



THE EARLY COLLEGE OF  
**ARVADA**

**Board Meeting Minutes**

**Date: May 27, 2020**

**Time: 6:00pm – 7:28 pm**

**~~Location: The Early College of Arvada~~**

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

**VIRTUAL MEETING via ZOOM**

**ZOOM LINK:** <https://us02web.zoom.us/j/83231418523?pwd=QTikRTNldVFQbU5LQTcxdlB5aERaUT09>

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

**Guests:** Janice Anderson, Patrick Nielsen

**I. Call to order and introductions**

- a. The meeting was called to order at 6:02 pm.

**II. Approval of agenda**

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

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

**IV. Board education session – Deferred to June**

**V. Future education sessions – Literature and Best Practices – Margaret – June Meeting**

**VI. Board work session**

- a. Standing reports (30 mins)
  - i. Executive Director and team
    1. Enrollment Update
      - a. 240 have re-enrolled which is 82%. 73-75% is our average for re-enrollment in past years. Goal is to hit 85% re-enrollment.
      - b. Recruitment- 23 students recruited.
      - c. 263 total committed (recruitment and re-enrollment combined)- need 47 to hit budgeted number of 310 students.
        - i. Margaret asked where the recruited students are distributed and Todd said the distribution was pretty even.
    2. SPED Mediation Update
      - a. Conclusion- mailed check this week.
        - i. Total award for family \$42,500
          1. ECA- (70%) \$29,750 CSI- (30%) \$12,750



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3. Renewal Update
  - a. Submitted intent to renewal
  - b. On track financially and in good shape with operations for renewal.
  - c. Critical Dates for CSI Renewal are listed below with other critical dates.
  - d. School assessments data points- will use old data unless there are Fall Assessments
    - i. EL data, processed today
      1. Had significant growth- 43% moved up a level (see data in shared drive)
4. 2020-21 Delivery Model
  - a. Plan in process, tool kit and information released today.
    - i. Know we have to have an online platform and curriculum.
      1. Brenda asked what an online curriculum? Janice responded not homeschooling but here are the CO state standards and here is how we can make it remote, best practices.
      2. Brenda asked if there is a guideline 6<sup>th</sup> graders full time? Janice responded that K-6 has to be full time in class and cannot be cycled.
      3. Margaret asked if we were looking at vendors for Online Platforms? Janice responded that they had met with Pearson (5 times more expensive than current -Edgenuity) and they are meeting with another company that is more reasonably priced in the next few weeks. Edgenuity will not be able to handle the requirements needed for the remote learning.
      4. Holly asked if we purchase online platform can we use CARE funding Janice said it was talked about to utilize funding for the platform.
5. Key Dates – 6/15 budget, 7/15 delivery model, 8/15 enrollment
  - a. Noted that PPR determination has not been made yet by state.
6. Other
  - a. Jen asked about the 2020 Seniors that are taking a gap year due to COVID-19- what are we doing to ensure they stay on track to enroll in college after the gap year?
    - i. Todd- do not know if there is a plan in place but will look at this.
  - ii. Strategic plan/scorecard review – Defer this Month, will discuss in June.
  - iii. Committee reports
    1. Fundraising (10 mins)
      - a. Encourage Board Members to be Fundraisers
      - b. \$4300 in current campaign as of today.
    2. CSI Stakeholder – Defer
    3. Finance –Todd (20 mins)- See Financials in shared Drive
      - a. 2019-20 YTD- healthy, spending less than budgeted.
      - b. PPP loan/grant update
      - c. Additional funding



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- d. Todd noted that we anticipate 8% PPR cut.
        - i. Margaret asked if PPR being reduced is COVID related? Todd responded that due to reduced tax collections, PPR will be reduced by 5-7% for FY21 and likely for FY22. In addition, there will also be cuts from our grants.
      - e. Declaring a State of Emergency decide in July
        - i. Still an option but we are unlikely to need this option with all funding we have received and the health of our current budget and resulting carryover
    - 4. Governance/Board Development – Brenda/Kelly (10 mins)
      - a. Financial Policies D.1 – D.12 (see shared drive for documents) – review discuss, anticipate submission to CSI in June
        - i. Board Action- review policies and if you have changes or comments, please send to Kelly no later than 6/10/2020. Brenda asked that we please also confirm if there are no changes.
      - b. Board Candidates in Process
      - c. Maturity Assessment
    - 5. SAC – Todd and Audyn – No update
    - 6. Long Range Planning Committee – Brenda (5 minutes)
      - a. Committee efforts on hold – see key dates to resume work
    - 7. Stakeholder – (5 minutes)
      - a. Community Influence – TO – fold into Todd Engagement plan - confirm
      - b. Board Policy development – Kelly – *Plan in process*
      - c. Workforce Readiness Committee/ Arvada Chamber – Audyn, no update.
  - b. Discussion of Board action items - (5 mins)
  - c. Discussion Items (5 minutes)
    - i. Graduation Date Update- 5/29/20
      - 1. Starts at 7:30pm
    - ii. June Retreat- Cancel – Normal board meeting on June 24
- VII. Board action items (5 mins)**
  - a. Approval of previous meeting minutes
    - i. Mr. Fontana moved to approve the previous meeting minutes, Mrs. McGlaughlin seconded, the motion passed unanimously.
  - b. Other Approval Items
    - i. Mrs. Snyder nominated Mrs. Petersen to role of Treasurer and Mrs. Bilger seconded, the motion passed unanimously.
- VIII. Other business (5 mins)**
  - a. Other announcements/information items
  - b. Farewell to Anthony
- IX. Adjournment**
  - a. Mr. Fontana moved to adjourn the meeting and Mr. Owen seconded. The motion passed unanimously, and the meeting was adjourned at 7:28pm.



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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: 1/22/20, 2/26/20, 3/18/20, 4/22/20, 5/27/20, **6/24/20***

*Critical dates: 2019/20 Graduation 5/29/2020*

**CSI Critical Dates for Renewal:**

- **7/17/2020: UIP – Draft Due**
- **7/31/2020: Financial Policies Due**
- **7/31/2020: 3-year Budget Forecast Due**
- **8/14/2020: Enrollment Policy Update Due**
- **8/14/2020: Bylaws Due**
- **8/14/2020: Organizational Chart Due**
- **8/14/2020: Board Strategic Plan Due**
- **8/14/2020: Board Self-Evaluation Due**

*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).*