



# COLORADO Early Colleges

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

**Meeting of the Colorado Early Colleges Board of Directors**  
Friday, Nov. 17, 2017, 3:30 p.m.

1. Call to Order
2. Approval of Agenda
3. Correspondence/Board Comments:
4. Administration Report
  - a. Chief Administrator Position
  - b. ADD-G Safe Schools Policy
  - c. SWOT Analysis—Network Office
  - d. Board Retreat Re-Cap
  - e. Christmas Party
  - f. Scholarship Awards
5. Hiring a Chief Administrator

**Before January 1, 2018**

At the November 17, 2017 board meeting, a job posting and process will be approved for the Chief Administrator position with a start date of January 1, 2020, at the latest. The posting of the position will be made at the board meeting and applications will be accepted until December 4, 2017. If more than three people have applied, a board search committee composed of Deborah Hendrix, Laura Calhoun and Terry McDonald will reduce the applicant pool to the best three candidates. The board at the December 15, 2017 board meeting will interview and hire the Chief Administrator.

***Recommend the above process be used to hire the Chief Administrator.***

6. Recommend approval of the ADD-G Policy
7. Approval of Consent Items
  - a. Approval of the Oct. 21, 2017 Board Meeting
  - b. Approval of the October financials

**8. Public Comments**

**9. Future Meetings of the Governing Board**

**a. December 15, 2017**

**10. Other Business**



## **SECTION A: Foundations and Basic Commitments**

### **ADD-G Safe Schools**

Effective:	8/19/2016
Reviewed:	4/21/2017
Revised:	4/28/2017
Reviewed:	8/28/2017

## **ADD-G Safe Schools**

The Governing Board of the CEC Network recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. To that end, the Board directs the administration, with input from the school accountability committee and parents, teachers, students and when appropriate, members of the community, to create safe schools that include:

- The supervision and security of school buildings and grounds.
- A conduct and discipline code that conforms to state statute, copies of which will be provided to students upon enrollment and will be posted, or kept on file at each school.
- The supervision of on campus students during school hours and school-sponsored activities.
- Training for staff and students in crisis prevention and management.
- Conducting practice drills and emergency equipment inventory each academic term.
- Training for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
- Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
- Working with key community partners to develop when possible a memorandum of understanding that defines the expectations and responsibilities of the school and first responders.
- Regular communications between school administration and first responders that includes annual updates and revision of the School Safety/Crisis Plan.
- The reporting of criminal activity to law enforcement.
- Each school building will be inspected annually to address removal of hazards and incidents of vandalism and any other barriers to safety and supervision.
- Each school will keep accurate records of storage, transport and disposal of hazardous materials. Hazardous Materials include any substance or mixture of substances that pose a fire, explosive, reactive, environmental or health hazard as more fully defined in law.

Each Head of School will be responsible for the supervision and implementation of the School Safety/Crisis Plan at his or her school. The Head of School will submit annually, in the manner and by the date specified by the State Board of Education, a written report to the Colorado Early Colleges

Board and CSI and/or CDE concerning the learning environment in the school during that school year. The report will contain, at a minimum, the information required by law.

**Legal Ref:**

*C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)*  
*C.R.S. 22-3-101 through 22-3-104 (eye protective devices)*  
*C.R.S. 22-32-109.1 (2) (safe schools plan)*  
*C.R.S. 22-32-109.1 (2)(b) (detailing information required in annual principal reports on the learning environment)*  
*C.R.S. 22-32-124 (2),(3) (building inspections)*  
*C.R.S. 24-10-106.5 (duty of care)*  
*C.R.S. 22-32-110 (1)(k) (board authority to adopt policies related to employee safety and official conduct)*  
*42 U.S.C. §6901 (1982 & Supp. III 1985) (Resource Conservation and Recovery Act [RCRA] and accompanying regulations)*  
*42 U.S.C. § 9601 (1982 & Supp. IV 1986) (Comprehensive Environmental Response Compensation and Liability Act [CERCLA] and accompanying regulations)*  
*49 U.S.C. 1801 (Hazardous Materials Transportation Act)*  
*C.R.S. 13-21-108.5 (persons rendering assistance relating to discharge of hazardous materials immune from civil liability)*  
*C.R.S. 24-10-106.5 (duty of care in Colorado Governmental Immunity Act)*  
*C.R.S. 25-15-101 et seq. (state hazardous waste management program)*  
*C.R.S. 29-22-101 et seq. (hazardous substance incidents)*  
*C.R.S. 42-4-228 (vehicles transporting explosive or hazardous materials)*  
*C.R.S. 42-4-234 (3)*  
*C.R.S. 42-20-101 et seq. (Hazardous Materials Transportation Act of 1987)*  
*6 CCR 1007-3, Part 261 (identification and listing of hazardous waste)*  
*8 CCR 1507-1 (operation of commercial vehicles and transportation of hazardous materials)*  
*CSI Schools Safety Plan Supplement*

**Policy Reference:**

*EBCB-G School Safety Plan*  
*KDE-G Crisis Management/Communications*  
*KI-G Open Schools Policy*  
*CEC Student Handbook*

	<b>Worksheet</b>	<b>Responses</b>	<b>Dates</b>
1	<b>Title:</b> <i>The Working Title of the Policy</i>	ADD-O Safe Schools	
2	<b>Action:</b> <i>What is being done, e.g. Major Revision, New Policy, Rescission, etc.</i>	Policy Review	8/29/2017
3	<b>Reason for Action:</b> <i>Why the action is being taken, e.g. Change in State or Federal Law, Change in Regulations, Best Practice, Risk, Minor Edits, Department / Title Changes, etc.</i>	Annual review	8/29/2017
4	<b>Description of Reason:</b> <i>A brief description of what has happened to prompt this change.</i>	Changed "shall's to "will". Addressed the statement • The supervision of students during school hours and school-sponsored activities". Recommendation was to address clarify that only on campus students are supervised.	8/29/2017
5	<b>Policy Editor:</b> <i>Who drafted or worked on the policy primarily (for contact and editing purposes).</i>	Michelle Sears-Ward, Jennifer Daugherty, Court Sheffield, Terry Mc Donald, Dan Ajamian	8/29/2017
6	<b>Responsible Officer:</b> <i>Who is responsible for the policy in the long term (for record purposes).</i>	Operations Manager/CEC Network Office	
7	<b>Responsible Party:</b> <i>Whom does the policy effect?</i>	All of CEC Network	
8	<b>Affected Policies, Procedures, and/or Guidelines:</b> <i>What other Policies, Procedures, may be affected, along with any necessary or suggested steps to be taken with those Policies, Procedures</i>	EBCB-G School Safety Plan KDE-O Crisis Management/Communications KI-O Open Schools Policy CEC Student Handbook JICD-O Conduct and Discipline JICI-G Weapons in School JICH-O Drug, Alcohol and Tobacco Use JICK-O Bullying Prevention and Education	
9	<b>Implementation / Enforcement:</b> <i>What steps will be taken to implement the policy. What steps will be taken to ensure compliance.</i>		
10	<b>Additional Information:</b> <i>Any further information or requests, for example, expedited review, interim approval, etc.</i>	Research a policy for open/partial open/closed campus. How to address students during free periods/lunch/college campus for additional policy (JLIB)	8/29/2017
<b>Office Use Only</b>			
<b>1st Ex Team Review</b>			8/29/2017
<b>Board Approval</b>			10/20/2017
	<b>Reason for not including recommended changes:</b>		
<b>Final Review</b>			9/26/2017
<b>Published</b>			

**COLORADO EARLY COLLEGES**  
**Combined Profit And Loss**  
July through October 2017

	CS	FC	P	A	TOTAL
<b>Income</b>					
<b>Total 1000000 · STATE FUNDING</b>	1,694,418.24	2,656,368.74	1,253,361.92	657,894.64	6,262,043.54
<b>Total 1200000 · OTHER INCOME</b>	497,314.38	219,226.56	141,467.52	4,000.00	862,008.46
<b>Total Income</b>	<b>2,191,732.62</b>	<b>2,875,595.30</b>	<b>1,394,829.44</b>	<b>661,894.64</b>	<b>7,124,052.00</b>
<b>Expense</b>					
<b>Total 0030000 · GENERAL HIGH SCHOOL EDUCATIOI</b>	47,425.73	233,879.61	68,872.99	21,801.46	371,979.79
<b>Total 0050000 · GENERAL POST-SECONDARY ED</b>	126,930.52	63,841.01	73,115.36	0.00	263,886.89
<b>Total 0090000 · OTHER GENERAL EDUCATION</b>	0.00	0.00	0.00	178,180.26	178,180.26
<b>Total 0100000 · SALARIES</b>	594,087.21	1,118,504.40	439,068.96	296,610.19	2,448,270.76
<b>Total 0200000 · EMPLOYEE BENEFITS</b>	183,184.73	259,530.02	84,515.20	57,305.35	584,535.30
<b>Total 1900000 · STUDENT EVENTS</b>	247.07	-5,705.90	5,770.80	350.00	661.97
<b>Total 2100000 · SUPPORT SERVICES-STUDENTS</b>	6,661.50	0.00	0.00	0.00	6,661.50
<b>Total 2213000 · INSTRUCTION STAFF TRAINING</b>	17,963.25	25,928.04	5,854.33	1,929.64	51,675.26
<b>Total 2300000 · SUPPORT SERVICES</b>	2,295.38	1,364.00	0.00	394.51	4,053.89
<b>Total 2400000 · SUPPORT SERVICES-SCHOOL ADMII</b>	12,431.53	18,430.55	7,760.40	628.15	39,250.63
<b>Total 2500000 · SUPPORT SERVICES-BUSINESS</b>	48,000.00	80,029.09	36,769.29	19,089.25	183,887.63
<b>Total 2600000 · MAINT &amp; OPERATIONS-PLANT SVCS.</b>	713,693.70	777,420.63	172,481.30	157,973.07	1,821,568.70
<b>Total 2700000 · STUDENT TRANSPORTATION</b>	77,609.14	0.00	115,145.04	23,625.46	216,379.64
<b>Total 2800000 · SUPPORT SERVICES-CENTRAL ADM</b>	7,430.48	29,301.70	7,051.24	21,498.90	65,282.32
<b>Total 2850000 · RISK MANAGEMENT</b>	14,612.05	19,482.74	9,741.37	4,870.68	48,706.84
<b>Total 3100000 · FOOD SERVICE OPERATIONS</b>	806.00	17,318.81	4,435.40	0.00	22,560.21
<b>Total 3900000 · ADDL APPROPRIATIONS</b>	0.00	17,470.00	0.00	0.00	17,470.00
<b>Total Expense</b>	<b>1,853,378.29</b>	<b>2,656,794.70</b>	<b>1,030,581.68</b>	<b>784,256.92</b>	<b>6,325,011.59</b>
<b>Net Ordinary Income</b>	<b>338,354.33</b>	<b>218,800.60</b>	<b>364,247.76</b>	<b>-122,362.28</b>	<b>799,040.41</b>
<b>Other Income/Expense</b>					
<b>Total 2516000 · CEC MANAGEMENT SERVICES</b>	183,887.63	0.00	0.00	0.00	183,887.63
<b>Total 2516001 · CEC MANAGEMENT SVCS.</b>	226,934.93	0.00	0.00	0.00	226,934.93
<b>Net Other Income</b>	<b>-43,047.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-43,047.30</b>
<b>Net Income</b>	<b>295,307.03</b>	<b>218,800.60</b>	<b>364,247.76</b>	<b>-122,362.28</b>	<b>755,993.11</b>
	CS	FC	P	A	TOTAL
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Total Checking/Savings</b>	2,543,157.76	2,459,181.43	1,601,687.39	373,310.54	6,977,337.12
<b>Total Accounts Receivable</b>	212,279.05	570,879.90	1,770.55	7,775.00	792,704.50
<b>Total Other Current Assets</b>	283,286.88	2,620.08	2,089.77	0.00	287,996.73
<b>TOTAL ASSETS</b>	<b>3,038,723.69</b>	<b>3,032,681.41</b>	<b>1,605,547.71</b>	<b>381,085.54</b>	<b>8,058,038.35</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Total Accounts Payable</b>	631,703.94	163,708.61	184,090.07	269,782.25	1,249,284.87
<b>Total Credit Cards</b>	23,484.07	101,433.34	75,049.89	0.00	199,967.30
<b>Total Other Current Liabilities</b>	163,828.48	318,338.47	141,079.00	42,746.50	665,992.45
<b>Total Liabilities</b>	<b>819,016.49</b>	<b>583,480.42</b>	<b>400,218.96</b>	<b>312,528.75</b>	<b>2,115,244.62</b>
<b>Total Equity</b>	2,219,707.20	2,449,200.99	1,205,328.75	68,556.79	5,942,793.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,038,723.69</b>	<b>3,032,681.41</b>	<b>1,605,547.71</b>	<b>381,085.54</b>	<b>8,058,038.35</b>

**COLORADO EARLY COLLEGES**  
**Combined Profit And Loss**  
July through October 2017

Income

Total 1000000 · STATE FUNDING

Total 1200000 · OTHER INCOME

Total Income

Expense

Total 0030000 · GENERAL HIGH SCHOOL EDUCATIO

Total 0050000 · GENERAL POST-SECONDARY ED

Total 0090000 · OTHER GENERAL EDUCATION

Total 0100000 · SALARIES

Total 0200000 · EMPLOYEE BENEFITS

Total 1900000 · STUDENT EVENTS

Total 2100000 · SUPPORT SERVICES-STUDENTS

Total 2213000 · INSTRUCTION STAFF TRAINING

Total 2300000 · SUPPORT SERVICES

Total 2400000 · SUPPORT SERVICES-SCHOOL ADMII

Total 2500000 · SUPPORT SERVICES-BUSINESS

Total 2600000 · MAINT & OPERATIONS-PLANT SVCS.

Total 2700000 · STUDENT TRANSPORTATION

Total 2800000 · SUPPORT SERVICES-CENTRAL ADM

Total 2850000 · RISK MANAGEMENT

Total 3100000 · FOOD SERVICE OPERATIONS

Total 3900000 · ADDL APPROPRIATIONS

Total Expense

Net Ordinary Income

Other Income/Expense

Total 2516000 · CEC MANAGEMENT SERVICES

Total 2516001 · CEC MANAGEMENT SVCS.

Net Other Income

Net Income

ASSETS

Current Assets

Total Checking/Savings

Total Accounts Receivable

Total Other Current Assets

TOTAL ASSETS

LIABILITIES & EQUITY

Total Accounts Payable

Total Credit Cards

Total Other Current Liabilities

Total Liabilities

Total Equity

TOTAL LIABILITIES & EQUITY



# COLORADO Early Colleges

Colorado Early Colleges  
Franciscan Retreat Center  
7740 Deer Hill Grove  
Colorado Springs, CO 80919

**Meeting of the Colorado Early Colleges Board of Directors**  
**October, 21, 2017**

## **AGENDA**

1. Call to Order at 10:30 a.m.
2. Approval of Agenda:  
*Motion to approve the agenda made by Terry McDonald and seconded by Laura Calhoun. All voted to approve.*
3. Correspondence/Board Comments:
4. Administration Report
  - a. Financial Statements for the 2016-17 School Year: Scott Anderson discussed financial statement from the 2016-17 school year.
  - b. Transition of Leadership: Board discussed and voted on motion to prepare job description for CEC Chief Administrator position.
  - c. AC-G Nondiscrimination /Equal Opportunity Policy: Board discussed and voted on AC-G policy.
  - d. ADD-G Safe Schools Policy: Board discussed and decided to vote on policy in November.
  - e. CEC Parker Calendar: Alex Tuel discussed CECP 2018-19 Calendar.
5. AC-G Nondiscrimination /Equal Opportunity Policy  
*Motion to approve the AC-G Nondiscrimination /Equal Opportunity Policy with revised language made by Tom Clark and seconded by Art Cyphers. All voted to approve.*
6. Transition of Leadership—Chief Administrator Position  
*Motion to accept a recommendation to hire a Chief Administrator made by Art Cyphers and seconded by Laura Calhoun. All voted to approve.*
7. ADD-G Safe Schools Policy  
Board decided to vote on this policy in November.
8. CECP Calendar 2018-19  
Motion to approve CECP calendar made by Laura Calhoun and seconded by Tom Clark. All voted to approve.



**9. Approval of Consent Items**

- a. Approval of the September 22, 2017 Board Meeting
- b. Approval of the October 5, 2017 Special Board Meeting
- c. Approval of the July-August 2017 Financials

*Motion to approve the consent agenda items made by Terry McDonald and seconded by Tom Clark. All voted to approve.*

**10. Public Comments**

**11. Future Meetings of the Governing Board**

- a. November 17, 2017
- b. December 15, 2017

**12. Other Business**

Action Items

- 1. *Dustin and MelindaJoy to see policies before policies go before the Board.*
- 2. *CEC Board Retreat will take place Oct. 19-20 2018 in Aurora.*