



THE EARLY COLLEGE OF
ARVADA

Board Meeting Minutes

Date: October 23, 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, Anthony Fontana, TO Owens, Audyn Quintana

Guests: Janice Anderson, Gail Atkinson, Theresa Veltree

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, Mrs. Bilger seconded, and it passed unanimously.

III. Public comment (5 mins)

- a. None

IV. Board education session (20 mins) – Brenda (see Board Governance Models materials)

- a. Board Governance Models –There are different models for how a Board of Directors can function effectively. An Advisory Board mostly gives advice to the business. A Patron Board mostly gives money to and solicits money for the organization. The Cooperative Governance model means the Board works with the Director to make operational decisions together. We currently operate in a Management Team Model. In this model, the Board forms committees to provide services the school isn't able to hire for such as fundraising, parent engagement, marketing, etc. Currently the only operational committee we have is fundraising. This model can be used to replace employees or provide additional capacity. We also use parts of the Policy Board model which is one that makes policy but doesn't participate in operations. Over the next few meetings we will use agenda items to clarify and discuss what model we are using as a Board.

- b. **Future education sessions:** November – CARS Report

V. Board work session (40 mins)

- a. Standing reports
 - i. Executive Director and team – Todd (see report)
 1. Janice reported that formal teacher observations will begin in a few weeks. Referrals are down substantially from last year. Attendance rates are up from last year. Teachers are divided on support for Morning



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meeting and block schedule, which is new this year. Admin is exploring new ways to meet staff needs. NWEA testing is completed for the Fall and that data won't be presented because it is used as a baseline for this year. Todd reported that Admin has created a process for creating the capacity with current staff to offer over 100 college credits. Todd is meeting with CSI on Monday about our budget and staffing. 50% of our incoming students perform at a 3rd/4th grade level. 6th grade academy helps give them extra structure for filling academic gaps. Only two classes are currently over 30 students. Some classes have low amounts of students but are used as intervention classes. The enrollment drop this year is due to less 6th and 7th graders enrolling than last year. Also matriculation of students going into 10th and 11th from last year to this year was lower than predicted. Discussion of how to build retention and attrition into the enrollment goals for next year. Discussion of resources Todd can use to build an enrollment model. Admin is creating a Teacher Experience committee to survey staff and work on making a plan for effective staff retention. Katy will serve as the Board member on this committee. This is a difficult school to teach at because of challenging student behaviors and challenging academic gaps. In addition this is a student body who deals with serious social-emotional issues as well as trauma outside of school. In addition, our small size means teachers are asked to teach more classes which requires more planning time.

- ii. Strategic plan/scorecard review - Steve – The scorecard is being updated and re-organized.
- iii. Committee reports
 1. Fundraising - Brenda – Update – The Fall Campaign raised approximately \$1900. So far the Board has contributed about \$1000 and was reminded to finish their fundraising commitments before the end of the year. Brenda sent out emails asking for business names for fundraising requests and all Board members are asked to respond.
 2. Finance – TO – In the audit this year we received an Unqualified Opinion which means the audit was fair and appropriate. There were no red flags except for not meeting TABOR last year and the fact that we overspent allocation. Compared to previous years, this audit was very clean. In the current budget the bottom line looks large but there is a recession coming in January and February. Lori is calculating what this will look like in January and making sure we can cover it.
 3. Governance/Board Development – Katy & Brenda – There are currently 3 potential new Board members. Kelly met with Holly tonight and



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recommends moving forward. Policies are continuing to be created and will be presented to the Board to be approved.

4. SAC – Todd and Audyn – Met in October and finalized the UIP.
5. Stakeholder
 - a. Student – Todd – *Plan to be presented in November*
 - b. Neighborhood – Todd – *Plan to be presented in December*
 - c. Parent – Todd – *Plan to be presented in November*
 - d. UCD/FRCC – Todd – *Plan to be presented in November*
 - e. CSI – Brenda – no update, meeting with them on Monday at their request
 - f. Legislative – Kelly – *Plan to be presented in November*
 - g. Local business – TO – *Plan to be presented in January*
 - h. Community Influence – TO - *Plan to be presented in February*
 - i. Bondholder – Brenda – *Will be revisited*
 - j. Board Policy development – Kelly – *Plan in process*

iv. PTCO report – PTCO representative – provided dinner for teachers during conferences.

b. Discussion of Board action items (if needed)

VI. Board action items (20 mins)

- a. Approval of previous meeting minutes
Mrs. Bilger moved to approve the September meeting minutes and Mrs. Hupfeld seconded. The motion passed unanimously.

VII. Other business (20 mins)

- a. Staff Presentation and Survey Outcomes – Todd – Todd met with staff to talk about the results of the problem solving team last month. We will not be doing furlough days because the grant funding will not cover them. Some staff volunteered to take time off in the spring. There won't be any staff losses this fall due to budget. There could be in the spring. Ideas about a 5th year plan, different post-secondary partners, or joining a district or charter school network were presented in the problem solving committee. The finance committee discussed creating a board committee to research and address these. Brenda suggested creating a long-range planning committee to evaluate the long-term future of the school 5-10 years out. The Board feels this committee should be formed this month.
- b. The finance committee would like Todd to pursue a relationship with Red Rocks Community College based on the location of the light rail and the additional classes they offer in technical education and trades. Additional research is needed to see if a relationship with the RRCC Arvada campus will be beneficial for ECA students.



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- c. Discussion of the building has brought up the need to double check documents clarifying the relationship between the Building Corp Board and the School Board. Then Absolom may be asked to create a Memorandum of Understanding.
- d. Calendar review/upcoming events
 - i. Oct 21-31 Spooky Basket Sales
 - ii. Oct 25 Haunted House 5pm
 - iii. Oct 25 Erocne choral field trip
 - iv. Nov 1 Erocne choral field trip
 - v. Nov 25-29 Fall Break - No School
- e. Other announcements/information items

VIII. Adjournment

- a. Mr. Owens moved to adjourn the meeting and Mrs. Bilger seconded. The motion passed unanimously and the meeting was adjourned at 7:45pm.

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: 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, Awards 5/20/20, Continuation 5/21/20, Senior Dinner 5/14/20

To request that an item be placed on a future agenda, please contact Board Secretary Katy Warrick at kwarrick@ecarvada.org.