



THE EARLY COLLEGE OF
ARVADA

Board Meeting Minutes

Date: September 25, 2019

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

Location: The Early College of Arvada

4905 W 60th Ave, Arvada CO 80003

Board members present: Brenda Snyder, Katy Warrick, Todd Cordrey, Jen Bilger, Steve Berg, Anthony Fontana, Steve Berg

Guests: Dana Green, Rick Heroff, Jacqueline Waters, Guadalupe Marquez, Anna Gisetti, Wendy McBride, Ryan McBride

I. Call to order and introductions

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

II. Approval of agenda

- a. Mr. Fontana made a motion to approve the agenda. Mr. Berg seconded the motion, which passed unanimously.

III. Public comment (5 mins)

- a. Wendy and Ryan McBride are parents of Riley McBride, a current student, and would like to get to know the Board and more about how the school works. Asked questions about staffing changes and about biology no longer being a college credit class. See discussion below under section VII – b.

IV. Board education session (20 mins) – Anna Gisetti (see presentation in shared folder)

- a. Ms. Gisetti delivered a presentation about Trauma – what it is and how it affects our students. Our students suffer from lots of different types of trauma in their families and communities. She believes more than 60% of our students have suffered some sort of trauma, and that it greatly affects their academic abilities. She works with students on transforming and addressing their responses to trauma. She also works with teachers on how to form classroom structures and strategies for helping students who have had trauma in their life.

Future education sessions: Todd and Brenda – TBD October, Ryan Marx – CSI November, Arvada Chamber of Commerce workforce readiness presentation (TO will set up, timing TBD)

V. Board work session (40 mins)

- a. Standing reports
 - i. Executive Director and team – Todd
 - ii. Strategic plan/scorecard review - Steve Berg



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1. Board Effectiveness – Governance – Board members’ level of comfort with relevant topics is lower than it should be. Suggestion was made that we could use these topics to designate future education sessions: Charter laws, curriculum and instruction, Board roles vs. admin roles, and others. Brenda and Steve will choose topics for education sessions that help all members be part of a well-functioning Board. Second priority will be choosing ones that help members gain general knowledge about schools.
- iii. Committee reports
1. Fundraising - Brenda – Update – The school has collected approximately \$1100.00 through the Fall campaign between the academies. 40% of the Board has contributed and by December 1st the rest of the \$9,000 is due.
 2. Finance – TO – we still have a \$175,000 budget gap we need to fill by the end of the year. This has been reduced from \$250,000. The problem solving committee has been working on this as well. The audit was finalized but not in time to present at this meeting. We will be analyzing why enrollment was low this year (who left, who stayed, why), and how we can build a more conservative budget next year. Discussion about forming an enrollment and budget model based on data.
 3. Governance/Board Development – Katy & Brenda - Policy updates are on hold this month and will resume soon.
 4. SAC – Todd and Audyn – will have an October SAC meeting.
 5. Stakeholder
 - a. Student – Todd – *Plan to be presented in October*
 - 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 – Committee update and review Engagement Plan – Oct 11 CSI visit at the school. Brenda and Todd will be present, and possibly Katy.
 - f. Report on CSI event - Jen and Kelly – the event was focused on advocacy at the legislative level. They received meaningful information about how to build relationships with legislators.
 - g. Legislative – Kelly – *Plan to be presented in November*
 - h. Local business – TO – *Plan to be presented in December*
 - i. Community Influence – TO - *Plan to be presented in November*
 - j. Bondholder – Brenda – *Plan to be presented in October*
 - k. Board Policy development – Kelly – *Plan is in process*
- iv. PTCO report – Marlene and Amber are working hard and have found a handful of people to donate items or food when needed. Nothing to report for now.



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- b. Discussion of Board action items (if needed)
- VI. Board action items (20 mins)**
- a. Approval of previous meeting minutes
 - i. Ms. Bilger moved to approve the August meeting minutes and Mr. Berg seconded. The motion passed unanimously.
- VII. Other business (20 mins)**
- a. Problem Solving Process Update – Todd – we have convened a group of 10-11 individuals as well as a representative from CSI to address the gap in the budget due to low enrollment. The purpose was to bring together a diverse group to address the problem in the most thoughtful and creative way possible. This group is creating ideas that will be implemented both short and long term. The school has brought the deficit down from \$295k to \$175k. Part of the problem we are facing is continuing to make up for financial issues from last year. We are working toward a plan that builds long term stability for the school. The initial budget was built on enrollment of 365 and this was adjusted after the first day of school to 335. 16 out of the 25 low enrollment number were 6th graders who were enrolled but did not show up. We currently have 39 6th graders. Final enrollment will be determined Oct 2 with a staff meeting the following Monday to keep them informed of any changes. Todd does not anticipate staff lay-offs for the Fall. There will be possible staff changes for the Spring, however there are multiple other ways to recapture the budget shortfall. Admin is prioritizing student achievement, parent satisfaction, and retaining teachers.
 - b. Discussion – How do we ensure that budget issues and staff turnover do not affect college credit for current students?
 - i. Biology was offered as a college credit class at the beginning of the year, but due to staffing changes, parents received a letter that students will no longer receive college credit for the class this year. Parents (including the McBrides) are upset that this credit was revoked. Todd responded to this concern. When we lose a teacher who teaches a college level course, we often don't have another teacher in the building who is accredited to teach the same course. In order to teach our college level courses, teachers need at least 18 credits at the post-graduate level in said subject. In addition, our two accrediting colleges have strict requirements for their courses which are taught here. Todd contacted FRCC and UCD when we lost that teacher to see what our options were for continuing to teach that class for college credit. However, both institutions said they did not have an adjunct teacher to send, and logistics precluded us from sending 9th graders to either campus for this class. In order to protect against this in the future, the school hired 5 additional PHDs over the summer so that our capacity is increased for keeping multiple staff members credentialed for all of our current college level courses. Admin is also focusing on how to retain currently credentialed teachers more effectively. Health class was also changed this semester due to this staffing change and is now being



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taught as an online course this year. The McBrides are concerned that this is not what was promised when they came to this school, and they believe that this course could be administered more effectively because it is very difficult for their son to stay excited about an online course. The McBrides also presented that when there is so much teacher turnover, the students notice and it affects their engagement and attitudes about school. The McBrides also presented concerns about Morning meeting. Steve suggested that we need more communication to parents about all class changes. One possible tool to use would be a Q & A format for parents.

- c. 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
- d. Other announcements/information items

VIII. Adjournment

Mr. Owens moved to adjourn and Mr. Fontana seconded. The meeting was adjourned at 8:02pm.

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 6/21 and 6/22.

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.