



Board of Cooperative Educational Services
www.cboces.org

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

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

Date

September 14, 2023

5:30 PM Dinner

6:30 PM Regular Meeting

Location

CBOCES Office

Lower Level Boardroom

2020 Clubhouse Drive

Greeley, CO 80634

Board of Directors

Christine Brown, Morgan County SD RE-3

Mary Clawson, Weld RE-9 SD

John Davis, Estes Park SD R-3

DeAn Dillard, Eaton SD RE-2

Katie Ford, Briggsdale Schools

Brandy Hansen, Brush SD RE-2J

Christy Loyd, Pawnee SD RE-12

Mindy Marshall, Platte Valley SD RE-7

Bridget Holcomb, Weld County SD RE-1

Kris Musgrave, Wiggins SD RE-50J

Terri Pappas, Greeley D6 School District

Regan Price, Windsor School District RE4

Karen Ragland, St. Vrain Valley Schools

Michelle Sharp, RE-1 Valley SD

Janie Shoemaker, Prairie SD RE-11J

Michael Wailes, Weld RE-5J SD

Kathy Wood, Weldon Valley SD RE-20J

Administration

Dr. Randy Zila, Executive Director

Erich Dorn, Chief Financial Officer

Maria Castillo-Saenz, Federal Programs Director

Mark Rangel, Innovative Education Services Director

Jocelyn Aldridge, Special Education Director

Patti Greenlee, Executive Administrative Assistant

1.0 Opening of Meeting – 6:30 PM

1.1 Call to Order

1.2 Roll Call

1.3 Introductions/District Updates

1.4 Approval of Agenda

1.5 Approval of Minutes – May 18, 2023



Board of Cooperative Educational Services
www.cboces.org

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

- 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

- 2.0 Consent Agenda**
 - 2.1 Approval of Personnel Items
 - a. September 2023 New Hires
 - b. September 2023 Resignations/Releases
 - 2.2 Supplemental Appropriations, Approval
 - 2.3 Motion to amend Constitution and By-Laws revision to include Weld RE4 and Greeley D6 School districts (redlined)

- 3.0 Presentations**

- 4.0 Reports/Discussion**
 - 4.1 Superintendent Advisory Council Report – Jeremy Burmeister (Oral Report)
 - 4.2 First Reading, Discussion, Board Policy/Regulation Revisions AC, BC, BC-R, CBF, DJE, GBAA, GBEB, GBGG, GCO, GCO-R, IC/ICA, IHBIB, JBB, JK, JKD/JKE, JKA, JKA-1, JKA-E-2, JKA-R, JKD/JKE-R, KDB-R
 - 4.3 Financial Reports – Erich Dorn, Chief Financial Officer
 - 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. Ten Page Detailed Expense Report
 - 4.4 Directors' Reports
 - a. Dr. Randy Zila, Administration (Oral Report)
 - b. Erich Dorn, Chief Financial Officer
 - c. Maria Castillo Saenz, Federal Programs Department
 - d. Mark Rangel, Innovative Education Services Department
 - e. Jocelyn Walters, Special Education Department

- 5.0 Action Items**

- 6.0 Adjournment**

Future Board Meeting Schedule

November 16, 2023

January 18, 2024

□

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on May 18, 2023 at 2020 Clubhouse Drive, Greeley, Colorado.

1.1 Call to Order

President Mary Clawson called the meeting to order at 6:30 PM

1.2 Roll Call

Board Members (or alternates) present:

Christine Brown, Morgan County SD RE-3
Mary Clawson, Weld RE-9 SD
John Davis, Estes Park SD R-3 – via ZOOM
Katie Ford, Briggsdale School
Brandy Hansen, Brush SD RE-2J (Alternate Lacy Garret via ZOOM)
Bridget Holcomb, Weld County SD RE-1
Christy Loyd, Pawnee SD RE-12
Mindy Marshall, Platte Valley SD RE-7
Regan Price, Weld RE4 SD (Alternate Patrick Miller via ZOOM)
Karen Ragland, St. Vrain Valley Schools (Alternate Dick Martyr)
Michelle Sharp, RE-1 Valley SD (Alternate Steve Shinn via ZOOM)
Michael Wailes, Weld RE-5J (Alternate Nate Sassano)
Kathy Wood, Weldon Valley SD RE-20J

Board Members absent:

DeAn Dillard, Eaton SD RE-2
Kris Musgrave, Wiggins SD RE-50J
Janie Shoemaker, Prairie SD RE-11J

CBOCES Staff present:

Dr. Randy Zila, Executive Director
Erich Dorn, Chief Financial Officer
Mark Rangel, Innovative Education Services Director
Maria Castillo-Saenz, Federal Programs Director
Patti Greenlee, Executive Administrative Assistant

CBOCES Staff absent:

Jocelyn Aldridge, Director of Special Education

1.3 Introductions/District Updates

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

1.4 Approval of Agenda

Kathy Wood moved to approve the agenda as presented. Christy Loyd seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget

Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

1.5 Approval of Minutes

The April 20, 2023 minutes were approved as presented

1.6 Public Participation

None

1.7 Board Reports/Requests

None

1.8 Old Business

None

2.0 CONSENT AGENDA

2.1 Approval of Personnel Items; New Hires; Resignation Releases; Staff Renewals

2.2 Approval of 2023-24 Salary Schedules

2.3 Approval of 2023-24 Benefit Schedule

2.4 Second Reading, Approval, Board Policy/Regulation JLCDC; *Medically Necessary Treatment in School Setting* and JLCDC-R; *Authorizing Private Health Care Specialists to Provide Medically Necessary Treatment in School Settings.*

Katie Ford moved to approve; Consent Agenda items 2.1, 2.2, 2.3 and 2.4; Christine Brown seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

3.0 PRESENTATIONS

None

4.0 REPORTS / DISCUSSION

4.1 Superintendent Advisory Council Report – Jeremy Burmeister (Oral Report)

4.2 Directors Report

a. Dr. Randy Zila, Administration (Oral Report)

The following topics were shared:

- Dr. Zila thanked all of the BOCES Board of Director Members for their hard work and also, thanks to the alternates for filling in this year.

- Dr. Zila asked for a show of hands as to who will be returning next year and who plans to step down from the Board. We will celebrate in November for those who will be leaving.
- Graduations for CBOCES High School have been completed. Mary Clawson led the ceremony in Gilcrest for the Greeley campus and Bridget Holcomb was present for the program. Longmont CBOCES graduation went very well and the kids were all able to thank the staff and parents for their success and support. Dr. Zila thanked all the staff, and Mark Rangel, for helping to make the CBOCES High Schools a success. iConnect High School will have their graduation on 5/19/23 in Wiggins and Christine Brown will be representing the Board.
- Dr. Zila shared with the Board the upcoming action items we will be voting on tonight.
 - b. Erich Dorn, Chief Financial Officer (written report)
 - c. Maria Castillo-Saenz, Federal Programs Department (written report)
 - d. Mark Rangel, Innovative Education Services Department (written report)
 - e. Jocelyn Aldridge, Special Education Department (written report given by Dr. Randy Zila in Jocelyn's absence)

5.0 Action Items

5.1 Approval of Centennial BOCES 2023-24 Budget

Kathy Wood moved to approve; Centennial BOCES 2023-24 Budget; Mindy Marshall seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

5.2 Approval of Resolution for 2023-24 Budget Appropriation

Christine Brown moved to approve; Resolution for 2023-24 Budget Appropriation; Kathy Wood seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

5.3 Approval of Resolution Authorizing Use of Beginning Fund Balance for 2023-24

Kathy Wood moved to approve; Resolution Authorizing Use of Beginning Fund Balance for 2023-24; Mindy Marshall seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

5.4 Approval of Dr. Zila's 2023-24 Centennial BOCES Executive Director Contract

Katie Ford moved to approve; Approval of Dr. Zila's 2023-24 Centennial BOCES Executive Director Contract; Steve Shinn seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

5.5 Approval of iConnect High School 2023-24 - 4 day week

Christine Brown moved to approve; Approval of iConnect High School 2023-24- 4 day week; Kathy Wood seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

5.6 Approval of recommended Contractor to replace Sierra School roof-top HVAC units

Kathy Wood moved to approve; Approval of recommended Contractor to replace Sierra School roof-top HVAC units; Katie Ford seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

5.7 Approval of Greeley D6 School District as a Centennial BOCES Member District

Steve Shinn moved to approve; Approval of Greeley D6 School District as a Centennial BOCES Member District; Christine Brown seconded.

The motion passed by unanimous roll call vote: [Christine Brown, yes; Mary Clawson, yes; John Davis, yes; DeAn Dillard, absent; Katie Ford, yes; Brandy Hansen (alternate Lacy Garret), yes; Christy Loyd, yes; Mindy Marshall, yes; Bridget Holcomb, yes; Kris Musgrave, absent; Regan Price (alternate Patrick Miller), yes; Karen Ragland (alternate Dick Martyr), yes; Michelle Sharp, (alternate Steve Shinn), yes; Janie Shoemaker, absent; Michael Wailes, (alternate Nate Sassano), yes; Kathy Wood, yes;]

6.0 Updated/Announcements

7.0 Adjournment

Adjournment was made at 7:34 p.m. and approved by acclamation

Respectfully Submitted,

Patti Greenlee

Centennial BOCES Executive Assistant

M E M O R A N D U M

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: September 14, 2023
SUBJECT: Approval of Personnel Items - Staff Appointments

Employee Name	Beginning Date	Assignment	Department	Position FTE	Rate of Pay	Justification / Comments
Bagshaw, Allyson	08/14/2023	SLPA	SPED	1.00	\$41,065/yr	New Hire
Lizeth Bojorquez, Kiarah	6/12/2023	Student Mentors	Fed Programs	N/A	\$20.00/hr	New Hire
Gonzalez, Milinda	06/01/2023	Student Mentors	Fed Programs	N/A	\$20.00/hr	New Hire
Stacy Gonzalez, Evelin	06/01/2023	Student Mentors	Fed Programs	N/A	\$20.00/hr	New Hire
Johnson, Caydee	08/14/2023	SLPA	SPED	1.00	\$37,358/yr	New Hire
Negrete-Canchola, Claudia	08/01/2023	Migrant Recruiter	Fed Programs	N/A	\$20.00/hr	New Hire
Massengale, Michelle	08/14/2023	Early Childhood Teacher	SPED	1.00	\$50,058/yr	New Hire
Stephens, Lynnette	08/14/2023	Transition Specialist	SPED	1.00	\$40,435/yr	New Hire
Velasco, Wendy	06/22/2023	Migrant Recruiter	Fed Programs	1.00	\$39,000/yr	New Hire- prorated June 2023
Vianey Fuentes, Natalia	06/01/2023	Student Mentors	Fed Programs	N/A	\$20.00/hr	New Hire
Zamarron, Angel	06/01/2023	Student Mentors	Fed Programs	N/A	\$20.00/hr	New Hire
Trina Hill	06/01/2023	ESY TEACHER	SPED	N/A	\$30.00/hr	Temporary Re-Hire
Michelle Anderson	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary New Hire

Tiffany Walpole	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary Re-Hire
Patricia Garcia	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary New Hire
Vickie Wood	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary Re-Hire
Ellie Kruger	06/01/2023	ESY TEACHER	SPED	N/A	\$30.00/hr	Temporary Re-Hire
Courtney Brunelle	06/01/2023	ESY TEACHER	SPED	N/A	\$30.00/hr	Temporary New Hire
Kimber Arnold	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary Re-Hire
Lexie Gay	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary New Hire
Morgan Slocum	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary New Hire
Kelli Stoval	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary Re-Hire
Dulcie Owen	06/01/2023	ESY PARA	SPED	N/A	\$18.00/hr	Temporary New Hire
Jennifer Strong	06/01/2023	ESY TEACHER	SPED	N/A	\$30.00/hr	Temporary Re-Hire

M E M O R A N D U M

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: September 14, 2023
SUBJECT: Approval of Personnel Items - Staff Resignations / Releases

Employee Name	Position	Department	Date	Comments
Heredia, Ashley	Student Mentor	Fed Programs	07/01/2023	Resigned/Terminated
Martinez, Arleth	Community Liaison	Fed Programs	5/12/2023	Resigned/Terminated
Reyes, Kassandra	Student Mentor	Fed Programs	07/01/2023	Resigned/Terminated
Sauer-Reyes, Stephanie	Translator/Interpreter	Fed Programs	05/22/2023	Resigned/Terminated
Simmons, Brenna	SLPA	SPED	05/26/2023	Resigned/Terminated
Trina Hill	ESY TEACHER	SPED	07/31/2023	Resigned/Terminated
Michelle Anderson	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Tiffany Walpole	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Patricia Garcia	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Vickie Wood	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Ellie Kruger	ESY TEACHER	SPED	07/31/2023	Resigned/Terminated
Courtney Brunelle	ESY TEACHER	SPED	07/31/2023	Resigned/Terminated
Kimber Arnold	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Lexie Gay	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Morgan Slocum	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Kelli Stoval	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Dulcie Owen	ESY PARA	SPED	07/31/2023	Resigned/Terminated
Jennifer Strong	ESY TEACHER	SPED	07/31/2023	Resigned/Terminated

Supplemental Appropriations for September 14, 2023 board agenda:

Centennial BOCES Administration:	16,500.00
Perkins CTE Grant:	4,196.00
ARP ESSER 3 Grant:	3,658.00
SPED State ECEA Reimbursement Project:	85,854.00
Gifted Ed Universal Screening Grant Project:	19,595.00
BOCES - State Priorities Assistance Project:	34,708.00
CBOCES High School Project:	42,400.00
Weld Trust - ECE & Student Leadership Grants:	12,770.00
Migrant Education Northern Region Project:	(100,000.00)

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$16,500 be appropriated into the 2023-2024 Centennial BOCES budget for the Centennial BOCES Administration Project. This budget increase is based on Greeley District 6 becoming a CBOCES member district.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$4,196 be appropriated into the 2023-2024 Centennial BOCES budget for the Perkins CTE Grant Project. This budget increase is based on grant funds awarded and will increase this budget from \$39,131 to \$43,327.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$3,658 be appropriated into the 2023-2024 Centennial BOCES budget for the ARP ESSER 3 Grant Project. This budget increase is based on availability of carryover funds and will increase this budget from \$134,103 to \$137,761.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$85,854 be appropriated into the 2023-2024 Centennial BOCES budget for the SPED State ECEA Reimbursement Project. This budget increase is based on final allocations awarded, and will increase this budget from \$0 to \$85,854.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$19,595 be appropriated into the 2023-2024 Centennial BOCES budget for the Gifted Ed Universal Screening Grant Project. This budget increase is based on final allocations awarded, and will increase this budget from \$35,716 to \$55,311.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$34,708 be appropriated into the 2023-2024 Centennial BOCES budget for the BOCES - State Priorities Assistance Project. This budget increase is based on final allocations awarded and carryover, and will increase this budget from \$290,712 to \$325,420.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$42,400 be appropriated into the 2023-2024 Centennial BOCES budget for the CBOCES High School Project. This budget increase is based on additional student slots purchased by districts, and will increase this budget from \$580,600 to \$623,000.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the increased amount of \$12,770 be appropriated into the 2023-2024 Centennial BOCES budget for the Weld Trust - Early Childhood & Student Leadership Grants Project. This budget increase is based on carryover funds, and will increase this budget from \$73,400 to \$86,170.

Adopted and signed this _____ day of _____, 2023

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 decreased amount of (\$100,000) be appropriated into the 2023-2024 Centennial BOCES budget for the Migrant Education Northern Region Grant Project. This budget decrease is based on final allocations awarded, and will decrease this budget from \$2,650,000 to \$2,550,000.

Adopted and signed this _____ day of _____, 2023

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

CONSTITUTION AND BY-LAWS

Centennial Board of Cooperative Educational Services

ARTICLE 1

NAME

The name of this organization shall be Centennial Board of Cooperative Educational Services.

ARTICLE II

DEFINITIONS

1. **Member district** - for the purpose of this document shall mean those individual school districts named in Article V, as amended from time to time to reflect the addition and withdrawal of other school districts pursuant to Article VI.
2. **Director** - for the purpose of this document shall mean an active elected local Board Member appointed by the member district to serve on the Board of Directors of Centennial Board of Cooperative Educational Services (Centennial BOCES).
3. **Board** - for the purpose of this document shall mean the Board of Directors of Centennial BOCES.
4. **Affiliate Membership (non-voting)** - an agency or non-member school district admitted as an affiliate member by a vote of the Board subject to the provisions of Article VIII.

ARTICLE III

STATUTORY AUTHORITY; POWERS; DURATION

This Board of Cooperative Educational Services has been organized under the provisions of the Board of Cooperative Services Act of 1965, Sections 22-5-101 et seq., COLO. REV. STAT., hereinafter referred to as the "Board of Cooperative Services Act," and an Agreement and Plan of Merger, and it shall have all the powers, obligations, and duties specified by the provisions of such statutes and Agreement and Plan of Merger. This Board of Cooperative Educational Services shall have perpetual existence, but in the event of its dissolution all of its assets shall be divided among member districts as specified in the current Agreement and Plan of Merger, any other applicable agreement existing between one or more member districts and this Board of Cooperative Educational Services, and Section 8 of Article VI of this Constitution.

ARTICLE IV

PURPOSE

The purpose of this organization shall be that contained in the mission of the organization: to provide high quality programs and services through collaboration which supports the educational priorities of member districts and enriches educational opportunities for students.

ARTICLE V

MEMBERSHIP

Section 1. **Regular Membership.** Regular membership shall be in accordance with the provisions of the Board of Cooperative Services Act and shall be by school district, each member district being entitled to one director and one alternate. As of July 1, ~~2017~~2023, member districts are:

Briggsdale School District RE10
Brush School District RE-2(J)
Eaton School District RE-2
Estes Park School District R-3
Morgan County School District RE-3
Platte Valley School District RE7
Pawnee School District RE-12
Weld RE-5J School District
Greeley School District 6

Prairie School District RE-11J
St. Vrain Valley School District RE-1J
Valley RE-1 Sterling School District
Weld County School District RE-1
Weld County School District RE-9
Weldon Valley School District RE-20(J)
Wiggins School District RE-50(J)
Weld RE4 School District

Section 2. **Affiliate Membership.** Any non-member school district or any other agency may be admitted as an Affiliate Member by a vote of the Board and subject to the provisions of Article VIII, Section 1 of this Constitution.

ARTICLE VI

DIRECTORS; TERMINATION OF MEMBERSHIP; WITHDRAWAL; REINSTATEMENT; ADDITIONAL MEMBER DISTRICTS; DISSOLUTION

Section 1. **Appointment of Directors.** Directors and their alternates shall be appointed by their respective local boards of education as specified in the Board of Cooperative Services Act.

Section 2. **Director's Terms.** The terms of office of all directors and alternates shall be conterminous with their respective terms of office on their boards of education, subject to their districts continued membership in the Centennial BOCES. As the term of office expires, the respective individual board will appoint a replacement to the Centennial Board. All new directors shall be seated on the Board with full rights and responsibilities by resolution of the BOCES Board.

Section 3. **Voting Rights and Procedures.** Each active member district shall be entitled to one vote per director on each matter submitted to a vote of the directors. A majority vote of a quorum of directors will be used to make decisions within the organization. In the absence of a director, the alternate, if present, may be counted toward the required quorum and assume the prerogatives of the director. An exception to the majority vote of a quorum requirement will be when the following conditions are met:

- 3.1 Six or more of the ~~fourteen-seventeen~~ districts' directors have strong objections to the decision or feel they need more information and want further discussion/debate. In such event, these directors may request that the item be postponed to the next meeting by formally requesting the postponement during a regular Board meeting.
- 3.2 The agenda item will then be automatically postponed to the next meeting and referred to an Ad Hoc Problem Solving Committee. The committee will be made up of a board member (director or alternate) and superintendent from each of the following categories of member districts:
 - 3.2.1 Category I:
 - a. Park School District R-3
 - b. St. Vrain Valley School District RE-1J
 - 3.2.2 Category II:
 - a. Weld County School District RE-9
 - b. Weld County School District RE-2
 - c. Weld County School District RE-1
 - d. Platte Valley School District Weld RE-7
 - e. Weld RE-5J School District
 - f. Weld County School District RE4
 - e-g. Greeley School District D6
 - 3.2.3 Category III:
 - a. Briggsdale District RE10
 - b. Pawnee School District RE-12
 - c. Prairie School District RE-11J
 - 3.2.3 Category IV:
 - a. Brush School District RE-2J
 - b. Morgan County School District RE-3
 - c. Valley RE-1 – Sterling School District
 - d. Weldon Valley School District RE-20J
 - e. Wiggins School District RE-50J
- 3.3 Each time that the Ad Hoc Problem Solving Committee is to be convened, the directors from each member district within each category shall select the director/alternate and

superintendent from their category to serve on the Ad Hoc Problem Solving Committee using whatever method they deem appropriate. If the directors cannot agree on a method of selection or who should be selected, a meeting of the directors shall be convened. A majority of the directors shall constitute a quorum for conducting the meeting. Nominations of director/alternate and superintendent candidates shall be made. The director/alternate shall be selected by a majority vote of the quorum and the superintendent shall be selected by a majority vote of the quorum.

- 3.4 The Ad Hoc Problem Solving Committee shall meet prior to the next regularly scheduled Board meeting and shall make a written recommendation to the Board at the next regularly scheduled meeting.
- 3.5 Approval of any item recommended to the Board by the Ad Hoc Problem Solving Committee shall require a two-thirds vote of all of the directors of the Board.

Section 4. Termination of Membership. Centennial BOCES, by affirmative vote of two-thirds of all of the directors of the Board, may suspend or expel any member district for cause, as reasonably determined by the directors of the Board, including, but not limited to, violation of the Centennial BOCES Constitution or Bylaws, actions by the member district or its director or alternate that is prejudicial to or not in the best interests of the Centennial BOCES, or a member district's default of its contractual obligations. Such expulsion shall be effective the sixth day after the date of the vote. At least thirty days before any vote is taken, the member district shall be notified in writing (by first-class or certified mail sent to the address of the member district's board of education) of the reasons for the expulsion and the time and place where the vote is to be taken. The member district shall have an opportunity to present its defenses and position to the directors of the Board prior to the vote. Any expelled member district shall continue to be liable for all obligations under any contracts to which it has become a party and shall make all contributions required of it for the current fiscal year unless it is released from its commitments by a two-thirds vote of all of the directors of the Board; however, any director of an expelled member district shall not be eligible to vote on the question of such release of commitments and such director shall not be counted in determining the two-thirds vote. If an expelled member district is a party to a lease purchase agreement or other arrangement that is being used to acquire real or personal property for Centennial BOCES, the expelled member district shall assign all of its right, title, and interest in such agreement or arrangement and such real or personal property to the Centennial BOCES. If an expelled member district has an equity interest in any real or personal property of Centennial BOCES, such interest shall not be distributed to expelled member district until the sale of such property or the dissolution of Centennial BOCES or its successor. Until such property is sold or the time of dissolution, Centennial BOCES may continue to use such real or personal property in carrying out any of its purposes without any obligation to the suspended or expelled member district for rent, remuneration for loss, reimbursement for wear and tear, or other compensation.

Section 5. Withdrawal of Members. Any member district may withdraw from the Centennial BOCES as of the end of any fiscal year after having given six months' prior written notice, after having completed all contracts to which it has become a party, and after having made all contributions required of it for the current fiscal year, or upon otherwise being released from its commitments by a two-thirds vote of

all of the directors of the Centennial BOCES; however, any director of the withdrawing member district shall not be eligible to vote on the question of such release of commitments or withdrawal and such director shall not be counted in determining the two-thirds vote.

If a withdrawing member district is utilizing a service, program, or product for which Centennial BOCES is financially obligated, or is otherwise the beneficiary of a specific obligation incurred by Centennial BOCES on behalf of the withdrawing member district, the withdrawing member district shall be obligated to continue to make payments to Centennial BOCES for its pro rata share of the cost of any such service, program, product, or specific obligation until the withdrawing member district has discharged in full its respective share of such obligation(s). The withdrawing district will have the option to make a lump sum payment of its total remaining share of any obligation(s) at the time of withdrawal or make annual payments until its respective share of the obligation(s) has been discharged.

If a withdrawing member district has an equity interest in any real or personal property of Centennial BOCES, such interest shall not be distributed to the withdrawing member district until the sale of such property or the dissolution of Centennial BOCES or its successor. Until such property is sold or the time of dissolution, Centennial BOCES may continue to use such real or personal property in carrying out any of its purposes without any obligation to the withdrawing member district for rent, remuneration for loss, reimbursement for wear and tear, or other compensation.

Section 6. **Reinstatement.** Centennial BOCES may, by an affirmative majority vote of all of the directors of the Board, reinstate a former member district's membership upon such terms as the Board may deem appropriate.

Section 7. **Addition of Member Districts.** Any school district in the State of Colorado may apply for membership in Centennial BOCES by presenting to the secretary of the Board a certified copy of a resolution of the school district's governing board expressing a desire for admission to membership, designating a director to serve on the Board and an alternate, and agreeing to abide by the Constitution and By-laws of Centennial BOCES. Admission to membership may be granted by a majority vote of all of the directors of the Board on such conditions as they may specify.

Section 8. **Dissolution.** Centennial BOCES may be dissolved by a resolution passed by a two-thirds vote of all of the directors of the Board and shall be dissolved in the event its membership is ever less than two school districts.

The resolution of dissolution shall contain a plan for dissolution which shall include the following:

- a. Provision for discharge of all obligations of Centennial BOCES which provision may include assumption thereof by a successor organization or a surviving member district.
- b. Disposition of the remaining assets of Centennial BOCES after satisfaction of the requirements of a. above shall be made as follows:
 - (1) All assets held by Centennial BOCES on condition requiring return, transfer, or

conveyance upon dissolution shall be returned, transferred, or conveyed in accordance with such requirements as specified in the Agreement and Plan of Merger or other applicable agreements or resolutions made by the Centennial BOCES Board of Directors.

- (2) In the event a successor organization assumes all the obligations of Centennial BOCES and agrees to continue the operations of Centennial BOCES, all assets of Centennial BOCES remaining after provision for (1) above shall be transferred or conveyed to such successor organization.
- (3) In the event no successor organization shall assume the obligations and continue the operations of Centennial BOCES, the remaining assets shall be distributed to the member districts of Centennial BOCES immediately prior to dissolution as specified in the Agreement and Plan of Merger or any other applicable agreement or resolution of the Board, and if there is no applicable agreement or resolution then as the Board determines. Similarly, assets shall be distributed among any former member districts which have previously withdrawn from Centennial BOCES in accordance with provisions established in the Agreement and Plan of Merger or other agreements or resolutions of the Centennial BOCES Board of Directors.

ARTICLE VII

AMENDMENTS

Centennial BOCES by a two-thirds vote of all of the directors of the Board may amend, alter, modify or repeal any provisions of these Articles of Constitution except that all such changes shall have prospective operation only and shall not violate or contradict any provisions of Colorado law governing Boards of Cooperative Educational Services.

ARTICLE VIII

AFFILIATE MEMBERSHIP

Section 1. **Addition of Affiliate Members.** Any non-member school district or any other agency including any public community, junior or technical college or other public state supported institution of higher education may apply for affiliate membership in Centennial BOCES by presenting a certified copy of a resolution of its governing board expressing its desire or certification from its chief executive officer that its governing body has expressed a desire for admission as an affiliate member. Admission to membership may be granted by a majority vote of a quorum of the directors on such conditions as they may specify.

Section 2. **Fees and Costs.** The affiliate member may be charged a fee as determined from time to time by the Board which is to cover the administration, operation and program expenses of its affiliation with Centennial BOCES. The affiliate member shall be responsible for its proportionate share of

the costs of each program in which it participates.

Section 3. **Voting Rights and Representation.** Affiliate members have no voting rights and will not be represented on the Board of Directors. Affiliate members may serve on the Superintendents Advisory Council without voting rights. However, an affiliate member may send a representative to meetings of the Board of Directors or the Superintendents Advisory Council of Centennial BOCES and such representative may participate in the discussion at such meetings. An affiliate member shall acquire no rights during its affiliation to any assets of the Centennial BOCES upon dissolution pursuant to Article VI, Section 8.

Section 4. **Withdrawal of Membership.** An affiliate member which drops membership shall complete all contracts to which it has become a party, pay all fees and proportionate costs for the programs in which it has been participating, and pay all affiliation fees for the current fiscal year in which membership is dropped unless it is released from its commitments by a two-thirds vote of all of the directors of the Centennial BOCES. If a withdrawing affiliate member is a party to a lease purchase agreement or other arrangement that is being used to acquire real or personal property for Centennial BOCES, the withdrawing affiliate member shall assign all of its right, title, and interest in such agreement or arrangement and such real or personal property to the Centennial BOCES.

ARTICLE IX

CONTRACT SERVICES

Section 1. **Non-member School Districts.** Non-member school districts and other agencies may purchase services from the Centennial BOCES on a Fee-for-Services basis pursuant to a written agreement as determined by the Centennial BOCES Board of Directors.

BY-LAWS

SECTION I

OFFICERS

In accordance with COLO. REV. STAT. § 22-5-105, the officers of the Board shall be a president, vice-president, secretary, and treasurer elected from the Board's directors to serve terms of two years, unless their terms of office as school board members expire earlier, in which case their officership shall similarly expire, or unless the officer is removed from office as provided in these Bylaws. One person may simultaneously hold the offices of secretary and treasurer.

DUTIES

Duties of the president, vice-president, secretary, and treasurer shall be the same as those set forth for similar officers of boards of education in COLO. REV. STAT. §§ 22-5-105, -106, and -107.

President. The president shall be a director of the Board. The president shall preside at all regular and special meetings of the Board. He/She shall sign any written contract to which the Board may be a party when such contract shall have been authorized by the Board and shall sign all official reports of the Board except when otherwise provided by law.

Vice-president. The vice-president shall be a director of the Board. In the absence or inability of the president, the vice-president shall have and perform all of the powers and duties of the president.

Secretary/Treasurer. The secretary/treasurer shall be a director of the Board. The secretary/treasurer of the Board shall cause written notice to be given to each director of the Board of all special meetings of the Board. He/She shall cause minutes of each meeting of the Board to be published or posted. He/She shall account for all monies belonging to the Board, or coming into its possession, and shall render a report thereof when so required by the Board. He/She shall be custodian of the seal of the Board, shall attest any written contract to which the Centennial Board of Cooperative Educational Services may be a party when such contract shall have been authorized by the Board, and shall affix the seal thereto. He/she shall perform such other duties as may be assigned by the Board.

In the absence or inability of the secretary/treasurer, an officer of the Board designated by the president shall perform the duties of the secretary/ treasurer.

As required by law, the secretary/treasurer shall be bonded for the faithful discharge of his/her duties in such sum and with surety or sureties as the Board shall determine.

REMOVAL

An officer of the Board may be removed for cause by affirmative vote of two-thirds of all the directors of the Board when it is reasonably believed that the best interests of the Centennial BOCES

would be served by such removal. At least fifteen days before any vote is taken to remove for cause, the officer shall be notified in writing (by first-class or certified mail sent to the address of the officer's member district's board of education) of the reasons for the removal and the time and place where the vote is to be taken. The officer shall have the opportunity to present his or her defenses and position to the directors of the Board prior to the vote. Removal shall be effective as of the date of the vote.

SECTION II

MEETINGS

Meetings shall be called, held and conducted as set forth in COLO. REV. STAT. § 22-32-108. Regular meetings shall be held at least quarterly in accordance with law. Special meetings may be called by the president at any time and shall be called upon written request of a majority of the directors of the Board.

The secretary/treasurer of the Board shall cause written notice of any meeting to be mailed via the U.S. Postal Service, or delivered in other appropriate options such as courier, fax, or e-mail, to each director of the Board stating the time, place and purpose of the meeting. If the notice is delivered via courier, fax, or email, it shall arrive in the hands of the director no later than 24 hours prior to the hour set for the meeting. If the notice is mailed via U.S. Postal Service, it shall be mailed no later than 72 hours prior to the hour set for the meeting.

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

Any action required or permitted by the Constitution, By-laws, or the law to be taken at a meeting of the Board of Directors may be taken without a meeting if all directors consent to such action in writing. The writing describing the action taken may be executed in counterparts and may be signed and then transmitted by a telecopier or facsimile machine. The received facsimile of the writing or a photocopy of the received facsimile bearing signatures of one or more directors shall be treated as an original counterpart.

SECTION III

QUORUM

A quorum necessary for transaction of business shall be a simple majority of all directors. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present shall be the act of the Board of Directors unless the vote of a greater number of directors is required by the Constitution or these By-laws. If a quorum cannot be attained by the directors who can attend a meeting in person and one or more of the matters to be considered at the meeting requires prompt action by the Board of Directors (such as the hiring or firing of personnel or the consideration of a recommendation by the Ad Hoc Problem Solving Committee), those directors who cannot attend the meeting but who can participate through the use of any means of communication by which all directors participating can hear each other during the meeting

shall be permitted to so participate and shall be deemed to be present in person at the meeting.

SECTION IV

VACANCIES

A vacancy on the Board shall be filled by the member district within 60 days after the expiration date of the term of office or occurrence of the vacancy. All directors who have been duly authorized or appointed by their member district Board of Education shall be seated on the Board with full rights and responsibilities.

SECTION V

MINUTES

The secretary/treasurer, or some person designated by the secretary/treasurer, shall send out, following each meeting of the Board, a copy of the minutes of said meeting to each director and to the Superintendent of Schools or chief administrator of each member district and each Affiliate Member.

SECTION VI

AMENDMENTS

These By-laws may be amended or repealed by a majority vote of a quorum of the Board at any regular or special meeting, provided that such change shall not violate provisions of the Board of Cooperative Services Act or the Centennial BOCES Constitution.

SECTION VII

FINANCE

Financing of Services. Financing of services performed under the direction of the Board shall be by the assessment of the participating school districts on the basis of the proportionality agreed upon by the boards of education of the participating school districts and the Centennial BOCES Board of Directors for membership, program services, and other budgeted expenditures ("District assessment").

Centennial BOCES cannot obligate the funds of any member district beyond the annual District assessment budgeted and appropriated by Centennial BOCES without the approval of the board of education of the member district.

SECTION VIII

CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Contracts. The Board may authorize any officer or officers, agents or agents of the Board, in addition to the officers so authorized by these By-laws, to enter into any contract or execute and deliver

any instrument in the name of and on behalf of the Board, and such authority may be general or confined to specific instances.

Checks, Drafts, Etc. All checks, drafts or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Board shall be signed in facsimile by such officer or officers or agent or agents of the Board and in such manner as shall, from time to time, be determined by resolution of the Board and such instruments shall be signed by the treasurer and countersigned by the president of the Board or the Executive Director of Centennial BOCES.

SECTION IX

ADVISORY COUNCIL

The superintendent or his or her designated representative of each member district shall constitute the Advisory Council to the Executive Director and the Board. The Council shall consult prior to the regular meetings of the Board to review items under consideration by the Board and shall from time to time recommend programs, projects, or services for consideration by the Board.

The Council will perform any other acts as determined by the Board.

SECTION X

MISCELLANEOUS

Headings. The headings of the paragraphs, sections, and articles of the Constitution and By-laws are included for convenience only and shall not affect the construction or interpretation of any of their provisions.

Notices. All notices required by the Constitution or By-laws shall be in writing and shall be either hand delivered, sent by regular mail or by certified mail, return receipt requested, postage prepaid, to the address of the appropriate party, or sent by telecopier (facsimile transmission) to a facsimile machine owned by or at the disposal of the receiving party. All notices so given shall be effective when delivered except for notices by regular mail which shall be effective seventy-two hours after mailing. If any party changes its address or telecopier number, it shall give notice thereof to all other parties by giving notice in the manner specified above.

Severability. If any provision of the Constitution or By-laws is determined to be invalid or illegal, such provision shall be deemed automatically amended to conform to the law or if such amendment is not possible, such provision shall have no effect. In either event the other provisions of the Constitution or By-laws shall remain applicable to the appropriate parties and be given full effect.

Faith and Credit. Neither the Board of Directors of Centennial BOCES nor any member district shall extend the faith or credit of any member district (except of itself) to any third person or entity.

Certification: The undersigned, being all of the directors of the Centennial Board of Cooperative Educational Services, hereby ratify the foregoing Constitution and By-laws which were adopted by the Northern Colorado Board of Cooperative Educational Services and the Weld County Board of Cooperative Educational Services pursuant to their merger and such Constitution and By-laws shall be the Constitution and By-laws of the Centennial Board of Cooperative Educational Services effective as of July 1, 2005.

Director representing Briggsdale School District RE 10

Director representing Prairie School District RE-11 J

Director representing Brush School District RE-2J

Director representing St. Vrain Valley School District RE-1J

Director representing Eaton School District RE-2

Director representing Valley RE-1 – Sterling School District

Director representing Estes Park School District R-3

Director representing Weld County School District RE-1

Director representing Morgan County School District RE-3

Director representing Weld County School District RE-9

Director representing Pawnee School District RE-12

Director representing Weldon Valley School District RE-20(J)

Director representing Platte Valley School District RE7

Director representing Wiggins School District RE-50J

Director representing Weld RE-5J School District

Director representing Weld RE4 School District

Director representing Greeley D6 School District

Attest:

Centennial BOCES Executive Director

Certification: The undersigned secretary/treasurer of the Centennial Board of Cooperative Educational Services does hereby certify that the above and foregoing Constitution and By-laws were duly adopted by the Centennial Board of Cooperative Educational Services and the South Platte Valley Board of Cooperative Educational Services pursuant to their merger and the same were ratified by the Board of Directors of the Centennial Board of Cooperative Educational Services and that said Constitution and By-laws are the Constitution and By-laws of the Centennial Board of Cooperative Educational Services effective as of July 1, 2005

Secretary of Centennial Board of Cooperative
Educational Services

Certified as of: _____

NOTE: Colorado BOCES are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

NOTE: If the BOCES operates a school or educational program for K-12 students, keep the language in brackets. If the BOCES does not operate a school or educational program for K-12 students, delete the language in brackets.

Nondiscrimination/Equal Opportunity

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

For purposes of this policy and other policies including a nondiscrimination statement, these terms have the following meanings:

- "Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- "Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- "Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.
- "Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior.
- "Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth.

File: AC

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

In keeping with these statements, the following are objectives of this BOCES:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for *[children and]* adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To initiate a process of reviewing all policies and practices of this BOCES in order to achieve the objectives of this policy to the greatest extent possible.
4. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
5. To investigate and appropriately discipline staff *[and students]* found to be responsible for incidents of harassment or unlawful discrimination in violation of BOCES policy.

Annual notice

The BOCES will issue a written notice prior to the beginning of each school year that advises *[students, parents,]* employees and the general public that the programs, activities, and employment opportunities offered by the BOCES are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry *[or need for special education services.]* With respect to employment practices, the BOCES will also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The notice will also include the name, address, email address, and telephone number of the person(s) designated to coordinate *[Title IX and]* Section 504 and ADA compliance activities. The BOCES' coordinator is: *[Insert coordinator's name, title, and contact information (address, telephone number, and email)]*.

NOTE: Federal law requires BOCES to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks.

course catalogs, program/employee application forms, and recruitment materials.
34 C.F.R. § 106.8.

Deleted: ¶

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

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

Harassment is prohibited

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

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

Reporting unlawful discrimination and harassment

[Any student who believes they have been a target of unlawful discrimination or harassment, as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, is encouraged to immediately report it to an administrator, counselor, teacher, or the BOCES's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.]

Any applicant for employment or member of the public who believes they have been a target of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, is encouraged to immediately file a complaint in person, by phone, email, or online form with the BOCES's compliance officer.

File: AC

Any employee who believes they have been a target of unlawful discrimination or harassment is encouraged to immediately file a complaint with either an immediate supervisor or the BOCES's compliance officer, and any employee who has witnessed such unlawful discrimination or harassment must immediately file a complaint with either an immediate supervisor or the BOCES's compliance officer.

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

BOCES action

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

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

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

Upon determining by a preponderance of the evidence that incidents of unlawful discrimination or harassment are occurring in particular BOCES settings or activities, the BOCES will implement measures designed to remedy the problem in those areas or activities.

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

In cases involving potential criminal conduct, the BOCES will determine whether appropriate law enforcement officials should be notified.

Notice and training

File: AC

To reduce unlawful discrimination and harassment and ensure a respectful environment, the administration is responsible for providing notice of this policy to all BOCES [schools and] departments. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint process must be referenced in [student and] employee handbooks [, described in hard-copy notices posted at schools,] and otherwise available to all [students,] staff and members of the public through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the BOCES's website.

Formatted: Font: Italic

[Students and] BOCES employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. BOCES employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

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

(Adoption date)

LEGAL REFS.: [20 U.S.C. 1681 (Title IX, Education Amendments of 1972)]
20 U.S.C. 1701-1758 (Equal Employment Opportunity Act of 1972)
29 U.S.C. 621 et seq. (Age Discrimination in Employment Act of 1967)
29 U.S.C. 701 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. 12101 et seq. (Title II of the Americans with Disabilities Act)
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)
42 U.S.C. 2000e (Title VII of the Civil Rights Act of 1964)
42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
34 C.F.R. Part 100 through Part 110 (civil rights regulations)
C.R.S. 2-4-401 (3.4) (definition of gender expression)
C.R.S. 2-4-401 (3.5) (definition of gender identity)
C.R.S. 2-4-401 (13.5) (definition of sexual orientation)
C.R.S. 18-9-121 (bias-motivated crimes)
C.R.S. 22-1-143 (definition of harassment or discrimination)
C.R.S. 22-32-110(1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyles)

File: AC

C.R.S. 24-34-301 *et seq.* (Colorado Civil Rights Division)
C.R.S. 24-34-301 (3.3) (definition of gender expression)
C.R.S. 24-34-301 (3.5) (definition of gender identity)
C.R.S. 24-34-301 (7) (definition of sexual orientation)
C.R.S. 24-34-402 *et seq.* (discriminatory or unfair employment practices)

C.R.S. 24-34-402(1.3)(a) (definition of "harass" or "harassment"),
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

Formatted: Font: Italic

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GBAA, Sexual Harassment
[JB, Equal Educational Opportunities]
[JBB*, Sexual Harassment]

[Revised **July 2023**]

CASB SAMPLE POLICY – BOCES 2015©

Deleted: February 2022

NOTE: While Colorado BOCES are not required by law to adopt a policy on this subject, this policy is highly recommended because it reflects legal requirements that arguably apply to a BOCES board. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Board Member Conduct

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

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

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

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

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

(Adoption date)

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

File: BC

C.R.S. 24-18-109 (rules of conduct for local government officials and employees)

NOTE 1: State law defines "economic benefit tantamount to a gift of substantial value" to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the Board member's personal benefit offered by a person who is at the same time providing goods or services to the BOCES under a contract or other means by which the person receives payment or other compensation from the BOCES. C.R.S. 24-18-104 (2). However, state law permits a Board member to receive such goods or services if the "totality of the circumstances" indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the Board member does not receive any substantial benefit resulting from the Board member's status that is unavailable to members of the public generally. C.R.S. 24-18-104 (2)(b).

NOTE 2: State law lists the type of items that are not considered "gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value" and are therefore permissible for a Board member to receive. See, C.R.S. 24-18-104 (3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than ~~\$75~~), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.

NOTE 3: The amount of the gift limit (~~\$75~~) is identical to the gift limit under section 3 of article XXIX of the state constitution. This amount shall be adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of ~~2027~~. Colo. Const. Art. XXIX, Section 3 (6).

Deleted: 65

Deleted: 65

Deleted: 2023

[Revised ~~July 2023~~]
CASB SAMPLE POLICY – BOCES 2015©

Deleted: January 2020

NOTE: While Colorado BOCES are not required by law to adopt a regulation on this subject, this regulation is highly recommended because it reflects legal requirements that arguably apply to a BOCES board.

Board Member Financial Disclosure

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

Items which must be reported include the following:

1. Any money received, including a loan, pledge, advance, guarantee of a loan or any forbearance or forgiveness of indebtedness from any person with a value greater than ~~\$75~~.
2. Any gift of any item of real or personal property other than money with a value greater than ~~\$75~~.
3. Any loan of real or personal property if the value of the loan is greater than ~~\$75~~. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance or publication.
5. Tickets to a sporting, recreational, educational or cultural event with a value greater than ~~\$75~~ for any single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting if the Board member is scheduled to deliver a speech, make a presentation, participate on a panel or represent the school district unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).
7. Any gift of a meal to a fund-raising event of a political party.

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

Deleted: 65

Deleted: 65

Deleted: 65

Deleted: 65

File: BC-R

(Approval date)

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

NOTE 1: The amount of the gift limit (~~\$75~~) is identical to the gift limit under section 3 of article XXIX of the state constitution. This amount shall be adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of ~~2027~~. Colo. Const. Art. XXIX, Section 3 (6).

Deleted: 65

Deleted: 2023

NOTE 2: The gifts and items that do not require a disclosure report are listed in C.R.S. 24-6-203 (4). They include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than ~~\$75~~), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.

Deleted: 65

[Revised ~~July 2023~~]

CASB SAMPLE REGULATION – BOCES 2015©

Deleted: January 2020

NOTE: While Colorado BOCES are not required by law to adopt a policy on this subject, this policy is highly recommended because it reflects legal requirements that arguably apply to the executive director. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Executive Director's Conduct

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

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

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

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

(Adoption date)

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

File: CBF

NOTE 1: State law defines "economic benefit tantamount to a gift of substantial value" to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the BOCES employee's personal benefit offered by a person who is at the same time providing goods or services to the BOCES under a contract or other means by which the person receives payment or other compensation from the BOCES. C.R.S. 24-18-104 (2). However, state law permits a BOCES employee to receive such goods or services if the "totality of the circumstances" indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the employee does not receive any substantial benefit resulting from the employee's status that is unavailable to members of the public generally. C.R.S. 24-18-104 (2)(b).

NOTE 2: State law lists the type of items that are not considered "gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value" and are therefore permissible for a BOCES employee to receive. See, C.R.S. 24-18-104 (3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than ~~\$75~~), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.

NOTE 3: The amount of the gift limit (~~\$75~~) is identical to the gift limit under section 3 of article XXIX of the state constitution. This amount shall be adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of ~~2027~~. Colo. Const. Art. XXIX, Section 3 (6).

[Revised ~~July 2023~~]
CASB SAMPLE POLICY – BOCES 2015©

Deleted: 65

Deleted: 65

Deleted: 2023

Deleted: January 2020

NOTE: Colorado school districts are required by state law to adopt a policy on bidding procedures for competitive bidding in the purchase of goods and services pursuant to C.R.S. 22-32-109 ~~this subject~~ and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

NOTE: The Board has discretion as to whether to require competitive bidding for professional services, other than contracts for instructional services. C.R.S. 22-32-122(2). One of the following options must be selected by the Board and the other option should be deleted.

Bidding Procedures

[Option 1: Requires competitive bidding for professional services contracts (e.g. attorney, architect).]

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

[or]

[Option 2: Does not require competitive bidding for professional service contracts.]

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

Competitive selection

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

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

Pre-qualification

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

bidders may submit bids.

Response receipt and opening

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

Awarding a bid

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

Requirements for Written Contract

Any contract must include a provision that states that any of the district's obligations for the construction and design of public works projects that are payable after the current fiscal year are contingent on money to pay the obligations being appropriated, budgeted, and otherwise made available to the district, subject to the requirements of C.R.S. 24-91-103.6.

Any written contract shall not include any of the below conditions or terms. If any of the below conditions are included in a written contract, that condition or term is considered null and void.

- Any requirement that the district hold harmless another person or entity;
- Any requirement that the district or contracting entity participate in binding arbitration or other extra-judicial process for dispute resolution;
- Any requirement that the district agree to limit liability of another person or entity for bodily injury, death, or property damage;
- Any waiver, alteration, or limitation of the application of the "Student Data Transparency and Security Act" or the "Colorado Privacy Act";
- Any conflict with Colorado law or associated rules under state statute.

(Adoption date)

LEGAL REFS.: C.R.S. 22-1-135 (terms and conditions in public school contracts definitions)

C.R.S. 22-32-109 (1)(b) (board required to adopt bidding procedures)

C.R.S. 22-32-109.7 (board duties regarding the employment of personnel)

C.R.S. 22-32-122 (4) (background check provision required in service contracts)

C.R.S. 24-18-201 (public official's interest in contract)

CROSS REFS.: BCB, School Board Member Conflict of Interest

Formatted: Indent: Hanging: 0.03"

[DJB*](#), Federal Procurement

NOTE 1: Criminal background checks provided pursuant to this policy must, at a minimum, meet the requirements of C.R.S. 22-32-109.7 and may include any other requirements of the district. Under section 109.7, CDE is required to advise districts only as to whether a prospective employee has been convicted of a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older (regardless of whether the student consented to the sexual act), or unlawful behavior involving children. Districts may wish to require service contractors to report all convictions for any person working directly with students.

NOTE 2: If the district receives federal funds, the district is required by the federal Uniform Grant Guidance (UGG) to adopt procurement procedures specific to purchases made with federal funds, in whole or in part. See, CASB sample policy [DJB](#), Federal Procurement and accompanying sample regulation, [DJB*-R](#).*

[~~Reviewed Revised September January 2023~~4]

NOTE: Colorado BOCES are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

NOTE: If the BOCES operates a school or educational program for K-12 students and/or employs staff who work with students, keep the language in brackets. If the BOCES does not operate a school or educational program for K-12 students and/or does not employ staff who work with students, delete the language in brackets.

Sexual Harassment

The BOCES is committed to a *[learning and]* working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the BOCES staff to harass another staff member *[or student]* through conduct or communications of a sexual nature. *[Any conduct **or communication** of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome.]* Sexual harassment committed by a BOCES employee in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of the BOCES.

Sexual harassment prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome **physical or verbal** conduct **or communication** of a sexual nature constitutes sexual harassment if, **under the totality of the circumstances:**

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment *[or educational development]*.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment *[or education]* decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work *[or educational performance]* or creating an intimidating, hostile or offensive working *[or educational]* environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

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

1. Sex-oriented verbal "kidding," abuse or harassment.

2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's *[grades,]* employment status or similar personal concerns.
6. Sexual violence.

Reporting, investigation and sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the BOCES's complaint process.

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the BOCES's compliance officer.

All reports of sexual harassment received by any BOCES employee shall be promptly forwarded to the compliance officer. The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the BOCES's complaint and compliance process. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment **or participation in an investigation**. Requests for confidentiality shall be honored so long as doing so does not preclude the BOCES from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, in accordance with applicable Board policy. *[Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with the Board's policy regarding child abuse reporting.]*

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Notice of policy

Notice of this policy shall be circulated to all BOCES *[schools and]* departments.

(Adoption date)

File: GBAA

LEGAL REFS.: [20 U.S.C. 1681 et seq. (Title IX of the Education Amendments of 1972)]
42 U.S.C. 2000e et seq. (Title VII of the Civil Rights Act of 1964)
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)
C.R.S. 24-34-401 et seq. (discrimination or unfair employment practices)

CROSS REF[S].: AC, Nondiscrimination/Equal Opportunity
[JLF, Reporting Child Abuse/Child Protection]

[Revised July 2023]

CASB SAMPLE POLICY – BOCES 2015©

Formatted: Font: Bold

Deleted: ¶

NOTE: While Colorado BOCES are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements BOCES must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

NOTE: The italicized language in brackets reflects the legal requirements that arguably apply to BOCES that operate a school or educational program for K-12 students and/or employ staff who work with students. If the BOCES operates a school or educational program for K-12 students and/or employs staff who work with students, include the language in brackets. If the BOCES does not operate a school or educational program for students and/or does not employ staff who work with students, delete the language in brackets.

Staff Conduct (And Responsibilities)

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

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

Rules of conduct

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

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.

File: GBEB

3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

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

It is not considered a breach of conduct for a staff member to:

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

Essential to the success of ongoing BOCES operations *[and the instructional program]* are the following specific responsibilities which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the BOCES administration.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of BOCES property.

[5. Concern and attention toward the safety and welfare of students.]

Child abuse

All 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

File: GBEB

perpetrator is a BOCES employee. Such information must remain confidential except that the executive director must notify the Colorado Department of Education of the child abuse investigation.

Possession of deadly weapons

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

[Felony/misdemeanor convictions

If, subsequent to beginning employment with the BOCES, the 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 offense or infraction, the BOCES must make inquiries to the Department of Education for purposes of screening the employee.

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

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

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

[Unlawful behavior involving children

File: GBEB

The BOCES may make an inquiry with the Department of Education concerning whether any current employee of the 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, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.]

NOTE: The following paragraph is optional and requires employees to notify the BOCES when they are arrested for specific crimes, in accordance with this policy's accompanying regulation. CASB believes requiring employee notification of arrests reflects "best practices," as it assists the BOCES in becoming aware of potential criminal charges against the BOCES employee that may necessitate employee disciplinary action and parent notification. See, C.R.S. 22-1-130.

Notification concerning arrests

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

The BOCES must notify students' parents/guardians when 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

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's policy concerning survey, assessment, analysis or evaluation of students. 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.]

(Adoption date)

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)]

File: GBEB

[C.R.S. 18-12-214 (3)(b) (school security officers may carry concealed handgun pursuant to valid permit)]
[C.R.S. 19-3-308 (5.7) (child abuse reporting)]
C.R.S. 22-1-130 (parent notification of employee criminal charges)
[C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check – definition)]
[C.R.S. 22-32-109 (1)(ee) (school personnel prohibited from recommending certain drugs for students or ordering behavior tests without parent permission)]
C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
[C.R.S. 22-32-109.1 (8) (inquiries upon good cause to department of education for purpose of ongoing screening of employees)]
[C.R.S. 22-32-109.7 (inquiries prior to hiring)]
[C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based criminal history record check)]
[C.R.S. 22-32-109.8 (6)(a) (requirement to terminate non-licensed employees for certain felony offenses)]
[C.R.S. 22-32-109.9 (licensed personnel – submittal of fingerprints and name-based criminal history record check)]
C.R.S. 22-32-110 (1)(k) (power to adopt conduct rules)
C.R.S. 24-18-104 (government employee rules of conduct)
C.R.S. 24-18-109 (local government employee rules of conduct)
C.R.S. 24-18-110 (voluntary disclosure)

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

NOTE 1: State law defines "economic benefit tantamount to a gift of substantial value" to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the BOCES employee's personal benefit offered by a person who is at the same time providing goods or services to the BOCES under a contract or other means by which the person receives payment or other compensation from the BOCES. C.R.S. 24-18-104 (2). However, state law permits a BOCES employee to receive such goods or services if the "totality of the circumstances" indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the employee does not receive any substantial benefit resulting from the employee's status that is unavailable to members of the public generally. C.R.S. 24-18-104 (2)(b).

NOTE 2: State law lists the type of items that are not considered "gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value" and are therefore permissible for a BOCES employee to receive. See, C.R.S. 24-18-104 (3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than \$75), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.

Deleted: 65

NOTE 3: The amount of the gift limit (\$75) is identical to the gift limit under section 3 of Article XXIX of the state constitution. This amount is adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of 2027. Colo. Const. Art. XXIX, Section 3 (6).

Deleted: 65

Deleted: 2023

NOTE 4: Federal law requires BOCES to notify employees fingerprinted pursuant to this policy that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). BOCES must also notify fingerprinted employees about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction, or update of an FBI identification record. 28 C.F.R. 50.12 (b). BOCES must retain documentation that this notification was provided.

File: GBEB

NOTE 5: *State law requires school Boards to annually distribute to employees “informational materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education.” C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school Boards must “distribute the informational materials to newly hired district employees as part of its employee orientation process.” Id. Distribution to employees may be made via email “or as part of a mailing or regular communication to employees” Id.*

▼ **[Revised ~~July~~ 2023]**

CASB SAMPLE POLICY – BOCES 2015©

Deleted: ¶

¶
¶
¶

Deleted: September 2021

File: GBGG

NOTE: While Colorado BOCES are not required by law to adopt a policy on this subject, BOCES are required, under the Healthy Families and Workplaces Act, to provide paid sick leave. CASB believes this sample contains the content/language that best meets the intent of the law and reflects "best practices." However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

The Healthy Families and Workplaces Act goes into effect on January 1, 2021 for BOCES that employ 16 or more employees and January 1, 2022 for all BOCES.

Staff Sick Leave

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness. Therefore, paid sick leave is provided for employees in accordance with this policy.

Deleted: full time

Accrual and use

Paid sick leave may be accumulated without limit at the rate of 6 days per year. Sick leave may be taken for the following reasons:

- personal mental or physical illness, injury, or health condition or the need to obtain medical care, or the need to evacuate from an employee's place of residence due to inclement weather or other unexpected events;
- personal medical appointments;
- or for the necessary care and attendance for the employee's family member or a member of the employee's immediate family who has a mental or physical illness, injury or health condition, the need to obtain medical care, or whose school or place of care has been closed due to inclement weather or other unexpected events;
- seeking medical attention or related services if the employee or a member of the relating employee's family has been the victim of domestic abuse, sexual assault, or harassment;
- the BOCES has been ordered to close by a public official due to a public health emergency;
- the school or childcare provider for the employee's child has been ordered to close by a public official due to a public health emergency and the employee needs to be absent from work to care for their child; or
- bereavement, including funeral services and other financial or legal matters, after the death of a family member.

Deleted: or

Deleted: or

Deleted: .

Formatted: Font color: Auto

Formatted: Indent: Hanging: 0.25", Left 0 ch, Line spacing: single, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between : (No border)

NOTE: Each employee earns at least 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours (6 days) per year. BOCES may provide paid sick leave that accrues at a

File: GBGG

faster or more generous rate than required and may satisfy the accrual requirements by providing employees with an amount of paid sick leave that meets or exceeds the 48 hours at the beginning of the year. C.R.S. 8-13.3-403(2)(a).

For sick leave purposes, the term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the executive director.

Documentation may be required for approval of taking four or more consecutive paid sick days. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.

NOTE: BOCES may, but are not required to, pay out unused paid sick leave upon termination, resignation, retirement, or other separation. C.R.S. 8-13.3-403(5)(a). However, BOCES must reinstate any unused paid sick leave if an employee is rehired within 6 months of separating from the BOCES. C.R.S. 8-13.3-403(5)(b).

[Optional language:

Payment upon separation

Upon termination of employment for reasons other than retirement, an employee will be paid for a maximum of 12 days of accrued sick leave not taken based upon the average rate of pay for the employee during their last five years of employment. In the event of death, such payment will be made to the employee's estate.]

Reinstatement upon hiring

If an employee separates from employment with the BOCES and is rehired by the BOCES within 6 months after the separation, the BOCES must reinstate any paid sick leave that the employee had accrued but not used during the employee's previous employment if that accrued paid sick leave had not been paid out at the time of the separation.

Payment upon retiring

An employee who is eligible for retirement in accordance with the Public Employees Retirement Association will be paid for one-fourth of all accrued sick leave not taken

File: GBGG

based upon the average rate of pay for the employee during their last five years of employment not to exceed payment for more than 30 days of accrued sick leave.

Additional leave during a public health emergency

In addition to the paid sick leave generally accrued, on the date a public health emergency is declared the BOCES will supplement each employee's accrued paid sick leave as necessary to ensure that full-time employees who work 40 hours or more in a week may take at least 80 hours of paid sick leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The BOCES may count an employee's unused accrued paid sick leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;
- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares for poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

Nondiscrimination

The Board, the executive director, other administrators and BOCES employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

File: GBGG

Notice

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all BOCES employees. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

(Adoption date)

LEGAL REFS.: C.R.S. 2-4-401 (*definition of immediate family*)
C.R.S. 8-13.3-401 et seq. (*Healthy Families and Workplaces Act*)

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave
GBGH, Sick Leave Bank
GBGL, Staff Victim Leave
GBJ, Personnel Records and Files

NOTE 1: BOCES must retain records for each employee for a 2-year period, documenting hours worked, paid sick leave accrued, and paid sick leave used. These records are subject to audit by the Colorado Division of Labor Standards and Statistics in the Department of Labor and Employment. C.R.S. 8-13.3-409(1).

NOTE 2: The Healthy Families and Workplaces Act does not apply to employees covered by a bona fide collective bargaining agreement in effect on the effective date of January 1, 2021 if the collective bargaining agreement provides for equivalent or more generous paid sick leave. It also does not apply to employees covered by a collective bargaining agreement that is initially negotiated or negotiated for the next collective bargaining agreement after the effective date of January 1, 2021 if the paid sick leave requirements are expressly waived and the collective bargaining agreement provides for equivalent or more generous paid sick leave.

[Revised **July 2023**]

CASB SAMPLE POLICY – BOCES 2015©

Formatted: Indent: Left 0 ch, First line: 0 ch

Deleted: November 2020

NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs. [Policy GCO replaces former policies GCOA and GCOC.]

Evaluation of Licensed Personnel

This policy and accompanying regulation shall be considered part of the district's licensed personnel performance evaluation system. The district's licensed personnel evaluation system shall be developed and implemented in accordance with state law in addition to the state Board of Education's rules. The Board shall consult with district administrators, teachers, parents and the advisory school district licensed personnel performance evaluation council in developing and evaluating the district's evaluation system.

The purposes of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the district's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Licensed personnel, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the rating given and any improvement plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable state law and Board policy.

Reporting:

The district shall report the final performance ratings for all licensed personnel who were evaluated to the Department of Education no later than October 15 of the school year following the school year for which the evaluations are completed. The district shall follow all applicable State Board of Education rules regarding reporting.

(Adoption date)

LEGAL REFS.: C.R.S. [22-9-101](#) et seq. (*Licensed Personnel Performance Evaluation Act*)

C.R.S. [22-63-301](#) (*grounds for dismissal*)

1 CCR [301-87](#) (*State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel*)

CROSS REFS.: [BDFA](#)*, District Personnel Performance Evaluation Council

[GCOE](#)*, Evaluation of Evaluators

[GCQF](#), Discipline, Suspension and Dismissal of Professional Staff

[IK](#), Academic Achievement

NOTE 1: A person who is employed in multiple roles in the district may receive a single evaluation that takes into account the employee's performance of his/her responsibilities in each role. The employee's supervisor shall conduct the evaluation or, if the employee is the superintendent, the board shall conduct the evaluation. C.R.S. [22-9-106](#) (4.3).

NOTE 2: Students' state assessment results from the 2014-15 school year may only be used as baseline data for measuring student academic growth in the 2015-16 school year and school years thereafter. C.R.S. [22-9-106](#) (2.5)(c)(I). In addition, in any year that the district does not receive students' state assessment results by the deadline for written evaluation reports (two weeks prior to end of school year), the district must use alternate measures of student academic growth, including local assessment results if available. C.R.S. [22-9-106](#) (2.5)(c)(II).

[Revised ~~November 2015~~ February 2023]

COLORADO SAMPLE POLICY 2013©

NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs. [Regulation [GCO-R](#) replaces former regulations GCOA-R and GCOC-R.]

Evaluation of Licensed Personnel

The procedures necessary to administer and implement the policy accompanying this regulation and the district's licensed personnel evaluation system are as follows:

Basic requirements

1. All licensed personnel, including full-time and part-time teachers, shall be evaluated by an administrator/supervisor who has a principal or administrator license issued by the Colorado Department of Education and/or such administrator's/supervisor's designee, who has received education and training in evaluation skills approved by the Colorado Department of Education that will enable the evaluator to make fair, professional and credible evaluations of the licensed personnel whom the evaluator is responsible for evaluating.

NOTE: State law encourages, but does not require, school districts to provide training to multiple people to serve as evaluators, to enable a licensed person being evaluated to request an alternative evaluator. C.R.S. § 22-9-106.

2. The standards for effective performance of licensed personnel and the criteria to be used in determining whether performance meets these standards shall be available in writing to all licensed personnel. Such standards and criteria shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
3. The system shall identify the various methods of evaluation, which shall include but not be limited to direct observations and a process of systematic data-gathering.

Information collection

The evaluator shall directly observe the licensed staff member and gather other data in accordance with the district's evaluation system and state law. No evaluation information shall be gathered by electronic devices without the consent of the licensed staff member. Peer, parent or student input may be obtained from standardized surveys as part of a teacher's evaluation. Each principal's evaluation shall include input from teachers employed at the school and may include input from the students enrolled at the school and their parents.

NOTE: State law encourages, but does not require, school districts to experiment with innovative methods of observation, which may include observations by mentors or teaching coaches, peers, department leaders, and video or digital recording, and a peer assistance and review model. C.R.S. § 22-9-106. Further, state law now requires the Department of Education to make available (at no cost to each school district) training for persons who are responsible for evaluating licensed personnel. School districts may choose to make use of these training opportunities, once provided by the Department of Education.

Frequency and duration

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written evaluation report each academic year.

Nonprobationary teachers shall receive at least one documented observation and one evaluation that results in a written report each academic year. Teachers shall receive the written evaluation report at least two weeks before the last class day of the school year.

Principals shall receive one evaluation that results in a written report each academic year. Administrators in their first 2 years of service in the district will be evaluated 2 during each year. All other administrators will be evaluated at least 1. Each evaluation will result in a written report.

Specialized service professionals shall receive one evaluation that results in a written report each academic year. For purposes of this regulation, the term "specialized service professionals" (SSPs) shall be as defined by applicable rules of the State Board of Education.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or licensed staff member, when the staff member is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

Minor adjustments and variations in the evaluation process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected in accordance with the district's evaluation system.

Informal evaluations and observations may be made whenever deemed appropriate by the district.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the licensed staff member's performance and which clearly sets forth recommendations for improvements. If the person evaluated is a teacher or a principal, the plan shall include recommendations for additional education and training during the teacher's or principal's license renewal process.
2. Specific information about the strengths and weaknesses in the licensed staff member's performance.
3. Documentation identifying when a direct observation was made.

4. Identification of data sources.

The evaluation report will be discussed with the licensed staff member evaluated. Both the evaluator and the licensed staff member will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the staff member disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

Ineffective performance

A licensed staff member whose performance is deemed to be ineffective shall receive:

1. Written notice that his or her performance evaluation shows a rating of ineffective;
2. A copy of the documentation relied upon in measuring the staff member's performance; and
3. Identification of deficiencies.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

The licensed staff member evaluated may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

*[NOTE 1: State law requires the district to ensure that a nonprobationary teacher who objects to a rating of ineffectiveness has an opportunity to appeal that rating, "in accordance with a fair and transparent process developed, where applicable, through collective bargaining." C.R.S. [22-9-106](#) (4.5)(b). The statute prescribes certain requirements for this appeal process, including that the nonprobationary teacher has the burden of demonstrating that a rating of effectiveness was appropriate and that the appeal process take no longer than 90 days. *Id.* Applicable rules of the State Board of Education require districts to develop an appeal process for nonprobationary teachers to appeal a second rating of ineffective or partially effective beginning in the 2015-16 school year. 1 CCR [301-87](#), Rule 5.04(A)(1). Because of the discrepancy between the statute and SBE rules, CASB has taken a conservative approach in providing optional language to allow for an appeal process now. The district should consult with its own legal counsel to determine the district's approach to this issue.]*

[NOTE 2: ~~If the Board decides to adopt an appeal process prior to the 2015-16~~

~~school year~~For an appeal process for nonprobationary teachers to appeal an ineffective rating, the Board should choose one of the following options under the heading, "Appeal by a nonprobationary teacher."

[NOTE 3: The SBE rules provide that SSPs who receive a second consecutive rating of ineffective or partially effective and who are not employed on an at-will basis may appeal their rating using the appeal process described in the rules for nonprobationary teachers. 1 CCR [301-87](#), Rule 4.05. If the district's employment of SSPs is not on an at-will basis, the following section should be revised to include SSPs as well as nonprobationary teachers.]

[NOTE 4: For performance evaluations completed for the 2023-2024 school year and school years thereafter, the evaluation of a licensed person who has been employed by a school district for one school year or less must not include data that was created prior to the date on which the licensed person began employment with the district.]

Formatted: Font: (Default) Arial, Not Italic, Font color: Auto

Appeal by a nonprobationary teacher

[Option 1: (for a district that has a collective bargaining agreement with its teachers.)]

A nonprobationary teacher may appeal his or her performance rating of ineffective or partially effective pursuant to the appeal process prescribed in the applicable collective bargaining agreement.

[or]

[Option 2: (for a district that does not have a collective bargaining agreement with its teachers.)]

A nonprobationary teacher may appeal his or her rating of ineffective or partially effective in accordance with the following:

1. The nonprobationary teacher shall file a written appeal with the superintendent within fifteen (15) calendar days of the teacher's receipt of the district's written notice informing the teacher of his or her performance rating of ineffective or partially effective.
2. A nonprobationary teacher's grounds for appealing an ineffective or partially effective rating shall be limited to the following:
 - a. The evaluator did not follow evaluation procedures that adhere to the requirements of applicable law and that failure had an impact on the teacher's performance rating; or
 - b. The data relied upon was inaccurately attributed to the teacher.
3. The nonprobationary teacher shall have the burden of demonstrating that a rating of effectiveness was appropriate.
4. The superintendent or designee shall review the nonprobationary teacher's

appeal and provide the teacher with a written decision regarding the appeal within thirty (30) calendar days of the superintendent's receipt of such appeal. The superintendent's decision shall be final.

5. Time limits in this section may be waived by mutual agreement.

Formatted: Font: 10 pt, Font color: Auto

(Approval date)

[Revised ~~November February 2014~~2023]

COLORADO SAMPLE REGULATION 2013©

NOTE: While Colorado BOCES are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements BOCES must follow if the BOCES operates a school or educational program for K-12 students. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

If the BOCES does not operate a school or educational program for K-12 students or the BOCES follows the calendar(s) of its member school districts, it should not adopt this policy.

School Year/School Calendar/Instruction Time

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

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

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

NOTE: Starting the 2023-24 school year, the Colorado Department of Education (CDE) has discontinued all flexibilities for remote learning options to students enrolled in brick-and-mortar schools due to COVID-19. During the COVID-19 pandemic and associated federal and state public emergencies, CDE provided various flexibilities for BOCES to provide 100% remote learning as well as temporary remote learning options, and boards may have authorized temporary remote learning options through policy or resolutions. Boards should ensure that if they authorized temporary remote learning options during the 2022-23 school year

Deleted: ¶

NOTE: For the 2022-2023 school year, the Colorado Department of Education will discontinue flexibilities for districts to provide 100% remote learning options to students enrolled in brick-and-mortar schools due to COVID-19. Thus, beginning in 2022-23, students who wish to pursue a fully remote learning option will need to be enrolled in either an online school or online program. ¶

¶ However, CDE will continue to offer flexibility for districts to provide temporary remote learning options as a result of COVID-19 health concerns for the 2022-23 school year. "Temporary remote learning" flexibility means that there may be local needs for brick and mortar schools to temporarily suspend in-person learning due to COVID in the 2022-23 school year. This may include the need to temporarily move a classroom, a grade level, or the school to remote learning. It may also result from workforce shortages due to a COVID-19 outbreak. A school or district may need to temporarily move to remote learning in these instances for a short period of time (i.e. the rest of the week/two weeks). When a school/district suspends in-person learning in this way, it will continue to be important that the school/district has the appropriate plan and policies in place to account for a transition to remote learning. ¶

¶ To access this flexibility, local boards must utilize a governance document (e.g., board policy or resolution) if the board wishes to use a form of remote learning for the 2022-23 academic year. Local boards do not need to adopt multiple governance documents and should be cognizant of the way in which they authorize changes for the 2022-2023 school year, as the changes outlined by CDE are only applicable for the upcoming school year. If a local board decides to amend board policies for the 2022-2023 school year, the board will need to update board policy again prior to the start of the 2023-2024 school year to remove the language specific to the 2022-2023 school year. If the board elects to incorporate language in board policy, the following sample language may be used and inserted in the policy. If the board determines to authorize this flexibility in a board resolution, this language is not necessary in board policy.

... [1]

or previous years, that any resolutions and policies have been reviewed, repealed, or updated.

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

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

NOTE: For everything except lunch, the Board has discretion when determining what it means to be "actively engaged in the educational process." For example, the time between two classes or between a class and lunch period known as "passing time" may be included in the definition when the school calendar is developed. If the Board intends to include passing time, then it should include that bulleted point under the definition of "actively engaged in the educational process" in the first set of bullets above and delete it from those activities that are not included in the definition.

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

The BOCES calendar for the next school year must be prepared by the executive director or designee and presented to the Board for approval in the spring of each year. The executive director must consult with school district members when preparing the calendar.

Deleted: ¶

Deleted: The BOCES will ensure that all students who are participating in remote learning will receive equitable instruction and services. Further, the BOCES will ensure that, within the constraints of COVID-19, equitable and appropriate instruction will continue to be offered to those students requiring accommodations.¶

(Adoption date)

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

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

File: IC/ICA

NOTE: State law establishes the school year as outlined below. The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff in-service programs and closings due to student health, safety, or welfare concerns to 1056 hours for secondary students, 968 hours for elementary students other than kindergartners, 870 hours for full-day kindergarten students, and 435 hours for half-day kindergarten students. In no case may a school schedule fewer than 160 days without specific prior approval of the commissioner of education. C.R.S. 22-32-109 (1)(n).

Teacher-Pupil Instruction Minimum Hours/Days

Half-Day Kindergarten	450 hours	(can be reduced* to 435 hours)	160 days
Full-Day Kindergarten.	900 hours	(can be reduced* to 870 hours)	160 days
Elementary (besides kindergarten)	990 hours	(can be reduced* to 968 hours)	160 days
Secondary	1,080 hours	(can be reduced* to 1,056 hours)	160 days

**Not more than 24 hours per school year may be used for parent/teacher conferences and staff in-service programs.*

The school calendar for the current year might be presented as an exhibit coded ICA-E.

[Revised July 2023]

CASB SAMPLE POLICY – BOCES 2015©

Formatted: Indent: Left 0 ch, First line: 0 ch

Deleted: August 2022

NOTE: While Colorado BOCES are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements BOCES must follow if it offers a preschool and/or kindergarten program. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

If the BOCES does not offer preschool and/or kindergarten program, it should not adopt this policy.

Primary/Preprimary Education

NOTE: Include the following three sections only if applicable.

Kindergarten programs

The BOCES shall establish and maintain a kindergarten program or programs. A kindergarten program may be a half-day or full-day program, and the BOCES shall receive state funding for students enrolled in these programs on a half-day or full-day basis, in accordance with state law.

Preschool programs

All BOCES preschool programs shall comply with the rules established by the Department of Education and with the rules for child care centers established by the Department of Human Services.

Children with disabilities

In meeting its obligation to offer an individualized program for children with disabilities at age three, the BOCES shall provide a special education preschool program at no cost to students who have been identified as children with disabilities pursuant to applicable law.

NOTE: Include the following section only if the BOCES participates as a provider in the Universal Preschool Colorado program.

Universal Preschool Colorado (UPK) program

In addition, when the BOCES receives funding from the state to do so, the BOCES shall participate as a provider in the Universal Preschool Colorado (UPK) program. The BOCES shall adhere to the Colorado Department of Early Childhood (CDEC)'s quality standards for providers as articulated in state law and regulation.

Other children who wish to enroll on tuition basis

In an effort to offer a well-rounded learning experience, the preschool program may be open on a tuition basis to students who have not been identified as children with disabilities pursuant to applicable law or who are not eligible for the program

Deleted: receives funds from its member districts to operate a preschool program pursuant to the parti

Deleted: Colorado Preschool Program Act.

Deleted: Colorado preschool program

When the BOCES receives funding from its member school districts to do so, the BOCES shall provide a preschool program as part of the Colorado Preschool Program for three-, four- and five-year-old children who lack learning readiness due to significant family risk factors, who are in need of language development or who are receiving services from the Department of Human Services as neglected or dependent children. All enrolling three-year-olds must lack overall learning readiness that is attributable to at least three of the significant family risk factors.

Parents/guardians wishing to have their children participate in this program shall make application to the BOCES. Participants then shall be selected on the basis of greatest need.

because of the factors listed above. The executive director or designee shall develop admission procedures that take into consideration space and staffing requirements.

(Adoption date)

LEGAL REFS.: C.R.S. 22-20-101 *et seq.* (Exceptional Children's Educational Act)
C.R.S. 22-28-101 *et seq.* (Colorado Preschool Program Act)
C.R.S. 26-6-102 (1.5) (definition of child care center)
C.R.S. 26.5-4-201 et seq. (Universal Preschool Colorado program)
1 CCR 301-8, Rules 2220-R-1.00 *et seq.* (Rules for the Administration of the Exceptional Children's Educational Act)

CROSS REF.: IHBA, Special Education Programs for Students with Disabilities

NOTE 1: If the BOCES has incorporated a Head Start program as part of its preschool, this policy needs to be revised accordingly. See, C.R.S. 22-28-109.

NOTE 2: Pursuant to HB19-1262, school districts that provide full-day kindergarten are prohibited from charging fees for students to attend full-day kindergarten, other than fees routinely charged to enrolled students in other grades and that are applicable to the kindergarten educational program. If the General Assembly stops funding kindergarten students as full-time pupils, a district may resume charging a fee or tuition for the unfunded portion of the school day. The district should consult with its own legal counsel to determine the approach that best meets local circumstances and needs.

NOTE 3: Starting the 2023-24 school year, the Colorado Department of Early Childhood (CDEC) will launch Universal Preschool (UPK) Colorado. C.R.S. § 26.5-4-201 et seq. This program offers a minimum of part-time (10 hours/week) or half-day (15 hours/week) of high-quality, voluntary preschool to every Colorado child in the year before they are eligible to enter kindergarten. Local Coordinating Organizations (LCOs) are community agencies or organizations that have been designated by CDEC to support the program at a local level. BOCES may participate as providers in the program. Providers must be licensed to support preschool-aged children, must sign an agreement, and should communicate with their LCO for more information. CDEC's procedures and quality standards are subject to change, so BOCES should monitor CDEC's website for up-to-date information regarding the UPK program. CDEC will develop quality standards for providers as required by C.R.S. § 26.5-4-205.

[Revised July 2023]
CASB SAMPLE POLICY – BOCES 2015©

Formatted: Font: Helvetica

Deleted: ¶

Deleted: NOTE 2: Pursuant to C.R.S. 22-28-106 of the Colorado Preschool Program Act, the term "significant family risk factors" is defined to mean any of the following:¶

¶
<#>The child is eligible to receive free or reduced-cost lunch pursuant to the National School Lunch Act¶
<#>Homelessness of the child's family¶
<#>An abusive adult residing in the home of the child¶
<#>Drug or alcohol abuse in the child's family¶
<#>Either parent of the child was less than eighteen years of age and unmarried at the time of the birth of the child¶
<#>The child's parent or guardian has not successfully completed a high school education or its equivalent¶
<#>Frequent relocation by the child's family to new residences¶
<#>Poor social skills of the child

... [1]

Deleted: 3

Deleted: January 2020

NOTE: *If the BOCES operates a school or educational program, the BOCES is required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

If the BOCES does not operate a school or educational program, it should not adopt this policy.

NOTE: *The BOCES should select the applicable language in the brackets regarding "student," "school," and "program." If the BOCES operates a school or schools as well as educational programs, all of the language in the brackets should be included.*

Sexual Harassment

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

BOCES's commitment

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

Sexual harassment defined

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

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

Pursuant to state law, "harassment" means any unwelcome physical or verbal conduct or communication directed at a person or group because of their

membership in a protected class, which conduct or communication is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication must satisfy one or more of the following, under the preponderance of the evidence:

1. A school employee conditioning educational benefits or terms of employment on participation in unwelcome sexual conduct or communication (i.e., quid pro quo)
2. The conduct or communication unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.

Reporting, investigation, and sanctions

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

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

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

The BOCES will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before a BOCES takes corrective action.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures [to all BOCES schools or educational programs]. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint procedures must be referenced in [student and employee handbooks [described in hard-copy notices posted at schools], and otherwise be made available to all [students,] staff, and members of the public through electronic or hard-copy distribution.

Formatted: Font: Font color: Black

Formatted: Font: (Default) Arial

Formatted: Normal, Level 1, Indent: Left: 0.25", Line spacing: single, Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2", Don't hyphenate, Font Alignment: Top, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between : (No border), Tab stops: 0.5", Left + 4.53", Left + 5.81", Left, 0" Horizontal

Deleted: creating a hostile environment based on an individual's sex. ¶

Formatted: Font: (Default) Arial, Font color: Black

Deleted:

File: JBB*

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

(Adoption date)

LEGAL REF.: 20 U.S.C. §1681 *et seq.* (Title IX of the Education Amendments of 1972)
C.R.S. 22-5-107 (BOCES to have same certain duties as boards of
education)
C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting
discrimination)
C.R.S. 22-1-143 (definition of harassment or discrimination)
C.R.S. 24-34-402(1.3)(a) (definition of "harass" in employment practices)

Formatted: Font: 12 pt

Formatted: Font: Not Italic

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R-2, Sex-Based Discrimination and Sexual Harassment Investigation Procedures
AC-E-1, Nondiscrimination/Equal Opportunity (Sample Notice)
JLF, Reporting Child Abuse/Child Protection

Deleted: ¶

[Revised July 2023]

CASB SAMPLE POLICY – BOCES 2015©

Deleted: August 2020

NOTE: If the BOCES operates a "public school" as defined by the Education Accountability Act of 2009, C.R.S. 22-11-101 et seq. (the "Act"), the BOCES is required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

If the BOCES does not operate a "public school" as defined by the Act, it should not adopt this policy.

Student Discipline

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in BOCES vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a BOCES vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in a BOCES school may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student ~~may~~ |

Deleted: shall

File: JK

result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

(Adoption date)

LEGAL REFS.: C.R.S. 18-6-401 (1) *(definition of child abuse)*
C.R.S. 22-1-140 (definition of corporal punishment and prohibition of corporal punishment at schools)
 C.R.S. 22-32-109.1 (2)(a) *(adoption and enforcement of conduct and discipline code)*
 C.R.S. 22-32-109.1 (2)(a)(I) *(BOCES shall take reasonable measures to familiarize students with the conduct and discipline code)*
 C.R.S. 22-32-109.1 (2)(a)(I)(C) *(discipline of habitually disruptive students is required part of conduct and discipline code)*
 C.R.S. 22-32-109.1 (9) *(immunity provisions in safe schools law)*
 C.R.S. 22-33-106 (1) *(grounds for suspension, expulsion and denial of admission)*
 C.R.S. 22-33-106 (1)(c.5) *(definition of a habitually disruptive student)*

Formatted: Font: Italic

CROSS REFS.: JIC, Student Conduct, and subcodes
JK subcodes, (all relate to student discipline)

[Revised July 2023]

CASB SAMPLE POLICY – BOCES 2015©

Deleted: ¶

Formatted: Font: Bold

Deleted: ¶

100

NOTE: Colorado school districts are required by law to adopt a policy and procedures for the use of reasonable and appropriate physical intervention and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Use of Physical Intervention and Restraint

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than ~~five~~one minute ~~s~~ unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint shall not include the

holding of a student for less than ~~five-one~~ minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

District employees shall not use restraint as a ~~punitive~~ form of discipline or to control or gain compliance ~~of a from a student's behavior~~. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Use of Mechanical or Prone Restraints

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3), however, no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.and

2. When the student is openly displaying a deadly weapon, as defined in C.R.S. [18-1-901](#) (3)(e).

NOTE: Information concerning the district's policies for the use of restraint and seclusion on students and information concerning the process for filing a complaint regarding the use of restraint and seclusion, as set forth by rules of the State Board of Education, must be included in the student conduct and discipline code distributed to students. C.R.S. [22-32-109.1](#) (2)(a)(I)(L).

CASB sample exhibit [JKA-E-2](#) reflects the State Board's complaint process and may be included in the student conduct and discipline code to meet this notification requirement.

(Adoption date)

LEGAL REFS.: C.R.S. [18-1-703](#) (*use of physical force by those supervising minors*)

C.R.S. [18-1-901](#) (3)(e) (*definition of a deadly weapon*)

C.R.S. [18-6-401](#) (1) (*definition of child abuse*)

C.R.S. [19-1-103](#) (1) (*definition of abuse and neglect*)

C.R.S. [22-32-109.1](#) (2)(a) (*adoption and enforcement of discipline code*)

C.R.S. [22-32-109.1](#) (2)(a)(I)(D) (*policy required as part of safe schools plan*)

C.R.S. [22-32-109.1](#) (2)(a)(I)(L) (*policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code*)

C.R.S. [22-32-109.1](#) (9) (*immunity provisions in safe schools law*)

C.R.S. [22-32-147](#) (*use of restraints on students*)

C.R.S. [26-20-101](#) et seq. (*Protection of Persons from Restraint Act*)

1 CCR [301-45](#) (*State Board of Education rules for the Administration of the Protection of Persons from Restraint Act*)

[Revised ~~January~~ February 2023~~18~~]

COLORADO SAMPLE POLICY 1993©

NOTE: If the BOCES operates a "public school" as defined by the Education Accountability Act of 2009, C.R.S. 22-11-101 et seq. (the "Act"), the BOCES is required by law to adopt a policy and procedures on the use of reasonable and appropriate physical intervention and the law contains some specific direction as to the content or language.

BOCES that operate educational programs are not legally required to adopt a policy and procedures on this subject, but must comply with the laws discussed herein. Therefore, BOCES that operate educational programs may wish to adopt this policy as "best practices" and to best protect the BOCES's interests. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

If the BOCES does not operate a "public school" as defined by the Act and/or does not operate an educational program, it should not adopt this policy.

NOTE: If the BOCES is operating a "public school" as defined by the Act, keep the legal references in brackets. If the BOCES is not operating a "public school" as defined by the Act, delete the legal references in brackets.

Use of Physical Intervention and Restraint

To maintain a safe learning environment, BOCES employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any BOCES employee or volunteer, in accordance with state law.

Within the scope of their employment, BOCES employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

File: JKA

Under no circumstances shall a student be physically held for more than one minute unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the student or another person. Restraint shall not include the holding of a student for less than one minute by a BOCES employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the student's parent(s) or guardian(s) as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of restraint on the student.

BOCES employees shall not use restraint as a form of discipline or to control or gain compliance from a student. BOCES employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by BOCES employees trained in accordance with applicable State Board of Education rules.

Use of Mechanical or Prone Restraints

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

File: JKA

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. [26-20-111](#) (3), however, no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. [18-1-901](#) (3)(e).

NOTE: Information concerning the BOCES's policies for the use of restraint and seclusion on students and information concerning the process for filing a complaint regarding the use of restraint and seclusion, as set forth by rules of the State Board of Education, must be included in the student conduct and discipline code distributed to students. C.R.S. [22-32-109.1](#) (2)(a)(I)(L).

CASB sample exhibit [JKA-E-2](#) reflects the State Board's complaint process and may be included in the student conduct and discipline code to meet this notification requirement.

(Adoption date)

LEGAL REFS.: C.R.S. [18-1-703](#) (use of physical force by those supervising minors)
C.R.S. [18-1-901](#) (3)(e) (definition of a deadly weapon)
C.R.S. [18-6-401](#) (1) (definition of child abuse)
C.R.S. [19-1-103](#) (1) (definition of abuse and neglect)
[C.R.S. 22-1-140](#) (definition of corporal punishment, and prohibition against volunteers or employees from imposing corporal punishment on a child),
[C.R.S. [22-32-109.1](#) (2)(a)(I)(L) (policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code)]
[C.R.S. [22-32-109.1](#) (2)(a) (adoption and enforcement of discipline code)],
[C.R.S. [22-32-109.1](#) (2)(a)(I)(D) (policy required as part of safe schools plan)],
[C.R.S. [22-32-109.1](#) (9) (immunity provisions in safe schools law)]
[C.R.S. [22-32-109.1](#) (2)(a)(D) (prohibition against corporal punishment shall be included in student conduct and discipline code)]
[C.R.S. [22-32-147](#) (use of restraints on students)]
C.R.S. [26-20-101](#) et seq. (Protection of Persons from Restraint Act)
1 CCR [301-45](#) (State Board of Education rules for the Administration of the Protection of Persons from Restraint Act)

Formatted: Normal, Indent: Left: 1.22", First line: 0", Space After: 12 pt, Line spacing: single

Deleted: ¶

Deleted: ¶

Deleted: ¶

Deleted: /

Deleted: ¶

Formatted: Font: Helvetica, Italic

Deleted: ¶

Deleted: ¶

Deleted: ¶

[Revised [July 2023](#)]

Deleted: April 2023

CASB SAMPLE POLICY – BOCES 2015©

NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, this sample reflects documentation and notification requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Student Restraint Incident Report Form

Student: _____

School: _____

Date: _____

Time: _____

Location: _____

Staff directly involved in restraint (include names and titles; attach supplemental statements, if any):

Witnesses (include names and titles):

Description of events immediately before the behavior occurred:

Efforts/alternatives made prior to the use of restraint:

____ Teaching interaction

____ Offered self-control strategy

____ Verbal de-escalation

____ Other(s) (please describe): _____

Type of restraint used:

Time restraint began: _____

Time restraint ended: _____

Chronological description of incident (include behavior, statements made, actions taken):

Resolution:

- ☐ Student calm/reintegrated into classroom/educational programming
- ☐ Student calm/additional time provided for de-escalation outside of instructional setting
- ☐ Additional support requested (medical/mental health/parent/police)
- ☐ Other(s) (please describe): _____

Injuries or property loss/damage:

Persons notified of incident (include name, title, date and time notified):

Name and title of person writing report

Signature

Checklist	Date	Comments
If an injury to staff or student has occurred, submit student accident report and/or staff incident		

report.		
Building principal or designee verbally notify parent by end of the school day that the restraint was used.		
Conduct internal review of incident of restraint.		
Review documentation to ensure use of alternative strategies and recommend adjustments to procedures, if appropriate.		
<u>If restraint was between one and five minutes, written notice given to parents on the day of the restraint</u>		
<u>If restraint was five minutes or more, verbal notice given to parent on the day of restraint, and written r</u> Report emailed, mailed or faxed to parent within five calendar days of the use of restraint.		
If requested by parents or the school, convene a meeting (that may be an IEP, BIP or 504 meeting) to review the incident.		

Formatted: Font: 12 pt

Copies: parent, student's confidential file [required]

(Issue date)

[~~Recorded~~ Revised January February 202318]

COLORADO SAMPLE EXHIBIT 2010©

NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, this sample reflects the complaint procedures approved by the Colorado State Board of Education that parents may use to file a complaint regarding the use of restraint and seclusion. The district must include the process for filing a complaint as set forth by these State Board rules in the student conduct and discipline code distributed to students. C.R.S. [22-32-109.1](#) (2)(a)(I)(L).

Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion, 1 CCR [301-45](#), 2620-R-2.07

According to applicable rules of the Colorado State Board of Education, the following represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a district employee.

2.07(1) A student or a parent or legal guardian may file a complaint about the use of restraint or seclusion used by an employee or volunteer of a school or charter school of a school district or Board of Cooperative Services or any institute charter school by using the procedures established under this section 2.07.

2.07(2) Required Content of the Complaint: The Complaint must contain the following information:

2.07(2)(a) A statement that the employee or volunteer has violated a requirement regarding the use of restraints and an identification of the portion of the statute, rule, or regulation alleged to have been violated, if known by the complainant;

2.07(2)(b) The background information and facts on which the Complaint is based that identify persons, actions and/or omissions;

2.07(2)(c) The name and the residential address of the child against whom the alleged violation occurred;

2.07(2)(d) The name of the school that the child was attending when the alleged violation occurred;

2.07(2)(e) A proposed resolution of the problem to the extent known and available to the complainant at the time the Complaint is filed;

2.07(2)(f) The Complaint must allege that the violation(s) set forth in the Complaint occurred not more than one (1) year prior to the date that the Complaint is filed with the Colorado Department of Education (CDE);

2.07(2)(g) The signature and contact information (minimally, address and telephone number) for the complainant; and

2.07(2)(h) Written verification in a cover letter accompanying the Complaint that a complete copy of the Complaint and any attachments have also been mailed, hand-delivered, or delivered by other secure method to the public

education agency (i.e. a school district, BOCES, or the Charter School Institute) serving the child.

2.07(3) The Complaint, including any attachments, must be mailed, hand-delivered, or delivered by other secure method to the IDEA State Complaints:

IDEA Part B State Complaints Officer

Colorado Department of Education

Exceptional Student Leadership Unit, Dispute Resolution Office

1560 Broadway, Suite 1175

Denver, Colorado 80202

Additionally, as noted in paragraph 2.07(2)(h) above, a complete copy of the Complaint, including any attachments, must also be mailed, hand-delivered, or delivered by other secure method to the public education agency (i.e. a school district, BOCES or the Charter School Institute) serving the child.

2.07(4) Complaints involving children with disabilities

2.07(4)(a) If the State Complaints Officer determines that the Complaint alleges a violation of the IDEA or its implementing regulations in 34 CFR Part 300, then the Complaint shall be processed through CDE's IDEA dispute resolution process. In these cases, the State Complaints Officer shall also have the authority to investigate and process a Complaint alleging improper use of seclusion and restraints in accordance with the timelines and procedures outlined in these rules.

2.07(4)(b) If the State Complaints Officer determines that the Complaint does not meet the criteria under section 2.07(4)(a), he or she shall refer the Complaint to the Restraint Complaints Officer (RCO) within five (5) calendar days of receiving the Complaint and shall notify the complainant in writing of this referral.

2.07(4)(c) Nothing in this subsection shall require the complainant to submit an additional Complaint directly to the RCO.

2.07(5) The Complaint shall be considered properly filed with the Department when it is received in CDE's Dispute Resolution Office and satisfies paragraph 2.07(2) above. A Complaint, once filed, will not be accepted for investigation if the CDE does not have jurisdiction (i.e., authority) to investigate; or if the Complaint does not set forth sufficient grounds on which to grant relief.

2.07(6) Within ten calendar (10) days of receipt of the Complaint, the RCO shall decide to accept or reject the Complaint for investigation and notify the complainant in writing. If the Complaint was sent via mail, the RCO's decision shall be postmarked by the 10th day. If the Complaint is accepted, the RCO shall:

2.07(6)(a) Notify the complainant of receipt and acceptance of the Complaint;

2.07(6)(b) Notify, by certified or overnight mail, the public education agency of each and every allegation contained in the Complaint together with a complete copy of the Complaint; and

2.07(6)(c) Initiate an investigation concerning the allegations contained in the Complaint.

2.07(7) Complaint Timelines:

2.07(7)(a) Response: Within fifteen (15) calendar days of receiving the RCO's notification of the Complaint, the public education agency may file a Response to the Complaint allegations and provide information which it deems necessary or useful for the RCO to consider in conducting a thorough investigation. If the public education agency fails to timely respond to an allegation, the RCO may, in his/her sole discretion, deem the allegation admitted.

The Response is due by 5:00 p.m. on the date due. The public education agency shall provide any written Response to the RCO and also a complete copy of the Response, including any attachments, to the complainant unless doing so would violate relevant laws regarding confidentiality. The public education agency shall provide the RCO with a legible copy of the written tracking receipt which verifies that a complete copy of the Response, including any attachments, was sent by certified or overnight mail to the complainant.

2.07(7)(b) Reply: Within ten (10) calendar days of delivery of the response, the complainant may file a written Reply to the Response, including any attachments, in support of his/her position. The complainant shall provide any written Reply to the RCO at the address identified in paragraph 2.07(3), above, and also provide the RCO by 5:00 p.m. on the date due with written verification that a complete copy of the Reply, including any attachments, was also mailed or hand-delivered to the public education agency.

The Response and Reply must be delivered by 5:00 p.m. on the date due to the office of the RCO and not merely postmarked by the due date. If the Response or Reply is untimely, the RCO may, within his or her sole discretion, refuse to consider the late document.

2.07(7)(c) Timeline Extensions: If the RCO finds that exceptional circumstances exist with respect to a particular Complaint, the RCO may, in his or her sole discretion, extend for a reasonable period of time, any of the timelines set forth in these Complaint procedures. Any request and extension of a timeline must occur prior to expiration of the timeline and shall be documented in a written order issued by the RCO prior to the expiration of the timeline and mailed to the parties. The RCO does not have authority to extend the regulatory statute of limitations of one (1) year described in Section 2.07(2)(f) above.

2.07(7)(d) If one or more due dates in the process fall on a weekend or a state holiday, the due date shall be the next calendar day following a weekend or state holiday if the due date is on a weekend or state holiday.

2.07(8) Complaint Investigations:

2.07(8)(a) The Complaint investigation may include, but is not limited to: an onsite investigation; request(s) that the complainant or public education agency provide additional information; and request(s) to review records in the possession of either party.

2.07(8)(b) Any time after a Complaint is filed and before the Complaint is resolved, the RCO may recommend a public education agency to undertake immediate action in an extraordinary situation when it is imperative to do so in order to protect the rights, health or safety of any student.

2.07(8)(c) The CDE, through the RCO, shall have sixty (60) calendar days from the date of receipt of the properly filed Complaint, to resolve the Complaint. The parties may mutually agree to extend the sixty (60) calendar day time limit in order to engage in voluntary mediation. Any extension of the Decision due date will be set by the RCO to a date certain as per section 2.07(7)(c), above.

2.07(9) Complaint Resolution:

2.07(9)(a) The RCO shall issue a written decision which details the findings of fact and conclusions of law unless the issues have been previously resolved. Based upon a finding that a public education agency has failed substantially to comply with state laws and regulations for the use of restraint, the RCO will, as part of the resolution of the Complaint, make recommendations to the public education agency of remedial actions that may be taken in order to come into compliance with applicable law and regulations, (e.g., technical assistance and training activities).

2.07(9)(b) The RCO shall have no authority to require corrective action by the public education agency, including but not limited to compensatory education for the child who is the subject of the complaint, monetary reimbursement or attorney fees.

2.07(9)(c) The decision of the RCO shall be final.

(Issue date)

[Reviewed February 2023]

COLORADO SAMPLE EXHIBIT 2018©

NOTE: Colorado school districts are required by law to adopt a policy and procedures for the use of reasonable and appropriate physical intervention and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Use of Physical Intervention and Restraint

A. Definitions

In accordance with state law and the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.

1. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force and seclusion.
2. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
 - a. holding of a student for less than ~~five-one~~ minutes by a staff person for the protection of the student or others;
 - b. brief holding of a student by one adult for the purpose of calming or comforting the student;
 - c. minimal physical contact for the purpose of safely escorting a student from one area to another;
 - d. minimal physical contact for the purpose of assisting the student in completing a task or response.
3. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:
 - a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;
 - b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;

- c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or
 - d. positioning or securing devices used to allow treatment of a student's medical needs.
4. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:
- a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
 - b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).
5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.
6. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:
- a. placement of a student in residential services in the student's room for the night; or
 - b. time-out.
7. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.
8. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.
9. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. [18-1-901](#) (3)(c).
10. "State Board Rules" mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1 CCR [301-45](#).

11. "Parent" shall be as defined by the State Board rules.

B. Basis for use of restraint

Restraints shall only be used:

1. In an emergency and with extreme caution; and
2. After:
 - a. the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and re-structuring the environment); or
 - b. a determination that such alternatives would be inappropriate or ineffective under the circumstances.
3. Restraints shall never be used as a ~~punitive~~ form of discipline or ~~as a threat to gain~~ control or gain compliance of a student's ~~behavior~~.
4. School personnel shall:
 - a. use restraints only for the period of time necessary and using no more force than necessary; and
 - b. prioritize the prevention of harm to the student.

C. Duties related to the use of restraint - general requirements

When restraints are used, the district shall ensure that:

1. no restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
2. no restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;
3. restraints are only administered by district staff who have received training in accordance with the State Board rules;
4. opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
5. when it is determined by trained district staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and
6. the student is reasonably monitored to ensure the student's physical safety.

Additionally, in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student.

D. Proper administration of specific restraints

1. Chemical restraints shall not be used.
2. Mechanical and prone restraints shall not be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.
3. Physical restraint
 - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
 - b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
 - c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
 - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.
 - b. Any space in which a student is secluded shall have adequate lighting, ventilation and size and shall not be any space used by school staff for storage, custodial purposes, or office space.
 - c. Any space used for student seclusion must have at least one window to monitor students when the door is closed. If an adequate space with a window is not feasible, video camera monitoring must be possible. Continuous monitoring is required throughout the time a student is secluded.
 - d. ~~To the extent possible under the specific circumstances,~~ the space ~~should~~ must be a safe space free of injurious items.

E. Notification requirements

1. If there is a reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents, and, if appropriate, the student of:
 - a. the restraint procedures (including types of restraints) that might be used;

- b. specific circumstances in which restraint might be used; and
 - c. staff involved.
2. For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

F. Documentation requirements

1. If restraints are used, a written report shall be submitted within one school day to school administration.
2. The school principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.

3. If a student is restrained for more than one, but less than five minutes, written notice must be given to the student's parent or legal guardian on the day of the restraint. The written notice shall include the date of restraint, student's name, and the number of times the student was restrained that day.

Formatted: Line spacing: single

4. If a student is restrained for five minutes or more, a written report based on the findings of the staff review required by paragraph G. below shall be emailed, faxed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:

Formatted: Font: (Default) Times New Roman, Font color: Black, English (U.S.)

- a. the antecedent to the student's behavior if known;
- b. a description of the incident;
- c. efforts made to de-escalate the situation;
- d. alternatives that were attempted;
- e. the type and duration of the restraint used;
- f. injuries that occurred, if any; and
- g. the staff present and staff involved in administering the restraint.

5. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

G. Review of specific incidents of restraint

1. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
 - a. staff review of the incident;
 - b. follow up communication with the student and the student's family;
 - c. review of the documentation to ensure use of alternative strategies; and
 - d. recommendations for adjustment of procedures, if appropriate.
3. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

H. General review process

1. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
2. The review shall include, but is not limited to:
 - a. analysis of incident reports, including all reports prepared pursuant to paragraphs F.1 and F.3 above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
 - b. training needs of staff;
 - c. staff to student ratio; and
 - d. environmental conditions, including physical space, student seating arrangements and noise levels.

I. Staff training

1. The district shall ensure that staff utilizing restraint in schools are trained in accordance with the State Board rules.
2. Training shall include:

- a. a continuum of prevention techniques;
- b. environmental management;
- c. a continuum of de-escalation techniques;
- d. nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
- e. methods to explain the use of restraint to the student who is to be restrained and to the student's family; and
- f. appropriate documentation and notification procedures.

3. Retraining shall occur at a frequency of at least every two years.

(Adoption date)

[Revised ~~June~~ February 2017 2023]

COLORADO SAMPLE REGULATION 2000©

NOTE: If the BOCES operates a "public school" as defined by the Education Accountability Act of 2009, C.R.S. 22-11-101 et seq. (the "Act"), the BOCES is required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Beginning July 1, 2020, State law limits the grounds for which the BOCES may impose an out-of-school suspension or expulsion for a student enrolled in preschool, kindergarten, first grade, or second grade. C.R.S. 22-33-106.1.

If the BOCES does not operate a "public school" as defined by the Act, it should not adopt this policy.

Suspension/Expulsion of Students (and Other Disciplinary Interventions)

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

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

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

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation
and
7. ~~whether excluding the student from school is necessary to preserve the learning environment.~~

Deleted: .

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

Other disciplinary interventions

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion and include but are not limited to: *[Note: List the BOCES's disciplinary intervention strategies here. For example, these may include detention, in-school suspension, counseling, participation in the BOCES's restorative justice program or positive behavioral intervention support (PBIS) program, peer mediation, referral to a juvenile assessment center for counseling or other services, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system. See, C.R.S. 22-32-109.1 (2)(a)(II).]*

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

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

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

Delegation of authority

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

Students in preschool through second grade: The Board delegates to the principals of the BOCES or to a person designated in writing by the principal the power to suspend a student in preschool, kindergarten, first grade, or second grade in that school for not more than three school days on the grounds stated in C.R.S. 22-33-106.1 (2), unless the principal or designee determines

that a longer period of suspension is necessary to resolve the safety threat or expulsion is mandatory under law (see JKD/JKE-E).

2. The Board delegates to the executive director the authority to suspend a student, in accordance with C.R.S. 22-33-105 and 22-33-106.1 (3), for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board, but the total period of suspension shall not exceed 25 school days.

For number three, please select either OPTION 1 or OPTION 2 below:

3. **OPTION 1** Unless otherwise determined by the Board, the Board delegates to the executive director or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one year any student whom the executive director, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the schools of the BOCES. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the executive director at the conclusion of the hearing. The executive director shall render a written opinion **that imposes or refrains from imposing disciplinary action** in the expulsion matter within five **business** days after the hearing whether the hearing is conducted by the hearing officer or the executive director.

The executive director shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the executive director shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board. **END OF OPTION 1**

3. **OPTION 2** The Board retains the authority to deny admission to or expel for any period not extending beyond one year any student whom the Board, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the schools of the BOCES. **END OF OPTION 2**

4. **Any person serving as a hearing officer shall receive training on how to serve impartially, including avoiding prejudgment of the facts at issue and conflicts of interest. The Board shall comply with all state law and Department of Education requirements regarding the content, timing, and frequency of the training.**

Expulsion for unlawful sexual behavior or crime of violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute

Deleted: [choose one]

Deleted: [or]

Deleted: 3. →

Formatted: Indent: Hanging: 0.44", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.5", Left + Not at 0.38" + 1.26"

Formatted: Font: Italic

File: JKD/JKE

unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school in which the juvenile is enrolled.

The information shall be used by the Board to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or BOCES personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other BOCES personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with this policy.

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

(Adoption date)

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

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

NOTE: In developing a disciplinary intervention plan, state law requires the plan to state that school administration shall not order a victim's participation in a restorative justice practice or peer mediation if the victim of an offending student's misconduct alleges that the misconduct constitutes unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9); a crime in which the underlying factual basis involves domestic violence, as defined in C.R.S. 18-6-800.3 (1); stalking as defined in C.R.S. 18-3-602; or violation of a protection order, as defined in C.R.S. 18-6-803.5.

[Revised July 2023]
CASB SAMPLE POLICY – BOCES 2015©

Deleted: January 2020

NOTE: If the BOCES operates a "public school" as defined by the Education Accountability Act of 2009, C.R.S. 22-11-101 et seq. (the "Act"), the BOCES is required by law to adopt a regulation on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Beginning July 1, 2020, State law limits the grounds for which the BOCES may impose an out-of-school suspension or expulsion for a student enrolled in preschool, kindergarten, first grade, or second grade. C.R.S. 22-33-106.1.

If the BOCES does not operate a "public school" as defined by the Act, it should not adopt this regulation.

Suspension/Expulsion of Students

(Hearing Procedures)

A. Procedure for suspension of 10 days or less

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

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

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

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

3. **Informal hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. **If the student's presence in school presents a danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. **Notification following suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Removal from school grounds.** A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. **Readmittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. **Make-up work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the BOCES following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

NOTE: In determining whether to provide full or partial credit, pursuant to state law, the goal is to reintegrate the student back into the classroom and help prevent the student from dropping out.

B. Procedure for expulsion or denial of admission

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

1. **Notice.** Not less than _____ days prior to the date of the contemplated action, the Board or an appropriate BOCES administrator will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. **Emergency notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. **Contents of notice.** The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within _____ days after the date of the notice.
 - c. A statement of the date, time and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. **Records.** At least two business days in which school is in session prior to the expulsion hearing, all records intended to be used as supporting evidence must be provided to the student or their parent/guardian. If a record is discovered afterwards, the record must be provided to the student or their parent/guardian as soon as possible.

Formatted: List Paragraph, Line spacing: single, No bullets or numbering, Hyphenate, Tab stops: Not at 1"

Formatted: Indent: Left: 1", No bullets or numbering

Choose one of the following three options to match the option chosen in the accompanying policy.▼

[**OPTION 1:** If the executive director has been delegated the authority to deny admission to and expel students, use the following option.]

5. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the executive director, unless the executive director was involved in investigating or reporting an incident that led to the hearing. In such a case, the executive director will delegate their ability to conduct the hearing to a designee who was not involved in investigating or reporting such an incident. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the executive director but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

During the hearing, the BOCES will have the burden of proving by a preponderance of the evidence that the student has violated one of the grounds for expulsion in the BOCES's policy and state law. Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the executive director may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

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

The executive director will prepare specific factual findings, issue a written decision within five business days after the hearing, and provide the written decision to the student or parent/guardian.

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

NOTE: At its sole discretion, the Board may grant an appeal hearing for requests made more than 10 business days after the denial. C.R.S. 22-33-105 (2)(c).

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the executive director, the executive director's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the BOCES and the parents may make brief statements to the Board, but

Deleted: Option 1: If the executive director has been delegated the authority to deny admission to and expel students, use the following option.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Indent: Left: 0.5"

Deleted: and

Formatted: Indent: Left: 0.38", Hanging: 0.38", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

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

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

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

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

[END OF OPTION 1]

[OPTION 2: If the Board has delegated the authority to conduct expulsion and denial of admission hearings to a hearing officer other than the executive director, use the following option.]

5. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by a hearing officer who does not have a conflict of interest regarding the student or any alleged victim.

The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the hearing officer but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

During the hearing, the BOCES will have the burden of proving by a preponderance of the evidence that the student has violated one of the

Deleted: ¶
Option 2: If the Board has delegated the authority to conduct expulsion and denial of admission hearings to a hearing officer other than the executive director, use the following option. ... [1]

Formatted: Indent: Hanging: 0.25"

Deleted: ¶

Formatted: Indent: Left: 0.75", No bullets or numbering, Tab stops: 0.31", Left + Not at 4.6"

Deleted: ¶

grounds for expulsion in the BOCES's policy and state law. Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the hearing officer may consider and give appropriate weight to such information or evidence the hearing officer deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

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

The hearing officer will make specific factual findings and submit those findings and a recommendation regarding expulsion or denial of admission to the executive director. The executive director will review the hearing officer's factual findings and recommendation, issue a written decision within five business days of the hearing, and provide the written decision to the student or their parent/guardian.

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

NOTE: At its sole discretion, the Board may grant an appeal hearing for requests made more than 10 business days after the denial. C.R.S. 22-33-105 (2)(d).

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

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

7. **Readmittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

- a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;

Deleted: and

Deleted: ¶

Deleted: <#>¶

Deleted: c

Formatted: Font: 10 pt

Formatted: Indent: Left: 0.13", Hanging: 0.63", Numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 5 + Alignment: Left + Aligned at: 2.13" + Indent at: 2.38"

- b. there is an identifiable victim of the expelled student's offense; and
- c. the offense for which the student was expelled does not constitute a crime against property.

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

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

[END OF OPTION 2]

[OPTION 3: *If the Board retains the authority to expel or deny admission to a student, use the following option.*]

5. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the Board of Directors. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the Board president but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath, and the Board will have the burden of proving by a preponderance of the evidence that the student has violated one of the grounds for expulsion in the BOCES's policy and state law. However, technical rules of evidence will not be applicable, and the Board may consider and give appropriate weight to such information or evidence it deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

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

The Board may convene in executive session to review and discuss the evidence. However, the final decision will be made in public session. The Board will inform the student and the student's parent/guardian of the right to judicial review.

6. **Readmittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the

Formatted: Indent: Left: 0", First line: 0"

Formatted: Font: Italic

Deleted: [OPTION 3: *If the Board retains the authority to expel or deny admission to a student, use the following option.*]

Option 3: *If the Board retains the authority to expel or deny admission to a student, use the following or ... [2]*

Deleted: 4.

Deleted: .

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

File: JKD/JKE-R

offense or member of the victim's immediate family is enrolled or employed when:

- a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
- b. there is an identifiable victim of the expelled student's offense; and
- c. the offense for which the student was expelled does not constitute a crime against property.

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

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

[END OF OPTION 3]

End of options.

Deleted: ¶

C. Procedure for crimes of violence or unlawful sexual behavior

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

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
 - a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
 - b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of the BOCES, the BOCES may suspend or expel the student, in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but

File: JKD/JKE-R

not limited to, an online program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.

4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

(Adoption date)

*NOTE: Regulations on student suspension or expulsion need Board approval. CASB suggests five to ten days as suitable for the time periods left blank in B-1, B-3-b. State law requires a Board that delegates the authority to expel or deny admission to the executive director or hearing officer to hear appeals made within ten **business** days and allows the Board discretion for appeals made later. C.R.S. 22-33-105 (2)(c).*

[Revised **July 2023**]

CASB SAMPLE REGULATION – BOCES 2015©

Deleted: ¶



Deleted: January 2020

Page 5: [1] Deleted	Casb License1	7/24/23 4:14:00 PM
---------------------	---------------	--------------------

Page 7: [2] Deleted	Casb License1	7/24/23 4:16:00 PM
---------------------	---------------	--------------------

NOTE: While Colorado BOCES are not required by law to adopt a regulation on this subject, some content in this sample reflects legal requirements that arguably apply to the BOCES. This sample contains the content/language that CASB believes best meets the intent of the law. However, the BOCES should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

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 the 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 the BOCES shall be specific enough to allow the 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, the BOCES may require that the request be made in writing. The BOCES may not require a person to provide any form of identification to request or inspect records, unless the identification is required by law in order to release confidential information.
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.

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 the BOCES's receipt of payment, or making arrangements to receive such payment.

File: KDB-R

4. Inspection of any public record shall take place in an area designated by the BOCES's custodian of records and shall occur in a manner that will not be disruptive to BOCES operations. BOCES employees may be assigned to monitor any inspection of public records.
5. If the 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.

BOCES responsibilities

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

If the BOCES stores the public record in a digital format, the BOCES must provide a copy of the record in a digital format, unless otherwise requested by the requestor, and must transmit the record by electronic mail if possible. 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, and a digital public record must not be converted into a non-searchable or non-sortable format before transmission. 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 the BOCES is required or permitted to withhold.

Fees

1. The fee for copying printed public records will be \$_____ per page. *[NOTE: This amount may not exceed \$.25 per page.]* No per-page fee will be charged for copying digital records.
2. No transmission fee will be charged for transmission via electronic mail.
3. If the BOCES in response to a specific request manipulates data to generate a record in a form not used by the 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 the 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 the BOCES denies a request for access to BOCES records and the person requesting the records asks for a written statement of the grounds for denial, the BOCES shall provide a written statement to the person, citing the law or regulation under which the BOCES denied access.
2. A person denied access to 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 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 the BOCES, unless the BOCES and person agree to a different method of allocating the costs.

In addition to the procedures contained in this regulation, the 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 BOCES staff responsibilities and BOCES operations.

(Approval date).

[Revised July 2023]

CASB SAMPLE REGULATION – BOCES 2015©

Deleted:

Formatted: Indent: Left: 0", Hanging: 0.25"

Deleted: June 2018

September 14, 2023 Board notes for the Investment and Financial Reports

Investment Report (Page A):

- Interest earned for the twelve months of the 2022-23 fiscal year: \$112,019.94.
- June 30, 2023 balances for bank and investment accounts are also listed on the report.

Cash Flow Analysis & Flow Chart (Pages B & C):

- 18 month period of January 1, 2022 – June 30, 2023 shows higher cash balance in FY23 versus FY22.
- Large increase during the month of July 2022 due to receiving the state Special Education ECEA funds.
- June 30, 2023 total net balance \$378,047 higher (~27%) than the previous year's June 30 balance.

Financial Summary Reports

- Represent July 2022 – June 2023 year to date, representing 100% of the fiscal year.
- Non-grant totals for FY23 spent 94.1% compared to 95.7% for FY22.
- Spending for FY23 Grant totals about 12% lower than FY22, and Combined totals about 6% lower for FY23 compared to FY22, due to slower reimbursement requests from districts in Titles I, II, III, and IV.
- Projected fund balance for FY23 at the bottom of page 2, plus the audited Ending Fund Balance FY22.

Administration – Detailed Expense Report

- Overall Administration expenses for FY23 are much lower compared to FY22, largely due to a lower percent of budget committed in Project 101 Administration. This is due to a statutorily required audit entry related to an annual payment made by the state to PERA related to the unfunded PERA liability.
- Project 145 for the Carl Perkins Grant is also significantly lower in FY23 compared to FY22, due to lower reimbursement requests from districts.

Technology – Detailed Expense Report

- Technology overall is trending essentially flat as a percentage compared to last year, with some percentage differences between fiscal years in each of the projects.

Special Education – Detailed Expense Report

- Spending is the slightly higher for FY23 at 98.8% versus 97.0% for FY22.
- Project 522 School Psychology and Project 523 Motor Team are reporting much lower percentages of budget committed, due to being able to budget more in FY23 for service provider contracts, as well as staff costs. These funds came from higher than expected state SPED grant funds (ECEA).

Innovative Education Services – Detailed Expense Report

- Overall Innovative Education Services about 9% lower compared to last year.
- CBOCES High School (Project 685) and BOCES State Priorities (Project 652) are both reporting lower percent spent in FY23 versus FY22.

Federal Programs – Detailed Expense Report

- Overall Federal Programs expenses overall are lower compared to last year, due to slower spending in Title I (Project 715), Title II (Project 722), and Title III (Project 725).
- We anticipate that more district reimbursement request for Title grants will come in for FY23.

At the bottom of page 10 are the grand total amounts: 86.9% committed for FY23 compared to 93.2% for FY22. The budget year is 100% completed as of June 30th.

CENTENNIAL BOCES
Investment Report as of June 30, 2023

<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	56,629.23	56,629.23
Colotrust - CBOCES	Investment Pool G/F	1,680,588.74	1,680,588.74
Colotrust - CBOCES	Security Deposit	1,125.26	1,125.26
Colotrust - CBOCES	Health / Dental Insurance	124,307.84	124,307.84
Bank of Colorado Savings	Savings Account	5,536.95	5,536.95
Bank of Colorado Checking	CBOCES Checking Account	355,764.52	106,926.93
Total Investment Balance:		<u>2,223,952.54</u>	<u>1,975,114.95</u>

<u>Interest Earnings</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust Interest	Investment Pool - Regular Account	104,956.93	104,956.93
Colotrust Equity Interest	Investment Pool - Equity Account	2,188.74	2,188.74
Colotrust Interest	Investment Pool - Security	43.47	43.47
Colotrust Health/Dental Interest	Investment Pool - Health/Dental	4,804.47	4,804.47
Bank of Colorado		26.33	26.33
Bank of Colorado Checking P/C	Federal Programs P/C		
Total Interest Earned:		112,019.94	112,019.94
Budgeted:		71,000.00	

CENTENNIAL BOCES
Cash Flow Analysis for 2021-22 & 2022-23
As of June 30, 2023

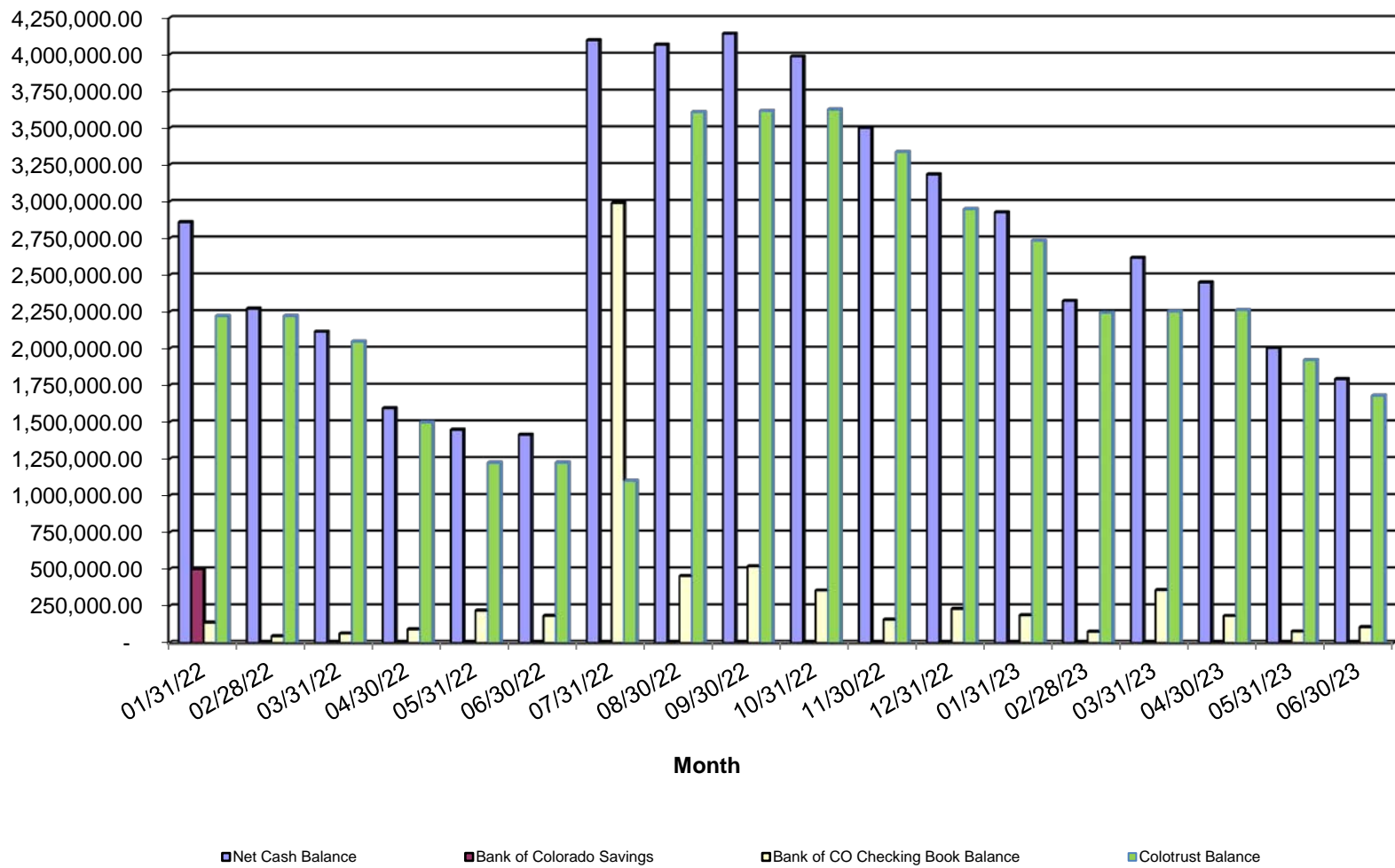
Bank Balance and Book Balance are the same ending periods reported to the board. The difference in ending balances from bank balance and book balance are the outstanding checks each month. The difference in Interest Earned/Deposits balances from bank balance and book balance are voided checks each month.

	Balance Colotrust G/I	Balance Bank of Colorado Savings / eNet Acct.	Bank Balance Bank of CO Checking Bank Statement	Book Balance Bank of CO Checking Checks Written	Net Balance Colotrust /Bank of CO and Book Balance
Dec 31, 2021 End Balance	2,221,982.07	554,502.93	250,860.62	196,690.35	2,973,175.35
Interest Earned/Deposits	138.76		1,087,802.79	1,087,802.79	
Transfers out or Expenses		(54,000.00)	(1,093,946.82)	(1,146,186.42)	
Jan 31, 2022 End Balance	2,222,120.83	500,502.93	244,716.59	138,306.72	2,860,930.48
Interest Earned/Deposits	167.19		826,944.72	826,944.72	
Transfers out or Expenses		(495,000.00)	(965,683.66)	(920,195.71)	
Feb 28, 2022 End Balance	2,222,288.02	5,502.93	105,977.65	45,055.73	2,272,846.68
Interest Earned/Deposits	472.24	7.55	1,179,012.94	1,179,012.94	
Transfers out or Expenses	(175,000.00)	-	(1,159,629.37)	(1,161,060.10)	
March 31, 2022 End Balance	2,047,760.26	5,510.48	125,361.22	63,008.57	2,116,279.31
Interest Earned/Deposits	726.54	-	1,097,444.10	1,097,444.10	
Transfers out or Expenses	(550,000.00)	-	(1,029,567.89)	(1,068,844.21)	
Apr 30, 2022 End Balance	1,498,486.80	5,510.48	193,237.43	91,608.46	1,595,605.74
Interest Earned/Deposits	966.30	-	1,317,411.75	1,317,411.75	
Transfers out or Expenses	(275,000.00)	-	(1,145,241.81)	(1,189,724.45)	
May 31, 2022 End Balance	1,224,453.10	5,510.48	365,407.37	219,295.76	1,449,259.34
Interest Earned/Deposits	1,178.71	0.14	1,205,300.04	1,205,300.04	
Transfers out or Expenses	-	-	(1,225,678.37)	(1,240,732.46)	
June 30, 2022 End Balance	1,225,631.81	5,510.62	345,029.04	183,863.34	1,415,005.77
Interest Earned/Deposits	1,578.82	-	4,262,616.04	4,262,616.04	
Transfers out or Expenses	(125,000.00)	-	(1,044,410.45)	(1,456,447.86)	
July 31, 2022 End Balance	1,102,210.63	5,510.62	3,563,234.63	2,990,031.52	4,097,752.77
Interest Earned/Deposits	2,506,742.87	-	881,938.04	881,938.04	
Transfers out or Expenses	-	-	(3,803,036.11)	(3,417,857.99)	
Aug 31, 2022 End Balance	3,608,953.50	5,510.62	642,136.56	454,111.57	4,068,575.69
Interest Earned/Deposits	7,780.86	0.14	1,627,049.69	1,627,049.69	
Transfers out or Expenses	-	-	(1,509,608.35)	(1,560,791.40)	
Sept 30, 2022 End Balance	3,616,734.36	5,510.76	759,577.90	520,369.86	4,142,614.98
Interest Earned/Deposits	9,858.54	-	834,455.32	834,455.32	
Transfers out or Expenses	-	-	(1,156,364.58)	(998,799.20)	
Oct 31, 2022 End Balance	3,626,592.90	5,510.76	437,668.64	356,025.98	3,988,129.64
Interest Earned/Deposits	11,367.16	-	831,901.97	831,901.97	
Transfers out or Expenses	(300,000.00)	-	(1,075,463.22)	(1,029,992.27)	
Nov 30, 2022 End Balance	3,337,960.06	5,510.76	194,107.39	157,935.68	3,501,406.50
Interest Earned/Deposits	11,195.35	5.55	1,501,090.85	1,501,090.85	
Transfers out or Expenses	(400,000.00)	-	(1,435,448.59)	(1,428,065.62)	
Dec 31, 2022 End Balance	2,949,155.41	5,516.31	259,749.65	230,960.91	3,185,632.63
Interest Earned/Deposits	10,870.42	-	1,040,923.01	1,040,923.01	
Transfers out or Expenses	(225,000.00)	-	(954,094.37)	(1,084,388.71)	
Jan 31, 2023 End Balance	2,735,025.83	5,516.31	346,578.29	187,495.21	2,928,037.35
Interest Earned/Deposits	9,357.32	-	1,088,809.65	1,088,809.65	
Transfers out or Expenses	(500,000.00)	-	(1,279,440.07)	(1,200,935.03)	
Feb 28, 2023 End Balance	2,244,383.15	5,516.31	155,947.87	75,369.83	2,325,269.29
Interest Earned/Deposits	9,280.61	10.31	1,329,029.69	1,329,029.90	
Transfers out or Expenses	-	-	(1,010,267.66)	(1,045,235.68)	
Mar 31, 2023 End Balance	2,253,663.76	5,526.62	474,709.90	359,164.05	2,618,354.43

Interest Earned/Deposits	9,329.96	-	902,494.70	902,494.70	
Transfers out or Expenses	-	-	(1,127,429.08)	(1,078,821.20)	
Apr 30, 2023 End Balance	2,262,993.72	5,526.62	249,775.52	182,837.55	2,451,357.89
Interest Earned/Deposits	9,616.60	-	1,085,947.91	1,085,947.91	
Transfers out or Expenses	(350,000.00)	-	(1,173,644.31)	(1,191,522.68)	
May 31, 2023 End Balance	1,922,610.32	5,526.62	162,079.12	77,262.78	2,005,399.72
Interest Earned/Deposits	7,978.42	10.33	1,242,220.10	1,242,220.10	
Transfers out or Expenses	(250,000.00)	-	(1,048,534.70)	(1,212,555.95)	
June 30, 2023 End Balance	1,680,588.74	5,536.95	355,764.52	106,926.93	1,793,052.62

Centennial BOCES
Cash Flow Chart 01/01/2022 - 6/30/2023
Fiscal Years 2021-22 & 2022-23

Dollar Amount



CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2022 - JUNE 30, 2023
With Comparative Amounts for the Month Ended June 30, 2023

100% of Budget Year Completed		JULY 1, 2022 - JUNE 30, 2023 FISCAL							JULY 1, 2021 - JUNE 30, 2022 FISCAL						
Project Accounts:		2022-2023 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2021-2022 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	101 Administration/Operations	\$ 1,007,008	\$ 1,156,318	\$ 1,071,111	\$ 85,207	\$ -	\$ (64,103)	106%	\$ 912,620	\$ 1,090,359	\$ 1,128,982	\$ (38,624)	\$ -	\$ (216,362)	124%
2	103 Administration Greeley Building														
3	107 Administration South Platte Building	3,600	3,600	3,600	-	-	-	100%	3,600	3,600	3,600	-	-	-	100%
4	152 Capital - Savings Plans	23,000	-	-	-	-	23,000	0%	23,000	-	-	-	-	23,000	0%
5	154 Capital - Courier Van Savings	17,500	-	-	-	-	17,500	0%	17,500	-	-	-	-	17,500	0%
6	166 Budgeted Reserves	250,000	-	-	-	-	250,000	0%	250,000	-	-	-	-	250,000	0%
7	172 Media/Coop Purchasing	3,823	3,823	7,948	(4,125)	-	(4,125)	208%	3,940	3,940	4,278	(338)	-	(338)	109%
8	174 Other Legal	4,305	4,305	4,200	105	-	105	98%	4,305	4,305	4,690	(386)	-	(385)	109%
9	205 Student Information Services	160,012	131,961	142,919	(10,958)	-	17,093	89%	155,349	150,180	160,388	(10,208)	-	(5,039)	103%
10	206 Financial Data Services	75,920	75,920	73,437	2,483	-	2,483	97%	85,143	74,290	79,784	(5,493)	-	5,359	94%
11	209 Computer Tech Support														
12	218 CBOCES Technology Support	216,397	214,038	228,240	(14,202)	-	(11,843)	105%	207,654	202,600	195,142	7,458	-	12,512	94%
13	230 Distance Education								11,015	11,015	12,478	(1,463)	-	(1,463)	113%
14	238 eNet Learning								15,000	3,775	18,695	(14,920)	-	(3,695)	125%
15	502 ESY	20,565	20,567	19,923	644	-	642	97%	16,307	16,308	20,611	(4,303)	-	(4,304)	126%
16	505 Special Education Local	231,195	279,323	198,229	81,094	-	32,966	86%	163,714	183,162	166,069	17,093	-	(2,355)	101%
17	508 Out of District	1,558,041	1,537,814	1,632,530	(94,716)	-	(74,489)	105%	1,485,454	1,549,069	1,535,079	13,990	-	(49,625)	103%
18	510 RN Services	69,938	69,938	70,540	(602)	-	(602)	101%	66,663	66,662	70,256	(3,595)	-	(3,593)	105%
19	516 Local Preschool	341,021	314,552	246,725	67,827	-	94,296	72%	335,225	261,366	213,148	48,217	-	122,077	64%
20	518 STEPS Program - Tennyson Center	238,373	267,675	241,115	26,560	-	(2,742)	101%	225,776	255,395	224,182	31,213	-	1,594	99%
21	520 Speech	1,145,442	960,403	1,103,399	(142,996)	-	42,043	96%	1,222,162	903,844	904,555	(711)	-	317,607	74%
22	521 Social Work	321,282	265,869	226,090	39,779	-	95,192	70%	234,639	189,838	189,908	(70)	-	44,731	81%
23	522 School Psychology	832,024	799,445	816,433	(16,988)	-	15,591	98%	670,755	754,332	758,480	(4,148)	-	(87,725)	113%
24	523 Motor Team	651,368	721,428	574,347	147,081	-	77,021	88%	475,971	485,013	474,377	10,637	-	1,594	100%
25	524 Audiology	122,811	133,429	118,269	15,160	-	4,542	96%	116,391	119,095	114,924	4,171	-	1,467	99%
26	525 Transition	105,303	105,303	105,574	(271)	-	(271)	100%	99,378	99,378	98,070	1,308	-	1,308	99%
27	535 Sp Ed Contracted Services	73,819	73,819	73,397	422	-	422	99%	71,037	71,037	69,349	1,688	-	1,688	98%
28	607 Learning Services	123,565	88,255	93,937	(5,682)	-	29,628	76%	110,816	80,625	107,707	(27,082)	-	3,109	97%
29	616 Alternate Licensure Program	368,500	437,725	362,386	75,339	-	6,114	98%	385,100	449,890	372,114	77,776	-	12,986	97%
30	685 Centennial BOCES High School	576,900	548,589	543,614	4,975	-	33,286	94%	500,500	469,431	547,138	(77,707)	-	(46,638)	109%
31	687 I-Connection High School	266,900	257,700	269,081	(11,381)	-	(2,181)	101%	243,000	249,089	275,885	(26,796)	-	(32,885)	114%
32	731 Homeless Ed Asstance Program	50,000	88,991	93,852	(4,861)	-	(43,852)	188%	50,000	51,800	52,006	(206)	-	(2,006)	104%
33	770 Federal Programs Entrepreneurial	26,320	34,503	36,066	(1,563)	-	(9,746)	137%	25,500	37,875	33,350	4,525	-	(7,850)	131%
34	Non-Grant Totals	8,884,932	8,595,292	8,356,963	238,329	-	527,969	94.1%	8,187,514	7,837,272	7,835,244	2,028	-	352,270	95.7%

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2022 - JUNE 30, 2023
With Comparative Amounts for the Month Ended June 30, 2023

100% of Budget Year Completed

100% of Budget Year Completed		JULY 1, 2022 - JUNE 30, 2023 FISCAL							JULY 1, 2021 - JUNE 30, 2022 FISCAL						
Project Accounts:		2022-2023 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2021-2022 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	145 Perkins	\$ 60,131	\$ 50,146	\$ 50,146	\$ -	\$ -	\$ 9,985	83%	\$ 66,695	\$ 65,391	\$ 65,391	\$ -	\$ -	\$ 1,304	98%
2	146 Coronavirus Relief Fund														#DIV/0!
3	147 ESSER I Grant Funds								21,005	21,005	21,005	-	-	(0)	100%
4	148 Grant Writing	22,948	26,316	15,832	10,483	-	7,116	69%	22,948	23,077	24,154	(1,077)	-	(1,206)	105%
5	149 ESSER II Grant Funds	19,315	19,315	19,315	-	-	0	100%	88,493	69,178	69,178	-	-	19,315	78%
6	150 ESSER III Grant Funds	380,084	242,323	242,323	-	-	137,761	0%	-	27,412	27,412	-	-	(27,412)	0%
7	504 Administration	650,525	733,503	727,378	6,125	-	(76,853)	112%	538,087	584,564	585,013	(449)	-	(46,926)	109%
8	509 SWAP	735,820	728,094	757,518	(29,424)	-	(21,698)	103%	708,384	693,322	694,433	(1,111)	-	13,951	98%
9	526 ECEA Reimbursement	372,021	469,670	469,670	-	-	(97,649)	0%	-	117,229	117,229	-	-	(117,229)	0%
10	615 Gifted/Talented - Consultant	71,056	71,061	68,472	2,589	-	2,584	96%	71,056	71,055	69,400	1,655	-	1,656	98%
11	625 Gifted/Talented - Regional	149,159	149,159	152,000	(2,841)	-	(2,841)	102%	148,904	151,709	150,559	1,150	-	(1,655)	101%
12	626 Gifted Ed Universal Screening	35,716	35,716	35,878	(162)	-	-	100%	26,866	26,866	26,866	-	-	-	100%
13	652 CBOCES State Educational Priorities	290,712	290,712	250,243	40,469	-	40,469	86%	316,968	280,968	317,347	(36,379)	-	(379)	100%
14	681 Title III - Professional Learning	9,000	6,348	6,348	-	-	2,652	71%	9,000	8,224	8,224	-	-	776	91%
15	705 Migrant Ed Combined Region Program	2,550,000	2,161,000	2,160,999	1	-	389,001	85%	2,400,000	1,988,210	1,988,210	-	-	411,790	83%
16	715 Title I	1,432,304	737,610	737,610	0	-	694,694	51%	1,519,150	1,467,954	1,467,954	-	-	51,196	97%
17	722 Title II - Teacher Quality	361,792	108,498	108,498	(0)	-	253,294	30%	462,077	348,249	348,249	-	-	113,828	75%
18	725 Title III - English Language	155,765	109,212	109,212	(0)	-	46,553	70%	198,330	167,645	167,645	-	-	30,685	85%
19	726 Title IV Part A	204,332	75,216	75,216	(0)	-	129,116	37%	212,684	67,705	67,705	-	-	144,979	32%
20	730 McKinney Homeless	75,000	75,000	75,000	-	-	-	100%	68,731	68,731	68,731	-	-	-	100%
21	732 ARP Homeless	14,844	14,843	14,843	-	-	-	100%	87,020	72,176	72,176	-	-	14,844	83%
22	733 Title III Immigrant Set-Aside	11,825	8,582	8,582	0	-	3,243	73%	35,928	21,641	21,641	-	-	14,287	60%
23	751 RISE Education Fund Grant	76,354	20,872	20,872	-	-	55,482	27%	343,439	267,085	267,085	-	-	76,354	78%
24	755 Weld Trust Grants	88,400	2,230	2,230	-	-	86,170	3%							
25	Grant Totals	7,767,103	6,135,427	6,108,187	27,240	-	1,659,078	78.6%	7,345,765	6,609,397	6,645,608	(36,211)	-	700,157	90.5%
26	Y-T-D Combined Totals	\$ 16,652,035	\$ 14,730,719	\$ 14,465,150	\$ 265,569	\$ -	\$ 2,187,047	86.9%	\$ 15,533,279	\$ 14,446,669	\$ 14,480,853	\$ (34,183)	\$ -	\$ 1,052,427	93.2%

* 2021-2022 Fund Balance is actual amount based on the completed audit.

^ 2022-2023 Fund balance is an unaudited amount.

100% of Budget Year Completed
Current Year Information
July 1, 2022 - June 30, 2023



**CENTENNIAL
BOCES**

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

Detailed Expense Report

Prior Year Information
July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
ADMINISTRATION										
101 - Administration										
0100 - Salaries	464,345.00	509,631.65	-	(45,286.65)	109.8%	454,736.00	471,948.37	-	(17,212.37)	103.8%
0200 - Employee Benefits	179,294.00	192,244.84	-	(12,950.84)	107.2%	153,164.00	289,555.72	-	(136,391.72)	189.0%
0300 - Purchased Prof and Technical Services	28,050.00	38,702.51	-	(10,652.51)	138.0%	27,550.00	32,560.92	-	(5,010.92)	118.2%
0400 - Property Services	78,680.00	72,586.81	-	6,093.19	92.3%	75,680.00	65,573.44	-	10,106.56	86.6%
0500 - Other Purchased Services	81,030.00	66,423.20	-	14,606.80	82.0%	84,730.00	93,027.66	-	(8,297.66)	109.8%
0600 - Supplies	66,783.00	71,790.26	-	(5,007.26)	107.5%	49,350.00	64,673.18	-	(15,323.18)	131.1%
0700 - Property	2,500.00	1,830.97	-	669.03	73.2%	2,500.00	9,673.80	-	(7,173.80)	387.0%
0800 - Other Expenses	106,326.00	117,900.78	-	(11,574.78)	110.9%	64,910.00	87,206.42	-	(22,296.42)	134.3%
0900 - Matching Funds	-	-	-	-	0.0%	-	14,762.74	-	(14,762.74)	0.0%
	1,007,008.00	1,071,111.02	-	(64,103.02)	106.4%	912,620.00	1,128,982.25	-	(216,362.25)	123.7%
103 - Greeley Building										
0400 - Property Services	-	-	-	-	0.0%	-	-	-	-	0.0%
0700 - Property	-	-	-	-	0.0%	-	-	-	-	0.0%
	-	-	-	-	0.0%	-	-	-	-	0.0%
107 - Ft Morgan Building										
0400 - Property Services	3,600.00	3,600.00	-	-	100.0%	3,600.00	3,600.00	-	-	100.0%
	3,600.00	3,600.00	-	-	100.0%	3,600.00	3,600.00	-	-	100.0%
145 - Carl Perkins Grant										
0100 - Salaries	1,250.00	731.25	-	518.75	58.5%	1,250.00	656.25	-	593.75	52.5%
0200 - Employee Benefits	297.00	168.57	-	128.43	56.8%	290.00	148.22	-	141.78	51.1%
0300 - Purchased Prof and Technical Services	21,000.00	21,000.00	-	-	0.0%	31,800.00	46,799.98	-	(14,999.98)	0.0%
0500 - Other Purchased Services	28,500.00	27,490.52	-	1,009.48	96.5%	28,500.00	15,312.24	-	13,187.76	53.7%
0800 - Other Expenses	9,084.00	756.00	-	8,328.00	8.3%	4,855.00	2,474.00	-	2,381.00	51.0%
	60,131.00	50,146.34	-	9,984.66	83.4%	66,695.00	65,390.69	-	1,304.31	98.0%
147 - ESSER I Grant Funds										
0100 - Salaries	-	-	-	-	0.0%	13,465.00	13,812.24	-	(347.24)	102.6%
0200 - Employee Benefits	-	-	-	-	0.0%	5,544.00	5,490.54	-	53.46	99.0%
0400 - Property Services	-	-	-	-	0.0%	-	-	-	-	0.0%
0500 - Other Purchased Services	-	-	-	-	0.0%	-	-	-	-	0.0%
0800 - Other Expenses	-	-	-	-	0.0%	1,996.00	1,702.55	-	293.45	85.3%
	-	-	-	-	0.0%	21,005.00	21,005.33	-	(0.33)	100.0%
148 - Grant Writing Funds										
0100 - Salaries	17,353.00	11,448.00	-	5,905.00	66.0%	17,353.00	18,002.15	-	(649.15)	103.7%
0200 - Employee Benefits	5,595.00	4,384.44	-	1,210.56	78.4%	5,595.00	6,151.64	-	(556.64)	109.9%
0500 - Other Purchased Services	-	-	-	-	0.0%	-	-	-	-	0.0%
	22,948.00	15,832.44	-	7,115.56	69.0%	22,948.00	24,153.79	-	(1,205.79)	105.3%



**CENTENNIAL
BOCES**

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

100% of Budget Year Completed

Current Year Information

July 1, 2022 - June 30, 2023

Detailed Expense Report

Prior Year Information

July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
44 149 - ESSER II Discretionary Funds										
45 0100 - Salaries	10,880.00	13,687.50	-	(2,807.50)	125.8%	24,888.00	12,512.00	-	12,376.00	50.3%
46 0200 - Employee Benefits	5,817.00	3,469.43	-	2,347.57	59.6%	13,487.00	6,555.26	-	6,931.74	48.6%
47 0300 - Purchased Prof and Technical Services	-	-	-	-	0.0%	28,000.00	28,000.00	-	-	100.0%
48 0500 - Other Purchased Services	-	-	-	-	0.0%	3,213.00	2,280.84	-	932.16	71.0%
49 0600 - Supplies	-	-	-	-	0.0%	5,292.00	9,188.00	-	(3,896.00)	173.6%
50 0800 - Other Expenses	2,618.00	2,158.06	-	459.94	82.4%	13,613.00	10,641.90	-	2,971.10	78.2%
51	19,315.00	19,314.99	-	0.01	100.0%	88,493.00	69,178.00	-	19,315.00	78.2%
52										
53 150 - ESSER III Supplemental Funds										
54 0100 - Salaries	205,800.00	131,591.00	-	74,209.00	63.9%	-	-	-	-	0.0%
55 0200 - Employee Benefits	87,131.00	49,058.35	-	38,072.65	56.3%	-	-	-	-	0.0%
56 0300 - Purchased Prof and Technical Services	14,000.00	18,251.50	-	(4,251.50)	130.4%	-	-	-	-	0.0%
57 0500 - Other Purchased Services	-	139.21	-	(139.21)	0.0%	-	-	-	-	0.0%
58 0600 - Supplies	6,634.00	10,436.95	-	(3,802.95)	157.3%	-	3,725.00	-	(3,725.00)	0.0%
59 0700 - Property	15,000.00	-	-	15,000.00	0.0%	-	19,470.05	-	(19,470.05)	0.0%
60 0800 - Other Expenses	51,519.00	32,846.00	-	18,673.00	63.8%	-	4,216.86	-	(4,216.86)	0.0%
61	380,084.00	242,323.01	-	137,760.99	63.8%	-	27,411.91	-	(27,411.91)	0.0%
62										
63 152 - Capital Savings Plan										
64 0700 - Property	23,000.00	-	-	23,000.00	0.0%	23,000.00	-	-	23,000.00	0.0%
65	23,000.00	-	-	23,000.00	0.0%	23,000.00	-	-	23,000.00	0.0%
66										
67 154 - Capital Improvement										
68 0700 - Property	17,500.00	-	-	17,500.00	0.0%	17,500.00	-	-	17,500.00	0.0%
69	17,500.00	-	-	17,500.00	0.0%	17,500.00	-	-	17,500.00	0.0%
70										
71 166 - Budgeted Reserves										
72 0800 - Other Expenses	250,000.00	-	-	250,000.00	0.0%	250,000.00	-	-	250,000.00	0.0%
73	250,000.00	-	-	250,000.00	0.0%	250,000.00	-	-	250,000.00	0.0%
74										
75 172 - Media/Courier										
76 0100 - Salaries	1,990.00	2,752.70	-	(762.70)	138.3%	1,925.00	2,248.50	-	(323.50)	116.8%
77 0200 - Employee Benefits	465.00	634.50	-	(169.50)	136.5%	447.00	507.94	-	(60.94)	113.6%
78 0400 - Property Services	500.00	3,210.89	-	(2,710.89)	642.2%	700.00	193.28	-	506.72	27.6%
79 0500 - Other Purchased Services	35.00	-	-	35.00	0.0%	35.00	7.33	-	27.67	20.9%
80 0600 - Supplies	650.00	1,168.12	-	(518.12)	179.7%	645.00	1,132.53	-	(487.53)	175.6%
81 0800 - Other Expenses	182.00	182.00	-	-	100.0%	188.00	188.00	-	-	100.0%
82	3,822.00	7,948.21	-	(4,126.21)	208.0%	3,940.00	4,277.58	-	(337.58)	108.6%
83										
84 174 - Legal										
85 0300 - Purchased Prof and Technical Services	4,305.00	4,200.00	-	105.00	97.6%	4,305.00	4,690.00	-	(385.00)	108.9%
86	4,305.00	4,200.00	-	105.00	97.6%	4,305.00	4,690.00	-	(385.00)	108.9%
87 ADMINISTRATION TOTALS:	1,791,713.00	1,414,476.01	-	377,236.99	78.9%	1,414,106.00	1,348,689.55	-	65,416.45	95.4%



**CENTENNIAL
BOCES**

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

100% of Budget Year Completed

Current Year Information

July 1, 2022 - June 30, 2023

Detailed Expense Report

Prior Year Information

July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
TECHNOLOGY										
205 - Student Information Services										
0100 - Salaries	54,793.00	33,046.25	-	21,746.75	60.3%	52,500.00	57,874.33	-	(5,374.33)	110.2%
0200 - Employee Benefits	21,693.00	16,284.84	-	5,408.16	75.1%	20,893.00	21,138.82	-	(245.82)	101.2%
0300 - Purchased Prof and Technical Services	71,720.00	81,818.00	-	(10,098.00)	114.1%	70,778.00	68,278.00	-	2,500.00	96.5%
0500 - Other Purchased Services	850.00	783.49	-	66.51	92.2%	1,050.00	2,947.05	-	(1,897.05)	280.7%
0600 - Supplies	25.00	54.27	-	(29.27)	217.1%	25.00	47.24	-	(22.24)	189.0%
0800 - Other Expenses	10,932.00	10,932.00	-	-	100.0%	10,103.00	10,103.00	-	-	100.0%
	160,013.00	142,918.85	-	17,094.15	89.3%	155,349.00	160,388.44	-	(5,039.44)	103.2%
206 - Financial Data Services										
0100 - Salaries	22,679.00	21,540.96	-	1,138.04	95.0%	28,704.00	26,342.04	-	2,361.96	91.8%
0200 - Employee Benefits	7,082.00	6,652.74	-	429.26	93.9%	8,345.00	7,788.96	-	556.04	93.3%
0300 - Purchased Prof and Technical Services	1,200.00	465.00	-	735.00	38.8%	5,610.00	3,585.00	-	2,025.00	0.0%
0500 - Other Purchased Services	-	0.53	-	(0.53)	0.0%	-	-	-	-	0.0%
0600 - Supplies	36,640.00	36,458.50	-	181.50	99.5%	34,585.00	34,168.68	-	416.32	98.8%
0800 - Other Expenses	8,319.00	8,319.00	-	-	100.0%	7,899.00	7,899.00	-	-	100.0%
	75,920.00	73,436.73	-	2,483.27	96.7%	85,143.00	79,783.68	-	5,359.32	93.7%
218 - CBOCES Tech Support										
0100 - Salaries	149,889.00	157,059.04	-	(7,170.04)	104.8%	141,976.00	134,169.92	-	7,806.08	94.5%
0200 - Employee Benefits	50,184.00	50,595.87	-	(411.87)	100.8%	47,608.00	43,572.00	-	4,036.00	91.5%
0300 - Purchased Prof and Technical Services	-	475.00	-	(475.00)	0.0%	120.00	-	-	120.00	0.0%
0500 - Other Purchased Services	9,350.00	10,342.46	-	(992.46)	110.6%	9,550.00	9,112.90	-	437.10	95.4%
0600 - Supplies	3,475.00	9,472.77	-	(5,997.77)	272.6%	4,900.00	8,247.76	-	(3,347.76)	168.3%
0700 - Property	3,500.00	294.71	-	3,205.29	8.4%	3,500.00	38.99	-	3,461.01	1.1%
	216,398.00	228,239.85	-	(11,841.85)	105.5%	207,654.00	195,141.57	-	12,512.43	94.0%
230 - Dist Ed Coordination										
0100 - Salaries	-	-	-	-	0.0%	7,000.00	8,138.04	-	(1,138.04)	116.3%
0200 - Employee Benefits	-	-	-	-	0.0%	2,338.00	2,862.80	-	(524.80)	122.4%
0500 - Other Purchased Services	-	-	-	-	0.0%	200.00	-	-	200.00	0.0%
0800 - Other Expenses	-	-	-	-	0.0%	1,477.00	1,477.00	-	-	100.0%
	-	-	-	-	0.0%	11,015.00	12,477.84	-	(1,462.84)	113.3%
238 - Intel eNetCO										
0300 - Purchased Prof and Technical Services	-	-	-	-	0.0%	5,500.00	10,853.83	-	(5,353.83)	197.3%
0500 - Other Purchased Services	-	-	-	-	0.0%	700.00	10.75	-	689.25	1.5%
0600 - Supplies	-	-	-	-	0.0%	7,950.00	7,000.00	-	950.00	88.1%
0800 - Other Expenses	-	-	-	-	0.0%	850.00	830.50	-	19.50	97.7%
	-	-	-	-	0.0%	15,000.00	18,695.08	-	(3,695.08)	124.6%
TECHNOLOGY TOTALS:	452,331.00	444,595.43	-	7,735.57	98.3%	474,161.00	466,486.61	-	7,674.39	98.4%



**CENTENNIAL
BOCES**

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

100% of Budget Year Completed

Current Year Information

July 1, 2022 - June 30, 2023

Detailed Expense Report

Prior Year Information

July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
SPECIAL EDUCATION										
502 - ESY										
0100 - Salaries	14,500.00	13,677.75	-	822.25	94.3%	11,000.00	14,509.95	-	(3,509.95)	131.9%
0200 - Employee Benefits	3,400.00	3,114.88	-	285.12	91.6%	2,734.00	3,309.04	-	(575.04)	121.0%
0500 - Other Purchased Services	1,250.00	1,385.81	-	(135.81)	110.9%	1,400.00	1,079.48	-	320.52	77.1%
0600 - Supplies	250.00	580.69	-	(330.69)	232.3%	250.00	789.40	-	(539.40)	315.8%
0800 - Other Expenses	1,164.00	1,164.00	-	-	100.0%	923.00	923.00	-	-	100.0%
	20,564.00	19,923.13	-	640.87	96.9%	16,307.00	20,610.87	-	(4,303.87)	126.4%
504 - SpEd Admin										
0100 - Salaries	388,020.00	411,572.06	-	(23,552.06)	106.1%	293,961.00	322,757.48	-	(28,796.48)	109.8%
0200 - Employee Benefits	124,690.00	132,565.34	-	(7,875.34)	106.3%	98,725.00	105,320.85	-	(6,595.85)	106.7%
0300 - Purchased Prof and Technical Services	5,200.00	8,444.46	-	(3,244.46)	162.4%	5,200.00	1,330.85	-	3,869.15	25.6%
0400 - Property Services	750.00	736.00	-	14.00	98.1%	1,350.00	606.50	-	743.50	44.9%
0500 - Other Purchased Services	22,800.00	39,315.33	-	(16,515.33)	172.4%	30,100.00	40,277.76	-	(10,177.76)	133.8%
0600 - Supplies	3,250.00	20,116.91	-	(16,866.91)	619.0%	9,500.00	7,520.99	-	1,979.01	79.2%
0700 - Property	5,000.00	2,019.96	-	2,980.04	40.4%	6,500.00	16,150.12	-	(9,650.12)	248.5%
0800 - Other Expenses	100,815.00	112,608.00	-	(11,793.00)	111.7%	92,754.00	91,048.36	-	1,705.64	98.2%
	650,525.00	727,378.06	-	(76,853.06)	111.8%	538,090.00	585,012.91	-	(46,922.91)	108.7%
505 - Sp Ed Inclusive										
0100 - Salaries	87,061.00	84,108.90	-	2,952.10	96.6%	75,727.00	79,272.41	-	(3,545.41)	104.7%
0200 - Employee Benefits	29,237.00	26,394.85	-	2,842.15	90.3%	26,219.00	23,620.64	-	2,598.36	90.1%
0300 - Purchased Prof and Technical Services	95,258.00	68,217.18	-	27,040.82	71.6%	45,058.00	46,284.00	-	(1,226.00)	102.7%
0500 - Other Purchased Services	6,400.00	6,532.59	-	(132.59)	102.1%	7,600.00	6,684.84	-	915.16	88.0%
0600 - Supplies	50.00	156.50	-	(106.50)	313.0%	50.00	1,392.26	-	(1,342.26)	2784.5%
0700 - Property	-	-	-	-	0.0%	-	1,659.99	-	(1,659.99)	0.0%
0800 - Other Expenses	13,188.00	12,818.77	-	369.23	97.2%	9,060.00	7,154.45	-	1,905.55	79.0%
	231,194.00	198,228.79	-	32,965.21	85.7%	163,714.00	166,068.59	-	(2,354.59)	101.4%
508 - Out/District										
0100 - Salaries	28,651.00	29,642.00	-	(991.00)	103.5%	27,030.00	27,024.11	-	5.89	100.0%
0200 - Employee Benefits	15,562.00	15,845.03	-	(283.03)	101.8%	14,672.00	15,085.68	-	(413.68)	102.8%
0400 - Property Services	31,800.00	47,513.53	-	(15,713.53)	149.4%	28,530.00	37,802.37	-	(9,272.37)	132.5%
0500 - Other Purchased Services	1,384,837.00	1,437,919.94	-	(53,082.94)	103.8%	1,335,986.00	1,374,165.71	-	(38,179.71)	102.9%
0600 - Supplies	9,000.00	13,418.78	-	(4,418.78)	149.1%	8,500.00	10,265.26	-	(1,765.26)	120.8%
0800 - Other Expenses	88,191.00	88,191.00	-	-	100.0%	70,736.00	70,736.00	-	-	100.0%
	1,558,041.00	1,632,530.28	-	(74,489.28)	104.8%	1,485,454.00	1,535,079.13	-	(49,625.13)	103.3%
509 - SWAP										
0100 - Salaries	238,116.00	237,936.00	-	180.00	99.9%	224,468.00	224,468.00	-	-	100.0%
0200 - Employee Benefits	99,212.00	99,614.16	-	(402.16)	100.4%	98,024.00	96,142.27	-	1,881.73	98.1%
0500 - Other Purchased Services	27,500.00	16,556.57	-	10,943.43	60.2%	25,500.00	21,926.26	-	3,573.74	86.0%
0600 - Supplies	8,000.00	4,613.54	-	3,386.46	57.7%	5,200.00	3,275.78	-	1,924.22	63.0%
0700 - Property	-	-	-	-	0.0%	1,000.00	999.99	-	0.01	100.0%
0800 - Other Expenses	65,002.00	37,665.63	-	27,336.37	57.9%	35,419.00	36,415.29	-	(996.29)	102.8%
0900 - Matching Funds	297,990.00	361,132.07	-	(63,142.07)	121.2%	318,773.00	311,205.80	-	7,567.20	97.6%
	735,820.00	757,517.97	-	(21,697.97)	102.9%	708,384.00	694,433.39	-	13,950.61	98.0%



Prior Year Information
July 1, 2021 - June 30, 2022



**CENTENNIAL
BOCES**

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

100% of Budget Year Completed

Current Year Information

July 1, 2022 - June 30, 2023

Detailed Expense Report

Prior Year Information

July 1, 2021 - June 30, 2022

		Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed		Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
93	522 - School Psychology											
94	0100 - Salaries	539,810.00	534,045.40	-	5,764.60	98.9%		429,878.00	502,365.79	-	(72,487.79)	116.9%
95	0200 - Employee Benefits	208,744.00	194,666.85	-	14,077.15	93.3%		169,408.00	182,259.14	-	(12,851.14)	107.6%
96	0300 - Purchased Prof and Technical Services	10,000.00	5,239.50	-	4,760.50	0.0%		-	1,000.00	-	(1,000.00)	0.0%
97	0500 - Other Purchased Services	13,500.00	24,650.37	-	(11,150.37)	182.6%		21,000.00	13,648.58	-	7,351.42	65.0%
98	0600 - Supplies	12,500.00	5,693.97	-	6,806.03	45.6%		12,500.00	16,883.78	-	(4,383.78)	135.1%
99	0800 - Other Expenses	47,469.00	52,137.33	-	(4,668.33)	109.8%		37,967.00	42,322.91	-	(4,355.91)	111.5%
100		832,023.00	816,433.42	-	15,589.58	98.1%		670,753.00	758,480.20	-	(87,727.20)	113.1%
101												
102	523 - Motor Team											
103	0100 - Salaries	301,519.00	237,731.33	-	63,787.67	78.8%		247,515.00	223,633.05	-	23,881.95	90.4%
104	0200 - Employee Benefits	113,157.00	86,086.91	-	27,070.09	76.1%		94,833.00	83,700.01	-	11,132.99	88.3%
105	0300 - Purchased Prof and Technical Services	187,100.00	200,262.96	-	(13,162.96)	107.0%		92,780.00	126,138.64	-	(33,358.64)	136.0%
106	0500 - Other Purchased Services	10,400.00	11,175.81	-	(775.81)	107.5%		11,900.00	10,147.97	-	1,752.03	85.3%
107	0600 - Supplies	2,000.00	2,805.71	-	(805.71)	140.3%		2,000.00	3,864.29	-	(1,864.29)	193.2%
108	0800 - Other Expenses	37,193.00	36,284.36	-	908.64	97.6%		26,942.00	26,892.61	-	49.39	99.8%
109		651,369.00	574,347.08	-	77,021.92	88.2%		475,970.00	474,376.57	-	1,593.43	99.7%
110												
111	524 - Audiology											
112	0100 - Salaries	82,684.00	82,619.31	-	64.69	99.9%		78,004.00	78,058.01	-	(54.01)	100.1%
113	0200 - Employee Benefits	28,675.00	24,855.55	-	3,819.45	86.7%		27,149.00	23,476.43	-	3,672.57	86.5%
114	0400 - Property Services	2,200.00	392.00	-	1,808.00	17.8%		2,000.00	2,734.00	-	(734.00)	136.7%
115	0500 - Other Purchased Services	1,450.00	2,043.54	-	(593.54)	140.9%		1,800.00	1,728.88	-	71.12	96.0%
116	0600 - Supplies	250.00	1,604.00	-	(1,354.00)	641.6%		250.00	-	-	250.00	0.0%
117	0700 - Property	600.00	36.25	-	563.75	6.0%		600.00	2,556.08	-	(1,956.08)	426.0%
118	0800 - Other Expenses	6,952.00	6,718.49	-	233.51	96.6%		6,588.00	6,371.07	-	216.93	96.7%
119		122,811.00	118,269.14	-	4,541.86	96.3%		116,391.00	114,924.47	-	1,466.53	98.7%
120												
121	525 - Transition											
122	0100 - Salaries	78,974.00	74,657.11	-	4,316.89	94.5%		74,504.00	70,581.04	-	3,922.96	94.7%
123	0200 - Employee Benefits	18,519.00	17,455.83	-	1,063.17	94.3%		17,098.00	16,238.84	-	859.16	95.0%
124	0500 - Other Purchased Services	1,400.00	3,000.98	-	(1,600.98)	214.4%		1,775.00	1,493.73	-	281.27	84.2%
125	0600 - Supplies	450.00	677.70	-	(227.70)	150.6%		375.00	511.58	-	(136.58)	136.4%
126	0800 - Other Expenses	5,961.00	9,782.86	-	(3,821.86)	164.1%		5,625.00	9,245.09	-	(3,620.09)	164.4%
127		105,304.00	105,574.48	-	(270.48)	100.3%		99,377.00	98,070.28	-	1,306.72	98.7%
128												
129	526 - ECEA District Reimbursement											
130	0500 - Other Purchased Services	372,021.00	469,669.68	-	(97,648.68)	126.2%		-	117,229.00	-	(117,229.00)	0.0%
131		372,021.00	469,669.68	-	(97,648.68)	126.2%		-	117,229.00	-	(117,229.00)	0.0%
132												
133	535 - Contracted Services											
134	0100 - Salaries	46,139.00	45,834.29	-	304.71	99.3%		43,528.00	43,321.56	-	206.44	99.5%
135	0200 - Employee Benefits	13,427.00	13,309.54	-	117.46	99.1%		13,747.00	12,262.99	-	1,484.01	89.2%
136	0800 - Other Expenses	14,253.00	14,253.00	-	-	100.0%		13,764.00	13,764.00	-	-	100.0%
137		73,819.00	73,396.83	-	422.17	99.4%		71,039.00	69,348.55	-	1,690.45	97.6%
138	SPECIAL EDUCATION TOTALS:	7,469,546.00	7,381,137.71	-	88,408.29	98.8%		6,429,943.00	6,235,683.71	-	194,259.29	97.0%



**CENTENNIAL
BOCES**

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

100% of Budget Year Completed

Current Year Information

July 1, 2022 - June 30, 2023

Detailed Expense Report

Prior Year Information

July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
INNOVATIVE EDUCATION SERVICES										
607 - Learning Services										
0100 - Salaries	76,705.00	53,654.37	-	23,050.63	69.9%	67,646.00	66,880.14	-	765.86	98.9%
0200 - Employee Benefits	27,823.00	18,622.87	-	9,200.13	66.9%	24,357.00	24,035.91	-	321.09	98.7%
0300 - Purchased Prof and Technical Services	250.00	406.64	-	(156.64)	162.7%	450.00	39.50	-	410.50	8.8%
0500 - Other Purchased Services	2,100.00	1,170.08	-	929.92	55.7%	2,300.00	846.05	-	1,453.95	36.8%
0600 - Supplies	1,204.00	4,230.70	-	(3,026.70)	351.4%	1,280.00	1,242.31	-	37.69	97.1%
0700 - Property	-	718.35	-	(718.35)	-	-	229.99	-	(229.99)	0.0%
0800 - Other Expenses	15,484.00	15,134.00	-	350.00	97.7%	14,783.00	14,433.00	-	350.00	97.6%
	123,566.00	93,937.01	-	29,628.99	76.0%	110,816.00	107,706.90	-	3,109.10	97.2%
615 - GT Reg Consultant										
0100 - Salaries	49,123.00	49,005.00	-	118.00	99.8%	46,342.00	46,231.00	-	111.00	99.8%
0200 - Employee Benefits	10,512.00	9,201.07	-	1,310.93	87.5%	9,685.00	8,490.30	-	1,194.70	87.7%
0300 - Purchased Prof and Technical Services	6,650.00	5,070.00	-	1,580.00	76.2%	9,195.00	8,149.90	-	1,045.10	88.6%
0500 - Other Purchased Services	2,325.00	4,287.67	-	(1,962.67)	184.4%	3,625.00	1,702.00	-	1,923.00	47.0%
0600 - Supplies	2,446.00	908.47	-	1,537.53	37.1%	2,209.00	4,826.93	-	(2,617.93)	218.5%
	71,056.00	68,472.21	-	2,583.79	96.4%	71,056.00	69,400.13	-	1,655.87	97.7%
616 - ATLP										
0100 - Salaries	152,164.00	119,515.16	-	32,648.84	78.5%	115,551.00	109,832.73	-	5,718.27	95.1%
0200 - Employee Benefits	44,683.00	35,422.69	-	9,260.31	79.3%	32,716.00	30,731.69	-	1,984.31	93.9%
0300 - Purchased Prof and Technical Services	124,405.00	164,228.59	-	(39,823.59)	132.0%	146,789.00	148,138.87	-	(1,349.87)	100.9%
0500 - Other Purchased Services	7,990.00	6,388.52	-	1,601.48	80.0%	46,958.00	45,261.54	-	1,696.46	96.4%
0600 - Supplies	3,100.00	1,531.92	-	1,568.08	49.4%	3,000.00	563.21	-	2,436.79	18.8%
0700 - Property	500.00	-	-	500.00	0.0%	500.00	-	-	500.00	0.0%
0800 - Other Expenses	35,658.00	35,299.00	-	359.00	99.0%	39,586.00	37,586.00	-	2,000.00	94.9%
	368,500.00	362,385.88	-	6,114.12	98.3%	385,100.00	372,114.04	-	12,985.96	96.6%
625 - Regional G/T										
0100 - Salaries	27,958.00	26,392.69	-	1,565.31	94.4%	22,403.00	25,873.28	-	(3,470.28)	115.5%
0200 - Employee Benefits	9,209.00	8,592.39	-	616.61	93.3%	7,395.00	8,110.50	-	(715.50)	109.7%
0300 - Purchased Prof and Technical Services	-	-	-	-	0.0%	112,256.00	108,573.00	-	3,683.00	96.7%
0500 - Other Purchased Services	109,373.00	109,348.29	-	24.71	100.0%	1,850.00	762.11	-	1,087.89	41.2%
0600 - Supplies	2,619.00	7,666.69	-	(5,047.69)	292.7%	5,000.00	7,240.45	-	(2,240.45)	144.8%
	149,159.00	152,000.06	-	(2,841.06)	101.9%	148,904.00	150,559.34	-	(1,655.34)	101.1%
626 - Gifted Ed Universal Screening Grant										
0100 - Salaries	26,312.00	26,311.45	-	0.55	100.0%	18,052.00	17,094.20	-	957.80	94.7%
0200 - Employee Benefits	8,404.00	8,566.40	-	(162.40)	101.9%	8,289.00	6,439.20	-	1,849.80	77.7%
0500 - Other Purchased Services	500.00	500.00	-	-	100.0%	-	693.00	-	(693.00)	0.0%
0600 - Supplies	500.00	500.00	-	-	100.0%	525.00	2,640.00	-	(2,115.00)	502.9%
	35,716.00	35,877.85	-	(161.85)	100.5%	26,866.00	26,866.40	-	(0.40)	100.0%



**CENTENNIAL
BOCES**

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

100% of Budget Year Completed

Current Year Information

July 1, 2022 - June 30, 2023

Detailed Expense Report

Prior Year Information

July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
44 652 - CBOCES State Priorities										
45 0100 - Salaries	97,404.00	101,991.80	-	(4,587.80)	104.7%	109,343.00	138,909.76	-	(29,566.76)	127.0%
46 0200 - Employee Benefits	34,403.00	34,975.98	-	(572.98)	101.7%	39,704.00	50,498.86	-	(10,794.86)	127.2%
47 0300 - Purchased Prof and Technical Services	115,000.00	95,727.02	-	19,272.98	83.2%	84,903.00	83,515.52	-	1,387.48	98.4%
48 0500 - Other Purchased Services	6,500.00	1,792.42	-	4,707.58	27.6%	30,900.00	21,237.28	-	9,662.72	68.7%
49 0600 - Supplies	15,290.00	1,040.73	-	14,249.27	6.8%	21,900.00	5,521.88	-	16,378.12	25.2%
50 0800 - Other Expenses	22,115.00	14,715.00	-	7,400.00	66.5%	30,218.00	17,663.50	-	12,554.50	58.5%
51	290,712.00	250,242.95	-	40,469.05	86.1%	316,968.00	317,346.80	-	(378.80)	100.1%
52										
53 681 - Title III Professional Learning										
54 0100 - Salaries	3,100.00	3,100.00	-	-	100.0%	3,100.00	3,970.34	-	(870.34)	128.1%
55 0200 - Employee Benefits	900.00	623.84	-	276.16	69.3%	724.00	985.80	-	(261.80)	136.2%
56 0600 - Supplies	4,824.00	2,500.00	-	2,324.00	51.8%	-	3,107.00	-	(3,107.00)	0.0%
57 0700 - Property	-	-	-	-	0.0%	5,000.00	-	-	5,000.00	0.0%
58 0800 - Other Expenses	176.00	124.48	-	51.52	70.7%	176.00	160.86	-	15.14	91.4%
59	9,000.00	6,348.32	-	2,651.68	70.5%	9,000.00	8,224.00	-	776.00	91.4%
60										
61 685 - CBOCES High School										
62 0100 - Salaries	306,978.00	279,073.67	-	27,904.33	90.9%	256,583.00	279,088.46	-	(22,505.46)	108.8%
63 0200 - Employee Benefits	113,854.00	98,767.65	-	15,086.35	86.7%	85,471.00	101,695.92	-	(16,224.92)	119.0%
64 0300 - Purchased Prof and Technical Services	21,000.00	28,972.79	-	(7,972.79)	138.0%	15,000.00	14,780.00	-	220.00	98.5%
65 0400 - Property Services	97,965.00	99,424.50	-	(1,459.50)	101.5%	93,300.00	95,632.50	-	(2,332.50)	102.5%
66 0500 - Other Purchased Services	2,200.00	2,936.89	-	(736.89)	133.5%	10,100.00	23,358.80	-	(13,258.80)	231.3%
67 0600 - Supplies	3,646.00	4,681.69	-	(1,035.69)	128.4%	7,000.00	4,354.32	-	2,645.68	62.2%
68 0700 - Property	1,500.00	-	-	1,500.00	0.0%	5,000.00	180.96	-	4,819.04	3.6%
69 0800 - Other Expenses	29,757.00	29,757.00	-	-	100.0%	28,046.00	28,047.00	-	(1.00)	100.0%
70	576,900.00	543,614.19	-	33,285.81	94.2%	500,500.00	547,137.96	-	(46,637.96)	109.3%
71										
72 687 - I-Connect HS										
73 0100 - Salaries	179,331.00	181,835.01	-	(2,504.01)	101.4%	169,180.00	185,223.75	-	(16,043.75)	109.5%
74 0200 - Employee Benefits	72,123.00	69,474.54	-	2,648.46	96.3%	63,892.00	68,640.71	-	(4,748.71)	107.4%
75 0300 - Purchased Prof and Technical Services	-	4,055.79	-	(4,055.79)	0.0%	500.00	-	-	500.00	0.0%
76 0400 - Property Services	500.00	-	-	500.00	0.0%	800.00	929.14	-	(129.14)	116.1%
77 0500 - Other Purchased Services	1,250.00	2,472.97	-	(1,222.97)	197.8%	1,373.00	12,239.67	-	(10,866.67)	891.5%
78 0600 - Supplies	1,423.00	1,851.41	-	(428.41)	130.1%	1,500.00	3,767.53	-	(2,267.53)	251.2%
79 0700 - Property	5,900.00	3,018.52	-	2,881.48	51.2%	1,000.00	329.15	-	670.85	32.9%
80 0800 - Other Expenses	6,373.00	6,373.00	-	-	100.0%	4,755.00	4,755.00	-	-	100.0%
81	266,900.00	269,081.24	-	(2,181.24)	100.8%	243,000.00	275,884.95	-	(32,884.95)	113.5%
82 INNOVATIVE EDUCATION SERVICES TOTALS:	1,891,509.00	1,781,959.71	-	109,549.29	94.2%	1,812,210.00	1,875,240.52	-	(63,030.52)	103.5%

100% of Budget Year Completed
Current Year Information
July 1, 2022 - June 30, 2023



**CENTENNIAL
BOCES**

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

Detailed Expense Report

Prior Year Information
July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed		Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
FEDERAL PROGRAMS											
705 - NC Region Migrant Ed											
0100 - Salaries	867,525.00	845,015.94	-	22,509.06	97.4%		762,819.00	751,605.67	-	11,213.33	98.5%
0200 - Employee Benefits	321,394.00	309,639.48	-	11,754.52	96.3%		280,229.00	271,061.76	-	9,167.24	96.7%
0300 - Purchased Prof and Technical Services	196,500.00	151,220.27	-	45,279.73	77.0%		190,228.00	46,174.39	-	144,053.61	24.3%
0400 - Property Services	6,300.00	10,529.71	-	(4,229.71)	167.1%		7,300.00	6,454.60	-	845.40	88.4%
0500 - Other Purchased Services	789,800.00	541,666.67	-	248,133.33	68.6%		744,100.00	572,068.42	-	172,031.58	76.9%
0600 - Supplies	104,979.00	74,861.15	-	30,117.85	71.3%		168,001.00	119,619.41	-	48,381.59	71.2%
0700 - Property	2,000.00	-	-	2,000.00	0.0%		1,000.00	5,830.58	-	(4,830.58)	583.1%
0800 - Other Expenses	261,502.00	228,066.01	-	33,435.99	87.2%		246,323.00	215,395.17	-	30,927.83	87.4%
	2,550,000.00	2,160,999.23	-	389,000.77	84.7%		2,400,000.00	1,988,210.00	-	411,790.00	82.8%
715 - Title I											
0100 - Salaries	11,289.00	11,289.00	-	-	100.0%		14,620.00	14,626.04	-	(6.04)	100.0%
0200 - Employee Benefits	3,974.00	3,871.79	-	102.21	97.4%		4,682.00	4,762.74	-	(80.74)	101.7%
0500 - Other Purchased Services	1,335,969.00	684,957.20	-	651,011.80	51.3%		1,413,858.00	1,365,473.38	-	48,384.62	96.6%
0800 - Other Expenses	81,072.00	37,491.72	-	43,580.28	46.2%		85,990.00	83,091.84	-	2,898.16	96.6%
	1,432,304.00	737,609.71	-	694,694.29	51.5%		1,519,150.00	1,467,954.00	-	51,196.00	96.6%
722 - Title II A											
0500 - Other Purchased Services	341,314.00	103,057.47	-	238,256.53	30.2%		435,922.00	328,536.02	-	107,385.98	75.4%
0800 - Other Expenses	20,478.00	5,440.71	-	15,037.29	26.6%		26,155.00	19,712.98	-	6,442.02	75.4%
	361,792.00	108,498.18	-	253,293.82	30.0%		462,077.00	348,249.00	-	113,828.00	75.4%
725 - Title III ELA											
0100 - Salaries	5,566.00	5,565.00	-	1.00	100.0%		5,250.00	5,250.00	-	-	100.0%
0200 - Employee Benefits	1,745.00	1,679.95	-	65.05	96.3%		1,647.00	1,586.95	-	60.05	96.4%
0500 - Other Purchased Services	145,400.00	100,108.36	-	45,291.64	68.9%		187,544.00	157,520.51	-	30,023.49	84.0%
0800 - Other Expenses	3,054.00	1,859.02	-	1,194.98	60.9%		3,889.00	3,287.54	-	601.46	84.5%
	155,765.00	109,212.33	-	46,552.67	70.1%		198,330.00	167,645.00	-	30,685.00	84.5%
726 - Title IV, Part A											
0500 - Other Purchased Services	200,326.00	73,922.88	-	126,403.12	36.9%		208,514.00	66,377.15	-	142,136.85	31.8%
0800 - Other Expenses	4,006.00	1,293.52	-	2,712.48	32.3%		4,170.00	1,327.85	-	2,842.15	31.8%
	204,332.00	75,216.40	-	129,115.60	36.8%		212,684.00	67,705.00	-	144,979.00	31.8%
730 - McKinney Homeless											
0100 - Salaries	41,703.00	42,505.05	-	(802.05)	101.9%		40,099.00	40,098.82	-	0.18	100.0%
0200 - Employee Benefits	9,779.00	9,392.27	-	386.73	96.0%		9,203.00	8,691.71	-	511.29	94.4%
0500 - Other Purchased Services	8,100.00	17,308.65	-	(9,208.65)	213.7%		7,100.00	7,044.19	-	55.81	99.2%
0600 - Supplies	11,173.00	1,549.03	-	9,623.97	13.9%		8,439.00	9,006.28	-	(567.28)	106.7%
0800 - Other Expenses	4,245.00	4,245.00	-	-	100.0%		3,890.00	3,890.00	-	-	100.0%
	75,000.00	75,000.00	-	(0.00)	100.0%		68,731.00	68,731.00	-	0.00	100.0%



**CENTENNIAL
BOCES**

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

100% of Budget Year Completed

Current Year Information

July 1, 2022 - June 30, 2023

Detailed Expense Report

Prior Year Information

July 1, 2021 - June 30, 2022

	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed	Current Budget	YTD Expenses	Outstanding Encumbrance	Uncommitted Funds	% of Budget Committed
44 731 - Basic Center Program										
45 0100 - Salaries	7,359.00	7,500.84	-	(141.84)	101.9%	7,076.00	7,076.28	-	(0.28)	100.0%
46 0200 - Employee Benefits	1,726.00	1,657.50	-	68.50	96.0%	1,624.00	1,533.78	-	90.22	94.4%
47 0300 - Purchased Prof and Technical Services	-	1,200.00	-	(1,200.00)	0.0%	1,500.00	1,500.00	-	-	100.0%
48 0500 - Other Purchased Services	225.00	1,151.43	-	(926.43)	511.7%	225.00	75.00	-	150.00	33.3%
49 0600 - Supplies	37,690.00	81,880.92	-	(44,190.92)	217.2%	36,575.00	41,820.45	-	(5,245.45)	114.3%
50 0700 - Property	3,000.00	461.39	-	2,538.61	15.4%	3,000.00	-	-	3,000.00	0.0%
51	50,000.00	93,852.08	-	(43,852.08)	187.7%	50,000.00	52,005.51	-	(2,005.51)	104.0%
52										
53 732 - ARP Homeless Children and Youth										
54 0100 - Salaries	1,000.00	718.75	-	281.25	71.9%	8,000.00	6,675.00	-	1,325.00	83.4%
55 0200 - Employee Benefits	419.00	165.67	-	253.33	39.5%	2,000.00	1,508.38	-	491.62	75.4%
56 0300 - Purchased Prof and Technical Services	12,585.00	13,193.93	-	(608.93)	104.8%	40,000.00	27,886.29	-	12,113.71	69.7%
57 0600 - Supplies	-	519.20	-	(519.20)	0.0%	16,020.00	26,112.81	-	(10,092.81)	163.0%
58 0700 - Property	-	-	-	-	0.0%	16,000.00	5,907.19	-	10,092.81	36.9%
59 0800 - Other Expenses	840.00	245.88	-	594.12	29.3%	5,000.00	4,086.33	-	913.67	81.7%
60	14,844.00	14,843.43	-	0.57	100.0%	87,020.00	72,176.00	-	14,844.00	82.9%
61										
62 733 - Title III ELL Immigrant Set-Aside										
63 0500 - Other Purchased Services	11,593.00	8,416.25	-	3,176.75	72.6%	35,223.00	21,216.02	-	14,006.98	60.2%
64 0800 - Other Expenses	232.00	165.68	-	66.32	71.4%	705.00	424.98	-	280.02	60.3%
65	11,825.00	8,581.93	-	3,243.07	72.6%	35,928.00	21,641.00	-	14,287.00	60.2%
66										
67 751 - RISE Grant										
68 0100 - Salaries	10,000.00	5,616.66	-	4,383.34	56.2%	135,486.00	75,585.16	-	59,900.84	55.8%
69 0200 - Employee Benefits	4,640.00	3,009.17	-	1,630.83	64.9%	63,670.00	26,175.41	-	37,494.59	41.1%
70 0300 - Purchased Prof and Technical Services	37,714.00	4,494.65	-	33,219.35	11.9%	84,971.00	127,382.19	-	(42,411.19)	149.9%
71 0500 - Other Purchased Services	19,000.00	4,283.56	-	14,716.44	22.5%	27,749.00	12,666.50	-	15,082.50	45.6%
72 0600 - Supplies	5,000.00	2,672.29	-	2,327.71	53.4%	21,868.00	21,496.60	-	371.40	98.3%
73 0700 - Property	-	795.65	-	(795.65)	0.0%	9,695.00	3,779.62	-	5,915.38	0.0%
74	76,354.00	20,871.98	-	55,482.02	27.3%	343,439.00	267,085.48	-	76,353.52	77.8%
75										
76 755 - Weld Trust - ECE & Student Leadership Grants										
77 0100 - Salaries	57,000.00	1,390.00	-	55,610.00	2.4%	-	-	-	-	0.0%
78 0200 - Employee Benefits	13,400.00	320.41	-	13,079.59	2.4%	-	-	-	-	0.0%
79 0300 - Purchased Prof and Technical Services	-	-	-	-	0.0%	-	-	-	-	0.0%
80 0500 - Other Purchased Services	6,500.00	132.22	-	6,367.78	2.0%	-	-	-	-	0.0%
81 0600 - Supplies	9,500.00	387.04	-	9,112.96	4.1%	-	-	-	-	0.0%
82 0800 - Other Expenses	2,000.00	-	-	2,000.00	0.0%	-	-	-	-	0.0%
83	88,400.00	2,229.67	-	86,170.33	2.5%	-	-	-	-	0.0%
84										
85 770 - Fed Prgrms Ind Resources										
86 0300 - Purchased Prof and Technical Services	9,000.00	3,015.00	-	5,985.00	33.5%	9,000.00	10,675.00	-	(1,675.00)	118.6%
87 0500 - Other Purchased Services	3,200.00	-	-	3,200.00	0.0%	3,200.00	477.36	-	2,722.64	14.9%
88 0600 - Supplies	6,620.00	25,128.43	-	(18,508.43)	379.6%	5,800.00	15,074.40	-	(9,274.40)	259.9%
89 0700 - Property	-	-	-	-	0.0%	-	123.71	-	(123.71)	0.0%
90 0800 - Other Expenses	7,500.00	7,675.00	-	(175.00)	102.3%	7,500.00	7,000.00	-	500.00	93.3%
91	26,320.00	35,818.43	-	(9,498.43)	136.1%	25,500.00	33,350.47	-	(7,850.47)	130.8%
92 FEDERAL PROGRAMS TOTALS:	5,046,936.00	3,442,733.37	-	1,604,202.63	68.2%	5,402,859.00	4,554,752.46	-	848,106.54	84.3%
93 GRAND TOTALS:	16,652,035.00	14,464,902.23	-	2,187,132.77	86.9%	15,533,279.00	14,480,852.85	-	1,052,426.15	93.2%



September 14, 2023
Board Report
Business Services/HR and Technology
Departments
Mr. Erich Dorn

Facilities Updates

We accepted the bid from Tolin Mechanical to replace the three rooftop HVAC units on the Sierra School building (2040 Clubhouse Dr, Greeley). Total cost is \$56,388, which will be paid using fund balance carryover funds. The equipment has been ordered by Tolin and they will install the units once they have received them, anticipated to be around November to December.

We have also gathered quotes for significant repairs on the roof of our Sierra School building. There has been an increase in leaks and we are looking at a more permanent solution for those issues. Estimated costs are in the neighborhood of \$10,000. We look to make those repairs once the HVAC units have been installed.

Annual Financial Audit & Single Audit

Centennial BOCES is having the annual onsite financial audit conducted during the week of September 18th. The audit will again be conducted by Mayberry & Company, led by Mr. Tim Mayberry. This process will include the Financial Statements as well as the Single Audit Report. We anticipate the final Financial Statements will be completed and presented to the Board at the November 16th Board meeting.

District Business Services Staff Help

We regularly receive requests for assistance from area school districts and BOCES. Also, we currently have job sharing arrangements with Prairie, Pawnee, and Mt Evans BOCES, where we perform some of their Business Services functions. And we also are currently helping a couple other districts with specific tasks within their district. As needs come up within your Business Services department, please feel free to reach out for help or to discuss questions or concerns. We can see what we can do to help and hopefully help solve issues and/or prevent them.

Courier Program Updates

This past spring, we gathered interest from the seven districts that participate in our interoffice courier program. It will be similar in 2023-24, but with some material changes. We will no longer be stopping at Platte Valley Re-7, and will only be stopping at the district admin offices for Weld Re-9 and Eaton Re-2. Otherwise, we will continue to stop at each school and district admin office within Weld Re-1, Briggsdale, Prairie, and Pawnee. Also, the CBOCES courier will continue to pick up library books from the High Plains Library District and deliver them to school buildings in the member districts that utilize the CBOCES courier service.



Title I Part C ~ Migrant Education Program (MEP)

- Contract with La Cocina in Fort Collins not renewed
- Kick off of Weld Trust grants activities

Summer supplemental programs:

- Fort Morgan Summer School Pk-8
- Ready for School Camps, virtual and in person at UNC
- Holyoke Summer School- hosted a binational teacher for the month of June
- Fort Lupton Enrichment Program
- HS students participated in state sponsored programs such as:
- STEM at Adams State University
- Summer Migrant Youth Leadership Institute (SMYLI) at DU
- STEM Early Childhood camps virtual and in person
- Family Academy, June 10th at Salida del Sol Academy, over 200 individuals attended workshops for parents and students

Titles I, II, III and IV Consolidated Federal Grants Application

- Consolidated Application, currently reviewing comments

McKinney Vento Act (Homeless Education)

- National Center for Homeless Education Conference – registration open



Program Update

- NCLC Presentations from:
 - Erin Loften CDE – Accountability and Support
 - Jack Shaw Abl Schools
 - Jen Kral – Added Endorsement Apprenticeship Program
 - Future Meeting dates: 10/25/23, 11/29/24, 2/28/24, 4/24/24
- PD for School year:
 - Data Driven Table Talks (Susie Townsend)
 - Evaluator Training October 6th and 7th 2023 registration is open
- CBOCES and IConnect H.S.
 - Contracts for CBOCES H.S. slots
 - EARRS Grant application
 - Change in students schedules in 23-24 to have a uniform schedule across all 3 campuses (repeat information)
 - IConnect changes in service delivery (4day week, 1 year programming)
- ATLP and APLP Updates
 - Reauthorization ATLP Fall 2024
- Induction Program Updates
 - Reauthorization for Induction programs January 2024
- Perkins grant updates
- Review June Educator Trainings –
 - 17 trainings (in person and remote) Approximately 150 participants

Innovative Education Services is dedicated to supporting districts and opening opportunities for collaboration leading to educational change.

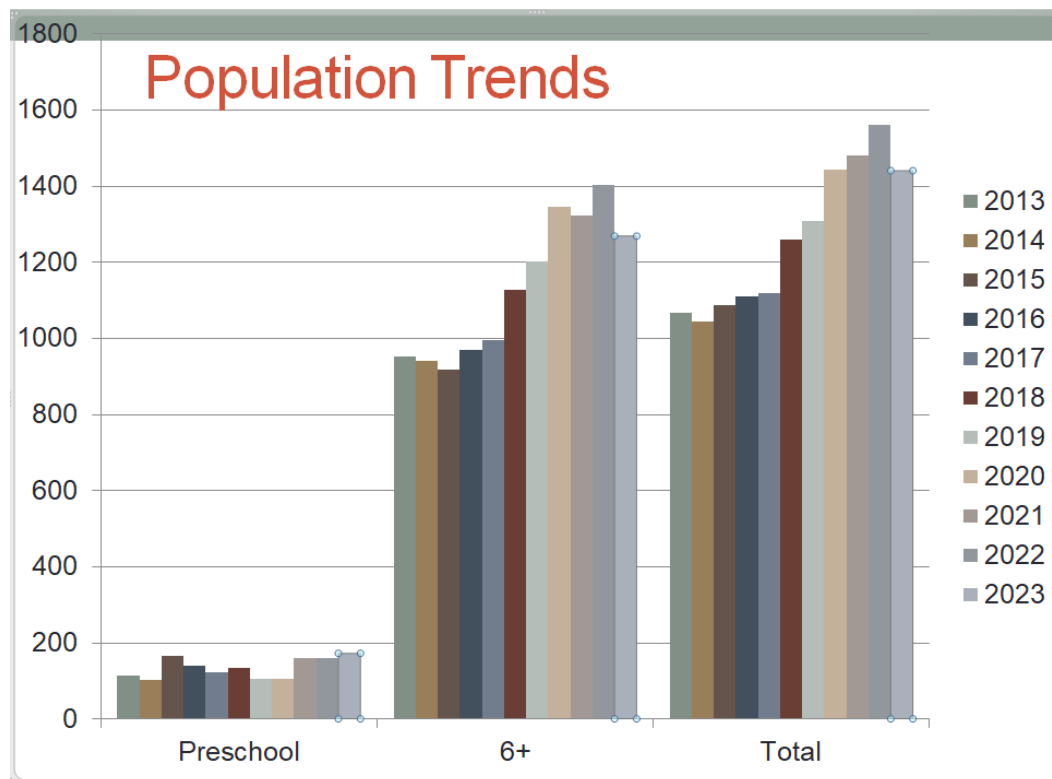
INNOVATIVE EDUCATION SERVICES HOMEPAGE: <http://www.cbocesinnovative.org>



End of Year Performance Report

July 1st the annual IDEA Performance Report was submitted to CDE. Results from that report include:

1. A total of fourteen hundred forty (1440) students were served in special education during the 2022-2023 school year.
2. A total of twelve hundred sixty-eight (1268) students, ages six to twenty-one, were served in special education during the 2022-2023 school year.
3. For students between three and five years old, one hundred seventy-two (172) were served by special education in integrated preschool settings throughout the 2022-2023 school year.
4. Ninety-nine (99) initial evaluations, for students between the ages of six to twenty-one, occurred with eighty-nine (89) students qualifying for special education services; hence, ninety percent (90%) of students referred were found eligible for special education services.
5. Three hundred sixty-seven reevaluations (367) were completed across all age categories. Three hundred twenty (284) continued to remain eligible which is at an eligibility rate of seventy-seven percent (77%)
6. For students between three and five years old, one hundred twenty-eight (128) initial evaluations occurred with one hundred ten (110) students qualifying for special education services; hence, eighty six percent (86%) of students referred were found eligible for special education services.





September 14, 2023
Board Report
Special Education Department
Jocelyn Aldridge

Annual Restraint and Seclusion Report

In the past, restraints and seclusion data was collected for the occurrences in the public schools. This school year there were three (3) restraints and seclusions reported for the 2022-2023 school year. The number of seclusions and restraints for the Sierra School were also reviewed. The report includes next steps including training and documentation processes to specifically reduce the number of restraints occurring at the Sierra School.

Restraint and Seclusion

House Bill 22-1376 changed the reporting requirements for restraints and seclusions. Any seclusion for any amount of time and any restraint lasting longer than a minute are to be documented and reported to parents. Check your board policy of JKA which should have been updated to reflect the changes.

Based on the updates of HB 22-1376, school districts will now be required to provide an annual report related to restraints and seclusion along with data submission within the End-of-Year Report. We are waiting to learn more about the data collection process. CBOCES will no longer gather the restraint and seclusion documentation data. Districts will need to create a system to collect this data for the annual report. Centennial BOCES will continue to provide the CPI training. Please keep us informed on your training needs related to restraints and seclusion practices.

Discipline Report

For the 2022-2023 school year, the special education discipline report has been completed and submitted. For this report the AU reported a total of 220 discipline incidents. This was the second highest school year of discipline reported in the AU in the past 10 years.

School Year	Number of Discipline Incidents
2022-2023	220*
2021-2022	171
2020-2021	96
2019-2020	194
2018-2019	141
2017-2018	79
2016-2017	142
2015-2016	132
2014-2015	120
2013-2014	165
2012-2013	357

Administrative Unit Determinations

Centennial BOCES was again in "Meets Requirements." It is noted the determination for the 2022-2023 school year included all of the compliance indicators and the performance indicators.



September 14, 2023
Board Report
Special Education Department
Jocelyn Aldridge

Significant Disproportionality

IDENTIFICATION:

Category	Significant Disproportionality	Race/ Ethnicity	Threshold	Risk Ratio 2022-23	Risk Ratio 2021-22	Risk Ratio 2020-21
All Disabilities	No	-	2.08	ok	ok	ok
Autism Spectrum Disorder	No	-	2.98	ok	ok	ok
Serious Emotional Disability	No	-	3.00	ok	ok	ok
Intellectual Disability	No	-	2.66	ok	ok	ok
Speech or Language Impairment	No	-	2.25	ok	ok	ok
Other Health Impairment	No	-	2.77	ok	ok	ok
Specific Learning Disability	No	-	2.68	ok	ok	ok

PLACEMENT:

Category	Significant Disproportionality	Race/ Ethnicity	Threshold	Risk Ratio 2022-23	Risk Ratio 2021-22	Risk Ratio 2020-21
Inside Regular Class <40%	No	-	1.97	ok	ok	ok
In Separate School or Residential Facility	No	-	3.00	ok	ok	ok

IDENTIFICATION:

Indicator 9	Disproportionate Representation	Race/ Ethnicity	Threshold	Risk Ratio 2022-23	Your AU has no disproportionate representation for Indicators 9 or 10
All Disabilities	No	-	4.00	ok	
DISABILITY:					
Indicator 10	Disproportionate Representation	Race/ Ethnicity	Threshold	Risk Ratio 2022-23	
Autism Spectrum Disorder	No	-	4.00	ok	
Serious Emotional Disability	No	-	4.00	ok	
Intellectual Disability	No	-	4.00	ok	
Speech or Language Impairment	No	-	4.00	ok	
Other Health Impairment	No	-	4.00	ok	
Specific Learning Disability	No	-	4.00	ok	

Maintenance of Effort

Centennial BOCES met the IDEA Maintenance of Effort requirement for the Fiscal Year 2021-2022.



September 14, 2023
Board Report
Special Education Department
Jocelyn Aldridge

Inclusion: 80/80/3

The number one way to improve student achievement outcomes for students with disabilities is to include the students in the general education classroom and accessing the general education curriculum to meet the grade level standards. Several years ago, CBOCES set a goal for the AU that 80% of students in special education would be in the general education classroom 80% of the time. Here is the current percentage of students with disabilities accessing general education by district and by school. Centennial BOCES is currently at 87% of all students are in the general education classroom 80% of the time. We will continue to address the recent change we are seeing with our high schools reducing the time with students in the general education classroom.

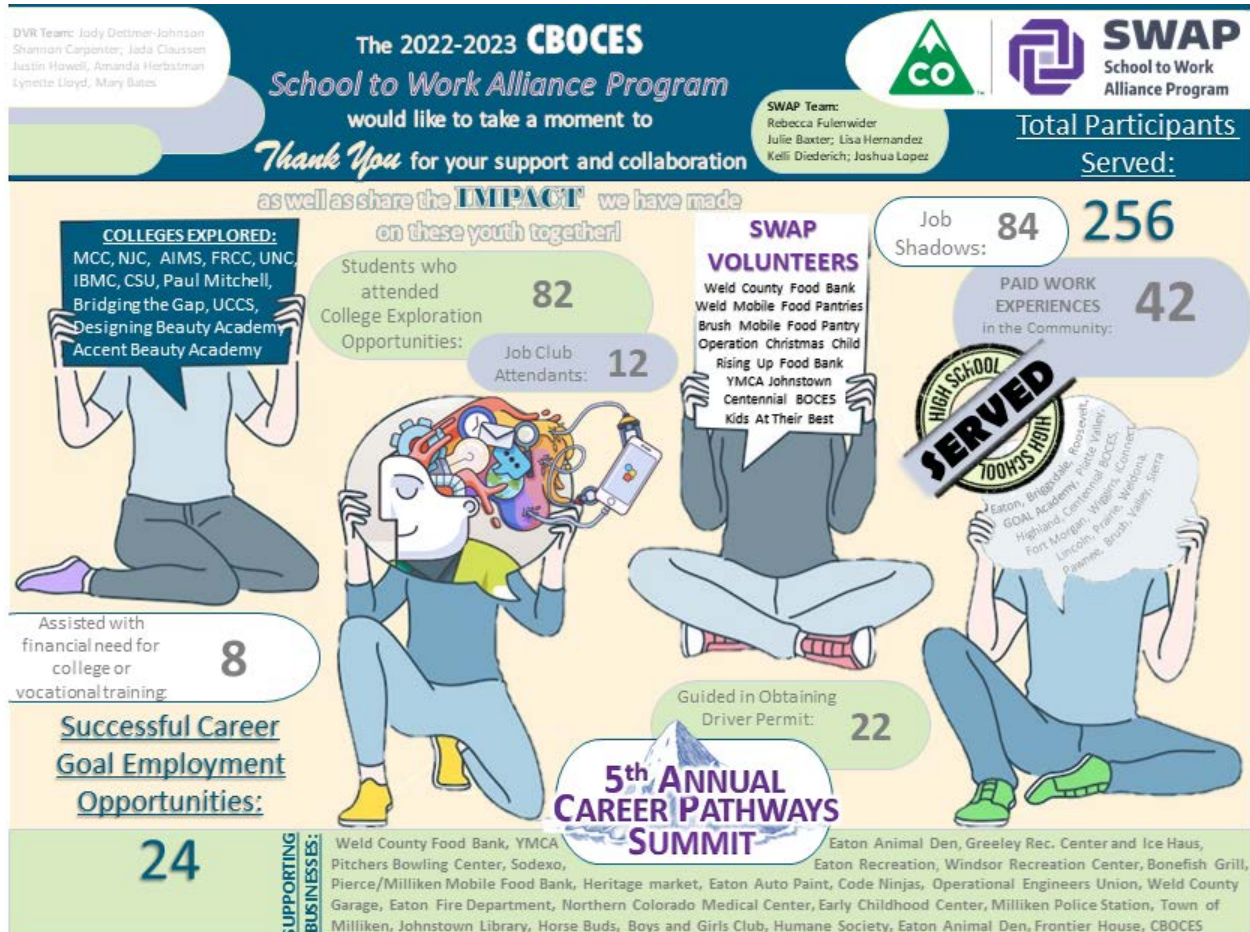
Briggsdale SD	86%	RE-1 SD	81%
Briggsdale Elementary	90%	Pete Mirich Elementary School	78%
Briggsdale High School	83%	Platteville Elementary School	91%
		Gilcrest Elementary School	94%
Brush SD	80%	North Valley Middle School	86%
Brush High School	70%	South Valley Middle School	81%
Brush Middle School	65%	Valley High School	60%
Beaver Valley Elementary School	91%		
Thomson Primary School	86%	Pawnee School K-12	100%
Centennial BOCES High School	100%	PV SD	86%
		Platte Valley Elementary School	79%
Eaton SD	84%	Platte Valley High School	100%
Benjamin Eaton Elementary	83%	Platte Valley Middle School	97%
Eaton Elementary	100%		
Eaton High School	47%	Prairie SD	100%
Eaton Middle School	95%	Prairie Elementary School	100%
Galeton Elementary	100%	Prairie Junior/Senior High School	100%
Highland SD	85%	WV SD	77%
Highland Elementary School	97%	Weldon Valley Elementary School	85%
Highland High School	71%	Weldon Valley Jr/Sr High School	63%
Highland Middle School	63%		
		Wiggins SD	93%
iConnect High School	100%	Wiggins Elementary School	94%
		Wiggins High School	94%
		Wiggins Middle School	91%



September 14, 2023
Board Report
Special Education Department
Jocelyn Aldridge

SWAP Outcomes

During the 2022-2023 school year SWAP served two hundred fifty-six (256) students and clients in a variety of opportunities with twenty-four (24) successfully long-term employed.



Staffing: New Hires

Michelle Massengale—Early Childhood Teacher
Allyson Bagshaw—SLPA
Caydee Johnson—SLPA
Deborah Wise—Speech Language Pathologist—contracted remote
Beth Richardson—Speech Language Pathologist—contracted remote
Lynette Hill—Transition Specialist

Sierra School

Thirty (30) students are currently enrolled with nine (9) students from outside administrative units. At this time the high school academic classroom is currently at capacity.



September 14, 2023
Board Report
Special Education Department
Jocelyn Aldridge

Special Education Trainings

Across the AU, seven (7) new special education teachers have been hired this school year. In order to support the new teachers, CBOCES will be offering new special education teacher training each month throughout the school year. We have structured the training around the High Leverage Practices in Special Education (HLP's). We will provide educational credit hours at the end of the school year for the number of hours they participated. We highly recommend new teachers attend this training. The trainings will be hosted in person this year due to poor attendance on Zoom scheduled after school hours.

DATE	TIME	SUBJECT	AUDIENCE	PRESENTER
August 22	9:00-4:00	Introduction to CBOCES and Enrich	New Providers	Brad and Jocelyn
September 22	9:00-4:00	IEP Compliance and Facilitated Meetings	New Providers	Jocelyn
<i>October 9</i>	<i>9:00-4:00</i>	<i>Area Wide</i>	<i>All SPED Providers</i>	<i>Hunter Smith, CDE</i>
November 13	9:00-4:00	Develop Effective Paraprofessionals and Behavior 101	New Providers	Brad and Andrea Miller
<i>February 5</i>	<i>9:00-4:00</i>	<i>Area Wide</i>	<i>All SPED Providers</i>	<i>Hunter Smith, CDE</i>
<i>February 26-28</i>	<i>9:00-4:00</i>	<i>CIMP</i>	<i>Designated Providers</i>	<i>Kerry Whitmore, CDE</i>
April 8	9:00-4:00	UDL and Co-Teaching	New Providers	Dr. Todd Sundeen, UNC

The High-Leverage Practices in Special Education

HLP1---Collaborate with professionals to increase student success.

HLP2---Organize and facilitate effective meetings with professionals and families.

HLP3---Collaborate with families to support student learning and secure needed services.

HLP4---Use multiple sources of information to develop a comprehensive understanding of a student's strengths and needs.

HLP5---Interpret and communicate assessment information with stakeholders to collaboratively design and implement educational programs.

HLP6---Use student assessment data, analyze instructional practices, and make necessary adjustments that improve student outcomes.

HLP7---Establish a consistent, organized, and respectful learning environment.

HLP8---Provide positive and constructive feedback to guide students' learning and behavior.

HLP9---Teach social behaviors.

HLP10---Conduct functional behavioral assessments to develop individual student behavior support plans.

HLP11---Identify and prioritize long- and short-term learning goals.

HLP12---Systematically design instruction toward a specific learning goal.

HLP13---Adapt curriculum tasks and materials for specific learning goals.

HLP14---Teach cognitive and metacognitive strategies to support learning and Independence

HLP15---Provide scaffolded supports.

HLP16---Use explicit instruction.

HLP17---Use flexible grouping.



September 14, 2023
Board Report
Special Education Department
Jocelyn Aldridge

HLP18---Use strategies to promote active student engagement.
HLP19---Use assistive and instructional technologies.
HLP20---Provide intensive instruction.
HLP21---Teach students to maintain and generalize new learning across time and settings
HLP22---Provide positive and constructive feedback to guide students' learning and behavior

Area Wide Trainings

We meet in person for our area wide trainings. Our first area wide will be Monday, October 9th at the Island Grove Event Center and the second area wide will be Monday, February 5th at the Island Grove Event Center This year we will have Hunter Smith from the CDE present on dynamic assessments, identification and service delivery models for multi-lingual learners.

Substitutes will be reimbursed.

Colorado Monitoring Process

Twelve administrative units have been chosen to participate in Cohort 1 of the Colorado Monitoring Process. The purpose of the program evaluation is to ensure appropriate services are delivered to students with disabilities and the outcomes for students are improving. Centennial BOCES was identified as one of the twelve AU's to go through this 2-3 day process. We have tentatively scheduled the review to occur February 26-27.

The first day will include stakeholders within the AU to review performance data, discuss and evaluate policies and procedures attributing to the data. Four areas will be reviewed: 1. Child Find and Initial Evaluations, 2. FAPE and the delivery of services, 3. School Completion and Discipline, and 4. LRE and Placement Decisions.

On the second day, multi-disciplinary teams will complete an "Educational Benefit Review." This review will look at IEPs developed over three consecutive years for individual students. Teams will evaluate the IEPs for student progress and ultimately an offering of FAPE (Do goals align with the identified disability and keep up with current performance?)

Based on the review, an action plan will be developed to make adjustments to move toward improving the student outcome data across the AU.

Aimsweb

Teachers have received a training link for Aimsweb. This is a curriculum based measurement for reading, math, writing, and behavior tracking. This assessment can be used to collect data to progress monitor IEP goals and is also used to determine eligibility for a specific learning disability. Teachers will have access to the training year-round as it is available to them on-demand.

Universal Preschool

Overarching concerns related to ongoing violations of FAPE including confidentiality, placement, screenings, meeting timelines...the list is long. At this point we will maintain how the IEP is written as far as location of service delivery and amount of time. A CDE Fact Sheet can be found here: [ESSU Guidance: FAPE for Preschool Special Education Students \(PDF\)](#) Caution: Just because a new department of the state was created, this does not mean the rules and protections of IDEA are void.



September 14, 2023
Board Report
Special Education Department
Jocelyn Aldridge

IEP Timeline Monitoring

This past school year, CBOCES had a significant number of IEPs not finalized within 10 days from the IEP date (on April 26th, 185 IEPs were past due by more than 15 days.) In order to address the timeliness of IEP completion, we are implementing a tiered system of communication to the case managers.

1. Communication emailed to case manager and school psychologist at ten days past due.
2. Communication emailed to case manager, school psychologist, and special education administrator at twenty days past due.
3. Communication emailed to case manager, school psychologist, special education administrator and building administrator at thirty days past due.

Your support is greatly appreciated as timeliness to provide the family the offer of FAPE is a component of procedural protections. It is considered a procedural error and could result in compensatory services if deemed to be a violation of FAPE.

Medically Necessary Processes and Data Collection

House Bill 22-1260 requires AUs report to CDE the number of requests for medically necessary services, as well as the number of those requests authorized or denied. Reporting these counts to CDE begins July of 2024.

No later than July 1, 2023, the act requires each administrative unit to adopt a policy that addresses how a student who has a prescription from a qualified health-care provider for medically necessary treatment receives such treatment in the school setting as required by applicable federal and state laws. The act requires the administrative unit to make the policy publicly available on the administrative unit's website and available to the student's parent or legal guardian upon request.

Beginning July 1, 2024, and each July thereafter, the act requires each administrative unit to compile and provide to the department of education (department) the total number of requests for access to a student by a private health-care specialist and whether the access was authorized or denied.