



THE EARLY COLLEGE OF
ARVADA

Board Meeting Minutes

Date: July 22, 2020

Time: 6:04 pm – 8:06pm

VIRTUAL MEETING via ZOOM

ZOOM LINK: <https://us04web.zoom.us/j/78548193059?pwd=cFoyZU9Zc0J6bFY3dXJaTUxDNkVhUT09>

Board members present: Todd Cordrey, Kelly Hupfeld, Brenda Snyder, Jen Bilger, Holly Petersen, Margaret McLaughlin, Absolom Herrera, TO Owens

Guests: Janice Anderson

I. Call to order and introductions (5 mins)

Guests:

II. Approval of agenda

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

III. Public comment (5 mins)

IV. Board education session – Margaret – Literature and Best Practices (20 minutes)

- a. Reviewed presentation (see presentation in shared drive)
- b. September Board Education – Journal, 10 Design Principals- in shared drive. Board Action Item: Read and be prepared to discuss in September.

V. Board work session

- a. Standing reports (75 mins)
 - i. Executive Director and team – (15 minutes) (See Documents in Shared drive)
 1. Enrollment Update
 - a. Currently at 290, 20 away from target.
 - b. Kelly asked if surrounding schools starting online helps or are we not about to really predict? Todd thinks it will have a positive impact but there is no way to predict.
 2. Renewal Update
 - a. Board action item: Asking to ensure we have board members present on the CSI call for support on 8/18 (hold space 12-4pm). Margaret and Kelly volunteered to be available. All board members are welcome to attend.
 - i. Brenda will ensure Board is kept up to date on time for meeting.
 - ii. CSI Agenda available 24 hours prior to meeting, time will be announced then.
 3. 2020-21 Delivery Model
 4. Key Dates – 6/15 budget, 7/15 delivery model, 8/15 enrollment
 5. Other



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- ii. Strategic plan/scorecard review – Brenda and Todd – (15 minutes) (document in shared file)
 1. Brenda shared the proposal for the Board portion of the Scorecard/strategic Plan (Board) we will follow and what we will submit to CSI. Todd shared the School/Executive proposal for the Scorecard/Strategic Plan.
 2. Margaret asked about the responsibility on the President only. Should the responsibility be with others as well? Brenda responded that she operates under the one owner for the document and that the owner can delegate. We can change that if needed and have multiple owners.
 3. Board agreed the list is good and Brenda and Todd will clean up the document and prepare final document in August to send to CSI.
- iii. Committee reports
 1. Finance – Holly/Todd (document in shared drive)
 - a. 2019-20 YTD
 - i. Moving to Bose Financial Services as our Consultant
 - ii. Consultants will join us at August Board Meeting
 2. Governance/Board Development – Brenda/Kelly – (25 minutes)
 - a. Financial Policies - Kelly
 - b. Board Candidates in Process – Brenda
 - i. Danny Martinez is in process. Moving forward as a candidate. Margaret and possibly Audyn will meet with him via Zoom.
 - c. Maturity Assessment – Holly (Document in shared drive)
 - i. Reviewed assessment information. Holly will drill down on some items and perform a trend analysis with last year's data.
 - ii. Overall good with some room to approve.
 - iii. Action Item for Board- for those that have not finished the assessment, please finish it by July 24th.
 - iv. Brenda and Holly will connect offline and prepare final to submit to CSI by August 14th.
 3. SAC – Todd and Audyn
 4. Long Range Planning Committee – Brenda (5 minutes)
 5. Stakeholder – (5 minutes)
 - a. Workforce Readiness Committee/ Arvada Chamber – Audyn
 - b. Discussion of Board action items - (5 mins)
 - c. Discussion Items (5 minutes)

VI. Board action items (5 mins)

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

VII. Other business (5 mins)



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- a. Other announcements/information items
- VIII. Adjournment**

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, 7/22/20, 8/26/20, 9/23/20, 10/28/20, 11/18/20, 12/16/20