AGENDA

1. Call to Order

2. Approval of Agenda

3. Correspondence/Board Comments

4. Administration Report
   a. Changes to Policies
   b. Board Modules for Start-Up grant.
   c. 100-Day Plan: Objectives and Strategies
   d. Quarterly Reports
   e. Property Leases Update

5. Approval of Policies
   a. Recommend the approval of the revised EBCB-G School Safety Plan Policy.

6. CEC Aurora Charter Contract

7. Approval of Consent Items
   a. Approval of the December 16, 2016 board meeting
   b. Approval of the December Financials of 2016

8. Public Comments

9. Future Meetings of the Governing Board
   a. February 17, 2017
   b. March 17, 2017
   c. April 21, 2017
   d. May 19, 2017
   e. June 16, 2017

10. Other Business
Conduct Discipline and Dress Code

The mission of Colorado Early Colleges (CEC) is: Every student, regardless of background or skill level, will achieve mastery and will demonstrate that they can succeed in high school, in college, and in their chosen career. No excuses. High standards of conduct and an understanding of what constitutes civilized behavior are critically important to students fulfilling CEC’s mission.

It is the intention of the CEC Network and CEC Board that the CEC Network individual schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

CEC in accordance with state law directs all CEC Network Schools to adopt a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority.

The dress code will support CEC’s Workforce Readiness Guarantee (IHCDA-G PSWR Guarantee) which focuses on the attitudes, behaviors and skills that are essential for successful employment, CEC’s dress code will promote common sense workforce attire to include safety and modesty.

The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

The CEC Network Schools shall consult with parents/guardians, students, teachers, administrators and other community members in the development of the conduct and discipline code as well as the dress code.

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The Head of School or their designee shall arrange to have the approved conduct and discipline code made available to each student and once to each new student as they enroll in the CEC Network School. Copies shall be posted online or kept on file in each school. In addition, any significant change in the code shall be distributed to each student and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority of the CEC
School Leadership. All employees of the CEC Network shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Suspension or Expulsion

The CEC Board directs that all CEC Network Head of Schools may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school property, when being transported in vehicles dispatched by the school, during a school-sponsored activity or event and off school property when the conduct has a reasonable connection to school curricular or non-curricular event. The activities listed below include but are not limited to:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the charter school or on the general safety or welfare of students or staff.
5. Violation of CEC policy or building regulations.
6. Violation of CEC's policy on weapons in the schools (JICD-O Weapons in School). Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the charter school, in accordance with state law.
7. Violation of CEC's alcohol use/drug abuse policy (JICD-O Drug, Alcohol and Tobacco Use by Students). Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of CEC's tobacco-free schools policy (JICD-O Drug, Alcohol and Tobacco Use by Students)
9. Violation of CEC's policy on nondiscrimination.
10. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the charter school.
12. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
13. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, to CEC Network school employee.
15. Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written
work.
16. Continued willful disobedience or open and persistent defiance of proper
authority including deliberate refusal to obey a member of the school staff.
17. Behavior on or off school property which is detrimental to the welfare or safety of
other students or school personnel.
18. Repeated interference with the school's ability to provide educational
opportunities to other students.
19. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing
excessive consumption of any substance, forcing prolonged deprivation of sleep,
food, or drink, or any other behavior which recklessly endangers the health or
safety of an individual for purposes of initiation into any student group.
20. Violation of the school's dress code policy.
21. Making a false accusation of criminal activity against a CEC Network employee
to law enforcement.

Student Search/Seizure

The Fourth Amendment's prohibition against unreasonable search and seizure
applies to searches conducted by public school officials. A search of a student will
be justified at its inception where there is reasonable suspicion that the search will
uncover evidence that the student is violating either the law or the rules of the
school. When reasonable grounds for a search exist, school personnel may search a
student and/or his property while on school premises or participating in a school
sponsored activity under the circumstances outlined in this policy and may seize any
illegal, unauthorized or contraband materials.

Any search conducted by a school official will respect the privacy of the student and
not be any more intrusive than necessary, considering the age and sex of the
student and nature of the suspected infraction.

Whenever possible, the student will be informed of the reason(s) for conducting the
search and the student's permission to perform the search will be requested. A
student's failure to cooperate with school officials conducting a search will be
considered grounds for disciplinary action.

Search of the Student's Person

The Head of School or his/her designee may search the person of a student if the
school official has reasonable grounds to believe that the student is in possession of
contraband. Search of the person will be limited to any object in the student's
possession such as a purse, book bag or briefcase and the student pulling out
his/her pockets.

Search of the Student's Person
Searches of the person will be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched will witness but not participate in the search. The parent or guardian of any student searched will be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket will be referred to a law enforcement officer. No strip search will be carried out by any school employee. Coats, book bags, back packs, or other items not physically worn by students may be subject to sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives or other contraband. An alert will constitute reasonable suspicion to search the article.

**Search of Student Vehicle**

The privilege of bringing a student-operated vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a vehicle on school premises at the time of a request to search the vehicle will be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises.

Routine patrolling of student parking lots and an open view inspection of student vehicles will be permitted at all times. Vehicles may be subjected to sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives or other contraband. If an alert occurs, that will be deemed reasonable suspicion to search further.

Student operated vehicles may be searched by law enforcement officials at any time allowed by law, including when such vehicles are parked off of school property.

**Seizure of Items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law, Board policy, or school rules or which by its presence presents an immediate danger of physical harm may be treated in the following ways as allowed or required by law:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material will be kept in a secure place by the Head of School until it is presented at the hearing.

2. Returned to the student or his parent or guardian.

3. Turned over to any law enforcement officer in accordance with this policy.
LEGAL REFS.:
C.R.S. 12-22-303 (7) (definition of controlled substance)
C.R.S. 18-3-202 et seq. (offenses against person)
C.R.S. 18-4-301 et seq. (offenses against property)
C.R.S. 18-9-124 (2)(a) (prohibition of hazing)
C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)
C.R.S. 22-32-109.1 (2)(a)(I) (duty to adopt policies on student conduct, safety and welfare)
C.R.S. 22-32-109.1 (2)(a)(II) (policy required as part of safe schools plan)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 22-33-106 (1)(a-e) (grounds for suspension, expulsion, denial of admission)

Policy Reference:
JICl-G Weapons in School
JICH-O Drug, Alcohol and Tobacco Use by Students
JKA-G Corporal Punishment/Use of Physical Intervention and Restraint
JIH-G Service Animals and Other Animals on Campus
JJA-G Student Organizations
Leadership Council
2016-2017 School Year

I hope each of you had a great Christmas holiday. With the start of 2017, there is new vision and a sense of urgency to move forward. Robin and the Heads of Schools met on Friday to continue their work on the academic dashboard. It is important that the focus be on what is essential for the CEC schools and network. With the demanding schedules everyone is maintaining, the efforts need to focus on accomplishing the work in a productive and defined period and then presenting it to the board. The goal is to accomplish the work in the first 100 days of 2017. There is a new calendar for the next 100 days.

The work we outlined at the board retreat has several components: School Dashboard, Strategic Plan, Network Office, and Expansion. This week I had discussion with Network employees about job descriptions of network personnel. I had thought about changing some job descriptions to facilitate this effort. With Michelle Ward coming to work at the network full-time, it brings an opportunity to look at job titles and responsibilities. All network employees will work together with the school staff members to help structure the new titles and roles. That will be a part of the efforts during the 100-day period.

This entire effort will make CEC Network stronger, more efficient, and more productive for our students. I like to name projects, however, I will not be creating a song for this one.
2017 Plan- Staying Strong, Focused and Disruptive For Our Second Decade

1. **Process of Addressing Agenda Items.**

   1) The Executive Committee of the Leadership Council has been meeting in 2016 with Tony Fontana to determine the makeup of the Academic Dashboard.
   2) Robin Zook has been meeting on Fridays with the Head of Schools to finalize the data points and structure of the dashboard.
   3) Michelle Ward has been gathering data to put into the dashboards.
   4) The Network Office, strategic plan and expansion will also have committees developed structures to their outcomes.

The efforts for each of the components of the 2017 Plan will have an outline to facilitate their development and completion. There will be several different dashboards created for different levels of governance and management of the schools.

2017 Plan

**Section 1: CEC Dashboards Network and Schools**

   1. Mandatory components that should be used
      a. Student academic achievement
      b. School climate
      c. Financial stability
      d. Leadership Development
      e. Accomplishment of annual goals

**Section 2: One- and Three-Year Strategic Plans**

   1. One-year plan
      a. Outcomes for the remainder 2016 – 2017
      b. Outcomes for the 2017 – 2018 school year
   2. Three-year plan
      a. Outcomes for the 2020 – 2021 school year
   3. Implementation of the Core Values
   4. Implementation of annual goals
   5. Financial budgeting for one and three-year strategic plans

**Section 3: Network Office**

   1. Support Services to be delivered by the office to the school's
      a. Personnel structure of the office
      b. Mandatory services the schools must come to the Network Office for
      c. Making the Network Office participate in school success
   2. Authority to enforce CEC Guiding Principles Manual

1/7/2017
a. The enforcement of the Policy Manual by the Network Office
b. Responsibility for enforcing it

3. Authority and leadership of the entire CEC organization
4. Financial support and structure of Network Office
5. The structure of the Property Management for the building corporation

Section 4: Supporting Growth - Expansion

The CEC’s current student population is projected to increase from 2,100 to a minimum of 2,500 students in the 2017-18 school year. A more optimistic prediction would be an enrollment of 2,700 students in the 2017-18 school year.

1. Determine CEC’s potential for continued student population growth by considering the following factors:
   a. The ability to remain successful in the existing schools
   b. The ability to find additional locations in areas where there is high interest for an early college.
   c. The development of leadership
   d. The ability to adapt our curriculum to an ever-changing educational climate, including the offering of hybrid courses in existing and new schools
   e. The ability to expand our partnerships with colleges and universities that will help make it affordable for students to obtain an Associate Degree.

2. Supporting Growth in the Strategic Plan for Colorado Early Colleges:
   a. Heads of Schools will be able to expand their existing schools to meet the available demand at that school.
   b. Continue to run the schools individually. The areas for collaboration are: 1) Colorado Springs and Southern Colorado, 2) South and East Metro and possibly, 3) West Metro Fort Collins, and 4) Northern Colorado.
   c. The delivery of an early college education through a hybrid/online platform would focus mainly in the non-metro areas of the Front Range where CEC has an existing school.
   d. Becoming a college that delivers the Associate Degree or partner with a current college or university that will offer Associate Degrees

3. Developing the property management for our buildings
   a. Full development of the work order system
   b. Implement the roles of the property manager and the facility managers
   c. Creation of an office structure system to support the management of the properties
January 12, 2017 Aurora

Implement a process to accomplish the objectives in 100 days.

Begin or discuss completion of the four outcomes. Committees will be created and each will have representation from the network office and schools.

Committees

The following committees will be created:
- Dashboard
- Strategic Plan
- Network Authority and Network Office Personnel and Service Offerings
- Expansion

Outcomes: The following are the outcomes that each committee will address:

1. Creation of a dashboards
2. Creation of a one-year and three-year strategic plans
3. Structure the CEC Network Office
4. School growth – expansion

Dashboard Committee:
(Robin Zook, Jennifer Daugherty, Dan Ajamian)

Components for dashboards

1. Student academic achievement
2. School climate
3. Financial stability
4. Leadership Development
5. Accomplishment of annual school goals

Strategic Plan Committee:
(Sandi Brown, Michelle Ward, Keith King, Cassandra Benitez)

One and three year strategic plans

1. The components that should be in the one year plan and the three year plan
2. Transition of leadership and restructuring of CEC.
3. Governing Board input
4. Administrator input
5. Leadership Council input
Network Office Committee:
(Alex Tuel, Chris Ghigliotty, Linda Compton, Scott Anderson, Bethany Monk)

1. Support Services to be delivered by the office to the schools
   a. Person responsible for directing the services
   b. Services that the schools must come to the network for
   c. Network participation in the school success
   d. Services to be considered for additional personnel
      i. Technology
      ii. Cultural Responsiveness
      iii. Marketing
      iv. Website

2. Authority to enforce CEC Guiding Principles Manual
   a. Determination of the policies and principles that are absolute for the organization.
   b. The process for enforcing it
      a. Authority and leadership of the CEC entire organization
      b. Implementation of the Core Values

School Growth – Expansion Committee:
(John Etzell, Kevin Moore, Debbie Pulscher, Laura Carter)

1. Potential for the existing schools to continue to grow
   a. What kind and how much competition is developing to take away market share from CEC schools
   b. Proper action items for CEC existing schools to continue growing

2. Appropriate time to bring on new schools
   a. Location of new schools
   b. Type of schools
   c. Buildings for schools and management of the faculty

February 2, 2017, Aurora

Present outlines for dashboard, strategic plans, network structure and expansion.

Dashboards

1. Objectives created that are measurable and specific
2. Method used to collect data
   2.1 Colorado Department of Education
   2.2 Colorado Charter School Institute
   2.3 Colorado Early College
   2.4 Individual schools
Strategic Plans

1. Define timelines for completion
   1.1 One Year
   1.2 Three Year
2. Division of Labor
   2.1 Who is responsible for the implementation
   2.2 Network specific goals
   2.3 School specific goals

Network

1. Essential services
2. Job descriptions
3. Evaluate Executive Order
4. Creating direction for actions that are not policy

Expansion

1. Supporting quality growth
2. Financial support necessary
3. Student population goals

March, 2017, Aurora

Finalize first draft of entire plan

Dashboard

1. First draft competed of objectives and strategies into guiding principles and policy
2. Begin to create look of dashboard

Strategic Plans

1. First draft completed of objectives and strategies into Guiding Principles and policies
2. Identify Guiding Principles that need updated to implement the plan

Network

1. First draft completed of objectives and strategies into Guiding Principles and policies
2. Identify Guiding Principles that need updated to implement the plan

Expansion

1. First draft completed of objectives and strategies into guiding principles and policy.
2. Identity Guiding Principles that need updated to implement the plan

April 6, 2017, Aurora

Plans are finalized and made ready for presentation to Governing Board

Dashboard

Strategic Plan

CEC Network

Expansion

May 4, 2017, Aurora

Implement Governing Board Input and begin full implementation

Other Priorities for January through June, 2017, Aurora

1. Enroll 325 students at Colorado Early Colleges Aurora
2. Finish the remodel of the Innovations building
3. Sign a lease with TR Paul by January 31, 2017
4. Sign a restructure lease with Northern American University by February 28, 2017
5. Completely implement the Property Management System
6. Complete Head of School job descriptions and evaluation rubric.
7. Finalize the Founders and Board President’s Awards
8. Structure cultural responsiveness for schools.
10. IT network structure of the schools
BELOW IS LISTED THE POLICY AND PROCEDURES.

The Governing Board of CEC acknowledges the necessity of preparing a crisis management – emergency response plan in the event that despite prevention efforts, a crisis or emergency should occur. Any disruptive event that threatens safety and security shall be considered a crisis. The School Safety Plan is developed in consultation with key stakeholders such as the School Accountability Committee, parents, teachers, administrators, and students. (Rational: Required per 22-32-109.1(2), Requirement is that the charter school’s board consult with key stakeholders in the development, implementation, and revision of a safe school plan.)

To reduce the disruptive effects of a crisis, take reasonable steps to ensure pupil and staff safety and minimize property damage, the Head of School and Leadership Team have developed a crisis management – emergency response plan. The plan shall involve local emergency agencies, staff members, parents, students, community members and other interested persons. The plan includes:

1. Written procedures for taking action in the event of a crisis - emergency.
2. Written procedures for communicating with local law enforcement agencies, community emergency services, parents, students and the media in the event of a crisis - emergency.
3. Crisis – emergency management training of all staff.
4. Designation of specific leadership and reporting responsibilities of each staff member during a crisis.
5. An outline of aftermath services for staff and students affected by trauma that addresses who will provide such services.
6. A crisis –emergency checklist to be widely distributed to employees and other appropriate persons for use in the event of a crisis - emergency.
7. Each Head of School will make sure a building evacuation plan and a list of evacuation routes that will be posted in plain sight in each room in the building. This plan shall note both primary and alternate routes of escape.
8. Assure that you include steps to keep school medical staff informed as well as address those specific requirements regarding students/staff with special medical considerations.
9. Lockdown drills will be conducted once per semester.

The Head of School shall head up the process to develop the crisis management – emergency response plan. The Board will adopt the National Response Framework and institutionalize the National Incident Management System (NIMS). CRS 22-32-109.1(4), as applied to CSI schools via CSI Safety Policy Supplement. Required per CRS 22-32-109.1(4)

GSEC CEC will also insure that it is in compliance with the Safe School Act, C.R.S. 22-32-109.1.
Policy Reference:
JICD-O Conduct and Discipline
JICJ-G Weapons in School
JICJ-O Drugs, Alcohol and Tobacco Use by Students
Guiding Principle Section 15 Safety and Security

Legal Ref:
C.R.S. § 22-32-109.1(4)
C.R.S. 18-1-901(3)(e)
C.R.S. 18-12-101
C.R.S. 18-12-105.1
C.R.S. 18-12-105.5
C.R.S. 18-12-106
20 U.S.C. 3351
18 U.S.C. 921(a)(3)
CSI Safety Policy Supplement
MINUTES: Meeting of the Colorado Early Colleges Board of Directors  
December 16, 2016 Friday, Colorado Springs  
3:30 p.m.

AGENDA

1. Call to Order
   a. Governing Board Members in Attendance: Tom Clark, Art Cyphers, Deborah Hendrix, Laura Calhoun
   b. Governing Board Members Present Via High Five: Terry McDonald, John Lovell, Chandi Springer
   c. Building Corp Members in Attendance: Jessie Mathis
   d. CEC Staff Members in Attendance: Kevin Moore, Keith King, Linda Compton, Bethany Monk
   e. CEC Staff Members Present Via High Five: John Etzell, Alex Tuel, Sandi Brown, Scott Anderson

2. Approval of Agenda
   Motion to approve the agenda made by Art Cyphers and seconded by Tom Clark. All voted in favor.

3. Correspondence/Board Comments

4. Administration Report
   a. Changes to Polices: Dustin revised Physical Intervention policies: Brian Humphries has signed up to train others at CSEC. One person at each school must be trained.
   b. Board Modules for start-up grant: Board members have until June 30, 2019 to complete board modules; board members to print certificate for each module complete.
   c. Retreat Objectives and Strategies: Keith reported that training with Tony Fontana is going well.
   d. Property Management: Kevin Moore reported that schools are using Fresh Desk, currently, for work orders.

5. Approval of Policies

Recommend the following policies be approved
   a. JKA-G: Corporal Punishment/ Use Of Physical Intervention and Restraint By employees
      A motion to approve a preliminary adoption of CEC JKA-G was made by Terry McDonald and seconded by Tom Clark. All voted in favor
b. JKA-R: Use of Physical Intervention and Restraint
A motion to approve a preliminary adoption of CEC JKA-R was made by Terry McDonald and seconded by Tom Clark. All voted in favor.

c. JKA-E: Student Restraint Incident Report Form
A motion to approve a preliminary adoption of CEC JKA-E was made by Terry McDonald and seconded by Tom Clark. All voted in favor.

d. Revised JJA-G: Student Organizations
A motion to approve CEC JJA-G was made by Terry McDonald and seconded by Tom Clark. All voted in favor.

e. Revised JIH-G: Service Animals on Campus
A motion to approve CEC JJA-G was made by Terry McDonald and seconded by Tom Clark. All voted in favor.

6. Approval of Charter
Recommend the approval of the Colorado Early Colleges Aurora State Charter School contract.

A motion to approve of the Colorado Early Colleges Aurora State Charter School contract was made by Art Cyphers and seconded by Terry McDonald. All voted in favor.

7. Approval of Consent Items
a. Approval of the November, 18, 2016 Board Meeting
A motion to approve the November, 18, 2016 Board Meeting was made by Tom Clark and seconded by Chandi Springer. All voted in favor.

b. Approval of the November financials of 2016
A motion to approve the November financial of 2016 was made by Deborah Hendrix and seconded by Art Cyphers. All voted in favor.

8. Public Comments

9. Future Meetings of the Governing Board
a. Jan. 20, 2017
b. Feb. 17, 2017
c. March 17, 2017
d. April 21, 2017
e. May 19, 2017
f. June 16, 2017
1. **ACTION:** Michelle and Bethany to create calendar for Board Modules.

   Update: Board Modules 1-6, 8-11, 14, 17, 18, 23 & 25 are due by June 2017. Perhaps consider that the Board have until June 2018, per Aurora Start-Up grant?

2. **ACTION:** Keith to report Immunization policy status at Jan. 20th Board meeting.