



Board Meeting Minutes
Date: 04/27/2022
Time: 6:06 p.m. - 7:57 p.m.
The Early College of Arvada
Boardroom
4905 W. 60th Avenue, Arvada, CO 80003

Board Members Present: Sharad Agarwal, Absolom Herrera, Kelly Hupfeld (via ZOOM), Holly Peterson, & Brenda Snyder (**Quorum Present**)

Guests: Janice Anderson, Gail Atkinson, Cory Ferrer, Rick Heroff, Hillary Kaplan (Board Candidate), & Alejandro Reynoso

I. Call to Order & Introductions

- a. The meeting was called to order by Ms. Snyder at 6:06 p.m.
- b. Guest – Hillary Kaplan – Board Candidate
- c. Welcome new Board Member Stephanie Cwynar
- d. Board Member Updates
 - i. Rob Dalton resigned as a Board Member; he wants to actually retire vs. take on work. He's appreciative of his time on the Board & wishes the remaining Board Members the best.
 - ii. This is Absolom Herrera's last meeting with us. Thank you for your service, Absolom, & we wish you the very best! Mr. Herrera has expressed his openness to returning to ECA for future school activities, such as Career Day, talking with students, etc.

II. Approval of Agenda

- a. Mr. Herrera moved to approve the Agenda. Ms. Snyder seconded, & the motion passed unanimously.

III. Public Comment

- a. None.

IV. Board Education Session

- a. Board Maturity Assessment
 - i. As a Board, when you think about what we're supposed to be doing & how we're supposed to be doing it, generally, how well are we doing?
 1. Overall, the consensus is that the Board is doing a good job. However, ECA could benefit in the Board being more active in fundraising or drawing more talent in fundraising.
 2. We have good procedures & follow such procedures. The Board is also a very collegial Board that has a high level of respect for each other.

3. The tenures are staggered to try to minimize the loss of Board Members, but it just so happens that we're losing a lot of institutional knowledge with the loss of upcoming resigning Board Members. Should try to continue to stagger tenure so knowledge doesn't leave at the same time.
4. Orienting new Board Members hasn't been up to par due to time commitments, but Ms. Snyder is committed to leaving the Board with an effective orientation process that will serve the Board for the future.
5. Are there any additional metrics that the Board should be looking at? Attendance is something the administrators are specifically focusing on this year. Teacher shortage is also an issue for several schools, including ECA.
6. The Board should have a strategic vision for the future, which is helped shaped by input by admin. There is a general downward trend regarding younger families, younger children, & teachers – most families with younger children are moving out of Colorado, & many teachers are leaving the industry, which affects enrollment.

V. Board Work Session

- a. Parent Follow-Up – Brenda
 - i. April 20 – 6:00 p.m.
 1. Two mothers attended & were happy with the progress made. They are planning on coming back on May 11 for the parent follow-up meeting & excited to contribute towards the progress & spread the word.
 2. Personal invitations are much more desirable rather than large email blast-outs.
 - ii. May 11 – 6:00 p.m.
- b. Finance Committee – Holly & Janice
 - i. Audit firm selection discussion
 1. We have the same auditors as last year. Board simply needs to approve them remaining as our auditors. Finance Committee recommends that we keep the same auditors. Such will be addressed in Board Action Items.
 2. Staff has done a good job of keeping costs down. However, there are some costs that will always be an issue with having our current building. The only viable options right now are to keep costs down, stay in the black as much as possible, increase enrollment, & possibly refinance next year. We're putting pieces in place to stimulate more viable options, but those are at least a year away from now.
 3. Our budget is based on 253 students, which is much more conservative compared to our enrollment goal. We have staffed according to the more conservative budget number.
- c. School Update – Janice
 - i. Student Update

1. Since Mr. Reynoso's hiring, there have been much less disciplinary issues. However, there is an expulsion process started for one student, which is the first in some time. Although the family is not happy about it, they understand the reasons for such & agree to cooperate with the process.
 2. Nearly every student attended for their standardized testing, which admin credits to the teachers.
- ii. Starting salary structure
1. The salary scale is applicable in hiring new teachers only. After they have been hired, the Executive Director has discretion regarding salaries.
 2. Many current teachers are not on the salary scale. The budget has given staff a 2% salary increase across the board, & such percentage increase would be a floor rather than a ceiling since there is a grant pending. If the grant comes through, then we can add more to the percentage increase in salary, but it would need to come in as a stipend since it is not guaranteed year after year. We provided a 4% salary increase & hired more teachers last year.
 3. We're drastically not competitive re. hiring teachers. We're never going to compare to district schools, but there are less restrictions imposed by the districts & there are other advantages. To be competitive, we need to update our teacher salary scale by incorporating a moderate increase each year. Janice proposes a \$4,000 increase across the board as this moderate increase for this year.
 4. The better proposal may be to diverge away from the pay scale & having a broader range for starting salaries, which seems to be the trend with other charter schools. Ms. Snyder is willing to work with Ms. Anderson regarding an equity analysis for current teachers.
 5. **Ms. Anderson is requesting that the Board approve the proposal to replace the 2021/2022 teacher salary schedule & instead adopt a hiring range of \$42,000 to \$66,000 for new incoming teachers. Ms. Snyder made a motion for such, & Mr. Agarwal seconded such motion. The motion passed unanimously, but Ms. Hupfeld asked that it be noted that the Board or ED would confer with the Employer's Counsel regarding any unforeseen issues.**
- iii. Enrollment update
1. At least 187 out of 200 students for next year have re-enrolled. No one has indicated they are not returning, & there are 27 pending. As of today, 12 student families have said that they would return, & there are 15 students still pending.
 2. We have had 17 new applicants this week, & we are currently sitting at 197 students for this coming school year. Last year at this same time we were sitting at 176 students. Progress is being made.
 3. Rocky Mountain Prep would be a perfect feeder school. There should be a stronger push there.

d. Governance Committee

i. Nominating Committee & Board Leadership

1. After Ms. Snyder's resignation as Board President in May, Mr. Agarwal is comfortable assuming the Treasurer position; Ms. Peterson is comfortable assuming the Secretary position; & Ms. McLaughlin is considering assuming the President position. However, she hasn't been able to confirm such due to family emergencies. She'll confirm one way or the other at the May Board meeting. However, if she does accept, she can only commit to serving a year in such role. Thus, the Board should continue to train a future replacement in case.
2. Officers will be elected at the May Board meeting.

ii. Board Candidates

1. After Ms. Snyder's & Ms. Hupfeld's resignation in May, there will be 5 remaining Board Members.
2. Ms. Cwynar has agreed (& is excited) to lead the Board Development Committee. Ms. Snyder is committed to leaving the Board with all possible resources she has to ensure future Board success.

iii. Medication Policy to include Narcane

1. See Board Action Items

iv. Attendance & Tardy Policy

1. See Board Action Items

VI. Executive Session – Standing Item

- a. (The Board may vote to recess into executive session pursuant to Colorado's Open Meetings Law, specifically, C.R.S. §24-6-402(3)(a) and (b), C.R.S. to: a. Confer with The Early College of Arvada's attorney concerning a dispute involving ECA that is the subject of pending or imminent court action (C.R.S. §24-6-402(3)(a)(II)); b. Confer with the ECA's Board's attorney concerning a specific claim or grievance (C.R.S. §24-6-402(3)(a)(II)); c. Confer with the ECA's Board's attorney for legal advice on specific legal questions (C.R.S. §24-6-402(3)(a)(II)); d. Discuss a personnel matter pursuant to C.R.S. §24-6-402(3)(b)(I).)

VII. Board Action Items

- a. Motion re. Teacher Pay Structure Schedule
 - i. See School Update section on Previous Page.
- b. Approval of March Minutes
- c. Audit Firm Resolution
 - i. The Board accepts such Resolution. There were no objections.
- d. Medication Policy to Include Narcane
- e. Attendance & Tardy Policy
- f. 2022-2023 School Calendar

Ms. Snyder motions for approval of the March Minutes, medication policy update, attendance & tardy policy, & approval of the 2022/2023 school calendar. Ms. Hupfeld seconds, & the motion passes unanimously.



VIII. Other Business

- a. Other Announcements/Information Items
 - i. None

IX. Adjournment

- a. Ms. Snyder made a motion to adjourn the meeting. Ms. Hupfeld seconded, & the motion passed unanimously. The meeting was adjourned at 7:57 p.m.

Board meetings are open to the public, including ECA staff, students, & families. Schedule of future Board meetings: *5/25/2022, 6/22/2022, 7/27/2022, 8/24/2022, 9/28/22, 10/26/22, 11/16/22, 12/14/22, 1/25/23, 2/22/23, 3/29/23, 4/26/23, 5/24/23, 6/28/23*