creation of additional programming or functionality in existing software, to remove information Centennial BOCES is required or permitted to withhold.

### **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.

### **Denial of access and dispute resolution**

1. If Centennial BOCES denies a request for access to Centennial BOCES records and the person requesting the records asks for a written statement of the grounds for denial, Centennial BOCES shall provide a written statement to the person, citing the law or regulation under which Centennial BOCES denied access.
2. A person denied access to Centennial BOCES records may seek a court order compelling disclosure.
3. Before seeking a court order, the person must provide written notice to the records custodian at least 14 days before filing an application in court.
4. During the 14-day period, the records custodian shall meet in person or communicate on the telephone with the person denied access to Centennial BOCES records to determine if the dispute may be resolved without court involvement.
5. Any common expense necessary to resolve the dispute shall be apportioned equally between the person requesting the records and Centennial BOCES, unless Centennial BOCES and person agree to a different method of allocating the costs.

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.

Revised:

Adopted: January 18, 2018  
Centennial BOCES

## **PUBLIC CONDUCT ON CENTENNIAL BOCES PROPERTY**

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with Centennial BOCES operations or any activity sponsored or approved by Centennial BOCES.
2. Physical abuse or threat of harm to any person or Centennial BOCES property.
3. Threat of damage or damage to property of Centennial BOCES regardless of the location, or property of a member of the community when such property is located on Centennial BOCES property.
4. Forceful or unauthorized entry to or occupation of Centennial BOCES facilities, including buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on Centennial BOCES property, at Centennial BOCES or school-sponsored functions, on in any Centennial BOCES vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board's policy on state law regarding the administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto Centennial BOCES buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on Centennial BOCES property or in Centennial BOCES school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Centennial BOCES policy.

LEGAL REFS.: 21 U.S.C. 860 crime to distribute or manufacture controlled substances within 1,000 feet of a school  
C.R.S. 18-1-901 (3)(e) definition of deadly weapon  
C.R.S. 18-9-106 disorderly conduct  
C.R.S. 18-9-108 disrupting lawful assembly  
C.R.S. 18-9-109 interference with staff, faculty or students of educational institutions  
C.R.S. 18-9-110 public buildings – trespass, interference  
C.R.S. 18-9-117 unlawful conduct on public property

C.R.S. 18-12-105.5 unlawful carrying/possession of weapons on school grounds

C.R.S. 18-12-214 (3)(a) person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked

C.R.S. 18-18-407 (2) crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles

C.R.S. 22-1-119.3 (3)(c), (d) no student possession or self-administration of medical marijuana, but schools must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event

C.R.S. 25-1.5-106 (12)(b) possession or use of medical marijuana in or on school grounds or in a school bus is prohibited

C.R.S. 25-14-103.5 must adopt policies prohibiting tobacco and retail marijuana use on school property

C.R.S. 25-14-301 Teen Tobacco Use Prevention Act

CROSS REFS.: ADC, Tobacco-Free Schools  
GBEB, Staff Conduct (And Responsibilities)  

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JLCDB, Administration of Medical Marijuana to Qualified Students  
KI, Visitors to Schools

Revised:

Revised: January 18, 2018

Revised: May 21, 2009

Adopted: February 12, 2004

Centennial BOCES

**MEMORANDUM**

**TO:** Centennial BOCES Board of Directors  
**FROM:** Dr. Randy Zila, Executive Director  
**DATE:** January 17, 2019  
**SUBJECT: First Reading, Proposed Revisions to Board Policy GBGG, Staff Sick Leave**

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***Background Information***

Currently, there is no incentive for employees to save sick leave days. This revision would create an incentive for staff to use their sick leave only when necessary and provide a small monetary benefit for their remaining sick leave days upon separation of employment. At least 12 of our member districts have some type of sick leave payout upon separation of employment (summary attached) so this revision would allow Centennial BOCES to align with the majority of our member districts. Consensus to bring this policy revision forward was reached at the January 10 SAC meeting.

Proposed revisions to Board policy GBGG, Staff Sick Leave, are based on the following:

- Any employee leaving employment with Centennial BOCES will be eligible to receive a portion of their unused sick leave at the current state minimum wage amount.
- All sick leave totals in excess of 20 days/160 hours will be paid out at the time of the employee's separation of employment.
- The maximum allowable payout for full time 12 month (248 day) employees would be 45 sick leave days /360 hours. This amount is based on the maximum accrued sick leave total of 65 days/520 hours minus the base sick leave of 20 days/160 hours as part of Benefit Schedule A (attached).
- Employees with less than a 248 day annual assignment will receive a pro-rated sick leave payout amount based on their applicable sick leave accrual schedule as part of Benefit Schedules B or C (attached).

## STAFF SICK LEAVE

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.

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 shall be earned on a monthly basis for employees under Benefit Schedules A, B and C.

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. Any employee ~~terminating~~ leaving 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.

Any employee leaving employment with Centennial BOCES will be eligible to receive a portion of their unused sick leave, at the current state minimum wage, in accordance with Schedules A, B and C.

LEGAL REF.: C.R.S. 14-15-101 et seq. Colorado Civil Union Act

CROSS REF.: GBGF, Federally-Mandated Family and medical Leave

Revised:

Revised: January 18, 2018

Revised: September 11, 2006

Centennial BOCES



SCHEDULE A



2018-19 CENTENNIAL BOCES
248 DAY EMPLOYMENT BENEFIT SCHEDULE

Employees working a 248-day Agreement work 248 days at 8 hours per day. Normal work hours are 8:00 a.m. to 4:30 p.m. with a 30-minute break for lunch. In addition, the employee may use two 15-minute breaks during the workday. The breaks may be combined with the lunch break to create one break for 60 minutes. You may NOT opt out of lunch and / or breaks to depart early or arrive late.

Employees are eligible for benefits based upon policy definition of eligibility for benefits.

HOLIDAYS

- Office Closed for Holidays as detailed in the annual agency calendar:

VACATION LEAVE BENEFIT

- Professional Staff - 160 hours per year
Support Staff
1-3 years of service 96 hours per year
4-5 years of service 120 hours per year
6 years and over 144 hours per year
Vacation hours earned each month worked (prorated, based on full time employment)
Cannot accrue more than is earned in 18 month period
Vacation will be paid out up to 18 month's accumulation of days upon separation of employment

PERSONAL/BUSINESS LEAVE BENEFIT

- 2 days per year with no accrual (1.0 fte is 16 hours)
Two (2) days are granted at the time of employment. Use of the two days must be approved in advance by the employee's supervisor.

SICK LEAVE BENEFIT

- 96 hours per year with maximum accrual of 520 hours (employees will be compensated for unused sick leave above the base of 20 days/160 hours at the current state minimum wage upon separation of employment)
Sick leave is earned on the basis of 1 day (8 hrs) per month based on full time employment

BEREAVEMENT BENEFIT

- 5 days for immediate family
With prior approval, additional days shall also be granted for other deaths as determined by employee, program director and Executive Director

INSURANCE BENEFIT PACKAGE (Full participation required for all new employees based upon the definition of eligibility for benefits below)

- Major Medical Insurance
Life Insurance
P.E.R.A.
Dependent coverage(s) may be purchased by employee.
Dental Insurance
Long Term Disability\*\*\*

TUITION REIMBURSEMENT

- Tuition reimbursement as approved in advance by Executive Director

Definitions of eligibility:

- \*Employees who work .8 FTE or greater, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package.
\*Employees who work .5 to .79 FTE, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package on a pro-rated basis commensurate with the employee's FTE.
\*Employees who work .5 FTE or greater, and have an employment assignment of at least 90 days, are eligible to purchase dependent coverage through the insurance benefit package.
\*Employees who work .5 to .99 FTE accrue leave benefits on a pro-rated basis.
\*LTD coverage is paid on all full-time employees.

SCHEDULE B



**2018-19 CENTENNIAL BOCES  
230 DAY, 225 DAY, 220 DAY, 210 DAY, 205 DAY, 200 DAY  
BENEFIT SCHEDULE**

Normal work hours are 8:00 a.m. to 4:30 p.m. with a 30-minute break for lunch. In addition, the employee may use two 15-minute breaks during the work day. The breaks may be combined with the lunch break to create one break for 60 minutes within the 8 hour workday. You may NOT opt out of lunch and / or breaks to depart early or arrive late.

**Employees are eligible for benefits based upon policy definition of eligibility for benefits.**

**PERSONAL/BUSINESS LEAVE BENEFIT**

- 2 days per year with no accrual
- Two (2) days are granted at the time of employment. Use of the two days must be approved in advance by the employee’s supervisor. (Days granted are based upon the number of hours in the employee’s work day.)

<b>SICK LEAVE</b>	<b>230 Day Employee Accrual</b>	<b>225 Day Employee Accrual</b>	<b>220 Day Employee Accrual</b>	<b>210 Day Employee Accrual</b>	<b>205 Day Employee Accrual</b>	<b>200 Day Employee Accrual</b>
<b>Licensed, Professional, and Support Staff</b>	88 hrs/year 492 hr max	87 hrs/year 482 hr max	85 hrs/year 471 hr/max	82 hrs/year 433 hr/max	80 hrs/year 425 hr/max	78 hrs/year 421 hr/max
<b>*Base Sick Leave Days/Hours</b>	18.5 days/ 148 hrs	18.13 days/ 145 hrs	17.75 days/ 142 hrs	16.88 days/ 135 hrs	16.5 days / 132 hrs	16.13 days/ 129 hrs

- Hours will be accrued on a monthly basis over a ten month period (September through June)
- If less than 1.0 FTE, leave time is accrued on a pro-rated basis
- \*Employees will be compensated for unused sick leave in excess of the base sick leave days/ hours noted above upon separation of employment at the current state minimum wage

**BEREAVEMENT**

- 5 days for immediate family
- With prior approval, additional days shall also be granted for other deaths as determined by employee, program director and Executive Director

**BENEFIT PACKAGE** (Full participation required for all new employees based upon the definition of eligibility for benefits detailed below)

- Major Medical Insurance
- Life Insurance
- P.E.R.A.
- Employer only pays employee coverage - dependent coverage may be purchased by employee.
- Dental Insurance
- Long Term Disability\*\*\*

**TUITION REIMBURSEMENT**

- Tuition reimbursement as approved in advance, by Executive Director

**Definitions of eligibility:**

- \*Employees who work .8 FTE or greater, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package.
- \*Employees who work .5 to .79 FTE, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package on a pro-rated basis commensurate with the employee’s FTE.
- \*Employees who work .5 FTE or greater, and have an employment assignment of at least 90 days, are eligible to purchase dependent coverage through the insurance benefit package.
- \*Employees who work .5 to .99 FTE accrue leave benefits on a pro-rated basis.
- \*LTD coverage is paid on all full-time employees.

SCHEDULE C



**2018-19 CENTENNIAL BOCES  
195 DAY, 190 DAY, 185 DAY, 179 DAY, 173 DAY EMPLOYMENT  
BENEFIT SCHEDULE**

195 day employees work 8 hours per day, 1,560 hour total, 190 day employees work 8 hours per day, 1,520 hour total, 185 day employees work 8 hours per day, 1,480 hour total 179 day employees work 8 hours per day, 1,432 hour total. Employees that work 173 days, work 7.5 hours per day for a total of 1298 hour total. You are entitled to a 30 minute lunch and two 15 minute breaks. You may NOT opt out of lunch and / or breaks to depart early or arrive late.

**Employees are eligible for benefits based upon policy definition of eligibility for benefits.**

**PERSONAL/BUSINESS LEAVE BENEFIT**

- 2 days per year with no accrual
- Two (2) days are granted at the time of employment. Use of the two days must be approved in advance by the employee's supervisor. (Days are granted based upon the numbers of hours in the employee's work day.)

	195 Day Employee Accrual	190 Day Employee Accrual	185 Day Employee Accrual	179 Day Employee Accrual	173 Day Employee Accrual
<b>SICK LEAVE BENEFIT</b>					
<b>Licensed, Professional, &amp; Support Staff</b>	77 hrs/yr 417 hrs max	76 hrs/yr 411 hrs max	75 hrs/yr 406 hrs max	74 hrs/yr 400 hrs max	72 hrs/yr 390 hrs max
<b>*Base Sick Leave Days/Hours</b>	15.75 days/ 126 hrs	15.38 days/ 123 hrs	14.88 days/ 119 hrs	14.44 days/ 115 hrs	14.0 days/ 112 hrs

- Hours will be accrued over a ten month period (September through June)
- If less than 1.0 FTE, leave time is accrued on a pro-rated basis
- \* Employees will be compensated for unused sick leave in excess of the base sick leave days/hours noted above upon separation of employment at the current state minimum wage

**BEREAVEMENT BENEFIT**

- 5 days for immediate family
- With prior approval, additional days shall also be granted for other deaths as determined by employee, program director and Executive Director

**BENEFIT INSURANCE PACKAGE** (Full participation required for all new employees based upon the definition of eligibility for benefits detailed below)

- Major Medical Insurance
- Life Insurance
- P.E.R.A. (all employees regardless of number of days are members of PERA)
- Employer only pays employee coverage - dependent coverage may be purchased by employee.
- Dental Insurance
- Long Term Disability \*\*\*

**TUITION REIMBURSEMENT**

- Tuition reimbursement as approved by Executive Director

**Definitions of eligibility:**  
 \*Employees who work .8 FTE or greater, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package.  
 \*Employees who work .5 to .79 FTE, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package on a pro-rated basis commensurate with the employee's FTE.  
 \*Employees who work .5 FTE or greater, and have an employment assignment of at least 90 days, are eligible to purchase dependent coverage through the insurance benefit package.  
 \*Employees who work .5 to .99 FTE accrue leave benefits on a pro-rated basis.  
 \*LTD coverage is paid on all full-time employees.

**Centennial BOCES - Member District Sick Leave Payout List as of 1/10/19**

<u>District</u>	<u>Description</u>	<u>Approximate Cost</u>
Briggsdale RE-10	PERA Retirement Eligible paid up to 40 days @ \$60 per day.	\$2,400.00
Brush RE-2J	Unused general leave can be accumulated up to 60 days. At the end of each year, excess days above 60 are paid out at \$75/day. Employees with a minimum of 5 years of continuous service will, upon amicable separation, be paid \$50/day, up to \$3,000.	\$3,000.00
Eaton RE-2	A full time employee with 10 continuous years of service with the district that is PERA Retirement eligible and has 80 days of accumulated unused sick leave shall be reimbursed at the current sub pay rate for unused sick leave days not to exceed 30 days.	\$2,880.00
Estes Park R-3	District does have a Sick leave payout, but not noted on their website.	
Fort Morgan RE-3	Employees with at least 20 years of service in the district and have reached the age of 65 shall be eligible to receive payment for unused sick leave at the rate of up to \$60 per day for half of the accumulated total - not to exceed 60 days.	\$3,600.00
Pawnee RE-12	District does have a Sick leave payout, but not noted on their website.	
Platte Valley RE-7	Prof/Lic Staff - Sick leave accumulated over 75 day maximum shall be paid out @ \$40 per day at the of each school year. After 10 years of service in the district an employee leaving the district or retiring will be paid 1/3 of the accumulated sick leave at \$40/day. Support Staff - Sick leave accumulated over 60 day maximum shall be paid out @ \$36 per day at the of each school year. After 10 years of service in the district an employee leaving the district or retiring will be paid 1/2 of the accumulated sick leave at \$36/day.	Annual payout not to exceed 10 days or \$400/year Retire: \$1,000 Annual payout not to exceed 12 days or \$432/year Retire: \$1,080
Prairie RE-11	Not found on their website.	
St. Vrain Valley RE-1J	Classified Staff - Any employee voluntarily separating from the district with 10 years of continuous service in the district will be eligible for reimbursement for accrued sick over 20 workdays and up to a maximum of 150 paid days at 1/2 the employee's current daily rate. Certified Staff - Anyone retiring through PERA with 10 years of service in the district or leaves with 20 or more years of service with the district will receive \$50 for each 7 hour increment of unused sick leave above 210 hours up to a maximum of 875 paid hours.	Up to \$6,000 or more based on 1/2 of the current daily rate Up to \$6,250 depending upon the number of paid hours
Sterling Valley RE-1	Employees continuing employment with the district will be \$20/day for unused sick leave accumulated between 90 and 100 days, at the end of each year Employees who retire with 10 or more of consecutive years of service in the district, will be paid \$10 per day of accumulated sick leave up to 90 days or \$1,000 if the full 90 days have been accumulated.	Annual payout not to exceed \$200 Retire: \$1,000
Weld RE-1	Can accumulate up to 60 days. After 60 sick or business leave is accumulated a payment in the amount 1/2 of a regular substitute teacher's pay at the end of the school year. Employees that are PERA eligible shall be paid any remaining sick or business leave days they have accumulated in the amount of 1/2 the regular substitute teacher pay at the end of the year they are retiring	Annual payout not to exceed 10 days or \$480/year
Weld RE-9	Licensed Staff - District will pay half the day rate of the sub pay for all accumulated sick leave over 10 days upon separation of employment from the district. (no limit) Support Staff - District will pay \$30 per day for all accumulated sick leave over 10 days. (no limit)	For CBOCES this would be \$2,640 For CBOCES this would be \$1,650
Weldon Valley RE-20J	Not found on their website.	
Wiggins RE-50J	Certified - Any days over 45 shall be purchased by the district at sub teacher pay in September if the employee returns to the district. When teacher leaves the district with 15 consecutive years, the employee will receive reimbursement for 25% of the unused sick leave - reimbursed at the sub teacher pay Classified - Any days over 45 shall be purchased by the district at minimum wage in September if the employee returns to the district. When teacher leaves the district with 15 consecutive years, the employee will receive reimbursement for 25% of the unused sick leave - reimbursed at minimum wage.	Annual payout not to exceed 10 days or \$480/year Retire: up to \$1,080 Annual payout not to exceed 12 days or \$1,065/year Retire: up to \$999

## **Board Notes for Investment and Financial Reports**

The one page investment report (Page A) shows the interest earned for the first six months of the 2018-19 fiscal year at \$20,417.49. This represents a positive budget variance for the year of \$11,331.49. The December 31, 2018 balances for Centennial BOCES bank and investment accounts are also listed on the report.

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The next two reports show the Cash Flow Analysis (Page B) and the Cash Flow Chart (Page C) for the 18 month period of July 1, 2017 – December 31, 2018. The cash flow chart continues to show a similar pattern between 2017-18 and 2018-19, with the exception of September 2018. Centennial BOCES typically receives State ECEA Special Education funds in September each year. In 2018 the payment for ECEA in the amount of \$1,418,145 was received on October 3. Comparing December 31 amounts show the totals are within \$57,000 year over year.

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The two financial reports represent July 2018 – December 2018 year to date. This represents 50% of the fiscal year. Page one of the two page summary shows the non-grant totals for 2018-19 at 40.8% spent compared to 40.2% spent for 2017-18. Page two of the summary shows the grant totals and the combined totals. Grant totals for 2018-19 are at 36.6% spent compared to 41.4% spent for 2017-18. The year-to-date combined totals for the first six months of 2018-19 are at 39.0% spent compared to 40.7% for 2017-18. The projected fund balance is noted at the bottom of page two, including the audited Ending Fund Balance for 2017-18 and the unaudited projected Ending Fund Balance for 2018-19.

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

Beginning with Administration, on page 2, expenses for 2018-19 are very similar as a percentage compared to 2017-18 (42.4% versus 42.6%). The primary budget Project 101 Administration/Operations is running at a slightly higher percentage compared to the previous year.

Technology, pages 3-4, as a total is slightly higher as a percentage compared to last year (55.7% versus 54.1%). As previously noted, Project 205 Student Data Services has a higher percentage utilized during the beginning of the year based on annual costs for Infinite Campus due in July. Project 230 Distance Education is running higher for the first six months compared to the previous year. This year is more aligned with the normal expenditure pattern in Project 230.

Special Education department, pages 5-7, reports spending as a percentage of the budget is running slightly lower in 2018-19 at 43.8% compared to 44.9% for 2017-18. Project 508 Out of District Placement is also running lower as a percentage than the previous year (38.2% versus 44.8%). Several of the Special Education projects continue to trend similar to last year.

Innovative Education Services, pages 8-9 reports spending percentages for 2018-19 are running higher than 2017-18 at 41.2% compared to 38.2%. One factor is the Project 685 Centennial BOCES High School Program. The payroll costs for Project 685 were higher during the first half of the fiscal year as a result of assigning additional support costs to this program. This allocation more closely aligns with the work being performed.

Federal Programs, pages 10-11 reports expenses as a percentage for 2018-19 are at 34.2% compared with 40.3% for 2017-18. As previously noted, Federal Program Title projects generally run lower during the first part of the year and end up near the budget amounts by year end.

At the bottom of page 11 are the grand total amounts – 41.0% committed for 2018-19 compared to 42.7% committed for 2017-18. These percentages are slightly higher than the two page summary report due to the inclusion of the encumbrances in the percentage totals. The budget year is 50% completed as of December 31.

## CENTENNIAL BOCES

Investment Report as of December 31, 2018

<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	52,649.36	52,649.36
Colotrust - CBOCES	Investment Pool G/F	1,898,164.67	1,898,164.67
Colotrust - CBOCES	Security Deposit	1,047.10	1,047.10
Colotrust - CBOCES	Health / Dental Insurance	115,571.81	115,571.81
Bank of Colorado Savings	Savings Account	21,830.25	21,830.25
Bank of Colorado Checking	CBOCES Checking Account	291,968.41	170,489.39
Bank of Colorado Checking	eNet Colorado Checking	7,902.37	7,902.37
	Total Investment Balance:	<u>\$ 2,389,133.97</u>	<u>\$ 2,267,654.95</u>

<u>Interest Earnings</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust Interest	Investment Pool - Regular Account	18,449.76	18,449.76
Colotrust Equity Interest	Investment Pool - Equity Account	609.89	609.89
Colotrust Interest	Investment Pool - Security	12.00	12.00
Colotrust Health/Dental Interest	Investment Pool - Health/Dental	1,338.67	1,338.67
Bank of Colorado	Savings Account	7.17	7.17
	Total Interest Earned:	<u>\$ 20,417.49</u>	<u>\$ 20,417.49</u>
	Budgeted:	\$ 18,212.00	Y-T-D: \$ 9,106.00
	Year To Date Variance:		\$ 11,311.49

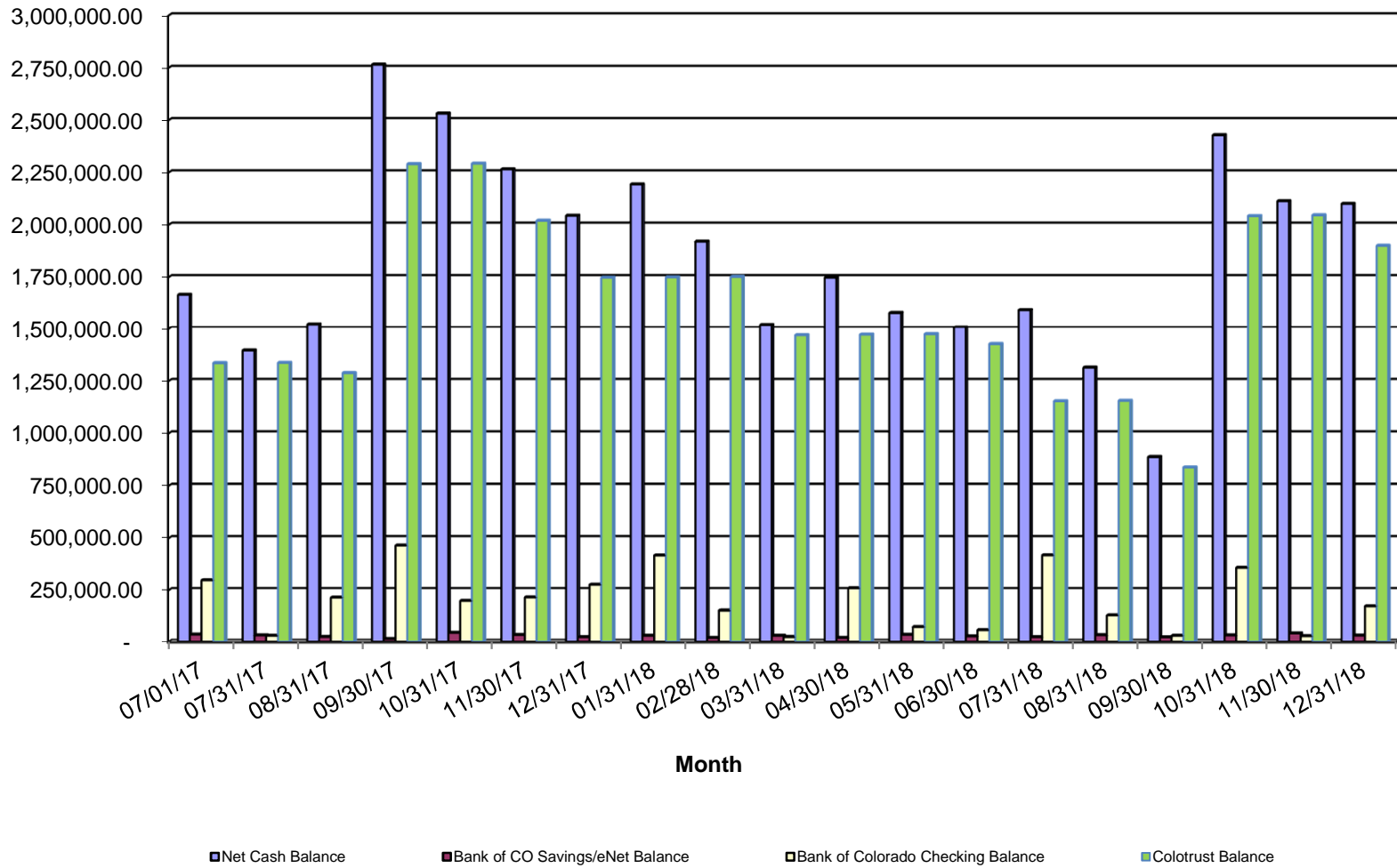
**CENTENNIAL BOCES**  
**Cash Flow Analysis for 2017-18 & 2018-19**  
**As of December 31, 2018**

**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.**

	<u>Balance</u> Colostrust G/F	<u>Balance</u> Bank of Colorado Savings / eNet Acct.	<u>Bank Balance</u> Bank of CO Checking Bank Statement	<u>Book Balance</u> Bank of CO Checking Checks Written	<u>Net Balance</u> Colostrust /Bank of CO and Book Balance
<b>July 1, 2017 Balance</b>	1,333,635.45	34,315.51	528,659.27	295,650.58	<b>1,663,601.54</b>
Interest Earned/Deposits	1,303.04	21,637.87	431,496.82	431,496.82	
Transfers out or Expenses	(50,000.00)	(25,397.05)	(788,581.14)	(698,603.85)	
<b>July 31, 2017 End Balance</b>	1,334,938.49	30,556.33	171,574.95	28,543.55	<b>1,394,038.37</b>
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)	
<b>August 31, 2017 End Balance</b>	1,286,297.87	22,891.65	463,292.93	212,203.36	<b>1,521,392.88</b>
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)	(1,755,459.23)	
<b>Sept 30, 2017 End Balance</b>	2,288,148.43	12,649.49	574,110.99	465,315.52	<b>2,766,113.44</b>
Interest Earned/Deposits	2,453.15	40,000.00	566,257.20	566,257.20	
Transfers out or Expenses	-	(10,022.91)	(852,669.91)	(835,157.55)	
<b>Oct 31, 2017 End Balance</b>	2,290,601.58	42,626.58	287,698.28	196,415.17	<b>2,529,643.33</b>
Interest Earned/Deposits	2,399.35	-	1,123,716.19	1,123,716.19	
Transfers out or Expenses	(275,000.00)	(10,242.30)	(1,026,758.34)	(1,106,869.07)	
<b>Nov 30, 2017 End Balance</b>	2,018,000.93	32,384.28	384,656.13	213,262.29	<b>2,263,647.50</b>
Interest Earned/Deposits	2,211.79	5,227.25	1,033,687.58	1,033,687.58	
Transfers out or Expenses	(275,000.00)	(15,487.02)	(1,046,667.85)	(972,904.30)	
<b>Dec 31, 2017 End Balance</b>	1,745,212.72	22,124.51	371,675.86	274,045.57	<b>2,041,382.80</b>
Interest Earned/Deposits	2,236.07	17,500.00	1,035,151.79	1,035,151.79	
Transfers out or Expenses	-	(10,478.21)	(903,091.48)	(894,467.66)	
<b>Jan 31, 2018 End Balance</b>	1,747,448.79	29,146.30	503,736.17	414,729.70	<b>2,191,324.79</b>
Interest Earned/Deposits	2,160.94	-	565,514.97	565,514.97	
Transfers out or Expenses	-	(10,481.75)	(808,280.80)	(830,080.66)	
<b>Feb 28, 2018 End Balance</b>	1,749,609.73	18,664.55	260,970.34	150,164.01	<b>1,918,438.29</b>
Interest Earned/Deposits	2,593.22	20,826.72	955,316.43	955,316.43	
Transfers out or Expenses	(285,000.00)	(10,491.25)	(1,057,117.07)	(1,082,842.94)	
<b>March 31, 2018 End Balance</b>	1,467,202.95	29,000.02	159,169.70	22,637.50	<b>1,518,840.47</b>
Interest Earned/Deposits	2,359.73	-	1,202,813.62	1,202,813.62	
Transfers out or Expenses	-	(10,473.21)	(1,011,723.38)	(968,099.92)	
<b>April 30, 2018 End Balance</b>	1,469,562.68	18,526.81	350,259.94	257,351.20	<b>1,745,440.69</b>
Interest Earned/Deposits	2,572.40	25,450.00	824,875.26	824,875.26	
Transfers out or Expenses	-	(10,503.81)	(888,688.31)	(1,010,877.22)	
<b>May 31, 2018 End Balance</b>	1,472,135.08	33,473.00	286,446.89	71,349.24	<b>1,576,957.32</b>
Interest Earned/Deposits	2,579.83	2,853.23	971,524.88	971,524.88	
Transfers out or Expenses	(50,000.00)	(10,570.80)	(974,391.54)	(986,679.32)	
<b>June 30, 2018 End Balance</b>	1,424,714.91	25,755.43	283,580.23	56,194.80	<b>1,506,665.14</b>
Interest Earned/Deposits	2,338.58	16,647.19	1,186,627.46	1,191,596.38	
Transfers out or Expenses	(275,000.00)	(20,397.05)	(1,014,853.53)	(831,424.08)	
<b>July 31, 2018 End Balance</b>	1,152,053.49	22,005.57	455,354.16	416,367.10	<b>1,590,426.16</b>
Interest Earned/Deposits	2,184.28	19,725.00	550,494.12	550,494.12	
Transfers out or Expenses	-	(10,524.79)	(791,562.24)	(840,003.34)	
<b>August 31, 2018 End Balance</b>	1,154,237.77	31,205.78	214,286.04	126,857.88	<b>1,312,301.43</b>
Interest Earned/Deposits	2,052.13	227.26	1,034,013.84	1,034,013.84	
Transfers out or Expenses	(320,000.00)	(10,479.36)	(1,080,846.09)	(1,132,012.03)	
<b>Sept 30, 2018 End Balance</b>	836,289.90	20,953.68	167,453.79	28,859.69	<b>886,103.27</b>
Interest Earned/Deposits	1,203,708.91	20,000.00	2,513,257.11	2,513,257.11	
Transfers out or Expenses	-	(10,486.23)	(2,284,911.98)	(2,186,006.84)	
<b>Oct 31, 2018 End Balance</b>	2,039,998.81	30,467.45	395,798.92	356,109.96	<b>2,426,576.22</b>
Interest Earned/Deposits	4,011.78	20,250.00	700,120.00	700,120.00	
Transfers out or Expenses	-	(10,505.22)	(949,632.22)	(1,029,455.96)	
<b>Nov 30, 2018 End Balance</b>	2,044,010.59	40,212.23	146,286.70	26,774.00	<b>2,110,996.82</b>
Interest Earned/Deposits	4,154.08	4.91	1,144,707.34	1,144,707.34	
Transfers out or Expenses	(150,000.00)	(10,484.52)	(999,025.63)	(1,000,991.95)	
<b>Dec 31, 2018 End Balance</b>	1,898,164.67	29,732.62	291,968.41	170,489.39	<b>2,098,386.68</b>

**Centennial BOCES**  
**Cash Flow Chart 07/01/2017 - 12/31/2018**  
**Fiscal Years 2017-18 & 2018-19**

Dollar Amount





**CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**JULY 1, 2018 - DECEMBER 31, 2018**  
 With Comparative Amounts for the Month Ended December 31, 2017

50% of Budget Year Completed		JULY 1, 2018 - JUNE 30, 2019 FISCAL							JULY 1, 2017 - JUNE 30, 2018 FISCAL						
		2018-2019 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2017-2018 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	101 Administration/Operations	\$ 949,038	\$ 410,679	\$ 480,677	\$ (69,998)	\$ 64,347	404,013	51%	\$ 971,525	\$ 332,501	\$ 489,207	\$ (156,706)	\$ 58,527	\$ 423,791	50%
2	103 Administration Greeley Building	128,765	25,211	62,382	(37,171)	-	66,383	48%	140,465	12,606	78,869	(66,264)	-	61,596	56%
3	107 Administration South Platte Building	3,600	1,800	5,614	(3,814)	-	(2,014)	156%	33,365	1,800	19,347	(17,547)	-	14,018	58%
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	7,880	3,940	4,037	(98)	-	3,843	51%	9,270	2,318	3,051	(734)	-	6,219	33%
8	174 Other Legal	4,305	2,152	1,750	402	-	2,555	41%	4,305	1,076	1,750	(674)	-	2,555	41%
9	205 Student Information Services	179,952	99,221	136,767	(37,547)	639	42,546	76%	173,942	39,579	134,743	(95,164)	-	39,199	77%
10	206 Financial Data Services	71,592	35,797	15,550	20,246	-	56,042	22%	71,154	22,446	15,669	6,777	-	55,485	22%
11	209 Computer Tech Support	2,274	1,137	1,070	68	-	1,205	47%	2,325	581	1,063	(482)	-	1,262	46%
12	218 CBOCES Technology Support	187,052	93,526	94,409	(883)	5,337	87,306	50%	179,940	89,971	89,978	(7)	4,028	85,934	50%
13	230 Distance Education	23,205	11,603	9,806	1,796	-	13,399	42%	23,205	8,798	7,992	805	380	14,833	34%
14	238 eNet Learning	26,450	9,529	9,656	(127)	20	16,775	37%	26,450	11,425	11,893	(468)	-	14,557	45%
15	502 ESY	19,413	17,363	9,806	7,557	-	9,607	51%	19,203	12,893	5,975	6,918	-	13,228	31%
16	505 Special Education Local	127,602	49,991	54,248	(4,257)	5,419	67,935	43%	124,740	41,838	44,157	(2,320)	4,436	76,147	35%
17	508 Out of District	1,221,949	427,493	460,993	(33,499)	5,565	755,391	38%	894,294	450,862	400,265	50,597	568	493,461	45%
18	510 RN Services	42,627	17,527	17,753	(227)	-	24,874	42%	41,206	9,445	21,076	(11,631)	-	20,130	51%
19	516 Local Preschool	406,479	280,746	195,627	85,119	6,685	204,167	48%	391,605	247,391	168,866	78,526	8,029	214,710	43%
20	518 STEPS Program - Tennyson Center	227,049	89,811	113,317	(23,506)	1,411	112,320	50%	219,849	129,846	109,508	20,339	1,342	108,999	50%
21	520 Speech	737,503	225,929	262,665	(36,737)	13,725	461,113	36%	630,184	167,404	211,943	(44,538)	12,984	405,257	34%
22	521 Social Work	238,769	45,053	84,916	(39,863)	6,750	147,102	36%	227,893	27,838	74,563	(46,726)	6,983	146,346	33%
23	522 School Psychology	614,041	348,110	249,773	98,337	9,910	354,357	41%	532,346	294,577	194,240	100,337	10,343	327,763	36%
24	523 Motor Team	497,489	252,445	176,429	76,016	65,484	255,576	35%	476,058	232,485	173,575	58,910	107,249	195,234	36%
25	524 Audiology	107,138	28,917	36,766	(7,849)	1,436	68,936	34%	103,277	14,515	34,303	(19,788)	1,422	67,551	33%
26	525 Transition	99,183	88,708	32,072	56,635	1,905	65,206	32%	94,339	58,140	30,872	27,268	2,446	61,021	33%
27	535 Sp Ed Contracted Services	84,383	33,487	24,969	8,518	-	59,414	30%	101,790	43,176	42,930	247	-	58,860	42%
28	607 Learning Services	80,924	30,677	41,462	(10,785)	57	39,405	51%	78,330	23,145	41,241	(18,096)	-	37,089	53%
29	616 Alternate Licensure Program	365,000	272,530	148,184	124,346	56	216,759	41%	352,400	249,370	134,540	114,830	107	217,752	38%
30	685 Centennial BOCES High School	748,600	324,480	334,597	(10,117)	46,978	367,025	45%	748,600	440,081	246,409	193,672	322	501,870	33%
31	687 I-Connection High School	246,220	102,700	105,009	(2,309)	473	140,738	43%	239,200	59,820	118,781	(58,961)	473	119,947	50%
32	731 Basic Center Program	10,000	-	3,123	(3,123)	-	6,877	0%	10,000	7,475	7,475	-	-	2,525	75%
33	770 Federal Programs Entrepreneurial	24,500	5,646	1,522	4,124	-	22,978	6%	24,500	1,536	391	1,146	-	24,109	2%
34	<b>Non-Grant Totals</b>	<b>7,788,482</b>	<b>3,336,205</b>	<b>3,174,951</b>	<b>161,254</b>	<b>236,197</b>	<b>4,377,333</b>	<b>40.8%</b>	<b>7,251,260</b>	<b>3,034,936</b>	<b>2,914,673</b>	<b>120,263</b>	<b>219,640</b>	<b>4,116,947</b>	<b>40.2%</b>

**CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**JULY 1, 2018 - DECEMBER 31, 2018**  
 With Comparative Amounts for the Month Ended December 31, 2017

**50% of Budget Year Completed**

		JULY 1, 2018 - JUNE 30, 2019 FISCAL							JULY 1, 2017 - JUNE 30, 2018 FISCAL						
Project Accounts:		2018-2019 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2017-2018 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	145 Perkins	\$ 128,139	\$ -	\$ 30,046	\$ (30,046)	\$ -	\$ 98,093	23%	\$ 118,254	\$ -	\$ 24,034	\$ (24,034)	\$ -	\$ 94,220	20%
2	148 Grant Writing	21,070	-	8,063	(8,063)	-	13,007	38%	20,190	-	8,059	(8,059)	-	12,131	40%
3	504 Administration	487,985	301,698	261,149	40,549	10,424	216,412	54%	475,850	296,321	243,384	52,937	7,297	225,170	51%
4	509 SWAP	550,000	162,506	271,857	(109,351)	9,635	268,508	49%	550,000	162,621	265,758	(103,137)	9,186	275,056	48%
5	615 Gifted/Talented - Consultant	71,424	71,424	35,959	35,465	-	35,465	50%	69,992	69,992	29,165	40,827	-	40,827	42%
6	625 Gifted/Talented - Regional	144,828	86,897	66,281	20,616	-	78,547	46%	142,399	85,440	60,413	25,027	-	81,986	42%
7	626 Gifted Ed Universal Screening	29,267	29,267	14,900	14,367	-	14,367	51%	38,073	31,536	24,003	7,533	-	14,070	63%
8	652 CBOCES State Educational Priorities	281,638	281,638	58,703	222,935	-	222,935	21%	325,060	281,493	106,954	174,539	-	218,106	33%
9	681 Title III Professional Learning	113,000	-	4,103	(4,103)	-	108,897	4%	-	-	-	-	-	-	-
10	705 Migrant Ed Combined Region Program	2,000,000	718,703	849,411	(130,708)	1,388	1,149,202	42%	2,089,786	685,140	843,207	(158,067)	13,681	1,232,897	40%
11	708 MSIX State Data Quality Grant	-	-	-	-	-	-	0%	12,000	11,726	11,726	-	-	274	98%
12	715 Title I	1,201,000	276,000	306,145	(30,145)	-	894,855	25%	704,187	302,556	302,559	(3)	-	401,628	43%
13	722 Title II - Teacher Quality	270,000	61,100	61,307	(207)	-	208,693	23%	226,386	25,784	87,637	(61,853)	-	138,749	39%
14	725 Title III - English Language	85,000	9,700	10,842	(1,142)	-	74,158	13%	80,581	18,576	18,558	18	-	62,023	23%
15	726 Title IV Part A	91,085	16,572	16,572	(0)	-	74,513	18%	91,085	16,696	16,680	16	-	-	18%
16	730 McKinney Homeless	42,500	13,588	22,495	(8,907)	-	20,005	53%	42,000	13,916	20,485	(6,569)	-	21,515	49%
17	<b>Grant Totals</b>	<b>5,516,936</b>	<b>2,029,093</b>	<b>2,017,833</b>	<b>11,260</b>	<b>21,447</b>	<b>3,477,656</b>	<b>36.6%</b>	<b>4,985,843</b>	<b>2,001,797</b>	<b>2,062,621</b>	<b>(60,824)</b>	<b>30,164</b>	<b>2,818,653</b>	<b>41.4%</b>
18	<b>Y-T-D Combined Totals</b>	<b>\$ 13,305,418</b>	<b>\$ 5,365,298</b>	<b>\$ 5,192,784</b>	<b>\$ 172,514</b>	<b>\$ 257,644</b>	<b>\$ 7,854,990</b>	<b>39.0%</b>	<b>\$ 12,237,103</b>	<b>\$ 5,036,734</b>	<b>\$ 4,977,294</b>	<b>\$ 59,439</b>	<b>\$ 249,804</b>	<b>\$ 6,935,600</b>	<b>40.7%</b>

	2018-2019	%	2017-2018	%
23 Year To Date Revenue	\$ 5,365,298	40.3%	\$ 5,036,734	41.2%
24 Year To Date Expenditures	5,192,784	39.0%	4,977,294	40.7%
25 Excess of Revenue Over (Under) Expenditures	\$ 172,514		\$ 59,439	
26				
27 Fund Balance, Beginning	\$ 2,112,487		\$ 2,106,264	
28 Estimated Change of Revenue Over (Under) Expenditures	(108,643)		6,223	
29 Estimated Fund Balance, Ending	\$ 2,003,844	15.1%	\$ 2,112,487 *	18.4%

31 \* 2017-2018 Fund Balance is actual amount based on the completed audit.



	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>	
<b>Administration</b>											
<b>Project: 101 ADMINISTRATION/OPERATIONS</b>											
1											
2	Object class 01: Salaries	477,903.00	219,252.62		258,650.38	45.9%	511,696.00	257,950.98	253,745.02	50.4%	
3	Object class 02: Benefits	153,927.00	73,479.77		80,447.23	47.7%	168,658.00	80,580.85	88,077.15	47.8%	
4	Object class 03: PS- Professional	24,000.00	20,223.00		3,777.00	84.3%	23,200.00	14,868.00	8,332.00	64.1%	
5	Object class 04: PS- Property	77,672.00	49,189.40	23,010.76	5,471.84	93.0%	45,300.00	22,893.15	13,764.81	80.9%	
6	Object class 05: Other Purchased Svc	91,200.00	56,182.40	20,946.88	14,070.72	84.6%	83,550.00	49,409.54	27,587.16	92.2%	
7	Object class 06: Supplies	39,300.00	28,696.81	20,389.77	(9,786.58)	124.9%	55,600.00	30,495.71	17,174.75	85.7%	
8	Object class 07: Property	3,000.00	1,612.18		1,387.82	53.7%	3,000.00	-	3,000.00	0.0%	
9	Object class 08: Other Expenses	82,036.00	32,041.00	-	49,995.00	39.1%	80,521.00	33,008.74	47,512.26	41.0%	
10		<b>949,038.00</b>	<b>480,677.18</b>	<b>64,347.41</b>	<b>404,013.41</b>	<b>57.4%</b>	<b>971,525.00</b>	<b>489,206.97</b>	<b>58,526.72</b>	<b>423,791.31</b>	<b>56.4%</b>
<b>Project: 103 GREELEY BLDG CAP IMPVMT</b>											
11											
12	Object class 03: PS- Professional	-	-		-	0.0%	-	-	-	0.0%	
13	Object class 04: PS- Property	124,765.00	62,382.30		62,382.70	50.0%	140,465.00	78,082.30	62,382.70	55.6%	
14	Object class 07: Property	4,000.00			4,000.00	0.0%	-	787.00	(787.00)	0.0%	
15		<b>128,765.00</b>	<b>62,382.30</b>	<b>-</b>	<b>66,382.70</b>	<b>48.4%</b>	<b>140,465.00</b>	<b>78,869.30</b>	<b>-</b>	<b>61,595.70</b>	<b>56.1%</b>
<b>Project: 107 FT.MORGAN CAPITAL IMPROVEMENT</b>											
16											
17	Object class 04: PS- Property	3,600.00	5,613.64	-	(2,013.64)	155.9%	33,365.00	19,347.25	-	14,017.75	58.0%
18		<b>3,600.00</b>	<b>5,613.64</b>	<b>-</b>	<b>(2,013.64)</b>	<b>155.9%</b>	<b>33,365.00</b>	<b>19,347.25</b>	<b>-</b>	<b>14,017.75</b>	<b>58.0%</b>
<b>Project: 145 CARL PERKINS GRANT</b>											
19											
20	Object class 01: Salaries	17,403.00	5,756.88		11,646.12	33.1%	10,595.00	5,499.72	5,095.28	51.9%	
21	Object class 02: Benefits	4,716.00	1,649.94		3,066.06	35.0%	2,966.00	1,537.74	1,428.26	51.8%	
22	Object class 05: Other Purchased Svc	26,797.00	1,918.00		24,879.00	7.2%	34,721.00	-	34,721.00	0.0%	
23	Object class 06: Supplies	59,308.00	18,104.89		41,203.11	30.5%	60,703.00	15,465.87	45,237.13	25.5%	
24	Object class 07: Property	7,745.00			7,745.00	0.0%	-	-	-	0.0%	
25	Object class 08: Other Expenses	12,170.00	2,616.72		9,553.28	21.5%	9,269.00	1,530.27	7,738.73	16.5%	
26		<b>128,139.00</b>	<b>30,046.43</b>	<b>-</b>	<b>98,092.57</b>	<b>23.4%</b>	<b>118,254.00</b>	<b>24,033.60</b>	<b>-</b>	<b>94,220.40</b>	<b>20.3%</b>
<b>Project: 148 GRANT WRITING</b>											
27											
28	Object class 01: Salaries	12,360.00	6,000.00		6,360.00	48.5%	12,000.00	5,944.40	6,055.60	49.5%	
29	Object class 02: Benefits	4,463.00	2,063.21		2,399.79	46.2%	2,634.00	2,114.13	519.87	80.3%	
30	Object class 03: PS- Professional	4,247.00	-		4,247.00	0.0%	5,556.00	-	5,556.00	0.0%	
31		<b>21,070.00</b>	<b>8,063.21</b>	<b>-</b>	<b>13,006.79</b>	<b>38.3%</b>	<b>20,190.00</b>	<b>8,058.53</b>	<b>-</b>	<b>12,131.47</b>	<b>39.9%</b>
<b>Project: 152 CAPITAL SAVINGS PLANS</b>											
32											
33	Object class 07: Property	38,000.00	-		38,000.00	0.0%	38,000.00	-	38,000.00	0.0%	
34		<b>38,000.00</b>	<b>-</b>	<b>-</b>	<b>38,000.00</b>	<b>0.0%</b>	<b>38,000.00</b>	<b>-</b>	<b>-</b>	<b>38,000.00</b>	<b>0.0%</b>
<b>Project: 154 CAPITAL IMPROVEMENT</b>											
35											
36	Object class 07: Property	17,500.00	-		17,500.00	0.0%	17,500.00	-	17,500.00	0.0%	
37		<b>17,500.00</b>	<b>-</b>	<b>-</b>	<b>17,500.00</b>	<b>0.0%</b>	<b>17,500.00</b>	<b>-</b>	<b>-</b>	<b>17,500.00</b>	<b>0.0%</b>
<b>Project: 166 BUDGETED RESERVES</b>											
38											
39	Object class 08: Other Expenses	250,000.00	-		250,000.00	0.0%	250,000.00	-	250,000.00	0.0%	
40		<b>250,000.00</b>	<b>-</b>	<b>-</b>	<b>250,000.00</b>	<b>0.0%</b>	<b>250,000.00</b>	<b>-</b>	<b>-</b>	<b>250,000.00</b>	<b>0.0%</b>

50% of Budget Year Completed



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

Current Year Information

Prior Year Information

July 1, 2018 - December 31, 2018

July 1, 2017 - December 31, 2017

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 <b>Project: 172 MEDIA/COOP</b>										
2 Object class 01: Salaries	4,536.00	1,629.02		2,906.98	35.9%	5,706.00	1,593.20		4,112.80	27.9%
3 Object class 02: Benefits	1,007.00	356.75		650.25	35.4%	1,408.00	335.28		1,072.72	23.8%
4 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
5 Object class 04: PS- Property	650.00	1,332.10		(682.10)	204.9%	400.00	96.12		303.88	24.0%
6 Object class 05: Other Purchased Svc	-	67.48		(67.48)	0.0%	-	266.95		(266.95)	0.0%
7 Object class 06: Supplies	1,312.00	464.43		847.57	35.4%	1,315.00	539.31		775.69	41.0%
8 Object class 08: Other Expenses	375.00	187.50		187.50	50.0%	441.00	220.50		220.50	50.0%
9	<b>7,880.00</b>	<b>4,037.28</b>	-	<b>3,842.72</b>	<b>51.2%</b>	<b>9,270.00</b>	<b>3,051.36</b>	-	<b>6,218.64</b>	<b>32.9%</b>
10 <b>Project: 174 LEGAL</b>										
11 Object class 03: PS- Professional	4,305.00	1,750.00		2,555.00	40.7%	4,305.00	1,750.00		2,555.00	40.7%
12	<b>4,305.00</b>	<b>1,750.00</b>	-	<b>2,555.00</b>	<b>40.7%</b>	<b>4,305.00</b>	<b>1,750.00</b>	-	<b>2,555.00</b>	<b>40.7%</b>
13 <b>ADMINISTRATION TOTALS:</b>	<b>1,548,297.00</b>	<b>592,570.04</b>	<b>64,347.41</b>	<b>891,379.55</b>	<b>42.4%</b>	<b>1,602,874.00</b>	<b>624,317.01</b>	<b>58,526.72</b>	<b>920,030.27</b>	<b>42.6%</b>

50% of Budget Year Completed



**CENTENNIAL  
BOCES**

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Current Year Information

July 1, 2018 - December 31, 2018

**Detailed Expense Report**

Prior Year Information

July 1, 2017 - December 31, 2017

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>	
<b>TECHNOLOGY</b>											
<b>Project: 205 STUDENT INFORMATION SERVICES</b>											
1											
2	Object class 01: Salaries	50,686.00	24,950.31		25,735.69	49.2%	49,210.00	24,257.73	24,952.27	49.3%	
3	Object class 02: Benefits	18,852.00	9,125.69		9,726.31	48.4%	18,314.00	8,825.49	9,488.51	48.2%	
4	Object class 03: PS- Professional	95,714.00	95,435.00		279.00	99.7%	92,311.00	94,486.00	(2,175.00)	102.4%	
5	Object class 04: PS- Property	-	-		-	0.0%	-	-	-	0.0%	
6	Object class 05: Other Purchased Svc	1,020.00	503.36	638.84	(122.20)	112.0%	855.00	625.25	229.75	73.1%	
7	Object class 06: Supplies	200.00	12.70		187.30	6.4%	200.00	21.86	178.14	10.9%	
8	Object class 07: Property	-	-		-	0.0%	-	-	-	0.0%	
9	Object class 08: Other Expenses	13,480.00	6,740.00		6,740.00	50.0%	13,052.00	6,526.50	6,525.50	50.0%	
10		<b>179,952.00</b>	<b>136,767.06</b>	<b>638.84</b>	<b>42,546.10</b>	<b>76.4%</b>	<b>173,942.00</b>	<b>134,742.83</b>	<b>-</b>	<b>39,199.17</b>	<b>77.5%</b>
<b>Project: 206 FINANCIAL DATA SERVICES</b>											
11											
12	Object class 01: Salaries	18,522.00	9,274.50		9,247.50	50.1%	16,838.00	9,009.42	7,828.58	53.5%	
13	Object class 02: Benefits	5,538.00	2,755.96		2,782.04	49.8%	5,168.00	2,643.12	2,524.88	51.1%	
14	Object class 03: PS- Professional	4,800.00	-		4,800.00	0.0%	10,000.00	-	10,000.00	0.0%	
15	Object class 04: PS- Property	1,000.00	-		1,000.00	0.0%	1,000.00	-	1,000.00	0.0%	
16	Object class 05: Other Purchased Svc	-	-		-	0.0%	-	-	-	0.0%	
17	Object class 06: Supplies	29,000.00	-		29,000.00	0.0%	25,500.00	505.00	24,995.00	2.0%	
18	Object class 07: Property	5,694.00	-		5,694.00	0.0%	5,625.00	-	5,625.00	0.0%	
19	Object class 08: Other Expenses	7,038.00	3,520.00		3,518.00	50.0%	7,023.00	3,511.50	3,511.50	50.0%	
20		<b>71,592.00</b>	<b>15,550.46</b>	<b>-</b>	<b>56,041.54</b>	<b>21.7%</b>	<b>71,154.00</b>	<b>15,669.04</b>	<b>-</b>	<b>55,484.96</b>	<b>22.0%</b>
<b>Project: 209 COMPUTER TECH SUPPORT</b>											
21											
22	Object class 01: Salaries	1,400.00	700.00		700.00	50.0%	1,400.00	700.00	700.00	50.0%	
23	Object class 02: Benefits	312.00	156.00		156.00	50.0%	309.00	151.90	157.10	49.2%	
24	Object class 03: PS- Professional	100.00	-		100.00	0.0%	150.00	-	150.00	0.0%	
25	Object class 05: Other Purchased Svc	35.00	-		35.00	0.0%	43.00	-	43.00	0.0%	
26	Object class 06: Supplies	-	-		-	0.0%	-	-	-	0.0%	
27	Object class 08: Other Expenses	427.00	213.50		213.50	50.0%	423.00	211.50	211.50	50.0%	
28		<b>2,274.00</b>	<b>1,069.50</b>	<b>-</b>	<b>1,204.50</b>	<b>47.0%</b>	<b>2,325.00</b>	<b>1,063.40</b>	<b>-</b>	<b>1,261.60</b>	<b>45.7%</b>
<b>Project: 218 CBOCES TECHNOLOGY SUPPORT</b>											
29											
30	Object class 01: Salaries	125,563.00	63,239.53		62,323.47	50.4%	118,899.00	62,511.58	56,387.42	52.6%	
31	Object class 02: Benefits	40,387.00	19,377.64		21,009.36	48.0%	38,610.00	19,241.55	19,368.45	49.8%	
32	Object class 03: PS- Professional	200.00	-		200.00	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	9,503.00	5,489.98	5,336.76	(1,323.74)	113.9%	10,237.00	4,859.07	4,028.00	1,349.93	86.8%
35	Object class 06: Supplies	4,800.00	6,301.67		(1,501.67)	131.3%	4,595.00	3,365.74	1,229.26	73.2%	
36	Object class 07: Property	6,500.00	-		6,500.00	0.0%	7,000.00	-	7,000.00	0.0%	
37	Object class 08: Other Expenses	99.00	-		99.00	0.0%	99.00	-	99.00	0.0%	
38		<b>187,052.00</b>	<b>94,408.82</b>	<b>5,336.76</b>	<b>87,306.42</b>	<b>53.3%</b>	<b>179,940.00</b>	<b>89,977.94</b>	<b>4,028.00</b>	<b>85,934.06</b>	<b>52.2%</b>

50% of Budget Year Completed



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Current Year Information

July 1, 2018 - December 31, 2018

**Detailed Expense Report**

Prior Year Information

July 1, 2017 - December 31, 2017

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 <b>Project: 230 DISTANCE ED COORDINATION</b>										
2 Object class 01: Salaries	14,855.00	5,821.99		9,033.01	39.2%	15,004.00	1,392.99		13,611.01	9.3%
3 Object class 02: Benefits	4,031.00	1,930.46		2,100.54	47.9%	4,045.00	464.73		3,580.27	11.5%
4 Object class 04: PS- Property	-	-		-	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	1,897.00	844.00		1,053.00	44.5%	1,773.00	369.58	379.97	1,023.45	42.3%
6 Object class 06: Supplies	-	-		-	0.0%	-			-	0.0%
7 Object class 08: Other Expenses	2,422.00	1,210.00		1,212.00	50.0%	2,383.00	595.75		1,787.25	25.0%
8	<b>23,205.00</b>	<b>9,806.45</b>	<b>-</b>	<b>13,398.55</b>	<b>42.3%</b>	<b>23,205.00</b>	<b>2,823.05</b>	<b>379.97</b>	<b>20,001.98</b>	<b>13.8%</b>
9 <b>Project: 238 eNET LEARNING</b>										
10 Object class 03: PS- Professional	9,500.00	1,886.43		7,613.57	19.9%	12,500.00	1,201.24		11,298.76	0.0%
11 Object class 05: Other Purchased Svc	4,000.00	345.92	19.57	3,634.51	9.1%	7,000.00	28.53		6,971.47	0.0%
12 Object class 06: Supplies	11,453.00	6,675.00		4,778.00	58.3%	5,453.00	7,914.00		(2,461.00)	145.1%
13 Object class 08: Other Expenses	1,497.00	748.50		748.50	50.0%	1,497.00	374.25		1,122.75	25.0%
14	<b>26,450.00</b>	<b>9,655.85</b>	<b>19.57</b>	<b>16,774.58</b>	<b>36.6%</b>	<b>26,450.00</b>	<b>9,518.02</b>	<b>-</b>	<b>16,931.98</b>	<b>36.0%</b>
15 <b>TECHNOLOGY TOTALS:</b>	<b>490,525.00</b>	<b>267,258.14</b>	<b>5,995.17</b>	<b>217,271.69</b>	<b>55.7%</b>	<b>477,016.00</b>	<b>253,794.28</b>	<b>4,407.97</b>	<b>218,813.75</b>	<b>54.1%</b>



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>	
<b>SPECIAL EDUCATION</b>											
1	<b>Project: 502 ESY</b>										
2	Object class 01: Salaries	12,800.00	6,700.75		6,099.25	52.3%	12,500.00	4,085.25	8,414.75	32.7%	
3	Object class 02: Benefits	2,864.00	1,465.97		1,398.03	51.2%	2,966.00	867.01	2,098.99	29.2%	
4	Object class 03: PS- Professional	-	250.00		(250.00)	0.0%	-	-	-	0.0%	
5	Object class 05: Other Purchased Svc	2,000.00	839.88		1,160.12	42.0%	2,000.00	479.42	1,520.58	24.0%	
6	Object class 06: Supplies	650.00			650.00	0.0%	650.00		650.00	0.0%	
7	Object class 08: Other Expenses	1,099.00	549.50		549.50	50.0%	1,087.00	543.50	543.50	50.0%	
8		<b>19,413.00</b>	<b>9,806.10</b>	<b>-</b>	<b>9,606.90</b>	<b>50.5%</b>	<b>19,203.00</b>	<b>5,975.18</b>	<b>-</b>	<b>13,227.82</b>	<b>31.1%</b>
9	<b>Project: 504 ADMINISTRATION/OVERHEAD</b>										
10	Object class 01: Salaries	265,130.00	140,201.49		124,928.51	52.9%	257,408.00	133,602.79	123,805.21	51.9%	
11	Object class 02: Benefits	85,571.00	42,664.47		42,906.53	49.9%	82,793.00	40,722.10	42,070.90	49.2%	
12	Object class 03: PS- Professional	200.00	1,033.85		(833.85)	516.9%	200.00	434.50	(234.50)	217.3%	
13	Object class 04: PS- Property	2,100.00	1,076.02		1,023.98	51.2%	2,100.00	731.00	1,369.00	34.8%	
14	Object class 05: Other Purchased Svc	26,900.00	17,764.85	9,474.26	(339.11)	101.3%	27,100.00	14,230.35	7,296.51	5,573.14	79.4%
15	Object class 06: Supplies	11,500.00	4,863.91	950.00	5,686.09	50.6%	11,500.00	3,497.49	8,002.51	30.4%	
16	Object class 07: Property	7,500.00	8,375.46		(875.46)	111.7%	7,500.00	6,613.00	887.00	88.2%	
17	Object class 08: Other Expenses	89,084.00	45,168.60		43,915.40	50.7%	87,249.00	43,552.57	43,696.43	49.9%	
18		<b>487,985.00</b>	<b>261,148.65</b>	<b>10,424.26</b>	<b>216,412.09</b>	<b>55.7%</b>	<b>475,850.00</b>	<b>243,383.80</b>	<b>7,296.51</b>	<b>225,169.69</b>	<b>52.7%</b>
19	<b>Project: 505 SPECIAL ED LOCAL</b>										
20	Object class 01: Salaries	79,231.00	26,191.96		53,039.04	33.1%	75,656.00	28,829.77	46,826.23	38.1%	
21	Object class 02: Benefits	26,647.00	8,045.43		18,601.57	30.2%	25,522.00	8,689.73	16,832.27	34.0%	
22	Object class 03: PS- Professional	4,000.00	12,287.50		(8,287.50)	307.2%	2,500.00	120.00	2,380.00	4.8%	
23	Object class 05: Other Purchased Svc	10,200.00	4,705.94	5,419.06	75.00	99.3%	13,700.00	3,530.17	4,436.17	5,733.66	58.1%
24	Object class 06: Supplies	300.00			300.00	0.0%	300.00	27.00	273.00	9.0%	
25	Object class 08: Other Expenses	7,224.00	3,016.75		4,207.25	41.8%	7,062.00	2,960.52	4,101.48	41.9%	
26		<b>127,602.00</b>	<b>54,247.58</b>	<b>5,419.06</b>	<b>67,935.36</b>	<b>46.8%</b>	<b>124,740.00</b>	<b>44,157.19</b>	<b>4,436.17</b>	<b>76,146.64</b>	<b>39.0%</b>
27	<b>Project: 508 OUT OF DISTRICT PLACEMENT</b>										
28	Object class 01: Salaries	24,897.00	8,304.00		16,593.00	33.4%	24,172.00	8,062.00	16,110.00	33.4%	
29	Object class 02: Benefits	13,159.00	4,153.90		9,005.10	31.6%	12,818.00	4,249.44	8,568.56	33.2%	
30	Object class 03: PS- Professional	-			-	0.0%	-	-	-	0.0%	
31	Object class 04: PS- Property	70,635.00	48,856.03		21,778.97	69.2%	35,689.00	8,034.39	27,654.61	22.5%	
32	Object class 05: Other Purchased Svc	1,049,670.00	355,449.99		694,220.01	33.9%	771,830.00	354,410.00	417,420.00	45.9%	
33	Object class 06: Supplies	5,400.00	3,884.69	5,565.31	(4,050.00)	175.0%	7,200.00	4,216.70	568.13	2,415.17	0.0%
34	Object class 07: Property	-			-	0.0%	-	-	-	0.0%	
35	Object class 08: Other Expenses	58,188.00	40,344.00		17,844.00	69.3%	42,585.00	21,292.50	21,292.50	50.0%	
36		<b>1,221,949.00</b>	<b>460,992.61</b>	<b>5,565.31</b>	<b>755,391.08</b>	<b>38.2%</b>	<b>894,294.00</b>	<b>400,265.03</b>	<b>568.13</b>	<b>493,460.84</b>	<b>44.8%</b>
37	<b>Project: 509 SWAP-GREELEY</b>										
38	Object class 01: Salaries	181,065.00	89,729.13		91,335.87	49.6%	176,483.00	88,766.98	87,716.02	50.3%	
39	Object class 02: Benefits	70,551.00	36,016.63		34,534.37	51.1%	68,691.00	32,718.41	35,972.59	47.6%	
40	Object class 04: PS- Property	-			-	0.0%	-	-	-	0.0%	
41	Object class 05: Other Purchased Svc	21,200.00	10,427.53	9,635.11	1,137.36	94.6%	22,555.00	9,591.89	9,009.33	3,953.78	82.5%
42	Object class 06: Supplies	7,500.00	415.86		7,084.14	5.5%	7,271.00	267.30	51.99	6,951.71	4.4%
43	Object class 08: Other Expenses	-			-	0.0%	-	125.00	(125.00)	0.0%	
44	Object class 09: Up Front Matching Funds	269,684.00	135,267.50		134,416.50	50.2%	275,000.00	134,413.33	140,586.67	48.9%	
45		<b>550,000.00</b>	<b>271,856.65</b>	<b>9,635.11</b>	<b>268,508.24</b>	<b>51.2%</b>	<b>550,000.00</b>	<b>265,757.91</b>	<b>9,186.32</b>	<b>275,055.77</b>	<b>50.0%</b>

50% of Budget Year Completed



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Prior Year Information

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	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
<b>1 Project: 510 RN SERVICES</b>										
2 Object class 01: Salaries	29,993.00	12,445.34		17,547.66	41.5%	29,264.00	15,652.76		13,611.24	53.5%
3 Object class 02: Benefits	6,662.00	2,725.52		3,936.48	40.9%	6,475.00	3,349.67		3,125.33	51.7%
4 Object class 03: PS- Professional	-	-		-	0.0%	-	250.00		(250.00)	0.0%
5 Object class 05: Other Purchased Svc	3,192.00	903.81		2,288.19	28.3%	2,500.00	855.73		1,644.27	34.2%
6 Object class 06: Supplies	750.00	817.55		(67.55)	109.0%	750.00	165.00		585.00	22.0%
7 Object class 08: Other Expenses	2,030.00	861.00		1,169.00	42.4%	2,217.00	803.00		1,414.00	36.2%
<b>8</b>	<b>42,627.00</b>	<b>17,753.22</b>	<b>-</b>	<b>24,873.78</b>	<b>41.6%</b>	<b>41,206.00</b>	<b>21,076.16</b>	<b>-</b>	<b>20,129.84</b>	<b>51.1%</b>
<b>9 Project: 516 LOCAL PRESCHOOL</b>										
10 Object class 01: Salaries	181,909.00	63,242.48		118,666.52	34.8%	189,348.00	59,723.70		129,624.30	31.5%
11 Object class 02: Benefits	69,981.00	23,314.35		46,666.65	33.3%	73,443.00	19,488.90		53,954.10	26.5%
12 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
13 Object class 05: Other Purchased Svc	132,400.00	99,020.84	6,684.98	26,694.18	79.8%	107,400.00	79,549.77	8,029.01	19,821.22	81.5%
14 Object class 06: Supplies	1,000.00	9.95		990.05	1.0%	1,000.00	-		1,000.00	0.0%
15 Object class 08: Other Expenses	21,189.00	10,039.02		11,149.98	47.4%	20,414.00	10,103.35		10,310.65	49.5%
<b>16</b>	<b>406,479.00</b>	<b>195,626.64</b>	<b>6,684.98</b>	<b>204,167.38</b>	<b>49.8%</b>	<b>391,605.00</b>	<b>168,865.72</b>	<b>8,029.01</b>	<b>214,710.27</b>	<b>45.2%</b>
<b>17 Project: 518 STEPS CENTER</b>										
18 Object class 01: Salaries	155,888.00	77,930.98		77,957.02	50.0%	151,348.00	75,674.04		75,673.96	50.0%
19 Object class 02: Benefits	57,502.00	27,690.97		29,811.03	48.2%	55,757.00	26,967.42		28,789.58	48.4%
20 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
21 Object class 04: PS- Property	-	-		-	0.0%	-	-		-	0.0%
22 Object class 05: Other Purchased Svc	1,950.00	1,124.73	1,056.07	(230.80)	111.8%	1,680.00	1,058.53	942.19	(320.72)	119.1%
23 Object class 06: Supplies	800.00	265.33	300.00	234.67	70.7%	500.00	617.87	400.00	(517.87)	203.6%
24 Object class 07: Property	-	-		-	0.0%	-	-		-	0.0%
25 Object class 08: Other Expenses	10,909.00	6,305.48	55.00	4,548.52	58.3%	10,564.00	5,189.87		5,374.13	49.1%
<b>26</b>	<b>227,049.00</b>	<b>113,317.49</b>	<b>1,411.07</b>	<b>112,320.44</b>	<b>50.5%</b>	<b>219,849.00</b>	<b>109,507.73</b>	<b>1,342.19</b>	<b>108,999.08</b>	<b>50.4%</b>
<b>27 Project: 520 SPEECH</b>										
28 Object class 01: Salaries	450,999.00	175,098.68		275,900.32	38.8%	389,114.00	142,778.94		246,335.06	36.7%
29 Object class 02: Benefits	164,434.00	61,032.33		103,401.67	37.1%	141,185.00	48,949.53		92,235.47	34.7%
30 Object class 03: PS- Professional	-	-		-	0.0%	-	500.00		(500.00)	0.0%
31 Object class 05: Other Purchased Svc	77,146.00	7,037.62	13,725.01	56,383.37	26.9%	61,035.00	7,953.81	12,984.04	40,097.15	34.3%
32 Object class 06: Supplies	3,180.00	2,266.81		913.19	71.3%	3,180.00	743.39		2,436.61	23.4%
33 Object class 08: Other Expenses	41,744.00	17,229.99		24,514.01	41.3%	35,670.00	11,017.02		24,652.98	30.9%
<b>34</b>	<b>737,503.00</b>	<b>262,665.43</b>	<b>13,725.01</b>	<b>461,112.56</b>	<b>37.5%</b>	<b>630,184.00</b>	<b>211,942.69</b>	<b>12,984.04</b>	<b>405,257.27</b>	<b>35.7%</b>
<b>35 Project: 521 SOCIAL WORK</b>										
36 Object class 01: Salaries	158,047.00	56,500.43		101,546.57	35.7%	150,235.00	48,691.48		101,543.52	32.4%
37 Object class 02: Benefits	56,207.00	19,700.76		36,506.24	35.1%	53,759.00	17,303.27		36,455.73	32.2%
38 Object class 05: Other Purchased Svc	10,750.00	3,574.66	6,750.34	425.00	96.0%	10,750.00	3,691.52	6,983.48	75.00	99.3%
39 Object class 06: Supplies	250.00	168.00		82.00	67.2%	250.00	165.00		85.00	66.0%
40 Object class 08: Other Expenses	13,515.00	4,972.45		8,542.55	36.8%	12,899.00	4,711.76		8,187.24	36.5%
<b>41</b>	<b>238,769.00</b>	<b>84,916.30</b>	<b>6,750.34</b>	<b>147,102.36</b>	<b>38.4%</b>	<b>227,893.00</b>	<b>74,563.03</b>	<b>6,983.48</b>	<b>146,346.49</b>	<b>35.8%</b>



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	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
<b>1 Project: 522 SCHOOL PSYCHOLOGY</b>										
2 Object class 01: Salaries	413,299.00	163,656.64		249,642.36	39.6%	357,036.00	127,503.49		229,532.51	35.7%
3 Object class 02: Benefits	148,985.00	55,575.78		93,409.22	37.3%	127,177.00	44,440.27		82,736.73	34.9%
4 Object class 05: Other Purchased Svc	15,000.00	8,837.35	9,910.47	(3,747.82)	125.0%	16,000.00	6,044.57	10,343.00	(387.57)	102.4%
5 Object class 06: Supplies	2,000.00	8,323.39		(6,323.39)	416.2%	2,000.00	3,161.90		(1,161.90)	158.1%
6 Object class 08: Other Expenses	34,757.00	13,380.10		21,376.90	38.5%	30,133.00	13,089.94		17,043.06	43.4%
<b>7</b>	<b>614,041.00</b>	<b>249,773.26</b>	<b>9,910.47</b>	<b>354,357.27</b>	<b>42.3%</b>	<b>532,346.00</b>	<b>194,240.17</b>	<b>10,343.00</b>	<b>327,762.83</b>	<b>38.4%</b>
<b>8 Project: 523 MOTOR TEAM</b>										
9 Object class 01: Salaries	218,579.00	70,600.03		147,978.97	32.3%	208,005.00	70,997.43		137,007.57	34.1%
10 Object class 02: Benefits	74,746.00	25,758.70		48,987.30	34.5%	71,457.00	25,180.50		46,276.50	35.2%
11 Object class 03: PS- Professional	162,806.00	63,653.00	59,336.25	39,816.75	75.5%	154,450.00	58,252.98	100,747.02	(4,550.00)	102.9%
12 Object class 05: Other Purchased Svc	11,400.00	4,785.42	6,147.92	466.66	95.9%	13,400.00	3,547.73	6,502.27	3,350.00	75.0%
13 Object class 06: Supplies	1,800.00	1,627.67		172.33	90.4%	1,800.00	2,417.40		(617.40)	134.3%
14 Object class 08: Other Expenses	28,158.00	10,003.71		18,154.29	35.5%	26,946.00	13,178.68		13,767.32	48.9%
<b>15</b>	<b>497,489.00</b>	<b>176,428.53</b>	<b>65,484.17</b>	<b>255,576.30</b>	<b>48.6%</b>	<b>476,058.00</b>	<b>173,574.72</b>	<b>107,249.29</b>	<b>195,233.99</b>	<b>59.0%</b>
<b>16 Project: 524 AUDIOLOGY</b>										
17 Object class 01: Salaries	70,544.00	25,830.01		44,713.99	36.6%	67,506.00	24,839.30		42,666.70	36.8%
18 Object class 02: Benefits	22,943.00	7,064.37		15,878.63	30.8%	21,988.00	6,741.63		15,246.37	30.7%
19 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
20 Object class 04: PS- Property	3,000.00	164.50		2,835.50	5.5%	3,000.00			3,000.00	0.0%
21 Object class 05: Other Purchased Svc	2,200.00	663.93	1,436.07	100.00	95.5%	2,550.00	577.69	1,422.31	550.00	78.4%
22 Object class 06: Supplies	500.00	408.99		91.01	81.8%	500.00			500.00	0.0%
23 Object class 07: Property	2,000.00	392.13		1,607.87	19.6%	2,000.00			2,000.00	0.0%
24 Object class 08: Other Expenses	5,951.00	2,242.36		3,708.64	37.7%	5,733.00	2,144.86		3,588.14	37.4%
<b>25</b>	<b>107,138.00</b>	<b>36,766.29</b>	<b>1,436.07</b>	<b>68,935.64</b>	<b>35.7%</b>	<b>103,277.00</b>	<b>34,303.48</b>	<b>1,422.31</b>	<b>67,551.21</b>	<b>34.6%</b>
<b>26 Project: 525 TRANSITION</b>										
27 Object class 01: Salaries	67,379.00	22,957.76		44,421.24	34.1%	64,109.00	21,969.86		42,139.14	34.3%
28 Object class 02: Benefits	22,115.00	4,333.94		17,781.06	19.6%	21,115.00	4,532.23		16,582.77	21.5%
29 Object class 05: Other Purchased Svc	3,700.00	1,346.42	1,904.80	448.78	87.9%	3,400.00	1,154.00	2,446.00	(200.00)	105.9%
30 Object class 06: Supplies	375.00	361.68		13.32	96.4%	375.00	318.22		56.78	84.9%
31 Object class 08: Other Expenses	5,614.00	3,072.42		2,541.58	54.7%	5,340.00	2,897.72		2,442.28	54.3%
<b>32</b>	<b>99,183.00</b>	<b>32,072.22</b>	<b>1,904.80</b>	<b>65,205.98</b>	<b>34.3%</b>	<b>94,339.00</b>	<b>30,872.03</b>	<b>2,446.00</b>	<b>61,020.97</b>	<b>35.3%</b>
<b>33 Project: 535 CONTRACTED RE-5J SERVICES</b>										
34 Object class 01: Salaries	54,974.00	15,068.06		39,905.94	27.4%	67,392.00	28,830.63		38,561.37	42.8%
35 Object class 02: Benefits	17,576.00	3,984.04		13,591.96	22.7%	24,008.00	8,904.12		15,103.88	37.1%
36 Object class 08: Other Expenses	11,833.00	5,916.50		5,916.50	50.0%	10,390.00	5,195.00		5,195.00	50.0%
<b>37</b>	<b>84,383.00</b>	<b>24,968.60</b>	<b>-</b>	<b>59,414.40</b>	<b>29.6%</b>	<b>101,790.00</b>	<b>42,929.75</b>	<b>-</b>	<b>58,860.25</b>	<b>42.2%</b>
<b>38 SPECIAL EDUCATION TOTALS:</b>	<b>5,461,610.00</b>	<b>2,252,339.57</b>	<b>138,350.65</b>	<b>3,070,919.78</b>	<b>43.8%</b>	<b>4,882,634.00</b>	<b>2,021,414.59</b>	<b>172,286.45</b>	<b>2,688,932.96</b>	<b>44.9%</b>



	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>	
<b>INNOVATIVE EDUCATION SERVICES</b>											
<b>Project: 607 LEARNING SERVICES</b>											
1											
2	Object class 01: Salaries	43,844.00	22,068.66		21,775.34	50.3%	42,567.00	17,869.68	24,697.32	42.0%	
3	Object class 02: Benefits	14,820.00	6,562.60		8,257.40	44.3%	14,377.00	5,970.19	8,406.81	41.5%	
4	Object class 03: PS- Professional	2,000.00			2,000.00	0.0%	3,000.00		3,000.00	0.0%	
5	Object class 04: PS- Property	-	245.52		(245.52)	0.0%	-	60.24	(60.24)	0.0%	
6	Object class 05: Other Purchased Svc	4,750.00	4,071.83	57.01	621.16	86.9%	3,250.00	2,802.83	447.17	86.2%	
7	Object class 06: Supplies	2,000.00	1,427.47		572.53	71.4%	2,000.00	1,029.05	970.95	51.5%	
8	Object class 07: Property	800.00			800.00	0.0%	800.00		800.00	0.0%	
9	Object class 08: Other Expenses	12,710.00	7,085.50		5,624.50	55.7%	12,336.00	13,509.50	(1,173.50)	109.5%	
10		<b>80,924.00</b>	<b>41,461.58</b>	<b>57.01</b>	<b>39,405.41</b>	<b>51.3%</b>	<b>78,330.00</b>	<b>41,241.49</b>	<b>-</b>	<b>37,088.51</b>	<b>52.7%</b>
<b>Project: 615 GIFTED ED REGION CONSULTANT</b>											
11											
12	Object class 01: Salaries	42,619.00	21,309.48		21,309.52	50.0%	41,378.00	20,689.01	20,688.99	50.0%	
13	Object class 02: Benefits	8,950.00	3,450.36		5,499.64	38.6%	8,027.00	3,482.93	4,544.07	43.4%	
14	Object class 03: PS- Professional	10,000.00	7,358.24		2,641.76	73.6%	10,000.00	2,340.44	7,659.56	23.4%	
15	Object class 05: Other Purchased Svc	4,450.00	1,274.18		3,175.82	28.6%	5,250.00	2,235.09	3,014.91	42.6%	
16	Object class 06: Supplies	5,405.00	2,566.90		2,838.10	47.5%	5,337.00	417.57	4,919.43	7.8%	
17	Object class 07: Property	-			-	0.0%	-		-	0.0%	
18		<b>71,424.00</b>	<b>35,959.16</b>	<b>-</b>	<b>35,464.84</b>	<b>50.3%</b>	<b>69,992.00</b>	<b>29,165.04</b>	<b>-</b>	<b>40,826.96</b>	<b>41.7%</b>
<b>Project: 616 ALTERNATIVE TCHR LICENSURE PRG</b>											
19											
20	Object class 01: Salaries	152,742.00	59,859.08		92,882.92	39.2%	157,028.00	63,771.97	93,256.03	40.6%	
21	Object class 02: Benefits	45,895.00	16,635.56		29,259.44	36.2%	41,923.00	17,450.74	24,472.26	41.6%	
22	Object class 03: PS- Professional	79,573.00	35,473.33		44,099.67	44.6%	86,500.00	27,033.05	59,466.95	31.3%	
23	Object class 05: Other Purchased Svc	31,250.00	4,158.28	56.39	27,035.33	13.5%	45,428.00	5,942.44	107.28	39,378.28	13.3%
24	Object class 06: Supplies	3,488.00	1,095.10		2,392.90	31.4%	1,074.00	1,768.53	(694.53)	164.7%	
25	Object class 07: Property	500.00			500.00	0.0%	500.00		500.00	0.0%	
26	Object class 08: Other Expenses	51,552.00	30,963.00		20,589.00	60.1%	19,947.00	18,573.50	1,373.50	93.1%	
27		<b>365,000.00</b>	<b>148,184.35</b>	<b>56.39</b>	<b>216,759.26</b>	<b>40.6%</b>	<b>352,400.00</b>	<b>134,540.23</b>	<b>107.28</b>	<b>217,752.49</b>	<b>38.2%</b>
<b>Project: 625 REGIONAL GIFTED/TALENTED</b>											
28											
29	Object class 01: Salaries	9,420.00	4,774.38		4,645.62	50.7%	9,146.00	4,561.08	4,584.92	49.9%	
30	Object class 02: Benefits	2,681.00	1,368.42		1,312.58	51.0%	2,555.00	1,275.30	1,279.70	49.9%	
31	Object class 03: PS- Professional	126,277.00	54,286.50		71,990.50	43.0%	124,248.00	54,286.50	69,961.50	43.7%	
32	Object class 05: Other Purchased Svc	850.00	1,100.36		(250.36)	129.5%	850.00	290.00	560.00	34.1%	
33	Object class 06: Supplies	5,600.00	4,751.60		848.40	84.9%	5,600.00		5,600.00	0.0%	
34		<b>144,828.00</b>	<b>66,281.26</b>	<b>-</b>	<b>78,546.74</b>	<b>45.8%</b>	<b>142,399.00</b>	<b>60,412.88</b>	<b>-</b>	<b>81,986.12</b>	<b>42.4%</b>
<b>Project: 626 GIFTED ED UNIVERSAL SCREENING</b>											
35											
36	Object class 01: Salaries	22,062.00	11,200.44		10,861.56	50.8%	28,700.00	17,967.50	10,732.50	62.6%	
37	Object class 02: Benefits	7,205.00	3,699.60		3,505.40	51.3%	9,373.00	5,731.77	3,641.23	61.2%	
38	Object class 05: Other Purchased Svc	-	-		-	0.0%	-	219.85	(219.85)	0.0%	
39	Object class 06: Supplies	-	-		-	0.0%	-	84.00	(84.00)	0.0%	
40		<b>29,267.00</b>	<b>14,900.04</b>	<b>-</b>	<b>14,366.96</b>	<b>50.9%</b>	<b>38,073.00</b>	<b>24,003.12</b>	<b>-</b>	<b>14,069.88</b>	<b>63.0%</b>

50% of Budget Year Completed



**CENTENNIAL  
BOCES**

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

Current Year Information

July 1, 2018 - December 31, 2018

**Detailed Expense Report**

Prior Year Information

July 1, 2017 - December 31, 2017

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
<b>1 Project: 652 CBOCES STATE ED PRIORITIES</b>										
2 Object class 01: Salaries	46,650.00	6,445.62		40,204.38	13.8%	42,557.00	22,335.12		20,221.88	52.5%
3 Object class 02: Benefits	14,928.00	2,231.10		12,696.90	14.9%	13,725.00	7,290.84		6,434.16	53.1%
4 Object class 03: PS- Professional	133,260.00	37,200.42		96,059.58	27.9%	157,453.00	49,334.28		108,118.72	31.3%
5 Object class 05: Other Purchased Svc	36,900.00	5,485.04		31,414.96	14.9%	26,750.00	11,481.00		15,269.00	42.9%
6 Object class 06: Supplies	21,900.00	340.37		21,559.63	1.6%	58,085.00	3,267.57		54,817.43	5.6%
7 Object class 08: Other Expenses	28,000.00	7,000.00		21,000.00	25.0%	26,490.00	13,245.00		13,245.00	50.0%
<b>8</b>	<b>281,638.00</b>	<b>58,702.55</b>	<b>-</b>	<b>222,935.45</b>	<b>20.8%</b>	<b>325,060.00</b>	<b>106,953.81</b>	<b>-</b>	<b>218,106.19</b>	<b>32.9%</b>
<b>9 Project: 681 TITLE III PROFESSIONAL LEARNING</b>										
10 Object class 01: Salaries	47,000.00	3,386.95		43,613.05	7.2%					
11 Object class 02: Benefits	10,434.00	716.18		9,717.82	6.9%					
12 Object class 03: PS- Professional	13,351.00			13,351.00	0.0%					
13 Object class 05: Other Purchased Svc	6,000.00			6,000.00	0.0%					
14 Object class 06: Supplies	4,000.00			4,000.00	0.0%					
15 Object class 07: Property	30,000.00			30,000.00	0.0%					
16 Object class 08: Other Expenses	2,215.00			2,215.00	0.0%					
<b>17</b>	<b>113,000.00</b>	<b>4,103.13</b>	<b>-</b>	<b>108,896.87</b>	<b>3.6%</b>					
<b>18 Project: 685 CENTENNIAL BOCES HIGH SCHOOL</b>										
19 Object class 01: Salaries	388,279.00	182,589.55		205,689.45	47.0%	369,578.00	127,359.96		242,218.04	34.5%
20 Object class 02: Benefits	103,112.00	49,625.93		53,486.07	48.1%	123,609.00	30,233.33		93,375.67	24.5%
21 Object class 03: PS- Professional	40,435.00	15,244.18		25,190.82	37.7%	32,139.00	12,675.00		19,464.00	39.4%
22 Object class 04: PS- Property	96,600.00	46,650.00	46,650.00	3,300.00	96.6%	93,300.00	46,650.00		46,650.00	50.0%
23 Object class 05: Other Purchased Svc	62,300.00	15,015.01	327.66	46,957.33	24.6%	65,500.00	4,269.56	321.78	60,908.66	7.0%
24 Object class 06: Supplies	5,500.00	3,317.77		2,182.23	60.3%	12,100.00	4,033.79		8,066.21	33.3%
25 Object class 07: Property	10,000.00	188.08		9,811.92	1.9%	10,000.00			10,000.00	0.0%
26 Object class 08: Other Expenses	42,374.00	21,966.94		20,407.06	51.8%	42,374.00	21,187.00		21,187.00	50.0%
<b>27</b>	<b>748,600.00</b>	<b>334,597.46</b>	<b>46,977.66</b>	<b>367,024.88</b>	<b>51.0%</b>	<b>748,600.00</b>	<b>246,408.64</b>	<b>321.78</b>	<b>501,869.58</b>	<b>33.0%</b>
<b>28 Project: 687 I-CONNECTION HIGH SCHOOL</b>										
29 Object class 01: Salaries	162,368.00	69,500.82		92,867.18	42.8%	155,644.00	81,542.90		74,101.10	52.4%
30 Object class 02: Benefits	61,382.00	25,194.40		36,187.60	41.0%	58,827.00	28,352.28		30,474.72	48.2%
31 Object class 03: PS- Professional	1,675.00			1,675.00	0.0%	1,675.00			1,675.00	0.0%
32 Object class 04: PS- Property	1,500.00	1,074.60		425.40	71.6%	1,500.00	348.12		1,151.88	23.2%
33 Object class 05: Other Purchased Svc	4,110.00	2,044.42	472.51	1,593.07	61.2%	6,910.00	2,063.96	472.59	4,373.45	36.7%
34 Object class 06: Supplies	1,461.00	1,332.67		128.33	91.2%	1,254.00	778.36		475.64	62.1%
35 Object class 07: Property	2,000.00			2,000.00	0.0%	2,000.00			2,000.00	0.0%
36 Object class 08: Other Expenses	11,724.00	5,862.50		5,861.50	50.0%	11,390.00	5,695.00		5,695.00	50.0%
<b>37</b>	<b>246,220.00</b>	<b>105,009.41</b>	<b>472.51</b>	<b>140,738.08</b>	<b>42.8%</b>	<b>239,200.00</b>	<b>118,780.62</b>	<b>472.59</b>	<b>119,946.79</b>	<b>49.9%</b>
<b>38 INNOVATIVE EDUCATION SERVICES TOTALS:</b>	<b>2,080,901.00</b>	<b>809,198.94</b>	<b>47,563.57</b>	<b>1,224,138.49</b>	<b>41.2%</b>	<b>1,994,054.00</b>	<b>761,505.83</b>	<b>901.65</b>	<b>1,231,646.52</b>	<b>38.2%</b>



	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>	
<b>FEDERAL PROGRAMS</b>											
<b>Project: 705 NC REGION MIGRANT ED PRGM</b>											
1											
2	Object class 01: Salaries	759,934.00	405,999.61	353,934.39	53.4%	754,155.00	373,201.80		380,953.20	49.5%	
3	Object class 02: Benefits	272,146.00	137,038.75	135,107.25	50.4%	268,525.00	130,949.89		137,575.11	48.8%	
4	Object class 03: PS- Professional	3,250.00	5,762.30	(2,512.30)	177.3%	6,000.00	3,706.20		2,293.80	61.8%	
5	Object class 04: PS- Property	6,300.00	2,768.40	3,531.60	43.9%	7,050.00	3,925.40		3,124.60	55.7%	
6	Object class 05: Other Purchased Svc	641,650.00	136,938.71	1,387.59	21.6%	717,750.00	158,800.65	13,681.19	545,268.16	24.0%	
7	Object class 06: Supplies	103,557.00	64,507.83	39,049.17	62.3%	117,369.00	78,225.18		39,143.82	66.6%	
8	Object class 07: Property	1,000.00	868.99	131.01	0.0%	-	-		-	0.0%	
9	Object class 08: Other Expenses	212,163.00	95,526.00	116,637.00	45.0%	218,937.00	94,398.36		124,538.64	43.1%	
10		<b>2,000,000.00</b>	<b>849,410.59</b>	<b>1,387.59</b>	<b>1,149,201.82</b>	<b>42.5%</b>	<b>2,089,786.00</b>	<b>843,207.48</b>	<b>13,681.19</b>	<b>1,232,897.33</b>	<b>41.0%</b>
<b>Project: 708 MSIX DATA QUALITY GRANT</b>											
11											
12	Object class 06: Supplies	-	-	-	0.0%	2,000.00	5,536.54		(3,536.54)	276.8%	
13	Object class 07: Property	-	-	-	0.0%	10,000.00	6,189.46		3,810.54	61.9%	
14		-	-	-	<b>0.0%</b>	<b>12,000.00</b>	<b>11,726.00</b>	<b>-</b>	<b>274.00</b>	<b>97.7%</b>	
<b>Project: 715 TITLE I</b>											
15											
16	Object class 01: Salaries	31,289.00	13,455.18	17,833.82	43.0%	29,111.00	15,189.10		13,921.90	52.2%	
17	Object class 02: Benefits	9,536.00	4,159.08	5,376.92	43.6%	8,942.00	4,559.63		4,382.37	51.0%	
18	Object class 05: Other Purchased Svc	1,092,194.00	271,201.43	820,992.57	24.8%	626,274.00	265,684.51		360,589.49	42.4%	
19	Object class 06: Supplies	-	-	-	0.0%	-	-		-	0.0%	
20	Object class 08: Other Expenses	67,981.00	17,328.94	50,652.06	25.5%	39,860.00	17,125.99		22,734.01	43.0%	
21		<b>1,201,000.00</b>	<b>306,144.63</b>	<b>-</b>	<b>894,855.37</b>	<b>25.5%</b>	<b>704,187.00</b>	<b>302,559.23</b>	<b>-</b>	<b>401,627.77</b>	<b>43.0%</b>
<b>Project: 722 TTL-II (PART A)TEACHER QUALITY</b>											
22											
23	Object class 01: Salaries	1,763.00	895.62	867.38	50.8%	1,616.00	855.60		760.40	52.9%	
24	Object class 02: Benefits	501.00	256.68	244.32	51.2%	463.00	239.22		223.78	51.7%	
25	Object class 05: Other Purchased Svc	252,453.00	56,684.67	195,768.33	22.5%	211,493.00	81,581.32		129,911.68	38.6%	
26	Object class 06: Supplies	-	-	-	0.0%	-	-		-	0.0%	
27	Object class 08: Other Expenses	15,283.00	3,470.22	11,812.78	22.7%	12,814.00	4,960.57		7,853.43	38.7%	
28		<b>270,000.00</b>	<b>61,307.19</b>	<b>-</b>	<b>208,692.81</b>	<b>22.7%</b>	<b>226,386.00</b>	<b>87,636.71</b>	<b>-</b>	<b>138,749.29</b>	<b>38.7%</b>
<b>Project: 725 TTL III-ENG/LANG ACQUISIT</b>											
29											
30	Object class 01: Salaries	7,045.00	3,580.02	3,464.98	50.8%	6,460.00	3,420.06		3,039.94	52.9%	
31	Object class 02: Benefits	2,004.00	1,026.00	978.00	51.2%	1,849.00	956.28		892.72	51.7%	
32	Object class 05: Other Purchased Svc	74,284.00	6,023.51	68,260.49	8.1%	70,692.00	13,817.54		56,874.46	19.5%	
33	Object class 06: Supplies	-	-	-	0.0%	-	-		-	0.0%	
34	Object class 08: Other Expenses	1,667.00	212.59	1,454.41	12.8%	1,580.00	363.88		1,216.12	23.0%	
35		<b>85,000.00</b>	<b>10,842.12</b>	<b>-</b>	<b>74,157.88</b>	<b>12.8%</b>	<b>80,581.00</b>	<b>18,557.76</b>	<b>-</b>	<b>62,023.24</b>	<b>23.0%</b>
<b>Project: 726 TTL IV(PART A)</b>											
36											
37	Object class 05: Other Purchased Svc	85,929.00	15,634.01	70,294.99	18.2%	85,929.00	16,270.00		69,659.00	18.9%	
38	Object class 08: Other Expenses	5,156.00	938.04	4,217.96	18.2%	5,156.00	410.16		4,745.84	8.0%	
39		<b>91,085.00</b>	<b>16,572.05</b>	<b>-</b>	<b>74,512.95</b>	<b>18.2%</b>	<b>91,085.00</b>	<b>16,680.16</b>	<b>-</b>	<b>74,404.84</b>	<b>18.3%</b>



	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 <b>Project: 730 MCKINNEY HOMELESS GRANT</b>										
2 Object class 01: Salaries	29,056.00	14,527.92		14,528.08	50.0%	25,740.00	12,326.28		13,413.72	47.9%
3 Object class 02: Benefits	6,451.00	3,029.46		3,421.54	47.0%	9,666.00	4,415.34		5,250.66	45.7%
4 Object class 03: PS- Professional	-	250.00		(250.00)	0.0%	-			-	0.0%
5 Object class 05: Other Purchased Svc	4,200.00	2,558.74		1,641.26	60.9%	3,750.00	2,462.85		1,287.15	65.7%
6 Object class 06: Supplies	387.00	855.86		(468.86)	221.2%	580.00	128.95		451.05	22.2%
7 Object class 08: Other Expenses	2,406.00	1,273.32		1,132.68	52.9%	2,264.00	1,151.24		1,112.76	50.8%
8	<b>42,500.00</b>	<b>22,495.30</b>	<b>-</b>	<b>20,004.70</b>	<b>52.9%</b>	<b>42,000.00</b>	<b>20,484.66</b>	<b>-</b>	<b>21,515.34</b>	<b>48.8%</b>
9 <b>Project: 731 BASIC CENTER PROGRAM</b>										
10 Object class 01: Salaries	6,460.00	1,614.20		4,845.80	25.0%	-			-	0.0%
11 Object class 02: Benefits	1,434.00	336.60		1,097.40	23.5%	-			-	0.0%
12 Object class 05: Other Purchased Svc	200.00			200.00	0.0%	1,500.00	33.39		1,466.61	2.2%
13 Object class 06: Supplies	1,906.00	1,172.48		733.52	61.5%	8,500.00	7,441.68		1,058.32	87.5%
14 Object class 08: Other Expenses	-			-	0.0%	-			-	0.0%
15	<b>10,000.00</b>	<b>3,123.28</b>	<b>-</b>	<b>6,876.72</b>	<b>0.0%</b>	<b>10,000.00</b>	<b>7,475.07</b>	<b>-</b>	<b>2,524.93</b>	<b>74.8%</b>
16 <b>Project: 770 IND RESOURCES - FED PRGM</b>										
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	1,202.24		97.76	92.5%	1,300.00	390.61		909.39	30.0%
20 Object class 07: Property		569.96		(569.96)	0.0%					
21 Object class 08: Other Expenses	6,500.00	(250.00)		6,750.00	-3.8%	6,500.00			6,500.00	0.0%
22	<b>24,500.00</b>	<b>1,522.20</b>	<b>-</b>	<b>22,977.80</b>	<b>6.2%</b>	<b>24,500.00</b>	<b>390.61</b>	<b>-</b>	<b>24,109.39</b>	<b>1.6%</b>
23 <b>FEDERAL PROGRAMS TOTALS:</b>	<b>3,724,085.00</b>	<b>1,271,417.36</b>	<b>1,387.59</b>	<b>2,451,280.05</b>	<b>34.2%</b>	<b>3,280,525.00</b>	<b>1,308,717.68</b>	<b>13,681.19</b>	<b>1,958,126.13</b>	<b>40.3%</b>
24 <b>GRAND TOTALS:</b>	<b>13,305,418.00</b>	<b>5,192,784.05</b>	<b>257,644.39</b>	<b>7,854,989.56</b>	<b>41.0%</b>	<b>12,237,103.00</b>	<b>4,969,749.39</b>	<b>249,803.98</b>	<b>7,017,549.63</b>	<b>42.7%</b>



**January 17, 2019**  
**Board Report**  
**Business Services/HR and Technology Departments**  
**Mr. Terry Buswell**

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### **2019-2020 Annual Budget**

We began discussing the 2019-2020 Budget at the January SAC meeting. We are looking at utilizing the same budget format as this year - two prior years of actual amounts, the current year budget, and the proposed budget for next year which SAC members recommended. A sample page is attached. We are tentatively planning on starting budget discussions as part of the February 14 SAC meeting, including asking for preliminary ideas on salary and benefits changes for the 2019-20 fiscal year.

### **Facility Project Update**

We continue to work on projects in and around our facilities. The concrete pavers' project has been completed around the front and back of the Greeley office. Final cleanup and spreading of grass seed will be completed once the weather warms up. We have updated our firewall and we will be updating our aging phone system in the next couple of months. As previously noted, these projects are being done utilizing carryover funds from prior years. A special resolution to approve the use of carryover funds for the telephone system update is included as a consent item in the Board packet.

### **Greeley Building Lease**

We are looking at options regarding paying off the Greeley building lease earlier than its completion date of December 1, 2021. Accelerating the payoff would save thousands in interest costs and would eliminate future district assessments for seven member districts within this project. Attached is a proposal with two options discussed at the January SAC meeting. The superintendents recommended Option 2 for the 2019-20 fiscal year.

### **CASPA Rural Toolkit and Trainings**

We received a request to look at training opportunities related to the CASPRA Rural HR Toolkit. As noted earlier, this toolkit has valuable information on Hiring, Job Descriptions, Leaves of Absences, Workers Compensation, ADA, Separation, Investigations, CDE Licensure, Legal Issues, and Employee Handbooks. HR Trainings would be conducted by Shelly Landgraf, who was instrumental in putting together the Toolkit. This service is free for members of CASE, CASPA, Rural Alliance and school district members of BOCES. We will be hosting a training session at Centennial BOCES after the February 14 SAC meeting.

### **Carl Perkins**

As we begin the second half of the 2018-19 school year, please continue submitting Carl Perkins grant reimbursements to us. We have received final grant approval, so all expenses that have occurred should be submitted as soon as they have been paid. Please try to spend your individual allocation (excluding spring travel/registrations) by February 28, 2019. This February deadline allows our consortium to review YTD remaining budget for additional project requests prior to the State's April 1 deadline for grant revisions.

**CENTENNIAL BOCES**  
**BOCES Administration - Greeley Office Building - 103**

\*\*\*SAMPLE PAGE\*\*\*

								<b>Expense</b>		
	<b>2016-17</b>		<b>2017-18</b>		<b>2018-19</b>		<b>2019-20</b>			
	<b>Actuals</b>		<b>Actuals</b>		<b>Budget</b>		<b>Proposed</b>			
1	124,765		124,765		124,765		290,308		Lease payments to bank - Clubhouse Property	
2	-		62,500		-		-		Lighting Project	
3	1,342		15,700		-		-		Repairs / Maintenance	
4	-		787		4,000		-		Non-Capital Equipment	
5	<u>126,106</u>		<u>203,752</u>		<u>128,765</u>		<u>290,308</u>		<b>Total Expense</b>	
6										
								<b>Revenue</b>		
	<b>2016-17</b>		<b>2017-18</b>		<b>2018-19</b>		<b>2019-20</b>			
	<b>Actuals</b>		<b>Actuals</b>		<b>Budget</b>		<b>Proposed</b>			
8	126,106		203,752		128,765		290,308		<b>Total Costs</b>	
12	-		-		-		-		Capital Lease	
13	-		62,500		-		-		Lighting Leases	
14	-		24,000		36,000		36,000		Internal Transfer - SESI Program	
15	-		-		42,343		153,464		Beginning Program Fund Balance	
16	<u>-</u>		<u>86,500</u>		<u>78,343</u>		<u>189,464</u>		<b>Total Non Assessment Revenue</b>	
17										
18										
19									<b>District Assessments</b>	
20	6,919	5.0%	7,265	5.0%	7,265	0.0%	14,530	100.0%	Ault	
21	2,885	5.0%	3,030	5.0%	3,030	0.0%	6,060	100.0%	Briggsdale	
22	11,615	5.0%	12,196	5.0%	12,196	0.0%	24,392	100.0%	Eaton	
23	12,478	5.0%	13,101	5.0%	13,101	0.0%	26,202	100.0%	Weld RE-1	
24	2,721	5.0%	2,858	5.0%	2,858	0.0%	5,716	100.0%	Pawnee	
25	8,466	5.0%	8,889	5.0%	8,889	0.0%	17,778	100.0%	Platte Valley	
26	2,937	5.0%	3,084	5.0%	3,084	0.0%	6,168	100.0%	Prairie	
27	<u>48,021</u>	5.0%	<u>50,423</u>	5.0%	<u>50,423</u>	0.0%	<u>100,846</u>		<b>Total Assessment Revenue</b>	
28	<u>48,021</u>		<u>136,923</u>		<u>128,766</u>		<u>290,310</u>		<b>Total Revenue</b>	

**CENTENNIAL BOCES**  
**BOCES Administration - Morgan County Office Building - 107**

\*\*\*SAMPLE PAGE\*\*\*

								<b>Expense</b>		
	<b>2016-17</b>		<b>2017-18</b>		<b>2018-19</b>		<b>2019-20</b>			
	<b>Actuals</b>		<b>Actuals</b>		<b>Budget</b>		<b>Proposed</b>			
37	2,008		-		3,600		3,600		Repairs / Maintenance	
38	1,503		30,525		-		-		Capital Improvements	
39	<u>3,511</u>		<u>30,525</u>		<u>3,600</u>		<u>3,600</u>		<b>Total Expense</b>	
40										
								<b>Revenue</b>		
	<b>2016-17</b>		<b>2017-18</b>		<b>2018-19</b>		<b>2019-20</b>			
	<b>Actuals</b>		<b>Actuals</b>		<b>Budget</b>		<b>Proposed</b>			
44	-		-		-		-		Contributions	
45	3,600	0.0%	3,600	0.0%	3,600	0.0%	3,600		Beginning Program Fund Balance	
46	<u>3,600</u>		<u>3,600</u>		<u>3,600</u>		<u>3,600</u>		0.0% Bldg. Rent - Internal Transfer Fed. Programs	
47									<b>Total Revenue</b>	

**CENTENNIAL BOCES**

**Proposed Early Payoff of Bank of Colorado Lease - Greeley Properties**

**Current Payoff Schedule**

	<b>Regular Payment 2019-20 Proposed</b>	<b>Regular Payment 2020-21 Proposed</b>	<b>Regular Payment 2021-22 Proposed</b>	<b>Total Payments</b>	<b>District Assessments</b>
1	7,265	7,265	3,633	18,163	Ault
2	3,030	3,030	1,515	7,575	Briggsdale
3	12,196	12,196	6,098	30,490	Eaton
4	13,101	13,101	6,551	32,753	Weld RE-1
5	2,858	2,858	1,429	7,145	Pawnee
6	8,889	8,889	4,445	22,223	Platte Valley
7	3,084	3,084	1,542	7,710	Prairie
8	<b>50,423</b>	<b>50,423</b>	<b>25,212</b>	<b>126,058</b>	<b>Total Assessment Revenue</b>

*Option 1 - Districts pay over two years.*

	<b>Early Payoff 2019-20 Proposed</b>	<b>Early Payoff 2020-21 Proposed</b>	<b>Early Payoff 2021-22 Proposed</b>	<b>Total Payments</b>	<b>Potential Savings by Paying off Early</b>	<b>District Assessments</b>
15	7,447	7,447	-	14,893	3,269	Ault
16	3,106	3,106	-	6,212	1,364	Briggsdale
17	12,501	12,501	-	25,002	5,488	Eaton
18	13,429	13,429	-	26,857	5,895	Weld RE-1
19	2,929	2,929	-	5,859	1,286	Pawnee
20	9,111	9,111	-	18,222	4,000	Platte Valley
21	3,161	3,161	-	6,322	1,388	Prairie
22	<b>51,684</b>	<b>51,684</b>	<b>-</b>	<b>103,367</b>	<b>22,690</b> *	<b>Total Assessment Revenue</b>

\* Districts save \$22,690 and BOCES saves \$11,206 of interest by paying off July 1, 2019. CBOCES pays off the lease on 7/1/19 in the amount of \$290,308 and invoices school districts for the 2019-20 and 2020-21 fiscal years. No assessments for the lease after 2020-21.

*Option 2 - Districts pay in one year.*

	<b>Early Payoff 2019-20 Proposed</b>	<b>Early Payoff 2020-21 Proposed</b>	<b>Early Payoff 2021-22 Proposed</b>	<b>Total Payments</b>	<b>Potential Savings by Paying off Early</b>	<b>District Assessments</b>
32	14,530	-	-	14,530	3,633	Ault
33	6,060	-	-	6,060	1,515	Briggsdale
34	24,392	-	-	24,392	6,098	Eaton
35	26,202	-	-	26,202	6,551	Weld RE-1
36	5,716	-	-	5,716	1,429	Pawnee
37	17,778	-	-	17,778	4,445	Platte Valley
38	6,168	-	-	6,168	1,542	Prairie
39	<b>100,846</b>	<b>-</b>	<b>-</b>	<b>100,846</b>	<b>25,212</b> *	<b>Total Assessment Revenue</b>

\* Districts save \$25,212 and BOCES saves \$11,206 of interest by paying off July 1, 2019. CBOCES pays off the lease on 7/1/19 in the amount of \$290,308 and invoices the school districts in the 2019-20 school year at twice the current annual rate. No assessments for the lease after 2019-20.





**January 17, 2019**  
**Board Report**  
**Federal Programs Department**  
**Dr. Mary Ellen Good**

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**Title I Part C ~ Migrant Education Program (MEP)**

Migrant Parent Institutes: held on Saturdays from 10:00 AM – 1:00 PM

- October 13                      Ft. Lupton
- November 17                    Greeley
- February 23                    Ft. Morgan
- March 2                            Yuma
- March 25                         Burlington

Migrant Parent Advisory Committees (PAC):

Both the SEA and the MEP Region are required to conduct three annual PAC meetings. The SEA has requested that Centennial BOCES host their PAC meeting in Greeley on January 19, in collaboration with our regional PAC meeting that same day.

Migrant Family Christmas Fiestas:

Regionally, six fiestas were successfully implemented. The focus of the fiestas was family literacy and over 500 children enjoyed the events in Burlington, Yuma, Ft. Morgan, Arickaree, Greeley and Ft. Lupton.

The Binational Program:

Centennial BOCES administers the Binational Program on behalf of CDE. Eight teachers were selected statewide to participate this year in La Paz, Baja California Sur, Mexico from January 27 – February 3, 2019. Three of the eight selected teachers are from our region.

**Titles I, II, III and IV (Consolidated Federal Grants Application)**

These grants total \$1,649,654 and include funding for 12 school districts. At the end of 2017-18, we received *revised final allocations*, resulting in some districts receiving additional funds which became carryover funding. This week, we sent out budget revision requests to districts, incorporating the additional 2017-18 carryover funds.

**McKinney Vento Act (Homeless Education)**

In November, four summits were conducted across the region with over 50 participants.

**New Funding:** Centennial BOCES was awarded a separate grant for \$10,000 to support the needs of unaccompanied youth experiencing homelessness; that award was just increased to \$17,000 to support the needs of unaccompanied or run away youth between the ages of 12-17. Additionally, Centennial BOCES received an anonymous, personal donation of \$1,000 for this same population.



**January 17, 2019**  
**Board Report**  
**Innovative Education Services Department**  
**Mr. Mark Rangel**

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### **Program Update**

- ATLP (Alternative Teacher License Program) is currently in the re-authorization process. We are scheduled for a two day site review January 22-23. During this site visit the review team may request to observe in your districts especially if you have ATLP candidates. We have scheduled 20+ interviews with current and former candidates, coaches, mentor, administrators and staff.
- CBOCES High School & IConnect High School - SPF and re-consideration process moved from Turn Around status to Improvement with this process.
- New staff member Shawntay Guzman will serve as a data specialist. Her position was hired with funding from Title III BOCES PD grant.
- June Educator Training planning and scheduling is in progress and will be presented at the February SAC meeting. JET will have a strong focus on CLDE PD to assist teachers with the 45 hour requirement.

### **Upcoming Trainings and Grants**

- PWR Symposium – February 27 from 11:00 AM - 3:00 PM Investigate Capstones, Meaningful ICAPs, and Industry Certificates and their Connections to Graduation Guidelines
- Rural Education Grant with UNC for teacher cadet program - If you have 11<sup>th</sup> grade students who may be interested, please let me know and I will coordinate with UNC staff to follow up.
- EARSS Intervention Grant (EIG) with St. Vrain Valley School District - This grant will create a fast track system for students entering CBOCES High School with completion of identified competencies.
- Title III BOCES Professional Development Grant - This grant is allowing us to create online CLDE professional development modules for teachers.
- Hosted BIAS Training with Bill de la Cruz following January 10 SAC meeting

*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>



**January 17, 2019**  
**Board Report**  
**Special Education Department**  
**Mrs. Jocelyn Walters**

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### **December Count—Special Education Reports**

December 1 special education counts for each district were provided to superintendents at the January SAC meeting. We experienced slight growth across the AU in students identified with special education needs. We have an increase of approximately 25 students across the AU.

### **Area Wide**

We will be hosting our second and final area wide for the 2018-2019 school year on Monday, February 4, 2019 at the Island Grove Event Center in Greeley. This training will emphasize legal application in IEP development, facilitation of IEP meetings, and conflict management. Presenters will be our attorneys from Caplan and Ernst.

### **Principal Seminar**

Thursday, February 21, 2019 from 9:00-11:30 AM will be our next principal seminar at Centennial BOCES. Our attorney from Caplan and Ernst will be presenting on topics most requested by principals from our fall seminar: Restraint and Seclusion and 504's. District 504 coordinators or safety administrators are welcome to attend.

### **Indicator 13—File Review**

Centennial BOCES was found to be in "Needs Assistance" for compliant transition IEPs. These IEPs are designed for students 15 years old and above. Representatives from CDE will join us on February 19 to conduct the file reviews.

### **Educator Effectiveness—Principal Feedback**

Based on a request from superintendents, related service providers will be sending surveys to principals in March asking for feedback on their performance in the school setting. Feedback gathered will be included in the individuals' end-of-year summative. Surveys will come through Survey Monkey and will be a Likert-scale response format.

### **Healthy Systems Review—Superintendent Feedback**

I will be providing a rating scale for superintendents to complete to evaluate the five components of healthy systems in a special education administration unit. Feedback will be gathered from a variety of stakeholders and a review of the data collected will be conducted this summer.