T.R. Paul Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525

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Board Meeting Agenda for Thursday, January 25, 2018 at 5:30pm
4800 Wheaton Drive, Fort Collins, CO 80525
Room 100B
Conference Line: 712-432-6100 pin 558-47941

I.   OPENING SECTION
A.   Call to Order
B.   Board Members in attendance: Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( )
        Walser ( )
C.   Approval of Agenda
                Motion by: Seconded by:
                        Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )

II.   AUDIENCE COMMENTS

III.   REPORTS
A. Secretary's Report
        Motion to approve minutes from November 27 and December 18 board meeting.
                Motion by: Seconded by:
                        Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )
B. Treasurer's Report
        Motion to approve November and December financials.
                Motion by: Seconded by:
                        Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )

C. Executive Summary

IV.   NEW BUSINESS

A. Resignation
        Motion to accept resignation of Joel Manguso.
                Motion by: Seconded by:
                        Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )
B. Board Training

C. Enrollment Policy
        Motion to approve updated enrollment policy.
                Motion by: Seconded by:
                        Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )

D. Student Information Privacy and Protection Policy
        Motion to approve Student Information Privacy and Protection Policy.

Motion by: Seconded by:

Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )

III.   OLD BUSINESS

A. 18-19 School Calendar

Motion to approve 18-19 School calendar.

Motion by: Seconded by:

Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )

B. Service Provider RFP

IV.   BOARD MEETING

A. Service Provider Proposal Review
B. Auditor Proposal Review

V.   CLOSING SECTION

A. Motion to Adjourn

Motion by: Seconded by:

Kilbon ( ) Kornfeld ( ) Manguso ( ) Shapland ( ) Walser ( )

T.R. Paul Academy of Arts and Knowledge
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Board Meeting Minutes for Monday, Nov. 27th, 2017 at 4:30 pm
4800 Wheaton Drive, Fort Collins, Colorado, 80525

I.   OPENING SECTION
Call to Order via Conference: 16:34
Board Members in attendance: Kilbon (Present) Kornfeld (Present) Manguso (at 16:53)
            Shapland (Present) Walser (Present)
Approval of Agenda
            Motion by: Walser   Seconded by: Kilbon
                        Aye: Kilbon, Shapland, and Walser
                        Nay: None   Absent/ Abstain: Kornfeld and Manguso

II.   Actions
Motion to approve October 16th meeting minutes: Approved
            Motion by: Walser   Seconded by: Shapland
                        Aye: Kilbon, Shapland, and Walser
                        Nay: None   Absent/ Abstain: Kornfeld and Manguso

Motion to approve First Quarter financials: Approved
            Motion by: Kilbon   Seconded by: Walser
                        Aye: Kilbon, Manguso, Shapland, and Walser.
                        Nay: None   Absent/ Abstain: Kornfeld

Motion to approve revised 2017-18 budget: Approved
            Motion by: Manguso   Seconded by: Walser
                        Aye: Kilbon, Manguso, Shapland, and Walser
                        Nay: None   Absent/ Abstain: Kornfeld

III.   Next meeting date not yet determined.
            Adjourn at 18:00

T.R. Paul Academy of Arts and Knowledge
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Board Meeting Minutes for Monday, Dec. 18th, 2017 at 4:30 pm
4800 Wheaton Drive, Fort Collins, Colorado, 80525

I. OPENING SECTION
    Call to Order via Conference: 16:35
    Board Members in attendance: Kilbon (Present) Kornfeld (Present) Manguso (Absent)
            Shapland (Present) Walser (Present)
    Approval of Agenda
            Motion by: Kilbon   Seconded by: Walser
                    Aye: Kilbon, Shapland, and Walser
                    Nay: None   Absent/ Abstain: Kornfeld and Manguso

II. Actions
    Motion to approve October financials: Approved
            Motion by: Walser   Seconded by: Shapland
                    Aye: Kilbon, Shapland, and Walser.
                    Nay: None   Absent/ Abstain: Kornfeld and Manguso

    Motion to approve updated early access enrollment policy: Approved
            Motion by: Kilbon   Seconded by: Shapland
                    Aye: Kilbon, Shapland, and Walser
                    Nay: None   Absent/ Abstain: Kornfeld and Manguso

    Motion to approve updated PTO bylaws: Approved
            Motion by: Kilbon   Seconded by: Walser
                    Aye: Kilbon, Shapland, and Walser
                    Nay: None   Absent/ Abstain: Kornfeld and Manguso

    Motion to approve auditor RFP posting: Approved
            Motion by: Shapland   Seconded by: Kilbon
                    Aye: Kilbon, Shapland, and Walser
                    Nay: None   Absent/ Abstain: Kornfeld and Manguso

    Motion to approve service provider RFP posting: Approved
            Motion by: Kilbon   Seconded by: Shapland
                    Aye: Kilbon, Shapland, and Walser
                    Nay: None   Absent/ Abstain: Kornfeld and Manguso

III. Next meeting date not yet determined.
            Adjourn at 17:23

Executive Summary
01.25.18 Board of Directors Meeting

Unified Improvement Plan
The final draft of the UIP was submitted to CSI several weeks ago. There were minimal changes from the draft the board received at last month's meeting. Next year, CSI is moving up the date for the UIP submission to the fall, to better align to schools' strategic planning processes.

Teacher Evaluation
Teachers received their first semester rating right before winter break. The second round of formal observations for the evaluation system will take place before spring break, with follow-ups by Andy if necessary at the end of April, and the final ratings, with end of year growth data included, given to teachers at the end of May.

Instructional Reviews
This week we have been holding our second round of instructional reviews with all teachers. They take 20-30 minutes, and we are discussing each teacher's middle of year data as well as checking in on individual and team goals. Additionally, teachers are adding to their portfolios and bringing in the following items to discuss: data analysis protocol form, filled out with the most recent data, graded student writing sample with rubric, formative assessment in math that has already been done and a future formative assessment, current grade book, and a sample lesson plan. Some teachers have also requested to further discuss their evaluation ratings. The reviews are going well, teachers seem to be eager for constructive feedback and are holding themselves accountable for their students' growth.

Professional Development
The remaining teachers who have yet to attend an off-site PD are registered for one between now and the end of the school year. PD selections were made based on feedback from evaluations as well as teacher requests. Some of the trainings include:
- Building Children's Pro-Social Skills: Strategies to Minimize Challenging Behavior
- Close Reading Strategies
- Instructional Coaching
- Kagan Workshop: Accelerating Achievement
- Implementing Quality Professional Development
- Charter School Conference
- Colorado League Teacher Summit

Jami and Hutch attended a two-day special education conference with Courage to Risk last week. The biggest takeaway was the need for a stronger researched-based intervention program(s), particularly in reading but also in math for special education students, students on READ plans, and students receiving Tier 2 or 3 RtI interventions. This need will be a priority for curriculum purchases next year.

Assessment
ACCESS Testing
ACCESS testing for English Language Learners is currently taking place through February. This is a computer-based, standardized assessment required by the state that Ms. Hutchinson will give to our small group of students who marked NEP or LEP on the home survey.
CMAS Testing

The internal schedule has been mostly set for this spring's CMAS state assessment, as well as the accommodation groups. The testing window is April 9-27. Training for teachers on administering the assessment, as well as security protocols, will be held on February 21. Shannon and Hutch attended a training with Jami last week regarding all things related to CMAS administration and security. Jami is working on as much CMAS prep as possible before her leave, and will give an update on Shannon and Hutch's roles during the CMAS window.

The 3-4-5 teachers will be starting CMAS prep mid-February in their classrooms (some have already started) to get students acclimated to the test format and what the environment will be like on test days. As noted before, we have opted for paper-based testing again this year.

APRIL				
9	**10**	**11**	**12**	**13**
	ELA Session 1	ELA Session 2	ELA Session 3	NO SCHOOL
	8:45 AM	8:45 AM	8:45 AM	PT Conferences
	90 mins	90 mins	90 mins	
16	**17**	**18**	**19**	**20**
Makeups	Math Session 1	Math Session 2	Math Session 3	Makeups
	8:45 AM	8:45 AM	8:45 AM	
	65 mins	65 mins	65 mins	
23	**24**	**25**	**26**	**27**
Science/SS Session 1	Science/SS Session 2	Makeups	Makeups in AM	
8:45 AM	8:45 AM		(if needed)	
80 mins	80 mins			
	Science/SS Session 3		Materials sent to CSI	
	12:30 PM			
	80 mins			

MOY Internal Testing

Winter DIBELS	At/Above Benchmark	Well Below Benchmark
School	67%	20%
K	73%	16%
1st	51%	35%
2nd	66%	18%
3rd	56%	26%
4th	76%	17%
5th	80%	10%

Winter Math	Mean RIT	Norm Mean RIT	Students At/Above Norm Mean RIT	% Meeting Projected Growth
Kinder	157	151	34/45 (76%)	67%
1st	170	174	18/37 (49%)	31%
2nd	182	186	13/36 (36%)	11%
3rd	191	198	12/34 (35%)	43%
4th	211	209	17/30 (57%)	36%
5th	214	217	16/41 (39%)	42%

Winter Reading	Mean RIT	Norm Mean RIT	Students At/Above Norm Mean RIT	% Meeting Projected Growth
Kinder	155	151	27/45 (60%)	48.5%
1st	169	172	13/37 (35%)	42%
2nd	183	184	18/36 (50%)	38%
3rd	196	196	18/32 (56%)	39%
4th	206	204	19/28 (68%)	42%
5th	217	210	29/41 (71%)	58%

While we did see gains in our middle of year testing, but we also saw some backslides. At our January 8 PD, teachers spent several hours with their teams looking at the pacing and alignment of their curriculum and mapping out the remainder of the year. We also looked at our data as a whole group as well as in team, and compared our data to our school-wide goals for the year and how their growth data will go into their end-of-year evaluation rating. We will also be hitting data meetings hard for the rest of the year with specific agendas surrounding the MOY data. Teachers will look at, first and foremast, students who did a backslide, as well as bubble students (both those at risk for making a backslide if appropriate interventions aren't given and students who were very close to meeting benchmark standards), and students falling in the low growth quadrants. Maximizing instructional time and differentiation using the workshop model was discussed with nearly every teacher following formal observations, and I will be doing walkthroughs over the next two weeks to check up on these two important aspects of effective teaching. The team leads are meeting with me next week to set a schedule and specific agendas for data meetings for the remainder of the year so they continue even while I am out of the building. Our teachers are continuing to hard and are taking accountability for their students' growth, which hasn't always been the case in my years at TPAAK.

Operations

We are currently in the process of hiring a new school nurse. The position will include compliance and supervision of our health technicians but will also be tasked with further developing our health program at the school and assisting classroom teachers on basic health instruction (handwashing, etc).

The Pinnacle School Food Authority just completed our annual inspection which was passed. We also just received our most recent health inspection which was passed with no major incidents.

Community Events

Friday will be our Family Math Night at the school hosted by Mathnasium and will kick out of annual Math Challenge. All funds raised from Math Challenge will go towards student technology which will include additional Chromebooks in classrooms and a set of Chromebooks/iPads for the Student Services Department.

Dragon Scales will be performing at the Eagles game this Saturday.

TPAAK will be marching in the St. Patty's Day Parade in March.

Our annual Spelling Bee will occur on 2/1/2018.

Enrollment

We have two consistent weekly tour times available for interested families. Since January 10th, we have toured nine families, six of which have applied for enrollment. In the coming two weeks, we have an additional 8 families signed up for tours, only two of which are for kindergarten.

At the 1.10.2017 Board meeting, we had 22 new applicants (13 in kindergarten). We also had 174 potential re-enrollments.

	Potential Re-Enrolled	Re-Enrolled	Not Re-Enrolling	New Applicants	Completed Apps	Potential Fin...
1/2 K	0	0	0	11	0	11
Full K	0	0	0	30	0	30
1st	45	4	5	6	0	46
2nd	38	1	0	2	0	40
3rd	43	7	0	4	0	47
4th	34	3	0	3	0	37
5th	31	1	0	4	0	35
Total	191	16	5	60	0	246
FTE	191	16	5	42.78	0	228.78

We have two kindergarten info nights scheduled: January 23rd and February 8th. Five families attended the 1/23 info night.

Open enrollment for kindergarten will end 1/31 and all remaining openings will be filled on a first come/first serve basis.

PSD is now waiving kindergarten tuition for all FRL students. The administration is considering the impact on also waiving tuition for students the qualify for Free Lunch.
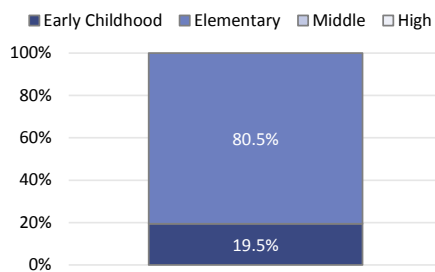
Re-enrollment will be pushed to the families starting 1/29/2018. After the initial two week push, families that we have not yet heard from will be contacted individually.
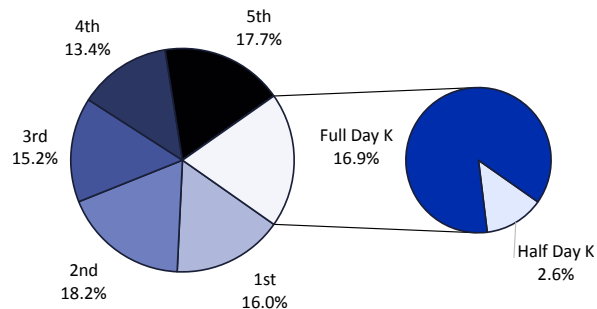
See TPAAK Demographics At-A-Glance
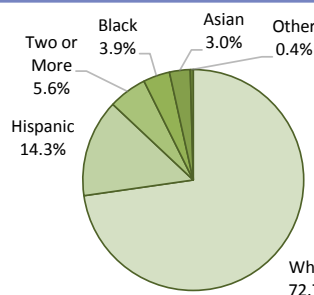
Demographics at a Glance: 2017-2018

Membership by Class Level

Early Childhood ■ Elementary ■ Middle □ High

- 80.5%
- 19.5%

Membership by Grade Level

- 5th 17.7%
- 4th 13.4%
- 3rd 15.2%
- 2nd 18.2%
- 1st 16.0%
- Full Day K 16.9%
- Half Day K 2.6%

Membership by Minority

- Black 3.9%
- Asian 3.0%
- Other 0.4%
- Two or More 5.6%
- Hispanic 14.3%
- White 72.7%

Membership by English Learners

- LEP 1.7%
- PHLOTE 1.7%
- FEP 1.7%
- Not Eligible 94.8%
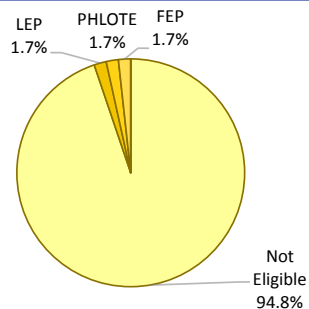
Membership by Lunch Eligibility

- Reduced Lunch 8.2%
- Free Lunch 23.4%
- Not Eligible 68.4%
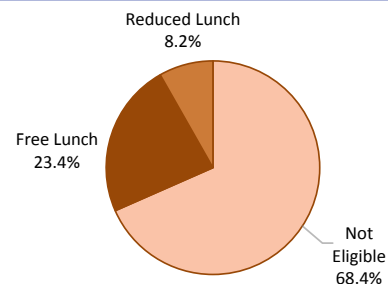
Membership by Gifted and Talented

- Not Eligible 93.1%
- Both 3.0%
- Reading Gifted 1.7%
- Other 1.7%
- Math Gifted 0.4%
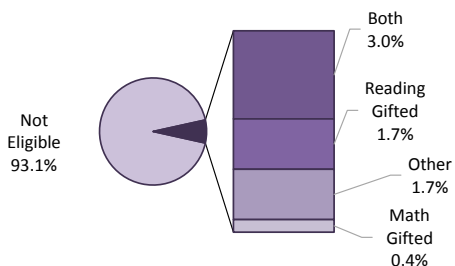
Membership by 504 and IEP

- Not Eligible 92.2%
- IEP 4.3%
- 504 3.5%
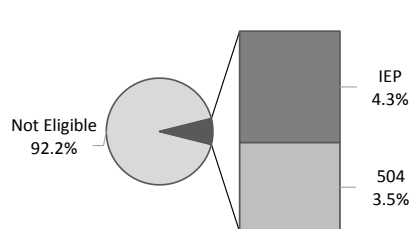
Membership by IEP Eligibility

- Specific Learning Disability 2.2%
- Not Eligible 95.7%
- Speech or Language Impairment 0.9%
- Other 0.9%
- Autism Spectrum Disorders 0.4%

Demographics at a Glance: Trends over Time

T.R. Paul Academy Of Arts & Knowledge

Enrollment over Time

Year	2013	2014	2015	2016	2017
Enrollment	279	251	253	211	231

Minority over Time

■ %Minority (School) ━ %Minority (Local) ◆ %Minority (State)

2013	2014	2015	2016	2017
30.5%	29.9%	32.2%	26.1%	27.3%
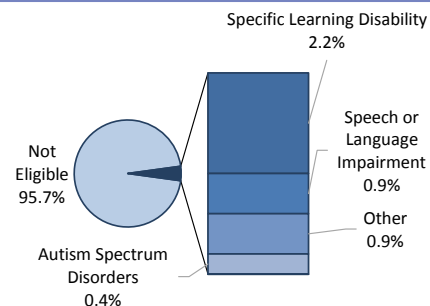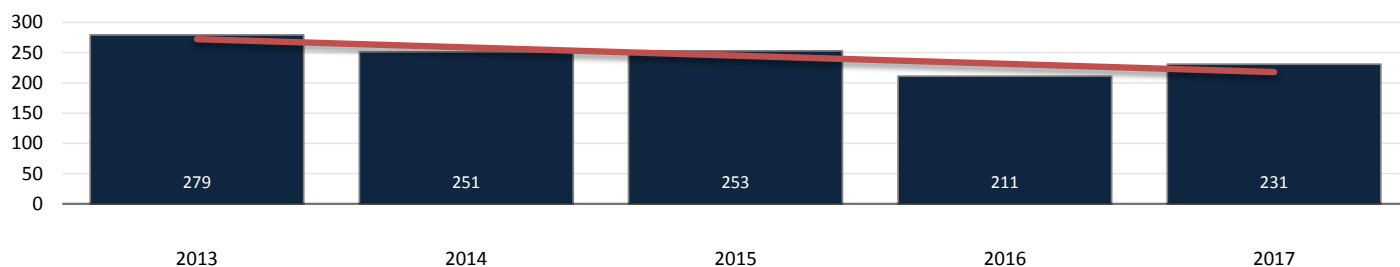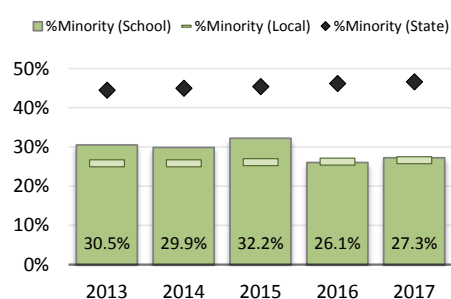
English Learners over Time

□ %ELL (School) ━ %ELL (Local) ◆ %ELL (State)

2013	2014	2015	2016	2017
8.2%	7.2%	6.3%	6.2%	3.0%
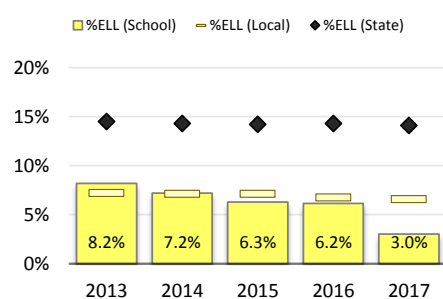
Lunch Eligibility over Time

■ %FRL (School) ━ %FRL (Local) ◆ %FRL (State)

2013	2014	2015	2016	2017
31.9%	32.7%	25.9%	30.3%	31.6%

Gifted over Time

■ %GT (School) ━ %GT (Local) ◆ %GT (State)

2013	2014	2015	2016	2017
6.5%	16.7%	12.9%	10.4%	6.9%
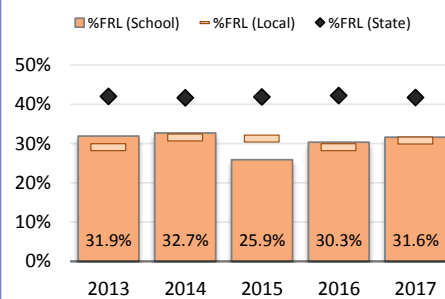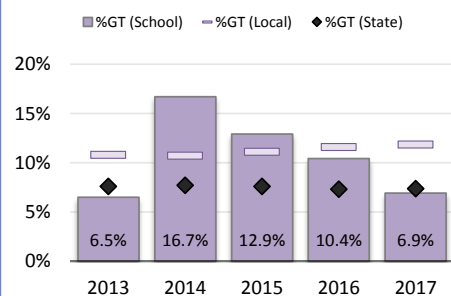
Students with a 504 over Time

■ %504 (School) ━ %504 (Local) ◆ %504 (State)

2013	2014	2015	2016	2017
1.4%	5.2%	5.5%	5.7%	3.5%
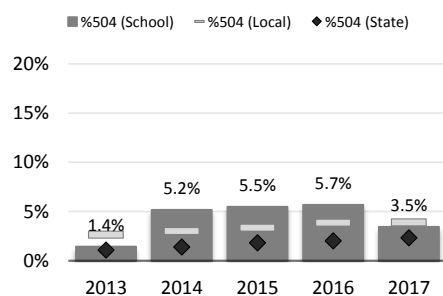
Students with Disabilities over Time

■ %IEP (School) ━ %IEP (Local) ◆ %IEP (State)

2013	2014	2015	2016	2017
5.4%	2.8%	4.3%	2.4%	4.3%
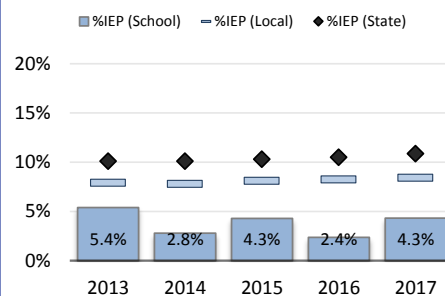
Note on Data Source: Data included in this report comes from the annual student October Count files.

T.R. Paul Academy of Arts and Knowledge
Enrollment Policy

Purpose and Scope: The TR Paul Academy of Arts and Knowledge (TPAAK) Enrollment Policy is intended to provide guidelines for enrollment into TPAAK. The Policy also provides for a lottery process when the number of student applications exceeds the number of available seats.

Non-Discrimination/Eligibility: TPAAK welcomes all students and strives to create and maintain a diverse student population. Enrollment in TPAAK is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in C.R.S. *§* 22-30.5-507(3). In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, on any other protected class.

TPAAK serves grades K-5. To enroll, students must meet the appropriate age requirements set forth by state law and school policy. To be eligible for Kindergarten enrollment, students must be at least five years old on or before Pupil Count Day of the enrollment year. To be eligible for 1st grade enrollment, students must be at least six years old on or before the Pupil Count Day of the enrollment year. The school may approve enrollment of students eligible for Early Access in accordance with state. Law.

Distribution: This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an application for enrollment to TPAAK.

Declaration: By applying for enrollment into TPAAK all persons involved in the enrollment process declare that they have read and understand the enrollment policy of TPAAK and will abide by this policy.

How to apply to TPAAK:
1.) Applications are initiated by a parent or legal guardian, completing and submitting the TPAAK student enrollment request form. The student enrollment request form may be accessed and submitted online. (www.tpaak.org) or picked up at the school office and turned in there as well. Open enrollment occurs each year from November 1st to February 28th. Open enrollment for kindergarten occurs each year from November 1st to January 31st.
   a. A child must be five (5) years of age by the October 1 in the school year being applied for, when being enrolled into Kindergarten. (Unless applying for Early Admittance then follow the Early Admittance guidelines set forth by the Board of Directors of TPAAK.)

2.) Current students at TPAAK must submit their intent to re-enroll during this open enrollment time frame as well. If the student enrollment request form is <u>not</u> completed and submitted between November 1st to February 28th, the family will forfeit the student seat.

      a. If a current student does not re-enroll between November 1st and February 28th then they must reapply and participate in TPAAK's lottery process, if needed, as a new student.

Enrollment Caps per grade level:

TPAAK Governance Board will set grade level enrollment caps each year and will retain the right to adjust those caps as needed. The TPAAK Board has set preferred enrollment numbers per grade level. They are Kindergarten-Third: 24 students; 4th - 5th grade: 25 students. Each year, given varying enrollment demands, these numbers can be exceeded by two net students per class. To exceed a class size by 3 or more students will require action from the TPAAK Governance Board. All class size limits for the enrollment year being filled through the lottery will be established by the Board at least one month BEFORE the lottery if they are to change from currently approved limits.

Enrollment Lottery:

1.) If the number of applicants at the close of open enrollment exceed the number of available seats, an enrollment lottery will be used to determine the placement of students for any grade level for which the applicants exceed capacity. The following guidelines and protocols will apply for any lottery.

      a. Admissions Lottery Protocol

            i. All applicants from the same family will be assigned one number using a random number generator to ensure equality.

            ii. A TPAAK representative will randomly draw one number at a time from a container, starting with applicants in the lowest grade and moving up

            iii. With each number drawn, open seats will be filled as called. If a grade level is full, the applicant will be placed on that grade level's waiting list.

            iv. If a family with multiple siblings is selected, all of the siblings will fill the available spots in their respective grade level(s). If that grade level is already full, that sibling will be placed on that specific grade level's waiting list before another number is called.

            v. Once selected for a seat, TPAAK will attempt to contact the family using the contact information provided on the applicantion on the same day as the lottery or draw from waitlist. If the family cannot be reached on the same day, TPAAK will contintue to attmpt to contact the family for the next four business days. If the family cannot be reached during that time, they will forgeit their child/children's enrollment and the child.children will be placed at the bottom of the wait list.

            vi. Completed enrollment paperwork must be submitted to the school within ten business days of receiving notification. If paperwork is not completed within that window, the fmily will forfeit their child/children's enrollment

   and that child/children will be placed a the bottom of the wait list.
   Declined seats will be given to students in the waiting list in the order
   determined by the lottery.

 vii. There will be a separate waiting list for each grade. All waiting lists will
   sunset at the end of the first semester each year. Waiting lists for each
   grade will be maintained by the TPAAK Office.

 viii. After the lottery is complete, new applicants that apply for enrollment will
   be placed at the end of the specific grade level waitlist in the order
   determined by the most recent date of application.

Waiting list:

After the lottery is complete, priority 1 applications will be granted seats as they become available. Priority 1 applications will be placed in order as determined by the earliest date of application. Once those seats are filled, all other applications will be granted seats as they each become available.

Definitions:

Enrollment Priority:

1. Defines the priority category in which students are selected for available seats based on sibling status. These priority categories are defined below:Siblings of students currently enrolled in TPAAK & children of TPAAK employees
2. All other applicants, including Early Admittance

TPAAK Sibling Status (Priority 1 Enrollment):
The status given to a new enrollment applicant if their sibling has attended TPAAK for any portion of the previous school year for which the new applicant is applying for.

TPAAK Employee Status (Priority 1 Enrollment):
The status given to children of TPAAK employees, which includes children of staff or faculty members that work at least half-time, have full or joint custody of the child, and who started work on or before the first day of school of the year in which they are submitting the application.

Early Admittance:
Applicants that wish to apply for kindergarten but are not five (5) years of age by October 1 in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for TPAAK for Acceleration into Kindergarten.

Applicants that wish to apply for first grade but are not six (6) years of age by October 1 in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for TPAAK for Acceleration into Kindergarten.

Enrollment Fraud:
All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status and age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If the misrepresentation is determined before Pupil Count Day, the student will be treated as no longer enrolled. If the determination is after Pupil Count Day, (1) the administration will seek to transfer the student, at an academically appropriate break, to another program, and (2) provide that no other program can be found the student(s) is banned from re-enrollment for the next school year.

Enrollment verification:
A process in which enrollment eligibility is verified. Such verification may include the review of academic records by a TPAAK school official to verify the academic eligibility of an applicant or enrolled student. This process can take place up to two (2) years after the child's enrollment. After two (2) years, the child's enrollment status is accepted by the TPAAK Board of Directors (BOD) without further verification, unless willful fraudulent activity is brought to the attention of TPAAK BOD members.

Director of Business & Operations:
The Director of Business & Operations of TPAAK is responsible for overseeing the enrollment and lottery process as described.

Registrar:
The Registrar is responsible for carrying out the enrollment and lottery process as described.

Lottery Official:
The person in charge of drawing names of applicants during the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school or an otherwise vested interest in the school.

Lottery Eligibility:
If a child meets the eligibility requirements set forth in the application for enrollment in TPAAK, that child is deemed to be eligible for enrollment in TPAAK and any necessary enrollment lottery with the following exceptions;

-Children that were previously accepted for enrollment and declined enrollment are not eligible for enrollment or to enter the lottery process, regardless of enrollment priority status until the following years' enrollment.

- If an enrollment request is submitted that includes intentional fraudulent documents, statements, or other acts relevant to the determination as to whether the school is the appropriate placement of the student, including fraudulent or false information regarding the student's special needs or special education status, English language learner status, disciplinary history, or information related to whether the student may pose a threat to themselves or others, the student's enrollment application will be rejected.

Previous Student (K-5):
Once a K-5 student leaves TPAAK, such as transferring to another school, for any reason, the child must reapply for enrollment and participate in TPAAK's lottery process.

The exception to the above is if a family temporarily relocates, less than one-year in length, due to a military assignment. In this case, the family relocating must inform TPAAK their intent to return to TPAAK in writing. If the relocation is for longer than one year, a space will not be reserved for the child(ren) and the child(ren) must re-apply for enrollment for the next school year.

Change in status:
At any point during the enrollment process where any portion of an applicant's priority status would change, such as; A sibling's recent enrollment into TPAAK prior to the enrollment lottery taking place (grants sibling/priority 1 enrollment status), notification must be made to the TPAAK Executive Director and/or registrar regarding the change in status so that the enrollment application can be updated.

Sibling:
Siblings of currently enrolled studnes, which includes children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program (in the case of joint custody, primary guardians mush have custody at least 50% of the time). This could include half-siblings, step-siblings, adopted siblings, cousins, nieces, or nephews being cared for by grandparents, etc.

Waitlist:
The waitlist is used to determine the remaining order of students selected during the lottery. Each applicant will be selected during the lottery. Once seats are filled, remaining students will be added to the waitlist in the order drawn. The waitlist is established after the lottery and is active through Pupil Count Day.

Current School Year Enrollment Post Pupil Count Day: In the event that the class size in the requested grade level has been met, a student will be enrolled only if a student in the desired grade level leaves TPAAK after Pupil Count Day. Enrollment under this condition is subject to verification

Student Information Privacy and Protection

The Board is committed to protecting the confidentiality of student data obtained, created and/or maintained by the school. The Board directs school staff to manage its student data privacy, protection and security obligations in accordance with this policy and applicable law.

The scope of this Board policy is limited to a "school service", as such term is defined in the Colorado Student Data Transparency and Security Act (Act) and this policy.

Definitions

"Local administrator" means the lead administrator for a specific location, department, or area of responsibility such as a school principal.

"School Service" means an internet website, online service, online application, or mobile application that:

a) Is designed and marketed primarily for use in a preschool, elementary school, or secondary school;
b) Is used at the direction of teachers or other employees of a local education provider; and
c) Collects, maintains, or uses student personally identifiable information.

A school service does not include an internet website, online service, online application, or mobile application that is designed and marketed for use by individuals or entities generally, even if it is also marketed to a United States preschool, elementary school or secondary school.

"School service contract provider" or "contract provider" means an entity, other than a public education entity or an institution of higher education, which enters into a formal, negotiated contract with a public education entity to provide a school service.

"School service on-demand provider" or "on-demand provider" means an entity, other than a public education entity, that provides a school service on occasion to a public education entity, subject to agreement by the public education entity, or an employee of the public education entity, to standard, non-negotiable terms and conditions of service established by the providing entity.

"Student personally identifiable information" or "student PII" means information that, alone or in combination, personally identifies an individual student or the student's parent/ guardian or family, and that is collected, maintained, generated, or inferred by the district, 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 personally identifiable information by a third party.

Access, collection and sharing within the school

The school shall follow applicable law and Board policy in the school's access to, collection, and sharing of student personally identifiable information.

School employees shall ensure that confidential student personally identifiable information is disclosed within the school only to officials who have a legitimate educational interest, in accordance with applicable law and Board policy.

Creating and maintaining a student data index

The school shall post and maintain on its website a clear explanation of the student PII the school collects. The school will also post the required link to the data inventory published by the state board.

Outsourcing and disclosure to third parties

School employees shall ensure that student personally identifiable information is disclosed to school service contract providers and school service on-demand providers only as authorized by applicable law and Board policy.

Any contract between the school 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 personally identifiable information and impose penalties on the school service contract provider for noncompliance with the contract.

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

- A list of the school service contract providers that it contracts with and a copy of each contract; and
- To the extent practicable, a list of the school service on-demand providers that the school uses.
- A notice to on-demand services providers that, if the school ceases using or refuses to use an on-demand school service provider because the on-demand service provider does not substantially comply with its own privacy policy or does not meet the requirements specified in sections 22-16-109(2), C.R.S. and 22-16-110(1), C.R.S., the school will post on its website the name of the on-demand service provider, with any written response that the on-demand provider may submit. The school will also notify the Colorado Department of Education, which will post on its website the on-demand provider's name and any written response.

Privacy and security standards

The security of student personally identifiable information maintained by the school is a high priority. The school shall maintain an authentication and authorization process to track and periodically audit the security and safeguarding of school-maintained student personally identifiable information.

Security breach or other unauthorized disclosure

Employees who disclose student personally identifiable information in a manner inconsistent with applicable law and Board 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 Board policy.

Employee concerns about a possible security breach shall be reported immediately to the local administrator. If the local administrator is the person alleged to be responsible for the security breach, the staff member shall report the concern to the next person in line of responsibility for that specific local administrator (i.e., principal to board of directors).

Contract breach by school service contract provider

Within a reasonable amount of time after the district determines that a school service contract provider has committed a material breach of its contract with the district, and that such material breach involves the misuse or unauthorized release of student personally identifiable information, the Board shall make a decision regarding whether to terminate the school's contract with the school service contract provider in accordance with the following procedure.

1. The district shall notify the school service contract provider of the basis for its determination that the school service contract provider has committed a material breach of the contract and shall inform the school service contract provider of the meeting date that the Board plans to hold a public hearing to discuss the material breach.
2. Prior to the Board meeting during which the public hearing will be held, the school service contract provider may submit a written response to the school regarding the material breach.
3. The Board shall hold the public hearing to discuss the nature of the material breach at a regular or special meeting.
4. In the public hearing, a school representative shall first be entitled to present testimony or other evidence regarding the school's findings of a material breach. The school service contract provider shall then have an opportunity to respond by presenting testimony or other evidence. If the school service contract provider is unable to attend the meeting, the Board shall consider any written response that the school service contract provider submitted to the school.
5. If members of the public wish to provide testimony in the public hearing regarding the alleged material breach, they shall be allowed to do so. Such testimony shall be received by the Board during the public hearing when the Board considers the alleged material breach. The Board shall not receive testimony at the time during which the public is invited to make general comments to the Board.
6. The Board shall decide whether to terminate the contract with the school service contract provider within 30 days of the Board meeting and shall notify the school

service contract provider of its decision in writing. The Board's decision shall be final.

7. The school shall follow the requirements of the Student Data Transparency and Security Act (Act) in posting information to the school website and reporting information to the Colorado Department of Education regarding service contract providers that commit a material breach of contract by improperly disclosing student personally identifiable information.

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

Data retention and destruction

The school shall retain and destroy student personally identifiable information in accordance with applicable law and Board policy.

Staff training

The school shall provide periodic in-service trainings to appropriate school employees to inform them of their obligations under applicable law and Board policy concerning the confidentiality of student personally identifiable information.

Parent/guardian complaints

In accordance with this policy's accompanying regulation, a parent/guardian of a school student may file a written complaint with the school if the parent/guardian believes the school, school service contract provider, or school service on-demand provider has failed to comply with the Act.

Parent/guardian requests to amend student personally identifiable information

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

Parent notification regarding collection of, retention of, and access to Student PII

The school will post this policy on the school website in order to notify parents regarding the collection of, retention of, and access to Student PII. The school will make copies of this policy upon request to the parent of an enrolled student and shall post a current copy of the policy on the school's website.

Oversight, audits and review

The chief technology officer, or his/her designee, shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

The school's practices with respect to student data privacy and the implementation of this policy shall be periodically audited by the chief technology officer, or his/her designee.

A privacy and security audit shall be performed by the school on an annual basis. Such audit shall include a review of existing user access to and the security of student personally identifiable information.

The chief technology officer, or his/her designee, shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student personally identifiable information in light of advances in data technology and dissemination. The chief technology officer, or his/her designee, shall recommend revisions to this policy and/or accompanying regulation as deemed appropriate or necessary.

The board will review this policy annually and make any revisions necessary to stay current and adequately protect Student PII in light of advances in data technology and dissemination.

Compliance with governing law and Board policy

The school shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student personally identifiable information. The school 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.

Adopted: Feb 2018

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)

T.R. Paul Academy of Arts and Knowledge
2018-19 School Calendar

Left column events (August–January)

8/9	New teachers return
8/13	Seasoned teachers return
20/21	Pre-assessment Days
20	Back 2 School BBQ 4pm-6pm
22	First Day of School
31	Respect Assembly @2:30pm
3	Labor Day / No School
6	Parent Orientation Night
21	School Not in Session/Staff only
28	Respect Assembly @2:30pm
5	Camp Read A-Lot
19	Parent Teacher Conferences
	All Day/No School
26	Respect Assembly @2:30pm
16	School Not in Session/Staff only
19-23	Fall Break / School Closed
30	Respect Assembly @2:30pm
14	Fall Play
19	Winter Festival
20	Respect Assembly @ 2:30pm
21-31	Winter Break / School Closed
1 - 4	Winter Break Cont./ Closed
7	School Not in Session/Staff only
8	First Day Back to School
14	MLK Day / No School
25	Math Night
25	Respect Assembly @2:30pm

August 2018

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Right column events

15	Parent Teacher Conferences
	All Day/No School
18	President's Day / No School
22	Respect Assembly @ 2:30pm
1	Dr. Seuss Day/Parent's Night O...
18-22	Spring Break / School Closed
29	Respect Assembly @2:30pm
26	Respect Assembly @ 2:30pm
29	School Not in Session/Staff onl...
10	Spring Play
18	Arts Gala
23	Field Day
24	Respect Assembly @8:30am
24	Last Day of School
	Early Dismissal @ 12:30pm

Legend

Color	Meaning
Green	Start & End Dates
Blue	Significant Days
Purple	Staff Only / No Students
Yellow	School Closed
Gray	Summer Break/School Closed

Start time: 8:10am
End Time: 3:20pm

1008	Student Contact Hours
168	Student Contact Days
183	Staff Contact Days

Trimester End Dates:
Nov. 16, Mar 8, May 24
Board Approved: