



THE EARLY COLLEGE OF  
**ARVADA**

## **Board Meeting Minutes**

**Date: August 28, 2019**

**Time: 6:00 - 8:00 p.m.**

**Location: The Early College of Arvada**

**4905 W 60<sup>th</sup> Ave, Arvada CO 80003**

**Board members present:** Brenda Snyder, Kelly Hupfeld, Katy Warrick, Todd Cordrey, Jen Bilger, Steve Berg, Anthony Fontana, Absolom Herrerra on the phone

**Guests:** Marianna DiVitreo, Janice Anderson, Anna Gisetti

**I. Call to order and introductions**

- a. The meeting was called to order at 6:00pm.

**II. Approval of agenda**

- a. Change made to agenda – Removed Approval of ECA J.1 Enrollment Policy and Approval of ECA I.3 Assessment Policy under Board Action Items
- b. Mrs. Hupfeld made a motion for approval of the agenda. Mr. Fontana seconded the motion, which passed unanimously.

**III. Public comment (5 mins)**

- a. None

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

- a. Absolom presented two articles that highlight the fact that large numbers of American high school students do not feel prepared for college success. Board brainstormed ideas for addressing this: Some concurrent classes for other schools are taught on the CU campus (ex. Calculus 3, etc). This helps the students learn appropriate college behavioral and skill norms on campus. Board members could meet the students from ECA on the CU campus to offer mentorship. We could offer a Year 5 which would defer high school graduation but allow our students time on a college campus with additional support and resources to help their transition. There is a program at CU called Mentorship Collective that is a service to manage the logistics of peer and alumni mentoring. The Board could purchase the book “All the Wisdom and None of the Junk” college help book for all seniors. CU can help with transportation costs for campus visits which could help our students. Board members are encouraged to consider these ideas as stakeholder committees are creating engagement plans, particularly parent, student, and Front Range/UCD committees.

**Future education sessions:** September - Kelly Hupfeld



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- V. Fundraising Training (20 mins)** – Marianna DiVitreo (see tips and specific language in her powerpoint in the Board google folder)
- a. Create a list
  - b. Email communication
  - c. Phone follow-up
  - d. Impact and goal statements
  - e. Recognition
- VI. Board work session (55 mins)**
- a. Standing reports
    - i. Executive Director and team – Todd - a new CDE report has marked our rating as performance, which is a big improvement. Todd is developing a Problem Solving Process and Team to make recommendations for how to deal with the budget shortfall caused by low enrollment.
      1. UIP presentation – Janice (20 mins) Growth in ELA numbers can be attributed to the targeted reading instruction in ECA Hour. Math performance numbers went down, so we need more focus on math this year. We have many incoming middle schoolers functioning at a 3<sup>rd</sup> or 4<sup>th</sup> grade level. Their growth will be supported this year by only having two teachers in the 6<sup>th</sup> grade academy. Middle school math scores will grow from additional visits and support from Janice. Attendance will see growth because of focus on this from the MS and HS deans. Last year we saw a dip in post-secondary enrollment, we are looking for growth in these numbers as well. Todd’s comparison research shows that three neighboring high schools have only improvement rankings.
    - ii. Strategic plan/scorecard review - Steve Berg
    - iii. Committee reports
      1. Fundraising – Brenda – Plan update – fundraising platform and merchant account are being created, as well as the portal on the ECA website. See fundraising talking points and draft email from Kelly, as well as tips and language from Marianna. Fundraising packets will be electronic and will be made available in the next few weeks.
      2. Finance – TO
        - a. Audit Review in September
      3. Governance/Board Development – Katy & Brenda – policy list was sent in Board packet. Current vote is on Section A policies that were previously approved but need to be voted in a new format.
      4. SAC – Audyn – September meeting was moved up to August to address UIP. Next meeting is in October. Audyn is the Board representative.
      5. Stakeholder
        - a. Student – Todd – *Plan to be presented in October*



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- b. Neighborhood – Todd – *Plan to be presented in November*
- c. Parent – Todd – *Plan to be presented in October*
- d. UCD/FRCC – Todd – *Plan to be presented in October*
- e. CSI – Brenda – Plan input – Engagement plan will be sent out. We are scheduling an ECA visit from CSI. There is a CSI Board Training session at Pinnacle on September 20 4-5:15pm. Katy plans to attend, Jen will be the back-up attendee. Next month this committee will present all the CSI dates for the year so Board members can plan attendance in advance.
- f. Legislative – Kelly – *Plan to be presented in November*
- g. Local business – TO – *Plan to be presented in September*
- h. Community Influence – TO - *Plan to be presented in November*
- i. Bondholder – Brenda – *Plan to be presented in October*
- j. Board Policy development – Kelly – *Plan to be presented in September – Assign months to the policy list*

iv. PTCO report – none

b. Discussion of Board action items (if needed)

**VII. Board action items (10 mins)**

- a. Approval of previous meeting minutes
  - i. Mr. Fontana made a motion for approval of the minutes. Mr. Berg seconded the motion, which passed unanimously.
- b. Approval of ECA A.1 Mission, Vision, and Values
- c. Approval of ECA A.2 Non-Discrimination-Equal Opportunity
- d. Approval of ECA A.3 Grievance Process
- e. Approval of ECA A.4 Drug- and Tobacco- Free School Policy
  - i. Mrs. Hupfeld made a motion to revise the policy to include nicotine in banned products. Mrs. Bilger seconded the motion which passed unanimously.
- f. Approval of ECA A.5 Safe Schools Policy
- g. Approval of ECA A.6 School Wellness Policy
- h. Mrs. Hupfeld made a motion to adopt the above policies as proposed. Mr. Fontana seconded the motion, which passed unanimously.

**VIII. Other business (10 mins)**

- a. Calendar review/upcoming events
  - i. Sept 20 Choir to perform at Oberon
  - ii. Sept 27 HS Homecoming
  - iii. Oct 8 SAC meeting 3:45pm
  - iv. Oct 15 Parent Teacher Conferences 3-7pm
  - v. Oct 25 Haunted House 5pm



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- b. Other announcements/information items

**IX. Adjournment**

- a. Mr. Fontana moved to adjourn the meeting at 8:12pm and Mrs. Bilger seconded. The motion passed unanimously.

**Minutes Approval Date:**

**Signature:**

*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: 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, annual retreat 6/23 and 6/24.*

*Critical dates: 2019/20 Graduation 5/15/20, Continuation TBD, Senior Dinner TBD*

*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).*