



THE EARLY COLLEGE OF
ARVADA

Board Meeting Minutes

Date: August 26, 2020

Time: 6:01 p.m. – 7:56 p.m.

Location: ~~The Early College of Arvada~~

4905 W 60th Ave, Arvada CO 80003

VIRTUAL MEETING via ZOOM

ZOOM LINK: <https://us04web.zoom.us/j/77280495633?pwd=YTITK1JETFM4Y2tGMMy9EK1cxam1oQT09>

Board Members Present: Todd Cordrey, Absolom Herrera, Kelly Hupfeld, Margaret McLaughlin, Patrick Nielsen, T.O. Owens, Holly Peterson, Audyn Quintana, & Brenda Snyder

Guests: Danny Martinez

I. Call to Order & Introductions

- a. The meeting was called to order by Ms. Snyder at 6:01 p.m.

II. Approval of Agenda

- a. Ms. McLaughlin made a motion to approve the agenda. Ms. Petersen seconded, & the motion passed unanimously.

III. Officer Election (Secretary)

- a. Ms. Snyder nominated Mr. Herrera to replace Ms. Jennifer Bilger as Board Secretary due to her recent departure. Ms. Snyder motioned for the same. Ms. Hupfeld seconded, & the motion passed unanimously.

IV. Introduction of New Board Candidate – Danny Martinez

- a. Mr. Martinez introduced himself, gave a brief summary of his background, & explained his interest in joining the Board.

V. Public Comment

VI. Board Education Session

- a. Ms. Snyder reminded the Board to read the “Ten Key Decisions in Creating Early Colleges” article for September discussion (see shared drive).

VII. Board Work Session

- a. ED Report (See Board Report in shared drive)
 - 1. Beginning of Year Status
 - i. 50% online, 50% in-person classes
 - a. Less distractions & less disciplinary instances due to less students in-person



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- b. Average in-person class size is 9 students
 - c. Teachers encouraged to teach outside
 - ii. Additional custodial & paraprofessional staff retained
 - iii. Cleaning multiple times a day
 - 2. Renewal Update
 - i. ED had meeting with CSI Board on 08/18/20
 - ii. CSI Board appreciates how clear our strategic plan is
 - iii. Everything has been submitted to CSI. Just waiting to receive their changes.
- b. Strategic Plan – School Leader (See ECA Strategic Plan in shared drive)
 - 1. Reviewed & discussed the 12 objectives/outcomes for ED
 - 2. This will take place of narrative Board Report usually issued by ED
- c. Strategic Plan – Board (See ECA Strategic Plan in shared drive)
 - 1. Reviewed & discussed Board objectives/outcomes.
 - 2. Best Board Size – 9 to 11 members
 - 3. Discussed need for succession plan/contingency plan for ED. Will be dependent on ED's input.
- 4. To Do:**
 - i. **Board members to review Maturity Assessment in shared drive & discuss strategies around governance**
 - ii. **ED to prepare simple COVID Contingency Plan (ED to get back to Board re. due date)**
- d. Committee Reports
 - 1. Long Range Planning Committee – Brenda & Margaret
 - i. Margaret & committee to have discussion re. our mission & why we may think differently about the mission (early college vs. collegiate focused?)
 - 2. Finance – Holly/Todd
 - i. Although start of budget is not ideal, have had extra income come in from Mile High donation, CSI rebate, etc. & some savings as a result of COVID (salaries, supplies, etc.).
 - ii. Budget has been made conservatively due to concern for recession, which we have prepared for.
 - iii. Positive forecast on budget size & CSI renewal.
 - iv. Actual number of students right now – 295 (both in-person & online), which is within budget
 - 3. Governance/Board Development
 - i. COVID Calendar Policy – Todd (See Policy for School Calendar, Instructional Time, Attendance & Bell Schedule in shared drive)
 - a. ED explained proposed COVID Calendar Policy
 - i. Applies for 2020/2021 academic year only. Will have new policy next school year.
 - b. Ms. Hupfeld moved to approve COVID Calendar Policy with amendment to put “2020/2021” at start of first heading on page 1. Ms. Snyder seconds, and the motion passed unanimously.
 - c. **To Do:**
 - i. **Board to review & approve new policy in May 2021.**



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- ii. Board Candidates in Process – Brenda
 - a. Potential new board candidate, Danny Martinez, in process & sitting in on this meeting.
- 4.SAC – Todd & Audyn
 - i. To be discussed at October meeting
- 5.Stakeholder
 - i. Workforce Readiness Committee/Arvada Chamber – Audyn
 - a. Nothing to report at this time.
- e. Discussion of Board Action Items

VIII. Board Action Items

- a. Approval of Previous Meeting Minutes
 - i. Ms. McLaughlin moves to approve the July 2020 Minutes. Mr. Nielsen seconds, & the motion passes unanimously.
- b. Other Approval Items
 - i. Ms. Snyder moves to invite Mr. Martinez to become a Board member with effective term starting June 2020. Ms. Hupfeld seconds, & the motion passes unanimously. Welcome, Danny!

IX. Other Business

- a. Other Announcements/Information Items
 - i. **At least one Board member must attend CSI Kick-Off Meeting on 09/01/20. Ms. McLaughlin volunteers to attend on ECA’s Board’s behalf.**
 - ii. ED informs Board of campaign for ECA student undergoing stage 4 cancer treatment. ECA to help student’s family set up fundraiser campaign. It is specifically a campaign initiated by the family through ECA labor that the school is supporting & promoting. **Target date of 09/01/20.**
 - iii. Audit is scheduled to start 08/27/20. Info from such audit will be presented at September meeting.

X. Adjournment

- a. Ms. McLaughlin moved to adjourn the meeting. Ms. Snyder seconded, & the motion passed unanimously. The meeting was adjourned at 7:56 p.m.

**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: 09/23/2020, 10/28/2020, 11/18/2020, 12/16/2020.

Critical Dates:

- **CSI Kick-Off Meeting on 09/01/20. Ms. McLaughlin to register & attend on ECA’s Board’s behalf.**

**To request that an item be placed on a future agenda, please contact Board President Brenda Snyder at bsnyder@ecarvada.org.*