

Board Meeting Minutes
Date: August 16, 2023
Time: 6:00 p.m. – 8:05 p.m.
The Early College of Arvada
4905 W 60th Ave, Arvada, CO 80003

Board Members Present: Sharad Agarwal, Danny Martinez, Margaret McLaughlin, Holly Peterson, Sohini Bandopadhyay, and Josephine Ampaw Greene, Emily McLaughlin (**Quorum Present**)

Guests: Janice Anderson, Kelly Hupfeld

I. Call to Order & Introductions

- a. The meeting was called to order by Margaret McLaughlin.
- b. The meeting began at 6:00 p.m.
- c. Margaret McLaughlin introduced guest Kelly Hupfeld; a policy subject matter expert.

II. Approval of Agenda

- a. Margaret McLaughlin asked to amend the agenda by deleting the Approval of Revised 23-24 budget, change approval to amend the Conflict of Interest and Oath of Office Policy and push election of a secretary until September.
- b. Sharad Agarwal moved to approve amended agenda as presented
- c. Sohini Bandopadhyay seconded

III. Public Comment

- a. Margaret McLaughlin called for public comment
- b. No comments.

IV. Board Education

- a. Kelly Hupfeld presented.
- b. Topics included policy overview and differences between board and school policies.

V. Board Work Session

- a. School Update
 - i. Janice Anderson briefed.
 - ii. Logistic/Operations/Personnel updates.
- b. Enrollment
 - i. Process for developing Strategic Enrollment Plan
 - ii. Discussion of current enrollment numbers and projections.
 - iii. Oct. 2 is count day.
- c. Finance Committee
 - i. Sharad Agarwal briefed
 - ii. March financial report
 - iii. 2023-2024 projected budget analysis
- d. Board Updates
 - i. Margaret McLaughlin briefed
 - ii. Strategic Plan input assigned to individual board member for completion by August 29.
 - iii. Sharad Agarwal and Emily McLaughlin will conduct a Best Grant feasibility study.

VI. Executive Session

- a. Not conducted

VII. Board Action Items

- a. Amend Conflict of Interest and Oath of Office Policy
 - i. Josephine Ampaw Greene moved to approve the amended policy.
 - ii. Holly Peterson seconded.
 - iii. The motion passed.
- b. July minutes
 - i. Holly Peterson moved to approve the July minutes.
 - ii. Danny Martinez seconded the motion.
 - iii. The motion passed.
- c. Approve Request for Enclosure of Outdoor Equipment
 - i. Josephine Ampaw Greene moved to approve the request not to exceed \$8900.
 - ii. Sohini Bandopadhyay seconded.
 - iii. Motion passed.
- d. School Calendar
 - i. Josephine Ampaw Greene moved to approve the 2023-2024 academic calendar.
 - ii. Danny Martinez seconded the motion.
 - iii. Motion passed.
- e. Amend Bylaws
 - i. Emily McLaughlin moved to amend our bylaws to reflect our new mission statement.
 - ii. Sohini Bandopadhyay seconded.
 - iii. Motion passed.

VIII. Other Business

- a. Josephine Ampaw Greene proposed increasing student involvement by adding a student member to the board.
- b. The board discussed but no changes were made.

IX. Adjournment

- a. Josephine Ampaw Greene moved to adjourn the meeting. Holly Peterson seconded.
- b. The motion passed unanimously.
- c. Meeting adjourned at 8:05 p.m.

Board meetings are open to the public, including ECA staff, students, and families. Schedule of future 2023-2024 Board meetings: 9/27/2023, 10/25/23, 11/15/23, 12/13/23, 1/24/24, 2/28/24, 3/27/24, 4/24/24, 5/22/24, 6/26/24.