



THE EARLY COLLEGE OF  
**ARVADA**

**Board Meeting Minutes**

**Date: October 28, 2020**

**Time: 6:03 p.m. – 7:53 p.m.**

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

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

**VIRTUAL MEETING via ZOOM**

**ZOOM LINK:** <https://us04web.zoom.us/j/71009817261?pwd=YU53S1ZCSFdsZUMrRmlyOC9vSGJ4dz09>

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

**Guests:** Janice Anderson, Eric Lerum (CSI), Ryan Marks (CSI), Guadalupe Marquez, Carol Meininger, & Julie Ramsey

**I. Call to Order & Introductions**

- a. The meeting was called to order by Ms. Snyder at 6:03 p.m.

**II. Approval of Agenda**

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

**III. Public Comment**

**IV. Board Education Session**

- a. Audit Report – John Cutler & Carol Meininger
  - i. This was as happy as an audit can be.
    1. We didn't go over budget.
    2. We didn't have any journal entries, which means the info provided throughout the year is accurate.
    3. No disagreements w/ management.
  - ii. Our financial are materially correct, which means auditor(s) were able to verify all info & no discrepancies.
- b. November Education – TBD

**V. Board Work Session**

- a. CSI Renewal Update & Q&A
  1. All renewal tasks are complete.
  2. Initial report shall be shared at CSI meeting on 11/10/2020 (8:30 a.m. to 11:30 a.m.). The initial report will be used to develop individual recommendations for renewal.



THE EARLY COLLEGE OF  
**A R V A D A**

3. At meeting on 12/08/2020 (9:00 a.m. to 11:30 a.m.), there is the possible addition of a performance contract, whereby the school is given a base term & if certain milestones are met, the contract shall be extended.
  4. At the CSI Board Meeting on 12/15/2020 (1:00 p.m. to 4:00 p.m.), the CSI Board takes action on renewal applications & the renewal process will conclude. If renewal is approved, then transition to contract process.
- b. Enrollment – Todd
1. Our August count reflects 285 students. Our target was 310 students. We're about 25 students short than expected.
    - i. The deficit happened in the 6<sup>th</sup> grade. We projected 37 students, & we only had 12 6<sup>th</sup> grade students.
    - ii. We have 55 less middle schoolers in total compared to last year, & we have 13 more high school students than last year.
    - iii. Believe 2 factors contributed to the deficit: 1) The ECA mission & message is not as appreciated by/tangible to the middle schoolers as opposed to the high school students, & 2) 2 of our 4 feeder schools went from being a K5 to a K8.
  2. Recruitment efforts to build up middle school:
    - i. Doing events at Skate City & partnering w/ College Invest to promote ECA & provide info to parents about saving for college.
    - ii. English & Spanish commercials at Elvis Theater (Sunday Matinee) targeting middle school age kids.
  3. Working to drive retention rate from 82% to 90%.
  4. Since August 2020 to now, we've had over 100 contacts w/ 17 of our closest feeder schools.
- c. Strategic Plan – School Leader – Todd
1. ELL – We're on track.
  2. Middle School – We're on track.
  3. 60 College Credits at Graduation – We're on track.
  4. High School – We're on track.
  5. 85% of Students Go to 2-4 Year University – We're on track.
  6. Teacher Evaluations – We're on track. Doing shorter observations w/ each teacher & going remote for remainder of semester.
  7. Survey for Students, Parents, & Staff – We're on track.
- d. Strategic Plan – Board – Brenda
1. At November meeting, Todd is going to propose that the Board commit to donate \$5,000 to school before the end of the school budget year (June 30, 2021)
  2. End of December 2020 to early January 2021, begin assessment process of Executive Director.
  3. We're on track to accomplish what we said we were going to accomplish as a Board this year.
- e. Committee Reports
1. Finance – Holly/Todd
    - i. Audit Report – John Cutler (see Section IV above)
    - ii. We're doing well re. our months of unrestricted cash, which means we can meet our monthly obligations (i.e. rents, salaries, etc.)



THE EARLY COLLEGE OF  
**ARVADA**

- iii. Room for improvement on surplus (deficit) % of expenditures.
- iv. We're moving in the right direction overall.

2. Governance

- i. Board Development
  - a. On track to bring in some new prospective candidates soon.
- ii. Policy
  - a. On the agenda for next month, Board to approve financial policies submitted to CSI.

3. Long Range Planning – Margaret

- i. Committee's goal is to match current research & parameters that dictate what a successfully year is for a dual enrollment model & compare to how we're doing as an early college model.
- ii. Committee is currently mapping all that data out & will provide soon.
- iii. Is our early college model the most effective model? If not, how can we do things differently/better?

4. Workforce Readiness Committee/Arvada Chamber – Audyn

- i. Move to next month due to Audyn being out.

f. Discussion of Board Action Items

**VI. Board Action Items**

- a. Approval of Previous Meeting Minutes
  - i. Ms. Hupfeld moves to approve the September 2020 Minutes. Ms. Snyder seconds, & the motion passes unanimously.
- b. Other Approval Items – TBD

**VII. Other Business**

- a. CSI Training Attendees
  - i. 12/01/2020 (4:00 p.m. to 5:00 p.m.) – Holly attending
  - ii. 04/02/2021 (4:00 p.m. to 5:00 p.m.) – Danny attending
  - iii. 06/01/21 (4:00 p.m. to 5:00 p.m.)
- b. Other Announcements/Information Items
  - i. Financial Policy Approval – November

**VIII. Adjournment**

- a. Ms. McLaughlin moved to adjourn the meeting. Mr. Herrera seconded, & the motion passed unanimously. The meeting was adjourned at 7:53 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: 11/18/2020, 12/16/2020, 01/27/2021, 02/24/2021, 03/24/2021, 04/28/2021, 05/26/2021, Retreat – 6/29 – 30/2021 (5:30 p.m. – 9:00 p.m.)*



THE EARLY COLLEGE OF  
ARVADA

*\*To request that an item be placed on a future agenda, please contact Board President Brenda Snyder at [bsnyder@ecarvada.org](mailto:bsnyder@ecarvada.org).*