



**Special Board Agenda**  
July 19, 2017 4:00 – 6:00 p.m.  
4035 Tutt Blvd., Colorado Springs, CO 80922

**I. Preliminaries**

- A. Call to order
- B. Roll call
- C. Welcome to guests
- D. Pledge of Allegiance
- E. Public Comment
- F. Approval of agenda

**II. Action Items**

- A. Updated 2017-2018 Fiscal Year Budget – Brett Ridgway

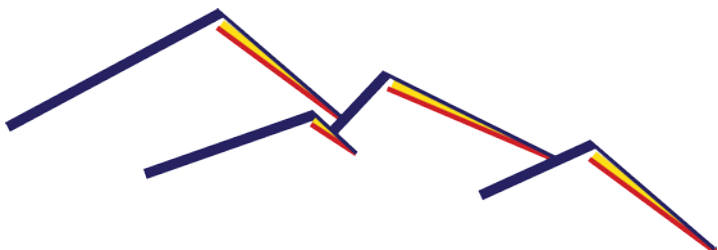
**III. Discussion Items**

- A. Update School Closure – Kim McClelland
- B. Executive Director Goal Setting and Action Plan – Kim McClelland
- C. Strategic Priorities
- D. Organizational Chart – Brett Ridgway and Kim McClelland
- E. Graduation Requirements – Kim McClelland

**IV. Other Business**

- A. Action Related to Discussion Items A-E.

**V. Adjourn**



*4035 Tutt Boulevard  
Colorado Springs, CO 80922*





Colorado Digital BOCES  
High-Level Financial Trend  
General Fund - Fund 10  
May 24, 2017

	2013/14	2014/15	2015/16	2016/17	2016/17	2016/17	2017/18	2017/18
91.7% of year completed (All Dollars in 000's)	Actual	Actual	Actual	Approved	YTD	Amended	Working	H/(L) Change
	Results	Results	Results	Budget	Results	Working	Proposed	Wrk v 16/17 A
Funded Students (sFTE)	348.4	1,649.2	2,309.0	2,570.0	2,050.5	2,050.5	2,010.0	(40.5)
Contract Schools	348.4	1,649.2	2,110.5	2,020.0	1,845.0	1,845.0	2,010.0	165.0
Internal Schools	0.0	0.0	198.5	550.0	205.5	205.5	0.0	(205.5)
Per-Pupil Revenue (PPR)	6,070.28	6,423.90	6,690.32	6,795.02	6,792.58	6,794.83	7,017.87	223.04
		5.825%	4.147%	1.565%		1.562%	3.32%	
Program Revenue	\$2,114.6	\$10,594.3	\$15,448.1	\$17,463.2	\$12,767.5	\$13,932.8	\$14,105.9	\$173.1
Contract Schools	2,114.6	10,594.3	14,120.1	13,725.9	11,488.0	12,536.5	14,105.9	1,569.5
Internal Schools	0.0	0.0	1,328.1	3,737.3	1,279.6	1,396.3	0.0	(1,396.3)
Other Revenue	82.6	312.6	242.8	26.39	295.5	58.1	320.0	261.9
Revenue Transfers			(81.7)	(41.4)	265.2	232.9	(8.6)	(241.4)
Net Revenue	2,197.3	10,906.9	15,609.2	17,448.2	13,328.3	14,223.8	14,417.4	193.6
Fund Balance Chg	(128.1)	(261.7)	(301.7)	(58.0)	32.6	131.9	(28.3)	(160.2)
Fund Balance (+TABOR)	(128.1)	(389.9)	(550.8)	(608.8)	(477.5)	(418.9)	(447.2)	(28.3)
Fund Bal % of Gross Rev	5.83%	3.57%	3.51%	3.48%	3.35%	2.99%	3.10%	0.1%
Net Resource Available	2,069.1	10,645.2	15,307.5	17,390.2	13,360.9	14,355.7	14,389.1	33.4
Administrative Fee Spend:	0.0	(289.7)	(474.0)	(514.4)	(586.3)	(444.0)	(341.3)	(102.7)
as % of Contract Prog Rev	0.0%	2.7%	3.1%	2.9%	4.6%	3.2%	2.4%	-0.8%
School Shared Cost Spen	(820.0)	(526.5)	(892.4)	(829.6)	(863.0)	(970.3)	(828.5)	(141.7)
per pupil amount	2,354	319	386.48	322.81	420.90	473.18	412.21	(60.97)
Entity Cost Spends	0.0	(30.0)	(60.0)	(45.0)	(59.2)	(60.0)	(30.0)	30.0
Contract School Svcs	(1,249.1)	(9,799.0)	(12,662.9)	(12,563.3)	(9,998.3)	(10,921.7)	(13,114.2)	2,192.5
	3,586	5,942	6,000	6,219	5,912	5,920	6,524	604.9
Internal School Spends	0.0	0.0	(1,218.2)	(3,437.8)	(1,857.7)	(1,959.7)	(75.0)	(1,884.7)
			6,137	6,251	9,862	9,536	0	
Total Expenses	(2,069.1)	(10,645.2)	(15,307.5)	(17,390.2)	(13,360.9)	(14,355.7)	(14,389.1)	33.4
Net Resources in Progres:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	(0.0)

14.4 to 3% TABOR floor



	2016/17 Approved Budget	2016/17 YTD Results	2016/17 Amended Working	2017/18 Working Proposed	2017/18 Change Wrk v 16/17 A
<b>Fund 22</b>					
<u>CDBOCES - Fund 22 HB1345 Grant</u>					
Revenue	100.0	83.4	100.0	100.0	-
Expense	(100.0)	(83.4)	(100.0)	(100.0)	-
Net Revenue / (Expense)	0.0	0.0	0.0	0.0	0.0
<b>Fund 22</b>					
<u>CDBOCES - Fund 22 CEL Grant</u>					
Revenue	-	30.8	37.5	-	(37.5)
Expense	-	(30.8)	(37.5)	-	37.5
Net Revenue / (Expense)	0.0	0.0	0.0	0.0	0.0
<u>STEMsCO - Fund 13 general</u>					
Revenue	193.5	149.6	193.6	193.8	0.3
Expense	(193.5)	(181.8)	(193.6)	(193.8)	(0.3)
Net Revenue / (Expense)	0.0	(32.2)	0.0	0.0	(0.0)
<b>Fund 22</b>					
<u>STEMsCO - F22 GenCyber</u>					
Revenue	102.0	59.2	102.0	102.0	-
Expense	(102.0)	(59.2)	(102.0)	(102.0)	-
Net Revenue / (Expense)	0.0	0.0	0.0	0.0	0.0
<u>iLC - Fund 12 general</u>					
Revenue	-	-	-	-	-
Expense	-	0.9	-	-	-
Net Revenue / (Expense)	0.0	0.9	0.0	0.0	0.0
<b>Fund 22</b>					
<u>iLC - Fund 22 CEL Grant</u>					
Revenue	305.0	275.1	305.0	-	(305.0)
Expense	(305.0)	(275.1)	(305.0)	-	305.0
Net Revenue / (Expense)	0.0	0.0	0.0	0.0	0.0
<u>CDLS - Fund 14 general</u>					
Revenue	164.8	69.9	164.8	-	(164.8)
Expense	(164.8)	(135.1)	(164.8)	-	164.8
Net Revenue / (Expense)	0.0	(65.3)	0.0	0.0	0.0
<b>Fund 22</b>					
<u>CDLS - Fund 22 CEL Grant</u>					
Revenue	467.0	268.9	467.0	-	(467.0)
Expense	(467.0)	(268.9)	(467.0)	-	467.0
Net Revenue / (Expense)	0.0	0.0	0.0	0.0	0.0
<b>Fund 22 Consolidated</b>					
Revenue	974.1	717.4	1,011.6	202.0	(809.5)
Expense	(974.1)	(717.4)	(1,011.6)	(202.0)	809.5
Net Revenue / (Expense)	0.0	0.0	0.0	0.0	0.0

STEMsCO membership fee structure					
2017/18			2017/18 proposed		
entity	per pupil	Total	entity	per pupil	Total
D49	3,000	144,256	3,500	148,584	152,084
Widefield	3,000	21,085	3,500	21,718	25,218
Peyton	3,000	1,311	3,500	1,350	4,850
CDBOCES	3,000	4,912	3,500	5,059	8,559
CDBOCES extra	6,888	6,888			-
12,000	178,453	190,453	14,000	176,711	190,711


**COLORADO DIGITAL BOCES**  
**Statement of Financial Activity**  
**May 24, 2017**

1,845.00

2,020.00

91.7%

1,845.00

CD BOCES 		YTD Actual Locs 600,610, 330,530	YTD	Working Amended Budget	2017/18 Working Proposed Budget	2017/18 H/(L) Change from PY Amended	2017/18 Proposed Budget Detail Admin Location 600	2017/18 Proposed Budget Detail Oversight & Shared Costs Location 610	2017/18 Proposed Budget Detail Contract School Locations
<b>CD BOCES Revenue</b>			PPR->	6,794.83		relevant eFTE->	2,010.00	2,010.00	2,010.00
Program Revenue	11,487,951	92%		12,536,461	#	14,105,919			14,105,918.70
Admin Services (w/ contract schools)	38,387			417,984	#	423,178	423,177.56		(423,177.56)
School Shared Services (w/ contract schools)	89,135	(0)		969,196	#	828,542		828,542.10	(828,542.10)
Entity Services	27,500			60,000	#	30,000		30,000.00	(30,000.00)
External Service Contracts	9,969	47%		21,050	#	20,000	20,000.00		-
Interest	9,133	183%		5,000	#	10,000	10,000.00		-
Total General Fund	11,662,074	83%		13,994,892	#	15,417,638	453,177.56	858,542.10	12,824,199.04
Internal Transfers - Special Project Invest	(279,291)	108%		(248,732)	#	(83,559)	(83,559.00)		
Internal Transfers - TABOR release	(131,879)			(131,879)	#		-		
Internal Transfers - K12 add'l svcs	(336,107)	92%		(310,466)	#				-
Internal Transfers - K12 SPED subcontract	-			(56,197)	#				-
Federal Impact Aid	1,815	172%		1,057	#	5,000			5,000.00
ECEA Revenue	244,125				#	250,000			250,000.00
Read Act Revenue	30,494	98%		31,000	#	35,000			35,000.00
<b>Total CD BOCES Revenue</b>	<b>\$ 11,191,231</b>	84%		<b>13,294,475</b>	#	<b>\$ 15,624,079</b>	<b>369,618.56</b>	<b>858,542.10</b>	<b>13,114,199.04</b>
<b>Expenditures</b>				-					-
<b>Instructional Program</b>								427.14	6,524.48
Educational Purchased Services	9,998,331	92%		10,899,122	#	13,074,199			12,789,199.04
SPED Oversight Purchased Services	33,419	91%		36,566	#	40,000			290,000.00
Contract School Costs	18,867	1%		1,279,111	#	1,281,720			35,000.00
<b>Total Instructional Expenses</b>	<b>10,050,617</b>	82%		<b>12,214,799</b>	#	<b>14,395,919</b>	<b>-</b>	<b>-</b>	<b>13,114,199.04</b>
<b>Student Support Services - 2100</b>									
Assessment and Data Salary	145,331	92%		158,789	#	138,789		138,789.00	-
Staff Benefits	39,613	97%		40,994	#	39,994		39,994.00	-
Student Assessments	17,478	70%		25,000	#	25,000		25,000.00	-
<b>Total Student Support Services</b>	<b>202,422</b>	90%		<b>224,784</b>	#	<b>203,783</b>	<b>-</b>	<b>203,783.00</b>	<b>-</b>

*Espinosa, Donna*  
*Matula, Anne-Marie*  
*Williams, Phillip*


**COLORADO DIGITAL BOCES**  
**Statement of Financial Activity**  
**May 24, 2017**

1,845.00

2,020.00

91.7%

1,845.00


<b>CD BOCES</b>		<b>YTD Actual</b> Locs 600,610, 330,530	<b>YTD</b>	<b>Working</b> <b>Amended</b> <b>Budget</b>
<b>Instructional Staff Support - 2200</b>				
Voc Ed Salary	22,075	77%	28,800	#
Voc Ed Benefits	4,123	137%	3,007	#
Staff Development	23,202	93%	25,000	#
<b>Total Instructional Support</b>	<b>49,399</b>	87%	<b>56,807</b>	#
<b>General Administration -2300</b>				
Salaries	295,480	96%	308,598	#
Benefits	77,073	90%	85,935	#
D49 Purchased Services	-	-	4,000	#
Purchased Professional Services	95,064	91%	105,000	#
Travel and Registration	29,068	116%	25,000	#
Office Supplies	5,524	110%	5,000	#
Furniture and Equipment	(940)	(94%)	1,000	#
Special projects	7,185		1,537	#
Marketing & Advertising	21,243			
Audit	12,925	112%	11,500	#
Legal Services	64,081	107%	60,000	#
Dues and Fees	6,478	65%	10,000	#
<b>Total General Admin Services</b>	<b>613,180</b>	99%	<b>617,569</b>	#
<b>School Administration-2400</b>				
Salaries	78,622	74%	106,151	#
Benefits	20,192	73%	27,831	#
<b>Total School Admin Services</b>	<b>98,814</b>	74%	<b>133,982</b>	#
<b>Business Services - 2500</b>				
Salaries	27,750	103%	26,990	#
Benefits	5,782	107%	5,424	#
Bank Fees & Suspense	12,625	631%	2,000	#
Printing	128	16%	800	#
Postage	434	54%	800	#
Supplies	684	137%	500	#
Dues and Fees	10,636	97%	11,000	#
<b>Total Business Services</b>	<b>58,039</b>	122%	<b>47,514</b>	#

<b>2017/18</b> <b>Working</b> <b>Proposed</b> <b>Budget</b>	<b>2017/18</b> <b>H/(L) Change</b> <b>from PY</b> <b>Amended</b>
-	(28,800)
-	(3,007)
25,000	-
<b>25,000</b>	<b>(31,807)</b>
308,598	0
85,935	(0)
4,000	-
105,000	-
5,000	(20,000)
5,000	-
1,000	-
55,883	54,347
-	-
11,500	-
75,000	15,000
6,000	(4,000)
<b>662,916</b>	<b>45,347</b>
88,600	(17,551)
24,958	(2,872)
<b>113,559</b>	<b>(20,423)</b>
40,485	13,495
8,136	2,712
2,000	-
800	-
800	-
500	-
11,000	-
<b>63,721</b>	<b>16,207</b>

<b>2017/18</b> <b>Proposed</b>	<b>2017/18</b> <b>Proposed</b>	<b>2017/18</b> <b>Proposed</b>
Budget Detail	Budget Detail	Budget Detail
<b>Admin</b> <b>Location 600</b>	<b>Oversight &amp;</b> <b>Shared Costs</b> <b>Location 610</b>	<b>Contract</b> <b>School</b> <b>Locations</b>
-	-	-
-	-	-
25,000.00	-	-
<b>-</b>	<b>25,000.00</b>	<b>-</b>
<u>10.0%</u> 31,000.00	<u>90.0%</u> 277,598.00	-
8,500.00	77,435.00	-
4,000.00	-	-
15,750.00	89,250.00	-
5,000.00	-	-
5,000.00	-	-
1,000.00	-	-
1,965.53	53,917.58	-
-	-	-
11,500.00	-	-
45,000.00	30,000.00	-
6,000.00	-	-
<b>134,715.53</b>	<b>528,200.58</b>	<b>-</b>
<u>70.0%</u> 62,000.00	<u>30.0%</u> 26,600.08	-
17,500.00	7,458.44	-
<b>79,500.00</b>	<b>34,058.52</b>	<b>-</b>
40,485.00	-	-
8,136.00	-	-
2,000.00	-	-
800.00	-	-
800.00	-	-
500.00	-	-
11,000.00	-	-
<b>63,721.00</b>	<b>-</b>	<b>-</b>

*Warren, Stacey**McClelland, Kim**Whitmyre, Kindra T.**Walker, Maria**Wilborn, James**Enright, Kristan-Shane**Engasser, Rebecca*

COLORADO DIGITAL BOCES  
Statement of Financial Activity  
May 24, 2017

<b>CD BOCES</b> 	<b>YTD Actual</b> Locs 600,610, 330,530		<b>Working</b> <b>Amended</b> <b>Budget</b>	
		<b>YTD</b>		
<b>Operation and Maintenance of Plant 2600</b>				
Security Services	473	68%	700	#
Utilities	1,217	81%	1,500	#
Custodial Services	1,440	48%	3,000	#
Repair and Maintenance	143	10%	1,400	#
Building Lease	36,352	94%	38,600	#
<b>Total Operations and Maintenance</b>	<b>39,625</b>	88%	<b>45,200</b>	#
<b>Support Services - Central - 2800</b>				
Tech Support Services	67,764	169%	40,000	#
Unemployment	3,780	140%	2,700	#
Liability Insurance	25,039	100%	25,000	#
Workers Comp	11,385	108%	10,500	#
SPED Telephone	-	-	-	#
Telephone	7,535	100%	7,500	#
<b>Total Support Services</b>	<b>115,503</b>	135%	<b>85,700</b>	#
<b>Total Expenses</b>	<b>11,227,599</b>	84%	<b>13,426,354</b>	#
<b>Net Operating Change to Fund Balance</b>	<b>\$ (36,368)</b>		<b>(131,879)</b>	#

1,845.00  
2,020.00 91.7% 1,845.00

2017/18 Working Proposed Budget	2017/18 H/(L) Change from PY Amended
700	-
1,500	-
3,000	-
1,400	-
38,600	-
45,200	-
40,000	-
2,700	-
25,000	-
10,500	-
-	-
7,500	-
85,700	-
15,595,797	2,169,443
28,282	160,161

2017/18 Proposed	2017/18 Proposed	2017/18 Proposed
Budget Detail	Budget Detail	Budget Detail
Admin Location 600	Oversight & Shared Costs Location 610	Contract School Locations
700.00		-
1,500.00		-
3,000.00		-
1,400.00		-
38,600.00		-
45,200.00	-	-
5,000.00	35,000.00	-
2,700.00		-
	25,000.00	-
3,000.00	7,500.00	-
7,500.00		-
18,200.00	67,500.00	-
341,336.53	858,542.10	13,114,199.04
169.82	427.14	6,524.48
28,282.03	-	-

-  
-  
a Net Operating remainder indicates  
needed / planned change to  
TABOR fund balance reserve.  
PPExp  
427.14 gross  
412.21 less entity  
#DIV/0! for pricing



**COLORADO DIGITAL BOCES**  
**Statement of Financial Activity**  
**May 24, 2017**

of year completed **92%**



95.50

(95.50)

	2016/17 Amended Budget	2017/18 Proposed Budget	2017/18 H/(L) Change from PY Amended
<b>Revenue</b>	6,794.83	7,017.87	223.04
Program Revenue	648,906	0	(648,906)
Admin Fee + OSSC + entity	(79,656)	0	79,656
Other Revenue		0	0
CDBOCES Special Project Investment	138,554	37,500	(101,054)
Internal Transfers (K12 add'l svcs)	155,233		(155,233)
Internal Transfers (K12 SPED subcontract)	56,197		(56,197)
Internal Transfers (+ TABOR release)	84,457		(84,457)
<b>Total Revenue</b>	<b>1,003,691</b>	<b>37,500</b>	<b>(966,191)</b>
<b>Expenditures</b>			
<b>Instructional Program</b>			
Instructional Salaries	254,883	0	(254,883)
SPED Salary	69,416	0	(69,416)
Instructional Benefits	67,829	0	(67,829)
SPED Benefits	23,139	0	(23,139)
Shared Ed Staff	38,863	0	(38,863)
Curriculum Content Svcs	18,200	48,325	30,125
Educational Purchased Svcs (CCE, DE)	160,725	(48,325)	(209,050)
<b>Total Instructional Expenses</b>	<b>633,055</b>	<b>0</b>	<b>(633,055)</b>
<b>Student Support Services - 2100</b>			
Salaries	42,011	0	(42,011)
Benefits	9,331	0	(9,331)
SPED Oversight Purch Svc	1,986	0	(1,986)
Student Technology & Access	-	0	0
Graduation, Pupil Activities	5,457	0	(5,457)
Assessments	8,049	0	(8,049)
<b>Total Student Support Services</b>	<b>66,835</b>	<b>0</b>	<b>(66,835)</b>
<b>Instructional Staff Support - 2200</b>			
Staff Development	8,000	0	(8,000)
<b>Total Instructional Support</b>	<b>8,000</b>	<b>0</b>	<b>(8,000)</b>
<b>General Administration -2300</b>			
Marketing and Enroll Svcs	65,000	0	(65,000)
Travel & Registration		0	0
Legal	93	0	(93)
<b>Total General Admin Services</b>	<b>65,093</b>	<b>0</b>	<b>(65,093)</b>



110.00

(110.00)

	2016/17 Amended Budget	2017/18 Proposed Budget	2017/18 H/(L) Change from PY Amended
	6,794.83	7,017.87	223.04
	747,431	0	(747,431)
	(89,473)	0	89,473
	-	0	0
	95,377	37,500	(57,877)
	155,233		(155,233)
	-		0
	47,422		(47,422)
	<b>955,991</b>	<b>37,500</b>	<b>(918,491)</b>
	240,916	0	(240,916)
	27,268	0	(27,268)
	55,808	0	(55,808)
	9,089	0	(9,089)
	38,863	0	(38,863)
	25,000	38,400	13,400
	147,400	(38,400)	(185,800)
	<b>544,345</b>	<b>0</b>	<b>(544,345)</b>
	60,478	0	(60,478)
	16,567	0	(16,567)
	2,193	0	(2,193)
	1,010	0	(1,010)
	7,700	0	(7,700)
	7,700	0	(7,700)
	<b>95,648</b>	<b>0</b>	<b>(95,648)</b>
	8,000	0	(8,000)
	<b>8,000</b>	<b>0</b>	<b>(8,000)</b>
	65,000	0	(65,000)
		0	0
	-	0	0
	<b>65,000</b>	<b>0</b>	<b>(65,000)</b>



205.50

0.00

(205.50)

	2016/17 Amended Budget	2017/18 Proposed Budget	2017/18 H/(L) Change from PY Amended
	6,794.83	-	(6,794.83)
	1,396,338	-	(1,396,338)
	(169,129)	-	169,129
	-	-	0
	233,932	75,000	(158,932)
	310,466	-	(310,466)
	56,197	-	(56,197)
	131,879	-	(131,879)
	<b>\$ 1,959,682</b>	<b>\$ 75,000</b>	<b>(1,884,682)</b>
	495,799	-	(495,799)
	96,684	-	(96,684)
	123,638	-	(123,638)
	32,228	-	(32,228)
	77,727	-	(77,727)
	43,200	86,725	43,525
	308,125	(86,725)	(394,850)
	<b>1,177,400</b>	<b>-</b>	<b>(1,177,400)</b>
	102,489	-	(102,489)
	25,898	-	(25,898)
	4,179	-	(4,179)
	1,010	-	(1,010)
	13,157	-	(13,157)
	15,749	-	(15,749)
	<b>162,483</b>	<b>-</b>	<b>(162,483)</b>
	-	-	
	16,000	-	(16,000)
	<b>16,000</b>	<b>-</b>	<b>(16,000)</b>
	130,000	-	(130,000)
	-	-	0
	93	-	(93)
	<b>130,093</b>	<b>-</b>	<b>(130,093)</b>



**COLORADO DIGITAL BOCES**  
**Statement of Financial Activity**  
**May 24, 2017**

of year completed **92%**



95.50

(95.50)

2016/17 Amended Budget	2017/18 Proposed Budget	2017/18 H/(L) Change from PY Amended
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**School Administration-2400**

Salaries	108,679	0	(108,679)
Benefits	14,612	0	(14,612)
Printing		0	0
Purchased Services	8,667	0	(8,667)
Office Equipment	3,000	0	(3,000)
Office Supplies	8,333	0	(8,333)
<b>Total School Administration</b>	<b>143,290</b>	<b>0</b>	<b>(143,290)</b>

**Business Services - 2500**

Other Office Expenses		37,500	37,500
Printing	5,000	0	(5,000)
<b>Total Business Services</b>	<b>5,000</b>	<b>37,500</b>	<b>32,500</b>

**Operation and Maintenance of Plant 2600**

Other Bldg Services	7,500	0	(7,500)
Building Lease	40,000	0	(40,000)
<b>Total Operations and Maintenance</b>	<b>47,500</b>	<b>0</b>	<b>(47,500)</b>

**Support Services - Central - 2800**

Tech Support Services	28,918	0	(28,918)
Unemployment		0	0
SPED Telephone	1,000	0	(1,000)
Telephone	5,000	0	(5,000)
<b>Sub-total Support Serv Central</b>	<b>34,918</b>	<b>0</b>	<b>(34,918)</b>

<b>Total Expenses</b>	<b>1,003,691</b>	<b>37,500</b>	<b>(966,191)</b>
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<b>Net Operating Change to Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
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110.00

(110.00)

2016/17 Amended Budget	2017/18 Proposed Budget	2017/18 H/(L) Change from PY Amended
------------------------------	-------------------------------	--

108,670	0	(108,670)
34,099	0	(34,099)
1,000	0	(1,000)
3,000	0	(3,000)
2,000	0	(2,000)
5,000	0	(5,000)
<b>153,769</b>	<b>0</b>	<b>(153,769)</b>

-	37,500	37,500
5,000	0	(5,000)
<b>5,000</b>	<b>37,500</b>	<b>32,500</b>

7,500	0	(7,500)
40,000	0	(40,000)
<b>47,500</b>	<b>0</b>	<b>(47,500)</b>

30,728	0	(30,728)
-	0	0
1,000	0	(1,000)
5,000	0	(5,000)
<b>36,728</b>	<b>0</b>	<b>(36,728)</b>

<b>955,991</b>	<b>37,500</b>	<b>(918,491)</b>
----------------	---------------	------------------

<b>0</b>	<b>0</b>	<b>0</b>
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205.50

0.00

(205.50)

2016/17 Amended Budget	2017/18 Proposed Budget	2017/18 H/(L) Change from PY Amended
------------------------------	-------------------------------	--

217,349	-	(217,349)
48,711	-	(48,711)
1,000	-	(1,000)
11,667	-	(11,667)
5,000	-	(5,000)
13,333	-	(13,333)
<b>297,060</b>	<b>-</b>	<b>(297,060)</b>

-	75,000	75,000
10,000	-	(10,000)
<b>10,000</b>	<b>75,000</b>	<b>65,000</b>

15,000	-	(15,000)
80,000	-	(80,000)
<b>95,000</b>	<b>-</b>	<b>(95,000)</b>

59,646	-	(59,646)
-	-	0
2,000	-	(2,000)
10,000	-	(10,000)
<b>71,646</b>	<b>-</b>	<b>(71,646)</b>

<b>1,959,682</b>	<b>75,000</b>	<b>(1,884,682)</b>
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<b>0</b>	<b>0</b>	<b>0</b>
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# Statement of Financial Activities

## May 24, 2017



STEMSCO - 600			2016/17 Amended Budget	2016/17 Approved Budget	2017/18 Proposed Budget
Fund 13	92%				
<b>Stemsco Revenue</b> YTD					
Transfer Stripes	2,232	74%	3,000	3,000	2,750
Partner Dues	132,569	75%	175,653	175,653	182,152
Internal Transfers	14,800	100%	14,800	14,800	8,559
Donations/other	-	-	100	50	50
<b>Total Stemsco Revenue</b>	<b>\$149,601</b>	77%	<b>\$ 193,553</b>	<b>\$ 193,503</b>	<b>\$ 193,511</b>
<b>Expenditures</b>					
<b>General Admin -2300</b>					
Purchased Professional Svcs	63,965	100%	63,950	136,500	136,500
Travel and Registration	3,201	171%	1,869	1,869	1,869
Stemsco Office Supplies	2,179	56%	3,916	3,916	3,916
Other Stemsco expenses	(0)	(0%)	1,366	1,366	1,366
<b>Total General Admin</b>	<b>69,345</b>	98%	<b>71,102</b>	<b>143,652</b>	<b>143,652</b>
<b>Support Services</b>					
Salaries	84,756	93%	91,000	34,300	34,300
Benefits	23,993	93%	25,750	9,850	9,850
Purchased Professional Svcs	2,601	434%	600	600	600
Bank Fees (Prog 2500)	10	48%	21	21	29
Supplies	-	-	-	-	-
<b>Total Business Services</b>	<b>111,360</b>	95%	<b>117,371</b>	<b>44,771</b>	<b>44,779</b>
<b>Central Support - 2800</b>					
Tech Services	-	-	2,580	2,580	2,580
Telephone	1,072	43%	2,500	2,500	2,500
<b>Total Central Support</b>	<b>1,072</b>	21%	<b>5,080</b>	<b>5,080</b>	<b>5,080</b>
<b>Total Expenses</b>	<b>181,776</b>	94%	<b>193,552</b>	<b>193,503</b>	<b>193,511</b>
<b>Net Op Change to Fund Bal</b>	<b>\$ (32,175)</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>



CDBOCES Grants		2016/17 Amended Budget	2017/18 Proposed Budget
Location 600 & 613	YTD Fund 22		
STEMsCO - GenCyber Rev	89,036	102,042	102,042
STEMsCO - GenCyber Rev Bal	(29,880)		
STEMsCO - GenCyber Exp	59,156	102,042	102,042
STEMsCO - GenCyber Exp			
<b>Net Grant Rev/(Exp)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
=====			
HB1345 BOCES Grant Rev	87,394	100,000	100,000
HB1345 BOCES Grant Rev Bal	(3,947)		
HB1345-Staff Dev Exp	83,446	100,000	100,000
HB1345-Other Exp		-	
<b>Net Grant Rev/(Exp)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
=====			
CDBOCES CEL Rev	37,500	37,500	0
CDBOCES - CEL Rev Bal	(6,669)		0
CDBOCES - CEL Exp	30,831	37,500	0
<b>Net Grant Rev/(Exp)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
=====			
<b>Net Op Change to Fund Bal</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>



## BOARD of DIRECTORS MEETING AGENDA ITEM COVER SHEET

**Board Meeting Date:** July 19, 2017

**Prepared by:** Kim McClelland

**Title of Agenda Item:** School Closure Update

**Item Type:**    ☐ Action                      ☐ Information                      ☒ X Discussion

**Background Information, Description of Need:**

The Board of Directors voted on June 23, 2017 to close Mountain View Virtual and Rocky Mountain Digital Academy. The purpose of this update to inform the board on the status of the school closures.

**Relevant Data and Expected Outcomes:**

**All updates and specifics to school closure can be found in the link shared with the Board of Directors. I am unable to share the link in this document due to student privacy. The information below is a high level with most important updates for the Board.**

- Total students to transfer was 70 only 5 students, we were unable to communicate by phone, but multiple messages and emails were sent to verify communication. Of the 5 only one 12<sup>th</sup> grader, two 11<sup>th</sup> graders, one 10<sup>th</sup> grader and one 9<sup>th</sup> grader.
- Donna is letting all the families, that we were able to connect with, know that she is sending records to schools they are transferring to.
- All Ascent students are being transferred to CPA
- All students who were currently in courses over the summer are being supported by former MVV and RMDA teachers until August 1<sup>st</sup> and transcripts will reflect changed after August 1<sup>st</sup> and send to students.
- Movers are scheduled to be at the Denver office on July 21<sup>st</sup>. Annie has coordinated donations and Maria is coordinating the storage unit for other materials and furniture.
- Of the 8-total staff affected 4 have been offered other positions at this time, however Donna is retired and will enjoy retirement.
- Greg has moved all technology to CCS and is in process of selling all tech items

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- and is closing out all IT services.
- Tonya has communicated with all lead generating partnerships and family leads of school closure and all marketing avenues have been closed out.

**Recommended Course of Action/Motion Requested:**



## **BOARD of DIRECTORS MEETING AGENDA ITEM COVER SHEET**

**Board Meeting Date:** July 19, 2017

**Prepared by:** Kim McClelland

**Title of Agenda Item:** Executive Director Goals and Actin Plan

**Item Type:**      ☐ Action      ☐ Information      ☒ X Discussion

**Background Information, Description of Need:**

The CD BOCES Board of Directors has requested the Executive Director to set three to six goals for 90 days and for the next 90 days after with measurable to be presented to the board.

**Relevant Data and Expected Outcomes:**

The Executive Director has set one Academic and Accountability goal, two operations goals, one board development, and one personal goal for the Board of Directors to review.

**Recommended Course of Action/Motion Requested:**

None



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## **Executive Director Goals 90 day (September 30th)**

1. **Academic** Accountability- By the August Board of Directors, board meeting, the Executive Director will present, with the Education and Operations Director, the 17-18 school year action plans, (information and data from the 16-17 school year) in addition to the notification of CPA being in year one of priority improvement and PPOS being on notice of first year of probation for Turnaround status.
  - a. By August 4th the Education and Operations Director will present the 17-18 CPA and PPOS school action plans to the Executive Director with the ESP for approval and feedback of action steps for the 17-18 school year.
2. **Board Development/Strategic Plan and Alignment** of critical systematic elements of the CD BOCES- By the September board meeting the Executive Director will have worked with the Board of Directors and identified a 2 day work session to collaborate and work on the CD BOCES Strategic Plan and 5-10 year vision. The tool and training requested by the Executive Director is Organizational Blueprint, with the Flippen Group. This plan may include such things as:
  - a. The CD BOCES brand
  - b. CD BOCES strategic partnerships
  - c. CD BOCES Services and how that enhances and adds value for our partnerships or provides opportunity to partners
  - d. Academic priorities and alignment for contract schools
  - e. New School Development
  - f. Research and development of best practices
3. **Operations/Blended Campus Pathways**- By the September board meeting, the Executive Director will provide an update to the board of directors regarding the implementation of the launch, regarding the Blended Campus Pathways pilot.
4. **Operations/By** the October board meeting, the Executive Director will review with human resources all section seven policies, including hiring and evaluation procedures, and present recommendations on any changes to policies related to Human Resource management.
5. **Personal** Growth Plan/ Top Three Constraints Growth Plan- The Executive Director will analyze feedback provided in the 360 evaluation process and align with identified my 360 profile constraints provided by Flippen Group. The Executive Director will present a specific goal for each identified constraint and present the proposed metrics at the board at the September board meeting.
  - My constraints are as follows:
    - Low Self Control- Low scorers are too impulsive and spontaneous.
    - Low Need for Achievement- Low scorers are relaxed, approachable and have less need to push and challenge themselves to achieve more.
    - Low Need for Order and Structure-Low scorers are more adaptable, less detail-oriented, and more comfortable with disorder.

## **Executive Director Goals 180 day (December 31st)**

1. **Academic Accountability-** On the November Board of Directors, board meeting, the Executive Director will present, the achievement, growth, and post-secondary targets set for new and returning students, by grade level from proficiency data in formative assessments for the 17-18 school year.
  - a. Students will take beginning of the year formative assessments from August 19th, school start date, through September. (Due to students enrolling into September data is due to the CD BOCES by the end of September.) The benchmark data, from these assessments, will inform the targets needed to be set and monitored by administration and the ESP Regional VP. The Executive director will monitor data results according to the contract and expectations of the CD BOCES.
  - b. Monthly monitoring of school level data and action plans will be presented and communicated to Executive Director and Regional VP in ESP monthly meetings with CD BOCES administration.
  - c. Beginning, Middle and End of year benchmark data will be presented to the Board of Directors. BOY data presented at November board meeting, MOY data presented at the January board meeting and EOY data presented at June Meeting.
  - d. Per our accreditation process school site visit data will be presented to the board one month after site visit is completed.
2. **Board Development/Strategic Plan** and alignment of critical systematic elements of the CD BOCES- By the December board meeting the Executive Director will have worked with the stakeholders, of the CD BOCES, to prepare a comprehensive strategic plan, with goals and metrics aligned with strategic priorities as defined in strategic planning process using the Organization Blueprint tool and format (Similar to D49's format). The tool and training requested by the Executive Director is Organizational Blueprint, with the Flippen Group.
3. **Operations/Blended Campus Pathways-** By the December board meeting the Executive Director will report to the board of directors the execution and second semester goals of project for the Blended Campus Pathways pilot.
4. **Operations/Upon** the board of directors approval of newly revised Human Resource policy section 7, the Executive Director will ensure that all staff be trained prior to second semester.
1. **Personal Growth Plan/ Top Three Constraints Growth Plan-** The Executive Director will provided an update on progress made towards improving constraint goals and aligned with 360 evaluation process. The Executive Director will provide an update to the board on each specific goals for each identified constraint at the December board meeting.





## **BOARD of DIRECTORS MEETING AGENDA ITEM COVER SHEET**

**Board Meeting Date:** July 19<sup>th</sup>, 2017

**Prepared by:** Kim McClelland and Brett Ridgway

**Title of Agenda Item:** Organizational Chart 2017-2018 School Year

**Item Type:**    ☐ Action                      ☐ Information                      ☒ Discussion

### **Background Information, Description of Need:**

Each BOCES is governed by a Board of Directors. Each legal member of the BOCES appoints one of its board members to serve on the BOCES Board. An alternate is usually appointed as well. Additionally, any post-secondary member of the BOCES may have its governing board appoint its assigned member of the BOCES Board.

Each Organization uses an organizational chart to explain the reporting structure in its Organization. We are a BOCES with a Board of Directors and as a BOCES the Board of Directors appoints an Executive Director who serves as the person responsible for administering the affairs of the BOCES. In other BOCES the Board of Directors is made up of superintendents or a representative from the participating districts in their region and can have many members on their board of directors. BOCES' is different from a District and the opportunity for certain innovations may be different.

The CD BOCES administration would like to inform the Board of Directors of the current structure of the CD BOCES without the two internal schools, due to school closures. Attached as supporting documentation of the job descriptions with all positions currently in the CD BOCES.

### **Relevant Data and Expected Outcomes:**

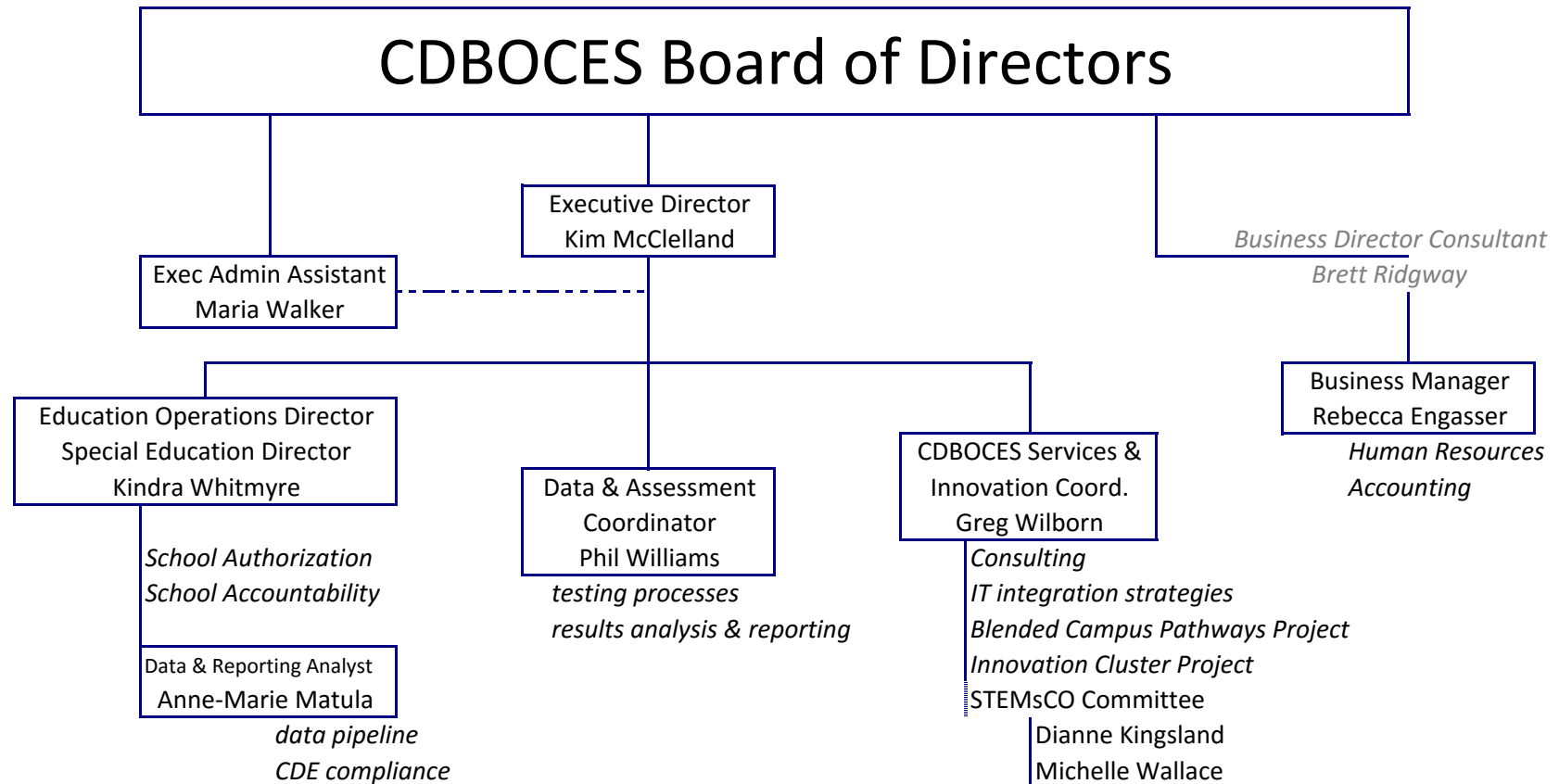
This agenda item is just to inform the Board of the update 17-18 Organizational Chart and answer any questions the Board may have regarding reporting structure and positions in the CD BOCES.

### **Recommended Course of Action/Motion Requested:**

No action needed



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## Board Approved Job Description

Position Title:	Business Manager
Date Approved:	April 29, 2016
Reports To:	Business Director
FLSA Status:	Non-exempt
Work Calendar:	Part Time – year around 260 Days

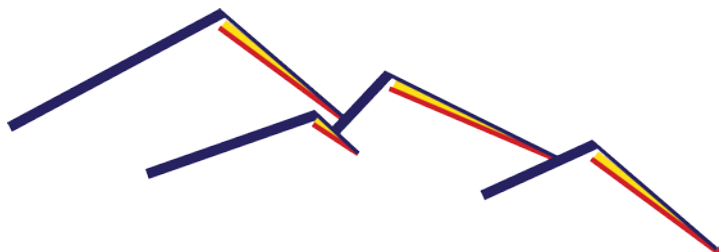
### POSITION SUMMARY

The Business Manager ensures effective performance of CDBOCES business functions including finance, purchasing and human resources. The Business Manager may perform the functions, supervise CD BOCES staff performing the functions or manage a vendor relationship to perform the functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General:

- Serves as a major participant in developing policy and compliance with all applicable local, state, and federal laws.
- Prepares and reviews procurement policies, regulations, procedures and recommendations for Business Director, Executive Director, and Board of Director consideration.
- Develops written recommendations for improvement of business practices and ethics pertaining to procurement and contracting. Trains staff on ethical practices.
- Establishes efficient and effective processes and systems to enhance procurement and contracting activities.
- Oversees planning and coordinating procurement activities and strategies to meet the CDBOCES needs.
- Develops and recommends personnel policies, regulations and practices to support the mission of the CDBOCES and ensure compliance with applicable laws.
- Maintains confidential files, archives and tracks all department records and information in accordance with applicable record retention laws, policies and regulations.
- Performs other related duties as assigned.



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#### Finance & Accounting:

- Accounts for the all financial transactions and performs all related accounting applications for CDBOCES including Payroll, Accounts Payable, Revenue Receipts, etc..
- Oversees the administration of grants.
- Acts as accounting expert for all school staff, assisting as needed.
- Collects and loads data into finance software and ensures compliance with department deadlines related to data submissions, verifies accuracy of data.

#### Purchasing:

- Ensures that proper procurement and business procedures are followed by all staff.
- Ensures proper source selection on RFP's (Requests for Proposal) and IFB's (Invitations for Bid), sets standards and requirements for compiling and reviewing bid documents, advertises and conduct pre-bid conferences, and reviews contract files.
- Plans and updates solicitation/bid schedules in conjunction with project managers to include bond project program, if required.
- Communicates with contractors, vendors and manufacturers, and reads applicable professional publications to learn and keep updated on market trends and conditions, prices and new products.
- Leads negotiation teams on major contracts and procurements. Meets with vendors, manufacturers, contractors, and district personnel to investigate and resolve problems with product performance, services, delivery dates, construction problems and other areas.

#### Human Resources:

- Establishes and maintains effective and efficient hiring processes. Ensures hiring administrators consistently utilize established procedures.
- Coordinates the hiring process for all vacancies, including job descriptions, job posting and advertising, background checks, and new hire orientation and onboarding.
- Coordinates the resolution of employee grievances.
- Performs or directs internal investigations of concerns involving CD BOCES staff.



#### GENERAL QUALIFICATIONS:

- Bachelor's Degree in Business Administration, emphasis in Accounting or Finance, or Personnel Management preferred. Demonstrated broad-based knowledge and experience in-lieu-of a degree will be considered.
- Experience with hiring processes, employee relations, benefits administration, purchasing and procurement also preferred.

#### KNOWLEDGE, ABILITIES AND SKILLS

- Ability to present information effectively, both orally and in written communication
- Ability to work with confidential information
- Ability to adapt to prioritize multiple tasks
- Ability to operate standard database, spreadsheet and word processing software as it becomes available
- Ability to communicate clearly and effectively
- Ability to perform accurate and quick arithmetic calculations
- Ability to work cooperatively with others
- Ability to analyze accounting data and prepare financial reports
- Ability to read, write and speak the English language and comply with directions and instructions to complete tasks and establish priorities
- Knowledge of state and federal grants management desirable
- Advanced knowledge of accounting practices and/or bookkeeping
- Knowledge of employment laws
- Knowledge of purchasing and procurement best practices especially in the public sector
- Knowledge of computerized accounting and/or financial systems required, skills in public school accounting preferred
- Experience with preparation for and coordination of annual audit preferred
- Knowledge of public school budget process preferred
- Working knowledge of Colorado Department of Education fiscal policies and procedures preferred
- Supervisory experience and skills related to payroll and accounts payable



- Demonstrated ability to effectively resolve conflict
- Possess skills to be able to utilize technology to communicate and function effectively as a 21st century employee
- Effective organizational skills and attention to detail
- Meets deadlines, demonstrates punctuality and good attendance



## Board Approved Job Description

Position Title:	Data & Reporting Analyst
Date Approved:	August 2015
Reports To:	Education Operations Director
FLSA Status:	Exempt
Work Calendar:	Full Year – 260 Days (July 1 - June 30)

### POSITION SUMMARY

The Data & Reporting Analyst (DAR) is responsible for coordinating and monitoring the collection and analysis of high quality data for use by CD BOCES leadership and submission to the Colorado Department of Education (CDE). The DAR is responsible for the student management system and our school compliance system. The DAR facilitates knowledge of data requirements to multiple division and departments including developing and monitoring training protocols and reporting and presenting findings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors. In fulfillment of these duties and responsibilities, the DAR shall:

- Coordinate the October and December Pupil Count processes, create and maintain databases, manage and maintain data warehouses and reporting through the CDE data pipeline.
- Coordinate, compile and submit all other reports and information through the CDE data pipeline, as required by CDE.
- Using multiple instruments and integrating multiple software packages, interpret and explain student data and student data requirements.
- Prepare custom ~~data analyses and~~ reports for the CD BOCES leadership and ~~staff.~~
- ~~the Board of Directors by performing statistical analysis, demographic measurements, status measurements and data format conversions.~~
- Assist the Education and Operation Director, the Data and Assessment Coordinator and school leadership with data to support program implementation and improvement.
- Act as a liaison between the Colorado Department of Education and schools regarding data and reporting issues.
- ~~Manage and coordinate and manage the CC BOCES data in IC and Enrich district school compliance system.~~
- Maintain a high level of knowledge and skill using ~~data base~~ statistical analysis, programs and software by learning new software and keeping abreast of trends.

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*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*





## Board Approved Job Description

- Create and maintain databases of student ~~data~~assessment results to include state and local ~~requirements~~assessment measures.
- ~~System administration of~~Maintain and update our student management system.
- Performs general ~~other duties, such as ASCENT liaison, Homeless Liaison~~accounting duties such as timekeeping, accounts payable and bank reconciliation, Dropout processes and technical assistance with grant writing.-
- Perform other job-related duties as assigned.

### EDUCATION AND TRAINING

Bachelor's degree or applicable training/experience in a related field.

### EXPERIENCE

The candidate shall have a minimum of five (5) years of experience in data and reporting, statistical analysis, programing, or assessment management. The candidate will also demonstrate the ability to work well with others in a diverse educational community, by remaining open to feedback and growth opportunities.

### SKILLS, KNOWLEDGE, EQUIPMENT & OTHER

The candidate shall possess an operating knowledge of and experience with data management and analysis—including advanced written and oral communication skills. The candidate shall demonstrate knowledge of student information and assessment databases as well as advanced knowledge of Microsoft Office, Word, Excel, and Access databases. We prefer candidates with experience programming SQL functions and experience with Infinite Campus Student Management. An excellent candidate will also demonstrate experience coding and processing state reports.

### CERTIFICATES, LICENSES & REGISTRATIONS

None required

### SUPERVISION/TECHNICAL RESPONSIBILITY

The DAR does not supervise any other employees. The DAR is directly responsible for all state reporting and data management.

### BUDGET AND/OR RESOURCE RESPONSIBILITY

The DAR assists with the preparation and management of the data and assessment budget.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL DEMANDS

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



### **Board Approved Job Description**

The employee is frequently required to travel to schools, professional development sites and events. The employee must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.

The DAR may be required to travel to and perform work from various locations within the state of Colorado.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## Board Approved Job Description

Position Title:	Executive Director
Date Approved:	February 17, 2015
Reports To:	Colorado Digital BOCES Board of Directors
FLSA Status:	Exempt
Work Calendar:	Full Year – 260 Days (July 1 - June 30)

### POSITION SUMMARY

The Executive Director (ED) is responsible for the general management of the Colorado Digital BOCES (CD BOCES). The Executive Director shall provide strategic direction to the CD BOCES and its personnel toward the accomplishment of organizational goals, administer the policies of the Board, conserve the organization's assets and resources, and maintain and enhance CD BOCES' standing in all its internal and external relationships. The ED shall ensure the organization adheres to all state and federal requirements and the CD BOCES Board policies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors.

#### Organizational Leadership

- Establishes and maintains a cohesive organization that provides for the effective management of all the essential functions and resources of CD BOCES.
- Recommends proposed organizational and management structure revisions, including any resource or personnel changes, to the Board.

#### Strategic Leadership

- Reports the status of all strategic plan goals and external partnerships to the Board.
- Informs the Board on all matters of major importance or significance to the programs, services, and progress of CD BOCES.

#### Personnel Leadership

- Recommends and develops personnel and employee policies with the Board.
- Recommends to the Board the assignment, transfer and suspension of all personnel.
- Supervises and conducts periodic evaluations and appraisals of the Education and Operations ~~Director Officer~~ (EO~~DO~~) performance.
- Recommends salary increases and salary adjustments for all personnel with the Financial Officer (FO) and the EO~~OD~~.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## Board Approved Job Description

- Develops programs for personnel recruitment, selection, employment, employee relations, employee benefits, employee safety, personnel evaluation, and compensation administration for CD BOCES.

### Financial Leadership

- Directs the development of the annual budget of CD BOCES.
- Reviews and recommends programs and supporting data for funds to be included in the annual budget of CD BOCES, with the FO and the EOD.
- Provides for the overall management of CD BOCES' financial activities and takes appropriate action to ensure that expenses are kept within the approved budgetary limits of CD BOCES.

### Relationships

- Acts as chief executive officer for and professional advisor to the Board.
- In collaboration with the Board President and the EOD, prepares the Board agenda for all meetings of the Board. Ensures delivery of the agenda with pertinent information on each item well in advance of the meeting.
- Participates in the affairs of local, state, and national professional organizations with the Board designee.
- Serves as a representative of CD BOCES and its member districts at meetings on the local, state, and national level with the Board designee.
- Maintains a cooperative working relationship between the schools and the community and community agencies.
- Establishes and maintains such other relationships within and outside CD BOCES as required to carry out his or her responsibility.

Performs other duties as assigned by the CD BOCES Board.

### SUPERVISION/TECHNICAL RESPONSIBILITY

Directly supervises the Education and Operations Officer. Indirectly supervises all positions within the CD BOCES.

### QUALIFICATIONS

1. Masters degree in field of education, or related field, required
2. Five years of relevant experience required
3. Experience with contract, charter and online schools
4. Colorado state license, or eligible for at time of hire, in the area of Administration

### OTHER SKILLS AND KNOWLEDGE

- Advanced written and oral communication skills
- Exceptionally strong interpersonal relations skills

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## **Board Approved Job Description**

- Demonstrated working knowledge of policy and procedure development process, budgeting, personnel evaluation and negotiation
- Operating knowledge of and experience with personal computers, computer software, basic office equipment;

### **PHYSICAL DEMANDS**

The physical demands, work environment factors and mental functions located within the essential duties and responsibilities statements must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

### **WORK ENVIRONMENT**

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.



## Board Approved Job Description

Position Title:	Business Director
Date Approved:	
Reports To:	Colorado Digital BOCES Executive Director
FLSA Status:	Exempt
Work Calendar:	Full Year – 260 Days (July 1 - June 30)

### POSITION SUMMARY

The Business Director (DB) advises the Colorado Digital BOCES (CD BOCES) Executive Director and Board on the financial and budget matters of the CD BOCES. The BD prepares and administers the CD BOCES budget, guides the development of long-term capital financing methods, directs and supervises all business/finance functions including accounting, payroll, budgeting, accounts payable, purchasing, and grants while adhering to CD BOCES policies and procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors.

- Directs the receipt, management of investments and expenditures of the CD BOCES's funds to insure proper and maximum returns on these funds. Forecasts short- and long-range cash requirements and obligations as a basis for sound financial funding mechanisms.
- Provides leadership for the development, maintenance, enhancements and continual improvement to the CD BOCES's comprehensive financial data systems.
- Serves on the Executive Director's cabinet and leadership team.
- Directs the grants management programs to ensure maximum and effective participation in all available local, state, and federal grants.
- Assures protection of the assets of the CD BOCES by enforcing and promoting internal controls, internal auditing, and ensuring proper insurance coverage.
- Acts as the CD BOCES's representative on statewide school finance committees. Provides advice to the CD BOCES's lobbyist on all school finance legislation.



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- Directs the preparation of the Comprehensive Annual Financial Report and other reports as required by the board of education and state and federal agencies to assure compliance with the law. Directs the external audit processes.
- Directs the preparation and implementation of the CD BOCES budget to ensure compliance with state laws and alignment with CD BOCES goals.
- Directs the administrative activities required for all financial aspects of budget override and school-bond-issue elections.
- Initiates school board policy development on business and budget related matters of the CD BOCES.
- Provides financial advice on the CD BOCES's negotiations in employment matters to ensure negotiation settlements are within budget. Serve on the CD BOCES's negotiation team.
- Act as the CD BOCES's representative in the purchase or sale of property.
- Performs other duties as assigned by the CD BOCES Board.

#### SUPERVISION/TECHNICAL RESPONSIBILITY

This position does not directly supervise any other positions.

#### QUALIFICATIONS

- Master's degree or higher in accounting, public finance, or education administration
- 3 years or more of public sector financial management

#### OTHER SKILLS AND KNOWLEDGE

- Advanced written and oral communication skills
- Exceptionally strong interpersonal relations skills
- Demonstrated working knowledge of policy and procedure development process, budgeting, personnel evaluation and negotiation
- Operating knowledge of and experience with personal computers, computer software, basic office equipment;

#### PHYSICAL DEMANDS





The physical demands, work environment factors and mental functions located within the essential duties and responsibilities statements must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

#### WORK ENVIRONMENT

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.



Position Title:	Executive Assistant
Date Approved:	February 17, 2015
Date Revised:	May 30, 2017
Reports To:	Executive Director
FLSA Status:	Non-exempt
Work Calendar:	Full Year – 260 Days (July 1 - June 30)

#### POSITION SUMMARY

The Executive Assistant (EA) is responsible for providing varied and complex administrative support, organizing office activities and coordinating the flow of communications for the Executive Director (ED) and other CD BOCES staff. The EA relieves the ED of administrative detail and perform a variety of tasks relative to assigned area of responsibility.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors.

- Performs administrative tasks including, answering phone calls, greeting visitors, responding to emails, maintaining calendars and schedules, arranging meetings, appointments and travel accommodations, ~~processing purchase requisitions~~, maintaining records and filing systems, typing reports, correspondence and forms, ordering office supplies and preparing presentations.
- Manages, processes, responds to, and resolves all inquiries.
- ~~Processes annual submittals and quotes.~~ Inquires and maintains proper ~~certificates-contracts~~ and maintains ~~policies~~.
- Supports and manages the ED and other Director's time and availability with other staff, BOCES school staff, Board of Educators, community, local builders and governments.

• — Assists the ED and other Directors

**Commented [B1]:** What does this line mean Maria? Can you give me a few examples?

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~~with the day to day activities such as logging, filing development plans and coordinates the development of communications.~~

- Serves as CD BOCES Board secretary. Attends all Board meetings. Records and prepares Board meeting minutes. Prepares Board meeting agenda. Posts Board meeting agenda and Board meeting minutes on website.
- Makes travel arrangements for CD BOCES administration, personnel and CD BOCES Board.
- ~~Completes weekly CBI checks.~~
- Maintains and updates the CD BOCES website.
- ~~Populates and updates student data management system, as needed.~~
- Assist all CD BOCES departments with administrative duties.
- Assists the Business Manager with assigned tasks related to Human Resources and Finance, to include applicant review, employee onboarding, approving vendor payments and customer invoices to be sent, as well as assisting with statement reconciliation.
- Responsible for the daily management of the office to include working with property management and utility companies.
- Promote teamwork with office staff and other BOCES staff.
- ~~Attend all BOE and other necessary meetings.~~
- Keep office clean, ~~including emptying trash containers.~~
- Perform other duties as assigned.

#### SUPERVISION/TECHNICAL RESPONSIBILITY

This position has no supervisory responsibilities.

#### QUALIFICATIONS

1. High school diploma or equivalent, plus post-secondary courses in secretarial, accounting and business equivalent to one year of college
2. Over five years of experience in secretarial, business administration and accounting
3. Criminal background check required for hire
4. Valid Colorado driver's license



#### OTHER SKILLS AND KNOWLEDGE

- Operating knowledge of and experience with personal computers and general office equipment, including telephones, copier, and fax machine, etc.
- Operating knowledge of and experience with various software packages including Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and FrontPage.
- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Knowledge of insurance, basic school district organization, operations and objectives, and specially funded projects and department programs.
- Ability to work independently and use office procedures, methods and equipment.

#### PHYSICAL DEMANDS:

The physical demands, work environment factors and mental functions located within the essential duties and responsibilities statements must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand; walk; sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to



25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

#### WORK ENVIRONMENT

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.

#### OFFICE HOURS

Daily work hours are 8:00 am to 4:00 pm, Monday through Friday. The CD BOCES office will follow the District 49 holiday calendar and will also follow the District 49 snow and late start procedures. If schools in the area are closed due to inclement weather, the CDBOCES office will also be closed; if District 49 calls a delayed start, the office will not open until 9:00 am.



## Board Approved Job Description

Position Title:	Education Operations Director
Date Approved:	
Reports To:	Colorado Digital BOCES Executive Director
FLSA Status:	Exempt
Work Calendar:	Full Year – 260 Days (July 1 - June 30)

### POSITION SUMMARY

The Education Operations Director (EOD) provides guidance, support and oversight for all educational and operational aspects and duties of the Colorado Digital BOCES (CD BOCES).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors.

#### Educational And Operational

- Oversees all school authorizing practices and procedures.
- Provides support and guidance to and oversight of all educational aspects of the CD BOCES.
- Manages the work of all personnel in planning and program development and directs the educational activities of CD BOCES.
- Manages the development of the strategic plan objectives for the improvement and growth of CD BOCES and of educational activities within the organization.
- Develops CD BOCES-specific systems to ensure compliance with local, state, and federal education reporting requirements.
- Oversees the management of data and analyzing of student and school educational and operational data.
- Manages the development of the overall services, programs and administrative procedures necessary to the implementation of educational programs for the achievement of related objectives of CD BOCES, including state and district content standards.
- Ensures the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout CD BOCES.
- Creates and implements CD BOCES procedures and processes that meet CD BOCES Board policies.
- Manages the regular and systematic evaluation, analysis, and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of CD BOCES.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## **Board Approved Job Description**

- Develops and recommends to the CD BOCES Board and the Executive Director job classifications for all new positions.
- Recommends professional services, when applicable.
- Serves as the CD BOCES point-of-contact for all issues and needs, including addressing complaints and resolving problems.
- Communicates the status of all educational and operational aspects back to the Executive Director and CD BOCES Board for process improvement.

### Special Services

- Provides support and guidance to and oversight of all school services and programs for students with educational needs, including students with disabilities.
- Interprets and administers local, state and federal statutes, rules, policies and administrative directives pertaining to services for students with educational needs, including students with disabilities.
- Provides vision and leadership to support student achievement and effective services by identifying best practices, developing and implementing strategic improvement plans, determining professional development areas and supporting achievement plans, and interfacing school special education programs with CD BOCES goals and initiatives.
- Works with CD BOCES legal counsel to provide direction on resolution of disputes, complaints and due process.
- Plans and submits the special education budgets and applications for state and federal funds with the CD BOCES Financial Officer; determines spending authorities for special services, when applicable.
- Makes decisions on special education staff allocations and personnel recommendations in conjunction with the school, when applicable.
- Oversees the collection, analysis and preparation of data reports by the CD BOCES Assessment and Data Coordinator.
- Collects data and prepares reports required by local, state and federal authorities.
- Ensures effective supervision of all special services staff and departments of the school is in accordance with CD BOCES policy, state and federal regulations.

### Other

- Represents the special services at local, regional and state meetings, task forces and other functions.
- Planning, assigning, directing and training CD BOCES consultants.
- All other duties of a related nature, which might reasonably be allocated and required in the areas of educational and operational services for the CD BOCES.
- Perform other duties as assigned.

### SUPERVISION/TECHNICAL RESPONSIBILITY

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## **Board Approved Job Description**

Directly supervises the Office Manager, the Assessment and Data Coordinator and all consultants.

### **QUALIFICATIONS**

1. Masters degree in field of education, or related field, required
2. Five years of relevant experience required
3. Experience with contract, charter and online schools
4. Colorado state license(s), or eligible for at time of hire, in the areas of Administration or Principal's License and Director of Special Education

### **OTHER SKILLS AND KNOWLEDGE**

- Advanced written and oral communication skills
- Exceptionally strong interpersonal relations skills
- Demonstrated working knowledge of policy and procedure development process, budgeting, personnel evaluation and negotiation
- Operating knowledge of and experience with personal computers, computer software, basic office equipment

### **PHYSICAL DEMANDS**

The physical demands, work environment factors and mental functions located within the essential duties and responsibilities statements must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

### **WORK ENVIRONMENT**

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.





## Board Approved Job Description

Position Title:	<del>Assistant</del> Director of Education Services
Date Approved:	February 16, 2016
Reports To:	<del>Executive Director (Kim McClelland)</del> <del>Education and Operations Director</del>
FLSA Status:	Exempt
Work Calendar:	Full Year – 260 Days (July 1 - June 30)

### POSITION SUMMARY

The ~~Assistant~~ Director of Education Services leads the ~~development~~, implementation, ~~development~~ and management of the Colorado Digital BOCES Services. The ~~Assistant~~ Director of Education Services designs and leads CD BOCES Services to drive innovation to expand and support personalized and blended learning for CD BOCES clients.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors. In fulfillment of these duties and responsibilities, the ~~Assistant~~ Director of Education Services shall:

- Oversee the development and management of CD BOCES Services.
- Assist with CD BOCES strategic plan and mission.
- Create and implement strategic digital solutions to support the expansion of personalized and blended learning.
- Assist with CD BOCES partnership development.
- Coordinate and promote professional development for CD BOCES and clients.
- Manage and support grants and related projects.
- ~~Oversee social marketing efforts to promote CD BOCES Services.~~
- Design and support technology integration strategies for CD BOCES and clients.
- Lead the CD BOCES information technology department.
- Promote the CD BOCES Services to developing relationships amongst community leaders and relationships with district schools, charter schools and CD BOCES schools.
- Design and support technology integration strategies.
- Perform other job-related duties as assigned.

### EDUCATION AND TRAINING

Master's degree in Education

### EXPERIENCE

Minimum of three years experience in field of education and/or information technology.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## **Board Approved Job Description**

Demonstrated successful experience in implementation of strategic technology and digital solutions with districts and schools and proven experience in Education Technology.

### **SKILLS, KNOWLEDGE, EQUIPMENT & OTHER**

Advanced oral and written communication, instruction, curriculum, conflict resolution, multitasking, problem solving, facilitation, management, decision-making, computer, and organizational skills. Ability to be flexible and patient and make change. English language skills required. Oral and written fluency in second language may be preferred or required based on building assignment. Ability to work well with others in a diverse educational community, demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint, Google for Education), learning management systems, personalized and blended learning models.

### **CERTIFICATES, LICENSES & REGISTRATIONS**

None required.

### **SUPERVISION/TECHNICAL RESPONSIBILITY**

This position is responsible for the supervision of the CD BOCES Education Services including our Information Technology Department- and any contract services that are in relation to the Education Services.

### **BUDGET AND/OR RESOURCE RESPONSIBILITY**

This position assists with the development and managing of the Colorado Digital BOCES Education Services department budget.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel. The employee frequently is required to communicate. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. There are no special vision abilities required by this job.

### **WORK ENVIRONMENT**

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.

The person assigned to this position may be required to travel to and perform work from various locations within the state of Colorado.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*



## Board Approved Job Description

Position Title:	Assessment and Data Coordinator
Date Approved:	
Reports To:	Colorado Digital BOCES Education Operations Director
FLSA Status:	Exempt
Work Calendar:	Full Year – 260 Days (July 1 - June 30)

### POSITION SUMMARY

The Assessment and Data Coordinator (Coordinator) provides coordination, training and monitoring to ensure effective and compliant implementation all required state assessments through the year. The Coordinator develops district data for submission to the Colorado Department of Education (CDE) and for use by the Colorado Digital BOCES (CD BOCES). The Coordinator creates and maintains the database of district and school assessment results, and prepares custom data analyses and reports for schools, the CD BOCES, the CD BOCES Board and the District 49 Board of Education.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to describe the general nature and scope of work being performed by the individual assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities; actual duties and responsibilities may vary depending upon time of year, number of schools the CD BOCES is authorizing, the type of schools the CD BOCES is authorizing, the CD BOCES strategic plan and other factors.

- Provides information to CD BOCES and school staff regarding testing processes, deadlines and assessment materials, including training the School Assessment Coordinators (SAC).
- Manages the testing process and associated tests and supplies for testing. Orders, receives, distributes, checks-in, counts, packages and ships state tests.
- Ensures effective preparation for assessments providing training, guidance and supervision to school staff.
- Acts as a liaison between CDE and schools regarding assessment issues.
- Assists school administrators with assessment and the assessment system including data entry and data retrieval and analysis.
- Performs statistical analysis, demographic measurement, status measurement and data format conversions through the utilization of multiple assessment instruments through the database.



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- Reviews and analyzes assessment data collected by the district and CDE.
- Provides leadership and coordination in collecting and using assessment data to improve student learning.
- Analyzes student achievement results and assists in the preparation for district, school and classroom level student achievement reports.
- Organizes and analyzes student data to investigate trends and prepare findings for a variety of formal and informal reports.
- Provides student achievement information to CD BOCES and school staff regarding testing and achievement data.
- Consults with departments regarding assessment of achievement data in support of evaluation and information needs.
- Prepares custom data analyses and technical reports for various stakeholders using multiple assessment instruments, demographic measurement, status measurement, data format conversions and integration of multiple software packages. Interprets and explains assessment information.
- Creates and maintains database of student and school level assessment results to include CSAP, ACT, CELA, and others needed for research and analysis.
- Maintains a high level of knowledge and skill using statistical analysis, programs and software by learning new software and keeping abreast of trends.
- Coordinates the implementation, evaluation and revision of the district's Educational Technology and Literacy Plan (ETIL).
- Submits CDE reports.
- Plans, assigns, directs and trains CD BOCES consultants for data management and support.
- Assists with creating and implementing services that will be offered to other districts and schools.
- Acts as the Homeless Liaison for the district.
- Acts as the Parent and Community Liaison for the district.
- Performs other job-related duties as assigned.

#### SUPERVISION/TECHNICAL RESPONSIBILITY

Directly supervises the consultants who perform data management and support.



### QUALIFICATIONS

1. Bachelor's degree in field of education, or related field
2. Three years of relevant experience
3. Experience as a building School Assessment Coordinator (SAC) or District Assessment Coordinator (DAC)
4. Colorado state license(s), or eligible for at time of hire, in the areas of Teaching and/or Principal's License

### OTHER SKILLS AND KNOWLEDGE

- Strong written and oral communication skills
- Strong interpersonal relations skills
- Exceptionally strong ability to compile, analyze and report data and information
- Knowledge of policy and procedure process
- Operating knowledge of and experience with personal computers, computer software, basic office equipment

### PHYSICAL DEMANDS

The physical demands, work environment factors and mental functions located within the essential duties and responsibilities statements must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

### WORK ENVIRONMENT

Work is performed primarily in a typical office environment. The noise level in the work environment is usually moderate.



## **BOARD of DIRECTORS MEETING AGENDA ITEM COVER SHEET**

**Board Meeting Date:** July 19, 2017

**Prepared by:** Kim McClelland

**Title of Agenda Item:** Graduation Policy Section 8.C

**Item Type:**            Action            ☐ Information            ☒ Discussion

**Background Information, Description of Need:**

When the CD BOCES began in 2013 the board adopted the D49 policies as its own. The CD BOCES is embarking on a long-term project to have its own board policies. As CD BOCES board policies are adopted, the D49 policies will become replaced with CD BOCES specific policies.

The CD BOCES is looking to replace the graduation requirement IKF and IKF-R of the D49 policy with the Policy Section 8.c with the CD BOCES Graduation Policy.

Most jobs in our state require more than a high school diploma. By 2020—less than six years from now—three out of every four jobs will require education or training beyond high school. That adds up to 3 million jobs.

Our graduates who want to work in Colorado will need in-demand skills that meet business, industry, and higher education standards. A new state law now links academic standards to high school graduation.

The goal is to ensure that all of our students can succeed after high school no matter which path they choose—jobs, military, or higher education.



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In the CD BOCES, staff leadership and school counselors have been working to create a list of options that our students will be able use to demonstrate competency (or show what they know) in four subjects that reflect Colorado standards and 21st century skills—English, math, science and social studies—in order to graduate from high school. The changes will begin this year—with ninth-graders this fall of 2017.

Students would have the option to:

- Earn minimum scores on state and national tests
- Complete rigorous learning projects guided by a faculty mentor
- Pass college-level courses taken during high school
- Earn professional certifications

For example, high school students might choose to participate in an internship or apprenticeship, earn credentials that count toward a two-year associate's degree or four-year bachelor's degree, or take college-level courses for credit.

The Executive Director met with, counselors, and principals to receive input for the new graduation requirements. It is required by the state that each board approve graduation requirement policies that reflects the States new graduation requirements that focuses on Students must demonstrate college or career readiness in English and math based on at least one measure. The following graduation policy will be supplanted in place of the D49 policy, IKF and IKF-R-1, we have been following and reflect our schools needs directly. The team decided to follow the states minimum required competencies of Math and English. You will notice we have added a layer of autonomy to the number of credits required for graduation by school. It should also be noticed that if a student is seeking a post-secondary option of a 4-year college, as noted in their ICAPS, that the HEAR requirements must be met in order to graduate.

The states guidance was to by the school year 2017-2018 school leadership and the Board of Directors would need to adhere to the following:

- **Decide** on a list of options students may use to demonstrate college and career readiness in order to graduate from high school.



- **Adopt** revisions to local high school graduation requirements to meet or exceed the Colorado graduation guidelines, including a local menu of options for students to demonstrate college and career readiness.
- **Communicate** revisions and menu of college and career-ready demonstrations to community members, students (as early as sixth-grade) and families. (Once approved we will communicate to our stakeholders through the website, and email directly from Leadership team.)
- **Prepare** to implement revised local graduation requirements starting in 2017-18 with ninth graders.

**Relevant Data and Expected Outcomes:**

For the CD BOCES Board of Directors to approve the CD BOCES graduation policies at the August board meeting.

**Recommended Course of Action/Motion Requested:**



## CD BOCES Graduation Requirements Policy Section 8.C-R

CD BOCES grants a diploma to students who earn the equivalent of a minimum of 22 credits, demonstrate mastery in each content area of English and Math, and complete an Individual Career and Academic Plan as evident in the students completed ICAPS. To facilitate the transition from the traditional credit-based method of granting diplomas to the competency-based model required by Colorado's graduation guidelines, the legacy standards of CD BOCES are incorporated in this regulation. The regulation specifies requirements for all graduates prior to 2021. Specific requirements beginning with the graduating class of 2021 are incorporated in Policy Section 8.C. Each student follows a chosen pathway plan that prepares the student for postsecondary plans and goals. The pathway plan ensures that a student meets all graduation requirements and that the student has completed all necessary academic requirements in order to be eligible to pursue desired postsecondary goals.

All students at CD BOCES authorized schools will meet competencies in the following areas (aligned with graduation requirements) the following competencies specifies that of the graduation from CD BOCES, beginning with the graduating class of 2021:

English  
Math

Competency can be demonstrated in one of four ways: college level coursework, examinations, capstone project, or workforce certification.

English

Examinations	Capstones	College-Level Course Work	Workforce Certification
Accuplacer Reading Comprehension 62	Approved Capstone Project	Completion of English (100 level or higher) coursework with passing grade of C or higher	Approved Workforce Certificate
ACT English 18			
AP Exams 2 or higher			
ACT WorkKeys English Bronze or higher			

SAT 430			
IB Exams 4 or higher			
ASVAB English 31			

## Math

Examinations	Capstones	College-Level Course Work	Workforce Certification
Accuplacer Elementary Algebra 61	Approved Capstone Project	Completion of Mathematics (100 level or higher) course with passing grade of C or higher	Approved Workforce Certificate
ACT Math 19			
AP Exams 2 or higher			
ACT WorkKeys Math Bronze or higher			
SAT Math 460			
IB Exams 4 or higher			
ASVAB Math 31			

One method of demonstrating mastery is successful completion of a sequence of courses. In the traditional model of earning credits toward graduation, each course is associated with an academic content area as well as a number of credits earned. The following tables establish the baseline expectations for credit-based demonstration of mastery toward high school graduation. In this model, one credit denotes the successful mastery of content that has traditionally been incorporated in a full year of study. Credit is awarded on a semester basis only and requires a passing grade of "D" or higher.

<i>Subject</i>	<i>CPA Graduation Requirement</i>	<i>PPOS Graduation Requirement</i>	<i>HEAR** 4-Year Colorado Colleges</i>
<b>English</b>	4.0	4.0	4.0
<b>Mathematics*</b>	4.0 (Alg 1 and higher)	3.0	4.0
<b>Science</b>	3.0 (2 must be lab-based)	3.0	3.0
<b>Social Studies</b>	3.0 (1 US History, 1 World History, .5 Geography, .5 US Government)	3.0 (1.0 US History, 1.0 World History, .5 Geography, .5 additional)	3.0
<b>Physical Education</b>	1.0	1.0	
<b>Health</b>	0.5	0.5	
<b>World Language</b>	2.0 (must be same language)		2.0 (4 year colleges only)
<b>ICAP (Individual and Career Academic Plan)</b>			
<b>Fine Arts/Practical Art</b>	0.5	1.0	
<b>Technology</b>	0.5		
<b>Electives</b>	4.5	6.5	2.0 Academic Electives
<b>TOTAL TO GRADUATE</b>	<b>23.0</b>	<b>22.0</b>	

Contingent upon the approval of a counselor and the principal, independent study, work experience, and other experience-based programs that include an outline of academic standards to be monitored by a faculty member, may qualify for credit through completion of a Capstone presentation, or Workforce Certificate.

The transcript posting will indicate the actual activity participated in during the semester / trimester (ie. Academic Coursework, Capstone Project, College-Level Coursework or Workforce Certification.)

Final decisions will be determined by the building principal.

## **CD BOCES Board Policy Section 8.C**

**A new section of Policy 8.C (Instruction) will be developed if this policy is adopted.**

Graduation from CD BOCES is defined by achievement in and demonstrated mastery of Colorado Academic Standards. Students demonstrated mastery may include, but not limited to, completing their Individual Career and Academic Plan, daily assignments, by attaining specified levels of achievement on designated district assessment program or school assessment program in addition to completing the required credit set individually by each school as described in section 8.C-R. Capstone projects and successfully completing college-level coursework, or by earning a workforce certificate may also demonstrate mastery.

To facilitate the transition from the traditional credit-based method of granting diplomas to the competency-based model required by Colorado's graduation guidelines, the legacy standards of CD BOCES are incorporated in a new regulation, CD BOCES graduation regulation section 8.C-R. The regulation specifies requirements for all graduates prior to 2021. Specific requirements beginning with the graduating class of 2021 are incorporated in Policy 8.C-R.

In order to grant a diploma, schools must verify that a student has demonstrated mastery in the following content areas:

- English/Language Arts
- Mathematics

The Executive Superintendent and School Superintendent shall collaborate with secondary school administrators, counselors and teachers to develop a menu of methods by which students may demonstrate mastery of the Colorado Academic Standards. Where applicable, BOCES leaders may collaborate with other districts or BOCES to submit rigorous and standards-based assessments for endorsement by the Colorado Department of Education.

The approved course of study and methods to demonstrate mastery shall be incorporated into each student's Pathway Plan and, where appropriate referenced in any Individualized Education Program (IEP) or other individualized learning plans.