



THE EARLY COLLEGE OF
ARVADA

Board Meeting Minutes

Date: January 22, 2020

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

Location: The Early College of Arvada

4905 W 60th Ave, Arvada CO 80003

Board members present: Katy Warrick, Todd Cordrey, Anthony Fontana, Kelly Hupfeld, Brenda Snyder, Jen Bilger, Audyn Quintana, Absolom Herrera

Guests: Holly Petersen, Janice Anderson, Dennis Olson, Theresa Veltree, Scott Rolf, Michelle Newland, Margaret McGlaughlin

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, Mrs. Hupfeld seconded, and it passed unanimously.

III. Public comment (5 mins)

- a. Michelle Newland praised the expansion of the Board, the condition of the building, and the general state of the school. Scott Rolf is grateful to see all the work that has been done since purchasing the building.

IV. Board education session (20 mins) – Janice

- a. See presentation on ECA Curriculum and Instruction in January Board google folder
Future education sessions: Financial Policies - Brenda

V. Board work session (75 mins)

- a. Standing reports
- i. Executive Director and team – Todd (see Board report)
 - 1. *Upcoming: Approve School Calendar and enrollment goal number in February*
 - ii. Strategic plan/scorecard review - Steve/Todd – Brenda called every Board member this month to get individual feedback on the Director's performance as well as other items. Todd created a document evaluating the goals in the strategic plan and will send it out. It will be discussed in February.
 - iii. Committee reports
 - 1. Fundraising - Brenda – Every single Board member contributed to the school this year. We raised \$5,000+. We have signed a contract with a fundraising firm that will create a proposal to find donors in addition to



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- other revenue streams. They will be interviewing all Board members to gather information.
2. CSI Stakeholder – Kelly – CSI will be having a Board to Board networking event on March 11 4:30-6pm. Board members are encouraged to check their schedules and volunteer to attend.
 - a. The entire Board agreed to pursue our charter renewal this year. Board members will be called to help with this.
 3. Finance – TO – Todd encourages Board members to review the Detail page of the financials. Every line item with variance was explained by Todd.
 4. Governance/Board Development – Katy & Brenda
 - a. Vote new Board Member - Holly Peterson
 - i. Mr. Fontana moved to invite Holly Peterson to join the Board. Mrs. Hupfeld seconded and the motion passed unanimously.
 - b. Vote new Board Member - McGlaughlin
 - i. Mrs. Snyder moved to invite Margaret McGlaughlin to join the Board. Mr. Fontana seconded and the motion passed unanimously.
 - c. Review proposed financial policies this month, and vote on them next month. These are policies that the school was already operating under. Kelly re-organized them into the new format. Next month check D.8-10 for revisions. Each Board member will be assigned one or more of the financial policies to read, understand, ask questions of Kelly and Todd, look for if anything is missing, does it apply to ECA, is the language clear, and then present why the school should adopt it at the February meeting. Assignments: Anthony 1-3, Jen 4-5, Holly 6, Absolom 7, Audyn 8, Steve 9, Todd 10, TO 11, Brenda 12-13.
 5. SAC – Todd and Audyn – Next meeting is in March
 6. Long Range Planning Committee – Brenda – Committee has met twice. We want to renew ECA's charter this year. Every year we have made big changes, and that amount of constant change is holding the school back. The goal for this committee is to reduce chaos for the next 18 months, and then design a working model for the school. Our willingness to renew our charter is based on the fact that we are not going to keep trying to fix broken systems each year, but rather create efficient and effective models for staffing, finances, grades served, etc. Our mission and early college status will not change. No changes will be made until the 2021-22 academic year.
 7. Stakeholder



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- a. Engagement Committee (Parent, Student, Teacher, Community) – Todd – Plan is in google folder. This committee is addressing student retention, student recruitment, parent engagement, teacher retention, fundraising, and community engagement. The immediate priority of this committee is student retention. The target enrollment number for next year will be finalized in February. Tonight was the first enrollment meeting for current 6th graders. The Americorps Vista volunteer is helping to create and administer small group surveys to better understand parents, students, and teachers.
 - b. UCD/FRCC – Todd – No longer needed. Remove from future agendas.
 - c. Legislative – Kelly – No longer needed. Remove from future agendas.
 - d. Local business – TO – This committee will be joining the Fundraising committee. Remove from future agendas.
 - e. Community Influence – TO - *Plan to be presented in February*
 - f. Bondholder – Brenda – No longer needed. Remove from future agendas.
 - g. Board Policy development – Kelly – *Plan in process*
 - iv. PTCO report – PTCO representative (5 minute) – None
 - b. Discussion of Board action items (if needed)
 - i. Katy Warrick is resigning from the Board effective immediately and expressed her sincere gratitude for the opportunity to have served with this group.
 - ii. Mrs. Snyder moves to make Jen Bilger the new secretary for the Board. Mr. Berg seconded and the motion passed unanimously.
- VI. Board action items (5 mins)**
- a. Mrs. Bilger moved to approve the December Board meeting minutes. Mr. Fontana seconded and the motion passed unanimously.
- VII. Other business (10 mins)**
- a. Calendar review/upcoming events
 - i. Jan 17/18, 31 & Feb 1st – Timbergriffen Theater Company presents Chicago - Tickets onsale now at ecarvada.booktix.com.
 - ii. Jan 22, 29 & Feb 5, 19 – Parent Re-enrollment meetings 4-5pm
 - b. Other announcements/information items
 - i. Mr. Olson said that International trips for ECA students are planned for the next few years. Students will visit Panama in 2020, Italy/Spain/France in 2021 and Vietnam/Cambodia/Thailand in 2022.
- VIII. Adjournment**

Mrs. Bilger moved to adjourn the meeting and Mr. Quintana seconded. The motion passed unanimously and the meeting was adjourned at 7:58pm.



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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: 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 Jen Bilger at jbilger@ecarvada.org.