



THE EARLY COLLEGE OF  
**ARVADA**

**Board Meeting Minutes**  
**March 20, 2018 – 6:00 p.m.**  
**Location: The Early College of Arvada**

**Board members present:** Brenda Snyder, Kelly Hupfeld, Steve Berg, TO Owens, Katy Warrick, Anthony Fontana, Audyn Quintana, Todd Cordrey  
**Guests:** Janice Anderson, Amy Ward-Bailey, Ron Slinger

**I. Call to order and introductions**

The meeting was called to order at 6:00 p.m.

**II. Approval of agenda**

Mr. Fontana made a motion for approval of the agenda. Mrs. Hupfeld seconded the motion, which passed unanimously.

**III. Public comment - None**

**IV. Board education session (20 mins)**

**a. Ron Slinger - Vice President of Institutional Advancement, Strategic Partnerships & Workforce Solutions at Red Rocks Community College**

Ron presented about fundraising. A few tips he gave were: in order to succeed fundraising has to be a focus for our group, events are often unsuccessful, and finding individual donors is the most effective way to raise money

One of his ideas for us is to create a named scholarship program and then know exactly what that provides for a child because donors like having their name on something, plus it encourages people to continue funding their scholarship each year. In addition we could create a way to give for an Outstanding teacher award - \$1000 salary enhancement for the year and \$500 for professional development. This would be good for a donor who was a teacher or believes teachers are underpaid.

TO suggested that if we become a giving Board, could we use our funds to create a staff stipend to further build our relationship with staff. Steve suggested that we reference Simon Sinek's Ted talk about the Why in order to clarify our message. It was suggested that this could be a good focus for our retreat this year.

**Future education sessions:**

**April:** Lori Deacon, Budget

**May:** Anthony Fontana, TBD

**V. Board work session**



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**a. Standing reports**

**i. Board Chair** - None

**ii. Executive Director and team:** See Executive Director report

**b. Strategic Plan Dashboard**

- Financial performance is better, parent engagement is going up, ELD writing progress shows decline because the data is finally more accurate, and is hitting the point that needs more teacher coaching to push past this score for long-term ELL students.
- When we increase fundraising efforts, we will also add a metric for tracking grants the school applies for and receives
- Board Effectiveness School Culture: New events added - 3/21 and 4/4 concurrent enrollment meeting. **Each Board member puts their own names in the spreadsheet for events they attend.** Find that spreadsheet link here (click the tab on the bottom "Board Effectiveness–School Culture":  
[https://docs.google.com/spreadsheets/d/1Ys7H3BhPNDeTtaDsumOizGiULDmieJkfh1\\_ALhA6phY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1Ys7H3BhPNDeTtaDsumOizGiULDmieJkfh1_ALhA6phY/edit?usp=sharing)
- Board Phone calls to families: Board calls will begin the second week of April. They will be randomly assigned to Board members, except for Spanish calls that will go to Anthony, Audyn and Absolom
- Board Effectiveness School Tradition: College Signing Day (Board culture event) - Anthony can make contacts and get swag from local schools for the event. He will follow up with Adolisa to continue planning the event.
- Board Effectiveness Fundraising: Board fundraising position will be filled by Brenda or she will begin that work.
- Board Effectiveness Governance: Katy and Kelly need to meet with Todd to evaluate and update policies.
- Board Assessment will get started by Brenda in April/May in preparation for Board retreat.

**i. Board committee reports**

- Finance Committee: Todd negotiated with vendors to create a payment plan to satisfy obligations. Payments are being made and they will be complete by July 31. We received a \$150,000 loan. .
- Governance Committee: None
- Recruiting Committee: Most Board members have given referrals for new members to Brenda. Katy and TO met with a potential Board member this week and decided not to move forward. We continue to look for 2, maybe 3 additional Board members. Discussion about difficulties finding Board members. In the future we could reconsider the location of our meetings.

**ii. PTCO report**

- PTCO will be helping to fund the Prom. May 6-10 is Teacher Appreciation week. Board needs to bring Breakfast on May 10. **Anthony will organize this.**

**VI. Board action items (20 mins)**



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- a. Mr. Fontana moved the approval of the February meeting minutes. The motion was seconded by Mrs. Hupfeld and passed unanimously.

**VII. Other business (20 mins)**

- a. Connect for Success Grant Board interview report (Kelly and Katy) - ECA is in the initial stage of the grant where the school is being evaluated so the leaders at CDE can help set meaningful goals. The Board can support the success of this grant by acknowledging that meaningful change takes multiple years to fully implement and being willing to adapt our strategic plan to acknowledge the new goals from CDE. It was suggested that the Board also needs to look at how to better engage parents and staff. Also it was suggested that in the future the Board could use focus groups as well as staff and community feedback to create a more integrated strategic plan.
- b. Calendar review
  - i. Next board meeting is April 24
  - ii. Other upcoming events
    - April 4 – Concurrent enrollment meeting
    - April 11-13 Spring Play – Coraline at Pinnacle Charter School
- c. Other announcements/information items

There are multiple events this Spring that all Board members are asked to attend:

  - May 1 College Signing Event
  - May 22 Senior Dinner
  - May 24 Graduation at the Arvada Center 7-9pm
  - May Board meeting MOVED to May 29
  - June 26 & 27 Board Retreat 5-9pm
  - For future planning – Next year's graduation date is May 15, 2020

**VIII. Adjournment**

Mr. Owens moved that the meeting be adjourned, and Mr. Fontana seconded the motion. The meeting was adjourned at 7:48 p.m.