



THE EARLY COLLEGE OF  
**ARVADA**

## **Board Meeting Minutes**

**Date: March 18, 2020**

**Time: 6:00 - 8:22 p.m.**

**VIRTUAL MEETING – via ZOOM and conference call 605-475-4094, access code 518724**

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

**Guests:** Janice Anderson, Julie Ramsey, Kaye Taavialma, Matt Wasserman

**I. Call to order and introductions**

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

**II. Approval of agenda**

- a. Mrs. Hupfeld made a motion to approve the agenda, Mrs. McGlaughlin seconded, and it passed unanimously.

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

**IV. Board education session (in Work Session below) – N/A- Demographics of Arvada deferred to April.**

**V. Future education sessions:**

April: Demographics of Arvada - TO

May: Literature and Best Practices – Margaret

**VI. MPW Strategies (30 Mins) – Matt Wasserman and Kaye Taavialma**

- a. Following Attachments in Shared Folder
  - i. ECA Fundraising Board Meeting Deck 3-16-20 PDF
  - ii. ECA Assessment and Plan 2\_25\_20 PDF
  - iii. ECA Fundraising Appendix 1.3 ECA Development Committee Position Description Word
  - iv. ECA Fundraising Appendix 1.2 Grants Strategy Matrix Excel
  - v. ECA Fundraising Appendix 1.1 ECA Top Prospects Excel
- b. Matt discussed \$25,000 is achievable through the discussion and the assessment they performed but these assessments were before the recent COVID-19 developments.
  - i. Margaret asked if \$25,000 by 6/30/2020 feasible and Matt/Kaye responded that there is uncertainty based on recent events (meaning restrictions due to CO-VID 19)
- c. We have an engaged population- positive, staff are not currently running campaigns, etc. and that is an area that we can tap into.



THE EARLY COLLEGE OF  
**ARVADA**

- d. Developing and running a micro-campaign discussion, raise money around one specific area can open engagement and people's giving.
- e. Kelly asked about the Colorado Common Grant and the need for a template application and Kaye gave clarification around the importance of the template and that we would create the boiler plate to utilize for other grant applications and tweak as needed for individual opportunities.
- f. Leveraging the staff and creating an internal fundraising team.
- g. Holly added that given recent environment that we may have an opportunity to find money that is already defined to be distributed. Perhaps an updated list of those sources and an updated timeline- maybe not focus on \$25,000 now but the possibility of funds later. Defining dates is needed.
- h. Holly also asked about CRM and there was discussion that they exist for nonprofits and fundraising like Salesforce.
- i. Brenda asked where \$25,000 figure came from
  - i. Note, Matt answered with the following and noted that current environment changes and Kaye added that reassessment is needed to fully realize the new reality and what does it look like and what changes for marketing:
    - 1. Donor Campaigns – Micro Campaign
    - 2. Foundations
- j. Probability of raising \$10,000-\$20,000 by June 30, 2020 – it will take a big team effort still, again the new reality needs to be assessed.

**VII. Board work session (85 mins)**

- a. Standing reports
  - i. Executive Director and team – Todd (30 mins)
    - 1. Online learning
      - a. Remote learning started on 3/18/20
      - b. Our students have (or will have within the next week) what they need for remote learning and it was not too difficult transition for teachers as most go through google classrooms already.
      - c. Grace period for completed work is in place due to needed wi-fi installations that can take up to 7 days.
      - d. Calls will go out 3/20/2020 to communicate expectations during distance learning.
      - e. Kelly asked about CU Succeed communication issue and offered to support as needed. Anthony asked for the students with the issue information and offered to follow up with CU Succeed as well.
      - f. TO asked about whether there is a way to incorporate online learning in the future since we are putting the work into it due



THE EARLY COLLEGE OF  
ARVADA

to the circumstances. Discussion around considering this and looking into opportunities in the future is noted.

2. Enrollment
  - a. 142 students completed re-enrollment paperwork with some paying fees.
  - b. Continuing strategy going forward – (See Board Report- shared folder)
3. Renewal timeline (Timeline in shared folder)
  - a. Note- Ryan (CSI) joining our April 22, 2020 board meeting
  - b. Noted the important dates in the outline for the renewal
  - c. Holly asked about how distance learning will affect the renewal and Todd and Kelly discussed that it should not affect it due to the state mandates around closures.
4. Todd noted that we are ready to serve our population's food/non-school resource needs as well and resources are posted on our website.
5. Todd announced that prom has been cancelled and there is a possibility of commencement being postponed/cancelled as well.
- ii. Strategic plan/scorecard review – Steve/Todd - (10 mins)
  1. Reviewed Document in shared file
- iii. Committee reports
  1. Fundraising – Brenda/Todd - MPW Report - N/A March - MPW Report above.
  2. CSI Stakeholder – Kelly - N/A March
  3. Finance – TO/Todd (10 mins)
    - a. 2019-20 YTD- Budget looks solid and on track to meet TABOR, SPED requirements and meet budgets.
    - b. Holly asked our expenses below where they should be- are there more expenses or are we saving money?
      - i. TO answered that the contingency fund has not been used and we should continue to be below as we don't expect to utilize it.
      - ii. Jen asked if deep cleaning- part of contingency?
        1. Todd answered no- it is part of the expenses under repairs and maintenance.
      - iii. Anthony asked about other expenses and meeting TABOR
        1. Todd answered that we are going to do everything to meet TABOR, we are on track and trending positive to meet it.
  4. Governance/Board Development – Brenda



THE EARLY COLLEGE OF  
**ARVADA**

- a. Financial Policies Review and Vote -carried over from March -  
**Deferred to April**
- b. One candidate beginning the process. Bryan Gomez is moving to Iowa so no longer a candidate.
5. SAC – Todd and Audyn – no update
6. Long Range Planning Committee – Brenda
7. Stakeholder
  - a. Community Influence – TO – **Deferred to April**
  - b. Board Policy development – Kelly – *Plan in process*
  - c. Workforce Readiness Committee/ Arvada Chamber – Audyn
    - i. Kiwanis will likely help with Soccer Goals for school
- b. Discussion of Board action items (if needed)
  - i. Draft Budget Review 2020-21 – Todd (15 minutes)
    1. Budget written at 310 students, conservative and appropriate- same recruiting, retention and attrition rates as last year would be 312 students and what budget is based on for FY20-21.
      - a. Expense Contingency of 35k,
      - b. 40k unrestricted reserve
      - c. 25k board capital budget reserve
      - d. 75k CSI Loan payment (final Payment)
      - e. 101k TABOR
      - f. SPED 33,500k
    2. Todd urged us to read narrative.
    3. Margaret asked about cuts to make this budget and Todd referred us to the narrative included with the Board packet
    4. Kelly asked about Title I revenue and noted possible risk losing 30% FRL Todd reassured that this should not be a problem as there is low risk but since there is a small risk, he wanted to make the board aware of it.
  - ii. Executive Session – deferred until April
- c. Discussion Items (10 minutes)
  - i. 2020-21 – School calendar; spring break alignment
    1. Janice is working on confirming dates for spring breaks and will let the Board know when they confirm the spring breaks for Front Range
    2. The decision to submit as is to CSI and request permission to alter it later if needed was made.

**VIII. Board action items (5 mins)**

- a. Mr. Fontana moved to approve the February Board meeting minutes. Mr. Berg seconded, and the motion passed unanimously.
- b. Approval to move forward with fundraising in 2019-20 or defer to July 2020 or later date



THE EARLY COLLEGE OF  
**ARVADA**

- i. Mrs. Hupfeld moved to approve that the board authorize Todd Cordrey to decide to enter into an agreement with MPW to spend \$2500 for one month of services, Mr. Fontana seconded the motion and the motion passed unanimously.
- IX. Other business (10 mins)**
- a. Calendar review/upcoming events (Note- current information listed below is subject to change)
    - i. ~~April 3 – Student Sports Fair and info 2-3pm~~ **Cancelled**
    - ii. ~~April 3 – Griffin Day Celebration~~ **Cancelled**
    - iii. ~~April 10 – School Tours~~ **Cancelled**
    - iv. **School Closure- Distance Learning Starting March 18**
    - v. March 23 – March 27 – Spring Break
  - b. Other announcements/information items
- X. Adjournment**
- a. Mrs. Snyder moved to adjourn the meeting and Mr. Owens seconded. The motion passed unanimously, and the meeting was adjourned at 8:22pm.

*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).*