



COLORADO Early Colleges

Colorado Early Colleges
4405 N. Chestnut Street, STE E
Colorado Springs, CO 80907

Meeting of the Colorado Early Colleges Board of Directors
Friday, February 16, 2018 at 3:30 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Correspondence/Board Comments
4. Executive Session:
 - a. The Board will meet in executive session pursuant to §24-6-402(4)(f), C.R.S to discuss a personnel matter.
5. Administration Report
 - a. Ryan Marks, Director of Evaluation and Assessment at the Colorado Charter School Institute: Renewal and Expansion
 - b. Board Member Mitch Trevey (Parker); Jadie Hager (Fort Collins)
 - c. Bylaw Changes: Dustin Sparks
 - d. Introduction of new CEC Chief Financial Officer Mr. Dan Perko
 - e. Leases Office Space in Westminster and Highlands Ranch
 - f. CSEC 2018-19 Calendar
 - g. CECA 2018-19 Calendar
 - h. Board Member Elections and Committees
 - i. Student Data and Transparency and Security
6. Approving Leases
Recommend approval of leases in Westminster and Highlands Ranch.
7. Colorado Springs Early Colleges 2018-19 Calendar.
Recommend Approval of Colorado Springs Early Colleges 2018-19 Calendar
8. Colorado Early Colleges Aurora 2018-19 Calendar.
Recommend Approval of Colorado Springs Early Colleges 2018-19 Calendar
9. Student Data and Transparency and Security Policy

Recommend approval of Student Data and Transparency and Security Policy

10. Approval of Consent Items

- a. Approval of the January 19, 2018, board meeting minutes
- b. Approval of the January financial

11. Public Comments

12. Other Business

13. Future Meetings of the Governing Board

- a. March 16, 2018 (Aurora)
- b. April 20, 2018
- c. May 15, 2018 (CSEC)
- d. June 22, 2018 (CEFC)
- e. July—No Board meeting

Jadie Hager Bio

She has been a CEC parent for 5 years and will be for another 7 years. Jadie and her husband own Hager Group Brokerage. Currently, she is the president of a 175-member agency board. Jadie and her husband pastored a large church in Indiana before moving to Fort Collins.

Mitch Trevey

Mitch has a commercial real estate brokerage firm that is very active in the Parker area. His signs are on almost all of the properties that are for lease or for sale in Parker. He has a great working relationship with the zoning and planning departments of Parker. He has been helpful to CEC on CECP on several occasions to help expedite our journey through the Parker planning and zoning regulations.

1-3 Professional Development
6-10 Professional Development
13 1st Semester Begins

AUGUST '18						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
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FEBRUARY '19						
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18 Presidents' Day-School Closed
25 Professional Development

3 Labor Day-School Closed

SEPTEMBER '18						
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MARCH '19						
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31						

25-29 Spring Break-School Closed

17 Professional Development
18 Parent/Teacher Conferences-No Students
19 School Closed
24 Keith King Day-(Observed in school)

OCTOBER '18						
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APRIL '19						
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28	29	30				

22 School Closed

11 Veterans Day (Observed in school on Nov. 9)
19-23 Thanksgiving Holiday-School Closed

NOVEMBER '18						
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MAY '19						
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21-22 Final Exams
22 End of 2nd Semester
23-24 Professional Development No Students
24 Graduation Ceremony
27 Memorial Day-School Closed
87 Semester Student Contact Days
92 Semester Teacher Contact Days

18-19 Final Exams
19 End of 1st Semester
20-21 Professional Development No Students
24-31 Winter Holiday - School Closed

DECEMBER '18						
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JUNE '19						
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30						

84 Semester Student Contact Days
96 Semester Teacher Contact Days

1-4 Winter Holiday - School Closed
7-8 Professional Development No Students
9 2nd Semester Begins
21 M.L. King, Jr. Day-School Closed

JANUARY '19						
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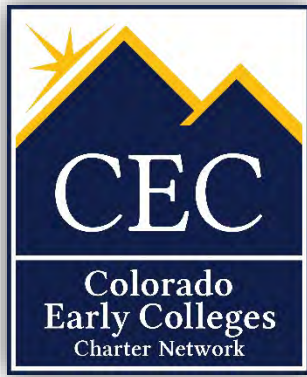
JULY '19						
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4 Independence Day School Closed

 School Closed
Professional Development-No Students
Finals Schedule

171 Student Contact Days
188 Teacher Contact Days

4405 N. Chestnut, Suite D, Colorado Springs, CO 80907
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www.csec914.org
719-955-4675



SECTION J: Students **JRC-G Privacy and Protection of Confidential Student Information**

Effective:

[Click here to enter a date.](#)

JRC-G Privacy and Protection of Confidential Student Information

The Colorado Early Colleges Network is committed to protecting the confidentiality of student information obtained, created and/or maintained by the network. Student privacy and the network's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act (the Act). CEC will manage its student data privacy, protection and security obligations in accordance with this policy and applicable law.

Definitions

“Student education records” are those records that relate directly to a student. Student education records may contain, but not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns; and any Individualized Education Program (IEP).

“*Student personally identifiable information*” or “*student PII*” means information that, alone or in combination, personally identifies an individual student or the student’s parent or family, and that is collected, maintained, generated, or inferred by the CEC Network, either directly or through a school service, or by a school service contract provider or school service on-demand provider.

“*Security breach*” means the unauthorized disclosure of student education records or student PII by a third party.

The following terms used in this policy shall be as defined by the Act: “school service,” “school service contract provider” and “school service on-demand provider.”

Directory Information

(The term “directory information” is used for the portion of the education record that, if disclosed, would not generally be considered harmful or an invasion of privacy (34 CFR § 99.3). This may include the student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.)

School systems that disclose directory information must give “public notice” of this policy and explain what is included in such information. The notice must also indicate that parents may refuse to allow the school to designate any, or all, of their child’s record as directory information

Access, Collection and Sharing Within the CEC Network.

CEC shall follow applicable law and CEC Network policy in the access to, collection and sharing of student education records.

CEC Network staff members shall ensure that confidential information in student education records is disclosed within the network only to officials who have a legitimate educational interest, in accordance with applicable law and CEC policy.

Appropriate CEC Network staff members shall be required to sign and comply with the network’s agreement (***JRC-R Privacy and Protection of Confidential Student Information Acknowledgement Form***) concerning the protection of confidential student information, which describes the appropriate uses and safeguarding of student education records.

Contract Providers, On-Demand Providers, or other Third Parties

CEC Network staff members shall ensure that student education records are disclosed to persons and organizations outside the network only as authorized by applicable law and CEC policy. The term “organizations outside the network” includes school service on-demand providers and school service contract providers. Acquisition and use of any third-party apps and services that use student data in any capacity must be pre-approved by CEC. Staff must follow the procedure to secure approval before using the contract provider or on demand provider. CEC will identify specific programs or apps that are approved for school and teacher use and make that list available in the CEC Website. CEC will make copies of this policy upon request to the parent of an enrolled student; and will post the policy on its website.

Any contract between the CEC Network and a school service contract provider shall include the provisions required by the Act, including provisions that require the school service contract provider to safeguard the privacy and security of student PII and impose penalties on the school service contract provider for noncompliance with the contract.

In accordance with the Act, the CEC Network shall post the following on its website:

- a) a list of the school service contract providers that it contracts with and a copy of each contract; and
- b) clear explanation of the student PII CEC collects
- c) to the extent practicable, a list of the school service on-demand providers that the network uses.
- d) Privacy and security standards
- e) CDE data inventory index
- f) The security of student education records maintained by the network is a high priority.
- g) Security breach or other unauthorized disclosure

Staff members who disclose student education records in a manner inconsistent with applicable law and CEC policy may be subject to disciplinary action, up to and including termination from employment. Any discipline imposed shall be in accordance with applicable law and CEC policy.

Employee concerns about a possible security breach shall be reported immediately to the Head of School/CEC Administrator. If the School/CEC Administrator is the person alleged to be responsible for the security breach, the staff member shall report the concern to the Governing Board.

When the network determines that a school service contract provider has committed a material breach of its contract with the network, and that such material breach involves the misuse or unauthorized release of student PII, the network shall follow this policy's accompanying regulation in addressing the material breach. CEC will not enter into or renew a contract with a service contract provider or on-demand provider that refuses to abide by the required contract terms/requirements

Nothing in this policy or its accompanying regulation shall prohibit or restrict the network from terminating its contract with the school service contract provider, as deemed appropriate by the network and in accordance with the contract and the Act.

Data Retention and Destruction

The CEC Network shall retain and destroy student education records in accordance with applicable law and network approved procedures.

Staff Training

The CEC Network shall provide periodic in-service trainings to appropriate staff members to inform them of their obligations under applicable law and CEC policy concerning the confidentiality of student education records.

Parent/Guardian Complaints

In accordance with this policy's accompanying regulation, a parent/guardian of a CEC Network student may file a written complaint with the Head of School/CEC Administrator if the parent/guardian believes the network has failed to comply with the Act.

Parent/Guardian Requests to View and/or Amend Student Education Records

Parents have right to inspect/review Student PII; request corrections to Student PII; right to request paper or electronic copy of Student PII, including that which is maintained by any service contract provider.

Parent/guardian requests to amend his or her child's education records shall be in accordance with the CEC Network's procedures governing access to and amendment of student education records under FERPA, applicable state law and CEC policy.

Oversight and Review

The Operations Manager and each Head of School or designee shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

The Operations Manager and each Head of School or designee shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student education records in light of advances in data technology and dissemination. The Operations Manager shall recommend revisions of this policy and/or accompanying regulation as deemed appropriate or necessary to the CEC Governing Board. The CEC Governing Board will review this policy annually and make revisions as necessary to stay current and adequately protect Student PII in light of advancements in technology during the August Board meeting.

Compliance with Governing Law and Governing Board Policy

The CEC Network shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student education records. The network shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Photographs and Media Release

Students may occasionally appear in photographs and videos taken by CEC staff members, other students, or other individuals authorized by the Head of School or other CEC staff member. CEC may use these pictures, without identifying the student, in various publications, including but not limited to, the school yearbook, social media, school newspaper, and school website. No consent or notice is needed or will be given before CEC uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, CEC will want to identify a student in a school picture. CEC staff may want to acknowledge those students who participate in a school activity or deserve special recognition. In order for CEC to publish a picture with a student identified by name in any school-sponsored material, including yearbook, one of the student's parents or guardians must sign a consent form. Granting consent allows the CEC School to publish and otherwise use photographs and videos, with the child identified, while he or she is enrolled in a CEC school. This consent is valid for one year and may be revoked at any time by notifying the student's Head of School.

FERPA is not the only statute that limits what providers can do with student information. The Protection of Pupil Rights Amendment (PPRA) provides parents with certain rights with regard to some marketing activities in schools. Specifically, PPRA requires that a school district must, with exceptions, directly notify parents of students who are scheduled to participate in activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes, or to sell or otherwise provide that information to others for marketing purposes, and to give parents the opportunity to opt-out of these activities. While FERPA protects PII from education records maintained by a school or district, PPRA is invoked when personal information is collected from the student.

Hearing and Complaint Procedures

Contract Breach by School Service Contract Provider

Within a reasonable amount of time after the CEC Network determines that a service contract provider or on-demand provider has committed a material breach of its contract/agreement with the network, and that such material breach involves the misuse or unauthorized release of student personally identifiable information (PII), the CEC Governing Board shall make a decision regarding whether to terminate the network's contract with the service contract provider in accordance with the following procedure.

The network shall notify the service contract provider of the basis for its determination that the service contract provider has committed a material breach of the contract and shall inform the service contract provider of the meeting date that the Governing Board plans to discuss the material breach.

Prior to the Board meeting, the service contract provider may submit a written response to the CEC Network regarding the material breach.

The Board shall discuss the nature of the material breach at a regular or special meeting.

At the Board meeting, a network representative shall first be entitled to present testimony or other evidence regarding the network's findings of a material breach. The service contract provider shall then have an opportunity to respond by presenting testimony or other evidence. If the service contract provider is unable to attend the meeting, the CEC Governing Board shall consider any written response that the service contract provider submitted to the network (***Refer to CEC Policy BEA-G Board Meetings***).

If members of the public wish to speak to the Board regarding the material breach, they shall be allowed to do so, in accordance with the Board's policy on public participation at Board meetings.

The Board shall decide whether to terminate the contract with the service contract provider within 30 days of the Board meeting and shall notify the service contract provider of its decision. The Board's decision shall be final.

Parent/Guardian Complaints

In accordance with this policy, the parent/guardian of a CEC Network student may file a written complaint with the Head of School/CEC Administrator or designee if the parent/guardian believes the network has failed to comply with the Student Data Transparency and Security Act (the Act).

The parent/guardian's complaint shall state with specificity each of the Act's requirements that the parent/guardian believes the network has violated and its impact on his or her child.

The Head of School/CEC Administrator or designee shall respond to the parent/guardian's written complaint within 30 calendar days of receiving the complaint.

Within 10 calendar days of receipt of the network's response, the parent/guardian may appeal to the CEC Governing Board. Such appeal must be in writing and submitted to the Head of School/CEC Administrator or designee.

The CEC Governing Board shall review the parent's complaint and the CEC Network's response at a regular or special meeting. A Network representative and the parent/guardian may make brief statements to the Board, but no new evidence or claims may be presented. The Board may choose to conduct the appeal in executive session, to the extent permitted by law.

The Board shall make a determination regarding the parent/guardian's complaint that the network failed to comply with the Act within 60 days of the Board meeting. The decision of the Board shall be final. This procedure shall not apply to parent/guardian concerns with his or her child's education records. If the parent/guardian files a complaint regarding his or her child's education records, the network shall follow its procedures governing access to and review of student education records, in accordance with FERPA, applicable state law and CEC policy.

Governing Board Policy

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

Policy Ref:

ADD-G Safe Schools
BEA-G Board Meetings
EBCB-G School Safety Plan
GBEE-O Employee Computer, Network & Internet Usage Policy
GBK-O CEC Network Grievance Policy
JII-O Student Grievance Policy
JLC-O Health Record Retention
JLF-O Employee Mandatory Reporting
JRC-R Privacy and Protection of Confidential Student Information Acknowledgement Form
JS-O Student Use of the Internet
KDE-G Crisis Management/Communication
CEC Student Handbook
CEC Employee Handbook
CEC Transportation SOP

Legal Refs.:

15 U.S.C. 6501 et seq. (Children's Online Privacy Protection Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights Amendment)
20 U.S.C. 1415 (IDEIA procedural safeguards, including parent right to access student records)
20 U.S.C. 8025 (access to student information by military recruiters)
34 C.F.R. 99.1 et seq. (FERPA regulations)
34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
C.R.S. 22-1-123 (district shall comply with FERPA and federal law on protection of pupil rights)
C.R.S. 22-16-101 et seq. (Student Data Transparency and Security Act)
C.R.S. 22-16-107 (2)(a) (policy required regarding public hearing to discuss a material breach of contract by school service contract provider)
C.R.S. 22-16-107 (4) (policy required regarding student information privacy and protection)
C.R.S. 22-16-112 (2)(a) (policy required concerning parent complaints and opportunity for hearing)
C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose student address and phone number without consent)

C.R.S. 24-72-204 (3)(d) (information to military recruiters)

C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)

C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)

C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)

C.R.S. 25.5-1-116 (confidentiality of HCPF records)



COLORADO Early Colleges

Colorado Early Colleges
4405 North Chestnut, Suite E
Colorado Springs, CO

Meeting of the Colorado Early Colleges Board of Director
January, 26, 2018 Friday, Colorado Springs
3:30 p.m.

AGENDA

1. Call to Order: 3:30 pm,

Staff and Board members present: Jennifer Daugherty, Keith King, Michelle Sears-Ward, Robin Zook, Bethany Monk, Deborah Hendrix, Art Cyphers, Jessie Mathis, Laura Calhoun, John Etzell, Terry McDonald, Laura Carter, Chrystal Welch

HighFive attendees: Sandi Brown, Michelle Fisher, George Sandez, Chris Ghigliotty, Robin Phillips, Laura Boulton, John Lovell

Guest: Brianna Welch

2. Approval of Agenda

Motion to approve the agenda with the addition of the expulsion item made by Tom Clark and seconded by Laura Calhoun. All voted in favor.

3. Correspondence/Board Comments

4. Administration Report

- a. CSEC Growth Fund Presentation: Laura Carter/ Jennifer Daugherty:** Student Brianna Welch discussed her success in CSEC.
- b. Transition Update:** Keith King discussed the transition plan. The new organizational chart is a 90-day trial.
- c. Enrollment Cap:** Keith King discussed the need to revise the enrollment caps at each school.
- d. Expansion of CEC via Offices throughout the state:** Keith King discussed approval of the CECP expansion grant and said they are still deciding which way to go regarding the expansion. CEC is going to open learning center and satellite offices through the state.
- e. Update on Leases:** Michelle Fisher discussed the possibility of purchasing buildings in Westminster and Highlands Ranch.
- f. Process for Choosing a New CEC Board President:** Dustin Sparks discussed process for electing a new CEC Board present.
- g. Revised Governing Board By-Laws:** Dustin Sparks discussed removing language regarding parent elections.
- h. Revised Budgets for 2017-18:** Board members discussed revised budgets.
- i. Request for IKF-G Graduation Policy Waiver:** Jennifer Daugherty discussed possible changes to graduation policy.

5. Revised Governing Board By-Laws

Recommend approval of revised CEC Governing Board By-Laws regarding how Board members are appointed to the Board, parent elections and self-replicating.
Motion to approve changes to the By-Laws was made by Art Cyphers and seconded by Terry McDonald. All voted in favor.

6. Revised 2017-18 Budgets

Recommend approval of revised 2017-18 Budgets.
Motion to approve the appropriation resolution 2017-18 for each school made by Terry McDonald and seconded by Tom Clark. All voted in favor.

7. Request for IKF-G Graduation Policy Waiver

Recommend approval of a waiver from IKF-G Graduation Policy requirement stating that CEC Valedictorian and Salutatorian must be classified as a 12th-grader by Oct. 1 of the graduating school year.
Motion to approve the waiver from IKF-G Graduation Policy requirement for Colorado Springs Early Colleges made by Terry McDonald and seconded by Laura Calhoun. All voted in favor.

8. Request to Modify Agenda to add Board President Election

Recommend modification to agenda to include Board President and Secretary Elections.
Motion to modify agenda to add Board President and Secretary Elections made by Tom Clark and seconded by Terry McDonald. All voted in favor.

9. CEC Board President Nominations

Motion to nominate Laura Calhoun for CEC Board President made by John Lovell and seconded by Art Cyphers. All voted in favor. Laura Calhoun abstained.

10. CEC Board Secretary Nominations

Motion to nominate Robin Phillips for CEC Board Secretary made by John Lovell and seconded by Terry McDonald. All voted in favor. Robin Phillips abstained.

11. President and Secretary Terms

Motion for President and Secretary terms to begin at the end of the meeting made by Tom Clark and seconded by Terry McDonald. All voted in favor.

12. Approval of Consent Items

- a. Approval of the December Board Meeting Minutes**
- b. Approval of the December Financials**

Motion to approve the Consent Items made by Terry McDonald and seconded by Tom Clark. All voted in favor.

13. Public Comments

14. Future Meetings of the Governing Board

- a. February 16, 2018**
- b. March 16, 2018**
- c. April 20, 2018**
- d. May 15, 2018 (Tuesday)**

15. Other Business

Meeting adjourned at 6:05 p.m.