



THE EARLY COLLEGE OF  
**ARVADA**

**Board Meeting Minutes**

**Date: November 18, 2020**

**Time: 6:01 p.m. – 7:33 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, Margaret McLaughlin, Patrick Nielsen, T.O. Owens, Holly Peterson, Audyn Quintana, & Brenda Snyder (**Quorum Present**)

**Guests:** Janice Anderson

**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. Snyder seconded, & the motion passed unanimously.

**III. Public Comment**

- a. None.

**IV. Board Education Session**

- a. November Education – CSI Meeting and Minutes Feedback, CARS Report – Brenda/Todd
  - i. CSI Meeting & Minutes Feedback
    1. We'll inquire as to more specific details/instructions on how & what to improve from CSI's perspective.
    2. We'll provide a little more detail in the Board Minutes (i.e. Quorum present, if any Public Comment, little more context on certain topics, etc.)
  - ii. CARS Report
    1. Current CARS Report is more of a summarized version than last year's report (i.e. no comparison with local neighborhood schools, interim assessments, no access data, etc.)
    2. We have made significant achievement gains & growth in reading & math in both Middle School (MS) & High School (HS), enough to be categorized as "Performance" overall.
    3. Last year, it appears that we had a significant amount of English Language Learners (ELLs), but a small number of Free & Reduced Lunch (FRL) students. We had a real struggle hitting our FRL numbers last year due to the state providing the wrong forms &



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trying to get families to complete the correct forms, particularly families with undocumented members.

4. We're trying to identify more Gifted Students who initially did not come in with that status. We're re-testing some students to see if they meet the metrics to be categorized as Gifted Students.
  5. Compared to the District, we're below the average, & we have been for the last 5 years, for language arts & math. However, in science we've been above the average, & the trend in the last 2 years shows that there's possibility for even more growth.
  6. We are identifying & weeding out certain students who are not in alignment with our mission for multiple reasons, including lack of sports programs, transient population, etc. Our families also have the perception of us being a neighborhood school (possibly for MS, but not for HS).
  7. **Assignment for next board meeting:** Board members should each come back with an "Aha Statement" of the CARS Report data (i.e. What are we good at & what do we need improved?) & one question that you need answered.
- b. December – "Aha Statement" & Question from CARS Report (see preceding paragraph)
  - c. January – TBD

V. **Board Work Session**

- a. CSI Renewal Update & Q&A
  1. There was a meeting of the Performance Management Committee on 11/10/20 where there was an initial presentation of staff recommendations to the Committee. We were one of 8 or 9 schools up for renewal.
  2. Takeaways – We are considered a financial risk for CSI. We were one of 2 schools that were presented as a financial risk. We received acknowledgement for turning our academics around, but the bulk of the conversation was our finances.
  3. A lot of their concerns have to do with our history – We didn't meet TABOR in 2 of the last 5 years. We did meet it last year, but with enrollment down for the second year in a row, they still have concerns.
  4. There's another Committee meeting on 12/08/20. They're probably going to bring this up again.
  5. We were renewed for 2 years, but CSI could change that. It's their game.
  6. We met TABOR & significantly increased our ending fund balance. This came at a time after October count, so we can update our next 2-year projections.
  7. There are several inconsistencies with the report to the Performance Committee. Todd will inquire of Ryan as to if we can have a review period before the report gets sent to the Performance Committee in order to correct errors.
  8. We acknowledge that we were in trouble regarding our financial history, & we've been digging our way out all this time. Despite this, there are no current plans to close the school. All changes to our model will be based solely on data.
  9. There's a CSI Board Meeting on 12/15/20. Any Board member who can attend, please do so.
  10. Most likely outcome: 2-year renewal, but significant restrictions/conditions based on our financial performance.



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- b. Strategic Plan – School leader Todd
  - 1. Nothing significant to report at this time.
- c. Strategic Plan – Board – Brenda
  - 1. Nothing significant to report at this time.
- d. Committee reports
  - 1. Finance – Holly/Todd
    - i. Months of unrestricted cash went down from last month. We went from green to yellow. However, it's not uncommon for that to swing from month to month.
    - ii. Regarding the debt service, cost, percentage of revenue, we're going to either add an indicator or replace this one.
    - iii. Regarding the surplus percentage of expenditures, there's no significant change from month to month.
    - iv. Total revenue increase went down from last month. However, the projected year end change in our fund balance is that we would have a positive \$34K. We did give the Japanese school a few months' break on their rent. Other than that, no significant changes. We're still on target for revenues coming in & expenditures going out for the end of the year.
    - v. Pupil count is going to be the key to our finances. We've made all the other changes we need to.
  - 2. Governance – Brenda/Kelly
    - i. Board Development – two candidates for review
      - a. One candidate has an immigration law background & the other has a financial background.
      - b. Deb is going to reach out to them to find out if they are interested in joining, & if so, then we can consider proceeding with our regular on-boarding process.
    - ii. Financial policies
      - a. No changes to the policies, which have been presented to the Board several times before. Next month, Kelly will bring about 2 or 3 policies to run by the Board for approval, which will continue to happen over time.
  - 3. Long Range Planning – Margaret
    - i. Todd got us a membership to the Student Clearing House. Patrick will now be able to see our graduate student outcomes for the last couple of years.
    - ii. Margaret will work with Todd, Janice, & Holly to get an idea of what our purported model will cost.
    - iii. Janice & Kelly are working on the curriculum architecture – What does an early college curriculum with our model look like?
  - 4. Workforce Readiness Committee/ Arvada Chamber – Audyn
    - i. Nothing to report at this time.
  - 5. Fundraising – Todd
    - i. We're building some great foundational structures for our fundraising for the school. ECA will have 2 fundraisers throughout the school year – one in the fall & the other in



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the spring. The fall campaign will support our model, & the spring campaign will support our graduates.

- ii. The structural components will be built into our website. There will also be an option to sign up for automatic withdrawals.
  - iii. Our fall fundraising campaign starts this coming Friday (11/20/20) & will end on 12/20/20.
- e. Discussion of Board action items (see below)

**VI. Board Action Items**

- a. Motion to Amend Board Agenda re. October Audit
  - i. Ms. McLaughlin moved to amend the Board Agenda to include acceptance of the Audit from October 2020. Ms. Hupfeld seconded, & the motion passed unanimously.
- b. Motion to Approve All 3 Board Action Items on Amended Board Agenda (Acceptance of October Audit, Approval of October Meeting Minutes, & Approval of Financial Policies)
  - i. Ms. Hupfeld moved to accept the October Audit, approve of the October Meeting Minutes, and approve the proposed financial policies for ECA. Ms. Snyder seconded, & the motion passed unanimously.

**II. Other Business**

- a. CSI Training Attendees
  - i. 12/01/2020 (4:00 p.m. to 5:00 p.m.) – Holly attending
  - ii. 03/02/2021 (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. None.

**III. Adjournment**

- a. Ms. Snyder moved to adjourn the meeting. Mr. Herrera seconded, & the motion passed unanimously. The meeting was adjourned at 7:33 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: 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.)*

*\*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).*