



THE EARLY COLLEGE OF  
**ARVADA**

## **Board Meeting Minutes**

**April 24, 2019 – 6:00 p.m.**

**Location: The Early College of Arvada**

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

**Guests:** Janice Anderson, Dennis Olson, Lori Deacon, Amy Sawchak, Kelly Bidstrup-Graham

**I. Call to order and introductions**

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

**II. Approval of agenda**

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

**III. Public comment – None**

**IV. Outstanding Colorado High School Educator Award Recognition- Dr. Ladd**

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

a. Lori Deacon – School Finance and Budget

Handout “How the Charter School Budget Works”

Tips for Board Members reading monthly financial spreadsheet

- The Dashboard and Summary are the most useful pages to look at
- Operating margin means the surplus of money that the school has to use for expenses, and it should be above zero
- In reserves, CSI asks for 1-2 months of reserve cash on hand. Reserves have to cover TABOR as well.
- On the revenue and expense chart we want to be above the red mark for revenue and below for expenses. On the summary page the FY2019 Revised Approved shows the total for the budget, and the FY2019 Actual shows where we are within that category currently.
- Recommendation for board members wanting to do due diligence - look at check detail report. Also, on the dashboard, if the spending is way above the red mark, ask questions. Finally, make sure to pay attention to any advice from auditors, and look for a clean audit.

**Future education sessions:**

**May:** Anthony Fontana, Transition from Early College to 4 Year Institution

**June:** None



THE EARLY COLLEGE OF  
**ARVADA**

**VI. Board work session**

**a. Standing reports**

**i. Board Chair - None**

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

1. Not included in Director report: Summer school will be in June and July and will be required for 50-60 MS students and 40 HS students. It is required of students failing 1 or 2 classes. Students failing more than 2 classes will receive a retention letter (20 students school wide). Students who do not attend summer school will be retained. Discussions happening about how to deal with failure in college courses because that won't be available in summer school. Next year there will be mandatory tutoring due to the block schedule. This will also provide an opportunity for new students who are behind grade level and need to catch up. Discussion of how to help families finance summer school. Discussion of how to track the academic success of students who attend summer school.

**b. Strategic Plan Dashboard**

**i. Board Effectiveness School Culture:** Julie adds events to the spreadsheet. **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)

**ii. Board committee reports**

1. Finance Committee: We are moving closer to meeting the TABOR reserve for this year. There are possible events which would give the school additional money by the end of June. The budget is currently 4% over and should regulate over the next 3 months.
2. Governance Committee: Katy, Kelly, and Todd met about the state of our Board Policies. They propose a plan to update our policies by creating a new compliant policy manual that the Board votes up or down. They will review another comprehensive policy manual from another school as well as the compliance standards for the state. Their goal is to have a fully compliant policy manual to vote on by August.
3. Recruiting Committee: Kelly and Steve met with candidate Jennifer and feel she would be a good addition to the Board. Brenda and Todd met with candidate Jeff and feel he would be a good addition to the Board. Board elections will happen in May. Brenda will reach out to Board members to ask who would like to be officers. Brenda will work on maturity assessment preparation for retreat in June.

**iii. SAC – no report.**



THE EARLY COLLEGE OF  
**ARVADA**

**iv. PTCO report**

1. PTCO is working on May 6-10 Teacher Appreciation week. Board needs to bring Breakfast on May 10, unless the fundraising drive results in a “Snow Day” on the 10th.

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

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

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

- a. Board member phone calls to families update – Kelly wrote a script for calls and emailed it to Board members. Janice will send retention letter to Board members for reference in case this comes up. Brenda and Steve will assign Board member names for calls. All calls should be done by May 10.
- b. Retreat planning – June 26 & 27 – Brainstorming on what to address during the retreat. Possible ideas: Focus on a fundraising plan, review Connect for Success grant findings and possible repercussions for the strategic plan, deep review of the Board section of the scorecard, conversations about the big picture for the future of the school. Location possibilities – downtown CU room, Community First rooms in Arvada.
- c. Teacher Appreciation week and staff breakfast update (Anthony) – Each Board member is purchasing gift cards for 3-4 teachers. Gift cards and thank you cards for each teacher need to be dropped off at the school by Monday May 7. Anthony will send out a spreadsheet assigning teachers to board members.
- d. Treats for Staff on Friday April 26
- e. Audyn – Proposal to offer accessible college admission guide book from the local Boettcher Foundation about admission letters and applications to all juniors, or provide as textbooks for Junior advising class. Discussion about whether to provide for individuals or a resource set for the school. When we create fundraising plan to sponsor a student through the college entrance process, one piece of that sponsorship could be a copy of this book. Could be effective as a tradition for welcoming the junior class.
- f. Proposal for staff questions at meetings (Katy) - Discussion of effective staff and community engagement from the Board. Decision to look at this more during June retreat.
- g. Calendar review
  - i. April 26 CSI Board Training
  - ii. May 1 College Signing Event
  - iii. May 1 - New student meeting at 4 p.m.
  - iv. May 4 - Spanish Club Chocolate Sales at King Soopers
  - v. May 8 - Summer concert
  - vi. May 15 - PTCO Meeting at 4 p.m
  - vii. May 22 Senior Dinner 5-7pm
  - viii. May 23 8<sup>th</sup> Grade Continuation 6-8pm



THE EARLY COLLEGE OF  
**ARVADA**

- ix. May 24 Graduation at the Arvada Center 7-9pm
- x. May Board meeting MOVED to May 29
- xi. June 26 & 27 Board Retreat 5-9pm
- xii. Next year's graduation date is May 15, 2020
- h.** Other announcements/information items
  - i.** Mr. Olson and Mrs. Andersen are taking students to Durango at the end of May for a Hispanic Heritage trip.
  - ii.** Mr. Olson will be traveling with students to Japan from June 10- 19.

**IX. Adjournment**

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

*Board members calling in by telephone should call 605-475-4094, access code 518724.*

*Board meetings are open to the public, including ECA staff, students, and families. Schedule of future Board meetings: 5/29/19, 6/26- 6/27/19 – Annual Retreat (time and place TBD), 7/24/19, 8/28/19, 9/25/19, 10/23/19, 11/20/19, 12/18/19, 1/22/20, 2/26/20, 3/18/20, 4/22/20, 5/27/20.*

*To request that an item be placed on a future agenda, please contact Board Secretary Katy Warrick at [kwarrick@ecarvada.org](mailto:kwarrick@ecarvada.org).*