



THE EARLY COLLEGE OF  
**ARVADA**

**Board Meeting Minutes**

**Date: December 16, 2020**

**Time: 6:08 p.m. – 8:12p.m.**

**VIRTUAL MEETING via ZOOM**

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

**Board Members Present:** Todd Cordrey, Margret McLaughlin, Kelly Hupfeld, Patrick Nielsen, T.O. Owens, Danny Martinez, Audyn Quintana, & Brenda Snyder (**Quorum Present**)

**Guests:** Janice Anderson, Lupe Marquez

**I. Call to Order & Introductions**

- a. The meeting was called to order by Ms. Snyder at 6:08 p.m.

**II. Approval of Agenda**

- a. Ms. Hupfeld made a motion to approve the agenda. Mr. Martinez 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. Review of CARs Report
    1. Question about Science in middle school on the report. It was the only section above the local area; should we capitalize on this?
    2. Questions about debit to asset ratio.
    3. Discussion about the social/emotional needs of students, seem to be doing this well, how capitalize on it
    4. Discussed selling points for the school
    5. Discussed economic challenges
    6. Discussion about enrollment, student population, changing demographics, mix of student we desire
- b. January – Budget
- c. February – TBD

**V. Board Work Session**

- a. Renewal Update
  1. Renewed for 3 years
  2. Discussion about 3 years vs 2 + 3



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- b. Enrollment
  - 1. Discuss enrollment and paths
  - 2. Numbers
    - i. Must recruit – 84 to stay at 280
    - ii. Must recruit – 114 to get to 310
    - iii. Must recruit – 144 to get to 340
  - 3. Todd discussed strategy
  - 4. Created a Board committee to support and hold Todd accountable -
    - i. Danny, Patrick, invite Absolom
    - ii. Encouraged Todd to use staff at the school to support the efforts
    - iii. Discuss past performance of Enrollment, asked Todd if he could do it, he said yes. Board affirmed that we have the right school leaders and that Todd had to deliver the enrollment; ideally at 340 to catch us up, 280 was not desirable but would turn the trend on declining enrollment, 310 was acceptable. Anything less than 280 was not ok.
    - iv. Todd committed to meet these goals and he and Janice would work accordingly to shift work without impact academics and social/emotional needs to get the enrollment
  - 5. ED Performance
    - i. Executive committee will perform – Brenda will coordinate
- c. Strategic Plan – School leader Todd
  - 1. Nothing significant to report at this time.
- d. Strategic Plan – Board – Brenda
  - 1. Nothing significant to report at this time.
- e. Committee reports
  - 1. Finance – Holly/Todd
    - i. Focus next month
  - 2. Governance – Brenda/Kelly
    - i. Board Development – one candidate for review, Sharad Agarwal - Margaret and Holly will meet with him to continue the process
  - 3. Long Range Planning – Margaret
    - i. Review the Areas of inquiry document in the board folder; the committee will present a recommendation in January.
  - 4. Workforce Readiness Committee/ Arvada Chamber – Audyn
    - i. Meeting this week to check status
  - 5. Fundraising – Todd
    - i. No report, deferred
- f. Discussion of Board action items (see below)

**VI. Board Action Items**

- a. Motion to approve
  - i. Ms. Snyder and Ms. McLaughlin second & the motion passed unanimously.

**I. Other Business**



THE EARLY COLLEGE OF  
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i. None

**II. Adjournment**

- a. Mr. Owens moved to adjourn the meeting. Ms. Hupfeld seconded and the motion passed unanimously. The meeting was adjourned at 8:12 p.m.

\*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).*