

Board Meeting Minutes
Date: February 28, 2024
Time: 6:13 p.m. – 7:19 p.m.
The Early College of Arvada
Boardroom
4905 W 60th Ave, Arvada, CO 80003

Board Members Present: Danny Martinez, Sharad Agarwal, Siohini Bandopadhyay, Margaret McLaughlin, Emily McLaughlin, Holly Peterson (**Quorum Present**)

Guests: Janice Anderson, Rick Heroff, Mackenzie Khan with the Colorado Association of Charter School Authorizers

I. Call to Order

- a. The meeting was called to order by Margaret McLaughlin.
- b. The meeting began at 6:13 p.m.

II. Approval of Agenda

- a. Emily McLaughlin moved to approve the agenda.
- b. Sharad Agarwal seconded.
- c. Agenda approved.

III. Public Comment

- a. Margaret McLaughlin called for public comment.
- b. None given.

IV. Board Work Session

- a. School Update
 - i. Rick Heroff and Janice Anderson presented.
 - ii. Assessment Results – 11th graders dipping; may be due to closure.
 - iii. Student and Staff Placements
 1. Twelve juniors are on the list to graduate early but 5-6 are struggling. Staff are working with students and parents to ensure graduation or transfer to a new school.
 2. To date, about 40% of students have a designated new school for next year.
 3. Thirteen instructional personnel on staff; none are leaving before the end of the school year.
 4. Three staff members have an offer from Two Rivers Charter school and three more have or will interview.
 5. Trina Maull, from the Colorado League of Charter Schools will be on campus on Friday for resume writing and interviewing skills training.
 - iv. Status of Student Audit
 1. Audit is looking back four years; the first two years are fully submitted, and the last two years should be completed soon.
 2. Looking good so far. Minimal payback anticipated.
- b. Closure Proceedings

- i. Janice and Mackenzie Khan presented.
 - ii. Board is the responsible entity post-contract date.
 - iii. Board Considerations include:
 - 1. Maintenance of building.
 - 2. Contact Information – PO Box, phone number, possible storage unit.
 - iv. Post Closure Tasks:
 - 1. Final Audit, debt settlements, disposition of assets/inventory, board resolutions, legal filings, disputes or claims, bank, building corps responsibilities, board insurance.
 - 2. Other duties as assigned.
- c. Finance Committee
 - i. Treasurer is working with school and Mackenzie to ensure board meets closure and post closure obligations.
 - ii. The previous buyers who looked at the school decided not to purchase it.
 - iii. Health Care facility considering purchasing the building.
- d. Review and Update of board related closure procedures.
 - i. Margaret McLaughlin assigned board members to review closing procedures before the next meeting.
 - ii. Margaret McLaughlin and Sharad Agarwal also discussed the way forward with the school building.
 - 1. Interested buyer
 - 2. Timeline and choices the board may have to make in relation to the building.

V. Executive Session

- a. None

VI. Board Action Items

- a. Sharad Agarwal moved to approve the January 24, 2024, minutes, Emily McLaughlin seconded.
- b. The motion passed.

VII. Adjournment

- a. Sharad Agarwal moved to adjourn the meeting.
- b. Siohini Bandopadhyay seconded.
- c. The motion passed unanimously.
- d. Meeting adjourned at 7:19 p.m.

Board meetings are open to the public. Schedule of future Board meetings: 3/27/24, 4/24/24, 5/22/24, 6/26/24.