



THE EARLY COLLEGE OF
ARVADA

Board Meeting Minutes

May 29, 2019 – 6:00 p.m.

Location: The Early College of Arvada

Board members present: Brenda Snyder, TO Owens, Katy Warrick, Anthony Fontana, Todd Cordrey, Steve Berg, Audyn Quintana, Absolom Herrera (phone)

Guests: Jen Bilger, Amy Ward-Bailey

I. Call to order and introductions

The meeting was called to order at 6:00pm

II. Approval of agenda

We moved discussion of 2019-2020 Fees to Other business instead of Action items. Mr. Fontana made a motion for approval of the agenda. Mr. Berg seconded the motion, which passed unanimously.

III. Public comment (5 mins) - None

IV. Board education session (20 mins)

- a. Anthony Fontana – Preparation for Early College High School Programs (see article in packet)
- b. Anthony presented research that shows that the preparation done in grades 6-8 for an Early College experience can be as important as the work done in the high school grades. He also talked about how students enter college with a large amount of credits from Early College programs, but often the credits do not come together to create a cohesive base for a degree, which means students can't use all the credit hours they accumulated during their Early College high school experience. Looking at how ECA can better address this, Anthony suggested staffing a college advisor who understands credit transfers and degrees in addition to a high school and middle school counselor. TO commented that he is experiencing this same thing with his daughter - she will have to retake some of her ECA courses in college because of the pacing of those courses here at ECA.

The Board discussed ways they could potentially help with this issue. The Board could help with parent engagement, particularly with first generation college students. Additionally the Board could help make connections at CU and DU, or other institutions to find opportunities for students to get on campus for college experiences during the middle and high school grades. Possibly the Board could also provide some type of mentorship for students. Maybe the Board could help fund or organize a summer



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academy for new students arriving in 9th grade. This research encourages the Board to keep a middle school to better prepare students for high school. Also maybe ECA could help coordinate summer courses taught through Front Range Community College, where students could take classes with intentionality towards a specific degree program. To create a more effective preparatory experience in MS the school may need more counseling staff, and maybe the Board can support this through fundraising to see that there are enough staff to address social-emotional needs as well as college and degree credit preparation.

Future education sessions:

July: Absolom

V. Board work session (40 mins)

a. Standing reports

i. Board Chair – All is well.

ii. Executive Director and team – See Executive Director Report

1. Not included in the report: Amy Ward-Bailey will be working as an instructional coach full-time next year. All staff members were given books to read over the summer and offered a stipend if they create a presentation based on their learning. Next year there will not be a specific staff member focused on discipline. The discipline referral numbers are down since last year, presumably due to more effective school culture. Budgeting for the 2019-2020 school year is difficult because we are building a new baseline. The budget is extremely tight for running all of the programs we offer within this building. One improved system created this year is that all new students do NWEA testing and have a one-on-one meeting with Todd before filling out enrollment paperwork. Also the admin team has created new and exciting ways to be involved in our feeder schools.
2. Amy Ward-Bailey reported that the English Language Development department started with 105 students in the active case load in August, and at the end of the year there are only 42. This is unusual for so many ELL students to test out of needing services. Amy believes the success is due to testing being taken seriously this year, as well as more individual student meetings, and more organized support and performance tracking throughout the year. The writing trackers measured all year match with the Access testing results which means the tracking was done with fidelity. The most growth happened in 8th and 9th grade. The level of commitment and engagement with tests has improved building-wide! Principal Anderson and Amy Ward-Bailey worked with teachers to improve EL support. Most of our EL students are long-term English



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Language Learners and next year the challenge will be to help all teachers using EL strategies to help these students move out of a possibly stalled position. This is an enormous accomplishment to move so many students out of WIDA/EL classification.

- iii. Strategic plan/scorecard review
- iv. Board committee reports
 - 1. Finance committee - ECA will not meet Tabor this year. This will result in a one level downgrade in our CSI performance level rating. However, CSI showed support for our fiscal responsibility and creative budgeting by the staff and admin team which resulted in us not taking on additional debt this year. Next year's budget includes meeting Tabor and paying down debt significantly. We are working to increase the amount we keep in reserves.
 - 2. Governance committee - None
 - 3. Recruiting - None
- v. SAC report - None
- vi. PTCO report - None
- b. Discussion of Board action items (if needed)

VI. Board action items (20 mins)

- a. Approval of previous meeting minutes
- b. Board officer elections
 - i. President – Brenda Snyder
 - ii. Vice President – open (historical precedent)
 - iii. Treasurer – TO Owens
 - iv. Secretary – Katy Warrick

Action items a and b were voted on together. Mr. Fontana moved to approve the action items as presented, Mr. Berg seconded the motion. The motion passed unanimously.

- c. An additional vote was called to approve Jen Bilger as a new Board member. Ms. Hupfeld moved to approve Ms. Bilger as a new member and Ms. Warrick seconded the motion. The motion passed unanimously.

VII. Other business (20 mins)

- a. 2019-20 Fees – Many of the feeder schools for ECA, including Jeffco schools, do charge fees each year. A possible proposal for fees at ECA could include required fees for all students such as technology fees, as well as optional fees for extracurricular activities like theater programming. Board discussed the potential impact on enrollment, the need to gain staff support, and the importance of making sure all Free and Reduced Lunch students know that their fees would be discounted or waived. Student fundraising opportunities could be offered to reduce fees.



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- b. 2019-2020 Budget (See ECA 5 Year Working Budget in packet) – The 2019-2020 budget is based on enrollment of 365 students and any revisions will be sent out 2 weeks before the retreat. The Board will be approving the budget at the June retreat. Board members were reminded they have a fiduciary responsibility to the institution, and need to be comfortable with the budget before voting. All questions and comments on the budget are welcomed.
- c. CSI Board Training report (Kelly) – postponed until next month.
- d. College Signing Day report (Anthony) – Adolisa and Anthony worked together to reach out to colleges that students are attending to get swag. There is room for improvement for this event next year. It may help to get more Board members involved in the event.
- e. Board phone calls to families update – Most members made the most critical calls to potential families, but didn't get to the thank you calls. Members need to finish the assigned thank you calls this month. Todd reported that this is a useful process to continue into the future, particularly in the area of increasing parent engagement.
- f. Retreat planning – The Board reviewed the annual retreat agenda (in packet). This meeting will be held in the large conference room at ECA June 26 & 27 5:30-9pm. Board members are encouraged to do individual reading and research about topics that will be covered.
- g. Calendar review
 - i. June 26 & 27 Board Retreat 5:30-9pm at ECA
 - ii. Next year's graduation date is May 15, 2020 at Pinnacle
 - iii. Next year's Senior Dinner and Continuation will be the week of May 15
 - iv. Other upcoming events
 - 1. First Wednesday of each month 4pm meeting at the school with prospective parents
 - 2. Taste of Arvada, June 13th
 - 3. Westminster Latino Festival, July 20th
- h. Other announcements/information items

VIII. Adjournment

Mr. Fontana moved to adjourn the meeting. Ms. Snyder seconded the motion. The motion passed unanimously.

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: 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.