



THE EARLY COLLEGE OF
ARVADA

ECA BOARD OF DIRECTORS

November 28, 2018

Meeting Minutes

Present: Steve Burton (by phone), Brenda Snyder, Kelly Hupfeld, Steve Berg, Absolom Herrera, Katy Warrick (by phone), Todd Cordrey

Absent: Elizabeth Hubbell

Guests: Faith Koltak, Susan Davis, Janice Anderson, Caroline Fink, Eric Gordon, Julie Ramsey

The meeting was called to order at 6:03.

Consent agenda. Ms. Snyder moved approval of the meeting agenda, seconded by Mr. Berg. The motion passed unanimously. Ms. Hupfeld moved approval of the October meeting minutes. Mr. Berg seconded the motion, which passed unanimously.

Standing reports.

Board chair: Mr. Burton noted that it was his last meeting as chair.

Executive Director and staff: Ms. Anderson described progress on teacher evaluation, NWEA testing, and ECA literacy hour. Ms. Davis reported that students are working on college applications, and that the new therapist has started. Mr. Cordrey reviewed course enrollments, the charter renewal process, and the new recruiting and re-enrollment processes. Board members are encouraged to attend parent meetings on December 10th, 11th, 17th, and 18th. These meetings are being held to review the school's mission and curriculum.

Treasurer and Finance Committee: Mr. Owens reported that Mr. Cordrey has been asked to look for alternative funding for roof and asphalt work in order to free up resources. Will reinstitute monthly finance meetings as well as more rigorous processes. The board may want to consider a resolution on approving expenditures for capital projects to only occur when have at least 75% of funds in the bank. Todd will bring back revised draft policies to address issues raised by CSI.

We may also want to consider changing the auditor – financial issues raised by CSI were caused because we didn't account properly for roof expenses using the Building Corporation. Mr. Burton recommended that staff interview at least two auditors.

School Accountability Committee: Jessica at CSI is working with Mr. Cordrey on this year's Unified Improvement Plan, which will then go to the SAC. Mr. Cordrey and Ms. Hupfeld will schedule a SAC meeting before the end of the year, and proceed with quarterly meetings.

Marketing Committee: Mr. Fontana reported that the new website is up and running. We should consider revamping staff application forms. Future enrollment efforts will be supported with social media ads. Mr. Cordrey reported that the enrollment toolkit is ready to go for feeder schools.



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PTCO: There will be an Art Night/fundraiser on December 12 with student club activities, talent show, cook-off. Clubs are running individual fundraisers. The PTCO will be discussing bylaws at its December meeting.

Governance Committee: Ms. Snyder reported that there are 3-4 possible new recruits for the board. The January board meeting will include discussion of the composition of the board. We need to make sure all policies are finalized. Ms. Warrick will work with Ms. Hupfeld on this project.

Unfinished Business

Strategic plan/KPIs. Mr. Cordrey reported that staff is working on quantifying measures and will have infographics/graphs for board in January. Ms. Snyder and Ms. Hupfeld will work on moving forward with board KPIs. We will probably will want to create a Google Doc as scorecard.

New graduation requirements framework. Ms. Davis presented a framework for graduation requirements that is fully consistent with true early college model and includes two tracks – STEM and liberal arts. The new framework falls within the existing graduation requirements, and so can be implemented now with students allowed to demonstrate proficiency through any avenue demonstrated by the state. The board will vote on the new framework at the next meeting.

Staff recognition. Mr. Cordrey announced that the Colorado Council on High School/College Relations has recognized Ms. Davis as its Counselor of the Month!

Holiday party. Ms. Snyder reminded board members that the holiday party will take place on December 5 at 6:30 p.m., at Firenze a Tavola.

New Business

Proposed policies. Mr. Cordrey reviewed proposed policies on CORA, parent notification of employee conduct, and restraint and seclusion. The board will consider these policies in December.

Proposed meeting dates. The board approved the following meeting dates:

- December 19, 2018
- January 23, 2019
- February 27, 2019
- March 27, 2019
- April 24, 2019
- May 22, 2019
- June 26, 5:30-9 and June 27, 5:30-9 (annual retreat)
- July 24, 2019
- August 28, 2019



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- September 25, 2019
- October 23, 2019
- November 20, 2019
- December 18, 2019

Except for the annual retreat, all meetings will begin at 6 p.m. at ECA.

The executive session previously noticed was not required.

Mr. Owens moved to adjourn the meeting, and Mr. Herrera seconded the motion. The motion passed unanimously, and the meeting adjourned at 7:46 p.m.