



Board Meeting Minutes
Date: 11/17/2021
Time: 6:01 p.m. – 8:03 p.m.
The Early College of Arvada
Boardroom
4905 W 60th Ave, Arvada, CO 80003

Board Members Present: Sharad Agarwal (via ZOOM), Rob Dalton, Absolom Herrera (via ZOOM), Kelly Hupfeld, Danny Martinez, Margaret McLaughlin, Holly Peterson, & Brenda Snyder (**Quorum Present**)

Guests: Janice Anderson, Mary Coleman, Rick Heroff, Guadalupe Marquez, Aaron Rudolph, & Jessie Seibert

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 moved to amend the Agenda to reflect November 17, 2021 date instead of October 27, 2021 & to approve the amended Agenda. Mr. Dalton seconded, & the motion passed unanimously.

III. Public Comment

- a. None.

IV. Board Education Session

- a. Kelly – School Choice
 - i. What do parents care about?
 - 1. Academics
 - 2. Safety
 - 3. Values
 - 4. Convenience
 - 5. Extracurriculars
 - 6. Overall Fit w/ Child
 - 7. Child's Preference
 - ii. Common Sources of Parent Information
 - 1. Information Fairs
 - 2. Provider Information
 - 3. School Visits
 - 4. Social Network – Neighbors, Friends, Etc.
 - 5. Teachers
 - iii. Most Common Barriers in Making Choices About Schools
 - 1. Not understanding what schools children are allowed to attend (33%)
 - 2. Transportation (26%)

3. Lack of Information (25%)
4. Application Deadlines (21%)
5. Paperwork (14%)
- iv. Implications for ECA
 1. Raise general awareness of school as much as possible
 2. Don't assume that parents know what charter schools are
 3. Explore strategies for influencing social networks – recruit “mavens”
 4. Identify family priorities when marketing to individual families
 5. Provide ways for parents to overcome barriers
 6. Pass initial screening tests – example, online ratings, performance highlights

V. Board Work Session

- a. School Update – Janice
 - i. Enrollment number is still holding steady. Some students have left, & some new ones have come in. We're seeing what we're expecting to see after October count.
 - ii. Received some Title 2 funds – Able to allocate some funds to keep teachers.
 - iii. Have not had any COVID cases in about a month now. Have been very fortunate that COVID has not significantly affected this school year.
- b. Testing Results – NWEA and ELL – Janice, Lupe & Rick
 - i. ELL students are tested in 4 domains – speaking, reading, writing, & listening. For the most part, writing is the domain that keeps students from going to the next proficiency level.
 - ii. We collect monthly writing samples from the ELL students to evaluate their progress.
 - iii. For most part, middle school ELL students scores went down a little; high school students went up a little; & 11th graders' scores went up significantly.
 - iv. NWEAs are interim tests that we provide to students 3 times a year (August, September, & April) to test students in reading & math.
 - v. Overall, scores appear to have gone down a little, but that is expected this time of the year due to the transiency of new students.
- c. Enrollment Committee – Janice and Margaret
 - i. 3 Main Goals:
 1. Marketing
 2. Recruitment
 3. Retention
 - ii. Mantra/Objectives – Unify, Simplify, & Amplify
 - iii. Doing an overall project management chart that includes every element of the enrollment package. Janice is working on the recruitment portion.
 - iv. Marketing materials will be shared on the Google Drive.
- d. Finance Committee – Holly and Janice
 - i. Financials
 - ii. Audit – Jessie Seibert (Audit Manager)
 1. Unmodified opinion

2. Capital assets decreased
 3. Current liabilities down \$525K
 4. PPP Loan & CSI Loan will be paid off this year
 5. Debt is decreasing every year
- e. Governance Committee – Recruiting new board members – Brenda
- i. With the departure of Brenda, Kelly, & Patrick, looking to recruit 3 – 4 new board members.
 - ii. Looking to find those w/ skills/education in recruitment, fundraising/development, legal, & education policy.

VI. Board Action Items

- a. Amend Agenda to include Board Resolution to accept audit report
 - i. Mr. Martinez made a motion to amend the Agenda to include a Board Resolution to accept the audit report conducted by Holting & Co. Ms. Peterson seconded, & the motion passed unanimously.
- b. Review and approval of previous meeting minutes – October 2021
 - i. Ms. McLaughlin made a motion to approve the October Meeting Minutes. Ms. Hupfeld seconded, & the motion passed unanimously.
- c. Emergency Operations Plan & Restraint Policy
 - i. Board not prepared to adopt these policies at this time. Ms. Hupfeld to coordinate w/ Guadalupe Marquez & CSI, & these action items are deferred until further notice.

VII. Other Business

- a. Other Announcements/Information Items
 - i. For December meeting, Board will meet at Ms. Snyder’s house @ 6:00 p.m. for short meeting & social event.

VIII. Adjournment

- a. Ms. Snyder made a motion to adjourn the meeting. Mr. Agarwal seconded, & the motion passed unanimously. The meeting was adjourned at 8:03 p.m.

Board meetings are open to the public, including ECA staff, students, & families. Schedule of future Board meetings this year: 12/15/21