

# Cradle-to-Career Data System Legal Subcommittee Meeting Agenda

## Meeting Information

**Date:** November 12, 2020  
**Time:** 9:30 a.m. to 12:30 p.m.  
**Location:** Online via Zoom

**URL/Watch Live:** <https://cadatasystem.wested.org/> (Note: The link to watch/listen to the meeting live will be posted on this website and will be active 15 minutes prior to the meeting).

## Contact Person

**Name:** Mansi Master  
**Address:** WestEd, 2470 Mariner Square Loop, 2<sup>nd</sup> Floor, Alameda, CA 94501  
**Phone Number:** 510.861.0204  
**E-mail Address:** [mmaster@wested.org](mailto:mmaster@wested.org)

## **AGENDA**

This meeting is intended to provide updates, approve the opt-out and payment policies, the definitions for personally identifiable information and deidentification, and the legal crosswalk. In addition, receive updates from the ongoing homework teams and obtain feedback on the other legal agreements being developed. The suggestions from this group will be shared with the Cradle-to-Career Workgroup.

1. Welcome and agenda review
2. Public comment
3. Payment policy
4. Opt-out policy
5. Personally identifiable information definition
6. Deidentification definitions
7. Legal crosswalk
8. Homework team updates and other legal agreements
9. Next steps

The order in which agenda items are considered is approximate and may be subject to change.

## MEETING MATERIALS

This Meeting Notice and Agenda and any supplemental meeting materials may be accessed at the following website address:

<https://cadatasystem.wested.org/>

## REASONABLE ACCOMMODATIONS

All meetings shall be accessible to Committee members with disabilities and members of the public with disabilities. To request accessible format materials, auxiliary aids/services, or sign language translation services to participate in the meeting, please contact Mansi Master, 510.861.0204, [mmaster@wested.org](mailto:mmaster@wested.org).

Providing your accommodation request at least **7 (seven)** business days before the meeting will help ensure availability of the requested accommodation. Any requests received after this date will be given prompt consideration, but logistical constraints may not allow for their fulfillment.

## ADDRESSING THE LEGAL SUBCOMMITTEE

Efforts will be made to accommodate each individual who has signed up to speak. However, given time constraints, there is no guarantee that all who have signed up will be able to address the State body.

Each speaker is invited to speak for up to one minute, depending on the number of speakers. Three or more individuals who are present at the meeting may pool their time for one speaker.

The total time for public comment is 15 minutes.

The public can speak/participate at the meetings before items that involve decisions.

Individuals who wish to address the Legal Subcommittee may either 1) Call Mansi Master at WestEd at 510.861.0204 by 5:00 p.m. on the day prior to the meeting and provide the subject they wish to address; 2) E-mail Mansi Master, [mmaster@wested.org](mailto:mmaster@wested.org) with the agenda item identified in the subject line; or 3) Send a comment through Zoom during the meeting.

## WRITTEN COMMENTS

Written comments should be submitted 24 hours in advance to Mansi Master ([mmaster@wested.org](mailto:mmaster@wested.org)). The letter or e-mail must clearly identify the agenda item being addressed. Each communication should include a subject line identifying the specific agenda item being addressed; failure to do so could prevent delivery of your comments. Such materials will be distributed to members of the advisory group, prior to the beginning of the meeting.