



THE EARLY COLLEGE OF
ARVADA

BOARD MEETING MINUTES

January 23, 2019

Location: ECA

Board members present: Brenda Snyder, TO Owens, Kelly Hupfeld, Absolom Herrera, Anthony Fontana, Katy Warrick, Todd Cordrey

Guests present: Amy Ward-Bailey, Eleni Lourgos, Kristina Szessterniak, Janice Anderson

The meeting was called to order at 6:05 p.m.

Ms. Warrick moved for approval of the consent agenda. The motion was seconded by Mr. Herrera and approved unanimously.

Mr. Cordrey and Ms. Anderson provided the staff report. The board received data on ELL student writing, disciplinary referral rates, and student absences. Other items included:

- ECA has hired Abstract Insights as contract accountants, recommended by CSI and CLCS. We will be moving to a new payroll system at their recommendation, and they will provide reporting to CSI reporting.
- Visits to feeder schools are starting this week.
- There is a new process for evaluating students who want to join ECA during the school year, and we now have regular sessions for families considering joining in the next year.
- Julie Ramsey is interim director of operations.
- Generation Success is working with ECA on grants for professional development and other services

Mr. Owens delivered the Treasurer's report. Due to past issues, we will have a gap of \$100-150,000 to fill by the end of June. We are exploring financing options right now. The board will discuss a revised budget in a special meeting to be called next week. AI will provide a financial dashboard for the board every month.

Mr. Cordrey reported that the SAC met in December and will meet in March. Ms. Warrick agreed to be the board representative to SAC.

Mr. Fontana delivered the Marketing committee report. We will be gradually moving away from Spearca.

Ms. Hupfeld reported that Ms. Warrick will be eventually be taking over as Governance Chair as well as Secretary. This will need to be formalized by a vote.



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Unfinished business:

The board discussed terms for current members and the recruiting process. Ms. Snyder will be asking for two names from each board member for possible board recruits. We will be putting together a more formal board orientation process. Ms. Warrick and Mr. Herrera agreed to meet with the latest possible recruit.

The strategic plan/dashboard has been finalized with KPIs assigned to each objective. Mr. Berg will manage the strategic plan/dashboard process as the point person from the board. Board members are reminded to sign in when at school for tracking purposes, and there will be a process for phone calls from board members to families to thank them for enrolling. ECA's new ritual will be college acceptance day. A fundraising plan will be in place by Q3. Mr. Cordrey noted that there are 18 KPIs for school performance and reviewed each.

Ms. Snyder discussed the evaluation criteria for the executive director. The evaluation will cover a calendar year. Criteria mirror the strategic plan, and also includes staff leadership and development criteria.

The board discussed the PTCO bylaws. Mr. Owens moved for the adoption of the bylaws. Ms. Warrick seconded the motion, which was approved unanimously.

Announcements:

- Arvada Chamber of Commerce Dinner – Arvada Events Center, 6 p.m. on January 25. ECA is being honored, and six ECA representatives are attending.
- Timbergriffen Theater is performing Little Shop of Horrors – 5 dates, board members encouraged to attend.
- Enrollment meetings are the first Wednesday of every month, 4-5 p.m.
- Staff meetings are every Tuesday from 3:30-4:15. Board members are welcome to drop in informally.
- The board will provide lunch (salad bar) for the next professional development day – February 19 at 11:30 a.m.

Ms. Hupfeld moved that the board enter executive session for the purpose of discussing a personnel issue. The motion was seconded and approved unanimously. The executive session was recorded.

Ms. Hupfeld moved that the board adjourn. The motion was seconded and approved unanimously. The meeting was adjourned at 8:05 p.m.