



THE EARLY COLLEGE OF  
**ARVADA**

## **Board Meeting Minutes**

**Date: February 26, 2020**

**Time: 6:00 - 8:20 p.m.**

**Location: The Early College of Arvada**

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

**Board members present:** Todd Cordrey, Anthony Fontana, Kelly Hupfeld, Brenda Snyder, Jen Bilger, Audyn Quintana, Steve Berg, Holly Petersen, Margaret McGlaughlin, TO Owens

**Guests:** Janice Anderson, Aaron Rudolph, Theresa Veltree

**I. Call to order and introductions**

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

**II. Approval of agenda**

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

**III. Public comment (5 mins) - None**

**IV. Board education session (in Work Session below) – N/A, See below Governance Section**

**V. Future education sessions:**

March: Demographics of Arvada - TO

April: Literature and Best Practices – Margaret

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

- a. Standing reports

- i. Executive Director and team – Todd (see Board report)

1. Approve School Calendar in February

- a. Mrs. Bilger made a motion to approve with direction of adding board meeting dates to the School Calendar, Mrs. Snyder seconded the motion, it passed unanimously. Although the calendar was approved, there may be possible revisions in March.

2. Enrollment Goal Number

- a. 320 is suggested by Mr. Cordrey, after Board discussion, 320 is the number to work with at this time.

3. Renewal



THE EARLY COLLEGE OF  
ARVADA

- a. Mr. Cordrey announced that he has a meeting with CSI/Ryan Marks at 8am on 2/26/2020 to discuss first step for renewal process.
- ii. Mrs. Anderson noted that the Teacher Evaluations will be amended slightly this year, but teachers were involved in the decisions and are good with slight adjustment.
- iii. Strategic plan/scorecard review - Steve/Todd – No comments this month
- iv. Committee reports
  1. Fundraising – Brenda/Todd - Todd meeting with MPW to review fundraising report week of March 2<sup>nd</sup>
  2. CSI Stakeholder – Kelly – CSI will be having a Board to Board networking event on March 11 4:00-6:30pm. Holly and Audyn are possible attendees; Holly confirmed attendance
  3. Finance – TO – We are on track to meet Tabor
    - a. The Budgeting Process is beginning; three scenarios will be built 290-320; budget will be ready for initial review by the Board at the March meeting
  4. Governance/Board Development –Brenda
    - a. Financial Policies (See Shared Folder) Board Member Presentations – Voting in April on all policies below.
      - i. Anthony D.1-D.3
        1. D.1- No suggested changes.
        2. D.2- No suggested changes
        3. D.3-Recommend to provide for a waiver for February, March and April deadlines/adopt language that allows for timeline (outside of statutory requirements) to be amended by a board vote if necessary.
      - ii. Jen D.4-D.5
        1. D.4- no suggested changes
        2. D.5- no suggested changes
      - iii. D.6- Banking, no suggested changes
      - iv. Holly D.7
        1. D.7- suggested changes at this time Payment by Check to 5,000, update language to Designee of Executive Director under purchase orders
          - a. Holly is leading review and revision to ensure it is board policy and not operational and ensuring proper controls are in place.
      - v. Audyn D.8



THE EARLY COLLEGE OF  
**ARVADA**

1. Kelly will review statutory requirements regarding 72 hours
    2. Todd is reviewing Student Council by-laws and money receipt requirements for all clubs.
  - vi. Todd/Steve D.9
    1. D.9- No changes suggested
  - vii. TO D.11
    1. D.11- Suggested executive director shall secure bids on all items that are 25k+, suggested to check statutory on not subject to formal bidding, suggest additional language that includes board approval.
  - viii. Brenda D.12-D.13
    1. D.12- suggested amending of redundant wording
    2. D.13- Kelly to check statutes regarding property sales by executive director and include limits that are consistent throughout properties.
  - ix. Mrs. Hupfeld has agreed to review statutory entertainment expenses regarding what is permitted, what is prohibited and what policy may be required.
5. SAC – Todd and Audyn – Next meeting is in March
6. Long Range Planning Committee – Brenda –We have a model and an approach and want to build a plan starting 18 months (Sept 2021) out from now – how do we design to attract the persons, curriculum drives enrollment, enrollment drives revenue and revenue drives everything else. We want to stay focused on learners and stays consistent with our current mission.
7. Stakeholder
  - a. Engagement Committee (Parent, Student, Teacher, Community) – Todd – Plan is in google folder. See Notes in Folder.
    - i. Outreach issues- overuse of automated messages via phone. TO and Audyn brought up the issues of almost a SPAM feeling, with texts, emails and phone calls/messages back to back. Same message being sent out multiple times. Janice will look into the issue, explore possible other platforms.
    - ii. Benefit of Vista (Americorp volunteer)- so much work has been accomplished so far. Bigger than anything we have ever done- position feelings.



THE EARLY COLLEGE OF  
**ARVADA**

- b. Workforce Readiness Committee/ Arvada Chamber- Audyn is our representative.
  - c. Community Influence – TO – *Deferred due to time, plan to be presented in March*
  - d. Board Policy development – Kelly – *Plan in process*
  - v. PTCO report – PTCO representative (5 minute) – None- Remove from Agenda for future Board Meeting
  - b. Discussion of Board action items (if needed)
- VII. Board action items (5 mins)**
- a. Possible Board Member Bryan Gomez- Todd and Brenda meeting with him
  - b. Audyn has met with Kiwanis and they have possible funds- asking for suggestions
    - i. Todd, Janice and Audyn to discuss possible suggestions for proposal
  - c. Mrs. Bilger moved to approve the December Board meeting minutes. Mr. Quintana seconded and the motion passed unanimously.
- VIII. Other business (10 mins)**
- a. Calendar review/upcoming events
    - i. Feb 26 – Parent Re-enrollment Meeting 4-5pm
    - ii. Mar 4 – Parent Re-enrollment Meetings 6-7pm
    - iii. Mar 9 – Parent/Teacher Conferences 3-7pm
    - iv. Mar 11- CSI Board to Board Networking and Training- Holly is attending
  - b. Other announcements/information items
- IX. Adjournment**

Mr. Owen moved to adjourn the meeting and Mr. Fontana seconded. The motion passed unanimously, and the meeting was adjourned at 8:20pm.

*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 5/19/20, Continuation 5/21/20, Senior Dinner 5/13/20*

*To request that an item be placed on a future agenda, please contact Board Secretary Jen Bilger at [jbilger@ecarvada.org](mailto:jbilger@ecarvada.org).*