



THE EARLY COLLEGE OF  
**ARVADA**

## **Board Meeting Minutes**

**Date: December 18, 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:** Katy Warrick, Todd Cordrey, Anthony Fontana, TO Owens, Kelly Hupfeld, Absolom Herrera, Brenda Snyder, Jen Bilger, TO Owens, Audyn Quintana,  
**Guests:** Holly Petersen, Janice Anderson, Theresa Veltree, Anna Gisetti, Lynne Wilcox, Bob Martin

**I. Call to order and introductions**

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

**II. Approval of agenda**

- a. Mr. Herrera made a motion to approve the agenda, Mr. Fontana seconded, and it passed unanimously.

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

- a. None

**I. Board education session (20 mins) – Brenda – Took assessment of Board members' level of knowledge on fiduciary duties, charter school laws, curriculum and instruction, student needs, staff roles, faculty and staff needs, budget, agenda, meeting conduct, recruitment, orientation, director accountability, board policy, strategic planning, fundraising, compliance, and use of committees.**

**Future education sessions:** January - Janice Andersen – Curriculum and instruction (Board members requested more information on vertical and standard alignment, using observational data to coach teachers, what does good teaching look like, closing gaps, teacher surveys on observations and needs, particular needs of our students and how our teaching addresses them, how you support PhD teachers in moving from college level to high school level, how we are moving students through the pathways and how that affects our staffing model, 6<sup>th</sup> grade academy, what would you sell about our academic approach and outcomes)

**II. Board work session (75 mins)**

- a. Standing reports

i. Executive Director and team – Todd (30 minutes)

1. Janice - In this month's report we showed only 9 referrals, but that number has gone up this week. No incidents of vaping or drugs this month. When writing the UIP for this year, the attendance goal was



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based on a faulty attendance number from last year, so that goal will be removed. We are consistently in the 90<sup>th</sup> percentile. One area of focus in teacher coaching is how to maximize the additional class time provided by the block schedule.

2. Follow up item – creating a new enrollment model and recruitment plan - Student Recruitment committee was formed (See structure tool). Betsy Mazza will join us in the spring and is an Americorps Vista employee. This year’s enrollment goal is 365-400 but we will be building our budget based on 335. One question to follow up on is how our attrition rate relates to our area’s mobility rate. Many high schools in the area are seeing a dip in student enrollment this year. To hit the model recruiting goals we would need to recruit 150 students for next year. This year we were able to recruit 90 students. We do not have a system for getting data on why students leave. Possibly a CRM system could help get more data on this, possibly a salesforce system. Anthony has a contact in salesforce implementation. Highrise is a similar system that can record number of touchpoints with customers that is less expensive. TO suggested reevaluating the 335 budget number because that would require recruiting 130 students which is 45% more than last year which may be too optimistic. Discussion about appropriate recruiting goal for this year. Maybe revisit this discussion after receiving the letters of intent for current students who are coming back. Admissions tracker will be available at each board meeting. Follow up item: January – Todd will present an enrollment goal number for his performance matrix.
- ii. Strategic plan/scorecard review - Steve (5 minutes) - none
- iii. Committee reports (40 minutes)
  1. Fundraising - Brenda – this is the first year as a fundraising and contributing Board. \$4950 has been raised so far. Three Board members still need to make their contributions by the end of the year. Fundraising document was handed out and will also be available electronically.
  2. CSI Stakeholder – Kelly – Had conversation with Terry Lewis and Amanda Karger. Was able to have a productive conversation and inform them about ECA. Presented budget plans and received their approval. Will meet with Luke Ragland and Anthony in the near future as we move towards renewal. Follow up item: Can we find dates for CSI events farther in the future?
  3. Finance – Brenda – We have met all of the requirements in the letter of concern except for the contingency requirement. CSI asked for that number to be \$90,000. We are able to make it \$55,000. We have no



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reason to believe that will not be acceptable to CSI. There were questions about our ability to collect the promised amount of student revenue. This year we doubled the fees from \$21,000 to \$42,000. We are able to show the process and policy to execute this which should reduce their concern. CSI is also concerned about our fundraising number of \$25,000. In response we reduced it to \$10,000 and have already met this. We have demonstrated we will meet TABOR. For the SPED reserve we will meet the necessary number. We need to approve a revised budget by December 31. This month the finance committee went through the detailed budget and investigated all variance. All items should be at 42% because that's how far we are through the year. The committee made notes about all items with variance. They also analyzed the risk of each line item coming in above or below the budgeted item, and could that risk be covered by the budgeted contingency amount. The finance committee feels very confident in being able to meet this budget. Catastrophic building maintenance is the only category that could outspend our contingency. Anyone is welcome to attend finance committee meetings. Some ways budget cuts are affecting the daily operation of the school are reduction in snow removal, tech services, labor force reduction, etc. Follow up item: What is the impact on operations and teachers due to budget cuts?

- a. Review November Actuals
  - b. Proposed Budget amendments
    - i. Mrs. Hupfeld moved that we approve the budget as presented. Mrs. Bilger seconded and the motion passed unanimously.
4. Governance/Board Development – Katy & Brenda – Holly Petersen is a potential board candidate and attended tonight's meeting. Kelly, Todd, and Brenda have met with her individually. A second board candidate will be joining us in January. No policy developments this month.
  5. SAC – Todd and Audyn - none
  6. Long Range Planning Committee – Brenda – First meeting was today. The goal is to get more information about general education in the next 2-3 years and develop a financial model for efficiency with our building and educational model.
  7. Stakeholder
    - a. Student – Recruitment and Retention - Todd – Present Plan - review independently and give feedback by email or phone
    - b. Neighborhood/Community – Todd – Present Plan - review independently and give feedback by email or phone



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- c. Parent – Todd – Present Plan- review independently and give feedback by email or phone
  - d. UCD/FRCC – Todd – Defer
  - e. Legislative – Kelly – defer to January
  - f. Local business – TO – *Plan to be presented in January*
  - g. Community Influence – TO - *Plan to be presented in February*
  - h. Bondholder – Brenda – *Plan will be revisited* - Michelle Newland and Scott Ross will attend meeting in January
  - i. Board Policy development – Kelly – *Plan in process*
  - j. Todd also presented a Staff Engagement Plan and a Fundraising Plan – review independently and give feedback by email or phone
- iv. PTCO report – PTCO representative (5 minute) - none
- b. Discussion of Board action items (if needed) - none
- III. Board action items (5 mins)**
- a. Mr. Fontana moved to approve the November Board meeting minutes. Mrs. Snyder seconded and the motion passed unanimously.
- IV. Other business (10 mins)**
- a. Calendar review/upcoming events
    - i. Dec 17, 18, 19 Fall Semester Finals
    - ii. Dec 19 Staff, Board & Alumni Christmas Party 4:30pm
    - iii. Dec 20-Jan 6 Winter Break
    - iv. Jan 17/18, 31 & Feb 1<sup>st</sup> – Timbergriffen Theater Company presents Chicago - Tickets on sale now at [ecarvada.booktix.com](http://ecarvada.booktix.com)
  - b. Other announcements/information items
    - i. Holiday Gift Drive for ECA families – volunteers provide gifts for ECA families who submit holiday wish lists. Thank you to all Board members who brought gifts tonight.
- V. Adjournment**
- Mr. Owens moved to adjourn the meeting and Mrs. Hupfeld seconded. The motion passed unanimously and the meeting was adjourned at 7:34pm.

*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: 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*



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*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).*