



Board Meeting Minutes

July 25, 2018 – 6:00 p.m.

Location: ECA

Present: Steve Berg, Steve Burton, Kelly Hupfeld, Anthony Fontana, Elizabeth Hubbell, Brenda Snyder, Todd Cordrey
Guest – Faith Koltak

- I. Call to Order and Introductions – 6:02**
- II. Consent Agenda**
 - a. Approval of the meeting agenda
 - b. Approval of June meeting minutes
 - i. Ms. Snyder moved approval of the June meeting minutes. The motion was seconded by Mr. Fontana and passed unanimously.
- III. Standing Committee Reports**
 - i. Board Chair – Mr. Burton reported two outstanding disputes with contractors.
 - ii. Executive Director and team
 1. Mr. Cordrey reported that Janice Anderson was selected as ECA's principal. Ms. Anderson brings 23 years of education experience as an instructional leader, including English language development experience and Spanish fluency. Adelisa Schaefer is ECA's new Manager of School and Data Analytics.
 2. Welcome Back packets were sent out. The board suggested that Mr. Cordrey arrange for emailed thank you cards to families from the board.
 - iii. Treasurer/Finance Committee
 1. Ms. Koltak reported that the numbers for June are preliminary, and we will not have final numbers for the year until October. We are close to where we anticipated being.
 - iv. School Accountability Committee
 1. Ms. Hupfeld reported that the MTSS/SAC meeting was held on Monday, and three intervention strategies were recommended as priorities for the Academic Narrative/UIP:
 - a. Enhanced Level 1 instruction
 - b. Expanded counseling services
 - c. Better alignment between the school and students and families, in particular a better job demonstrating the relevance of education and postsecondary attainment
 - v. Marketing Committee



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1. Mr. Fontana presented the following information:
 - a. Daniels Fund Scholar article in Arvada Press
 - b. Additional media - interview with student intern at Center for Visual Arts
 - c. We are considering RTD ads, ads in local theater, Arvada Center sponsorships/ads
 - d. The new website is moving along, won't flip until after enrollment
 - e. Anthony will reach out to Spearca re communications over the next couple of weeks
- vi. PTCO and Parent Engagement Committee
 1. The board discussed ways to structure board input into parent engagement process.
- vii. Governance Committee
 1. Ms. Hupfeld reported on the CSI charter renewal process, and urged as many members as possible attend the August 21 CSI board meeting.
- viii. Board Development Committee

IV. Unfinished Business

- a. Mr. Cordrey updated the board on recruiting and enrollment.
- b. Mr. Cordrey updated the board on staffing changes.
 - i. Dr. Bell moving to Western State, will fill two classes with adjuncts
 - ii. Dr. Hastert not returning, need to find another MS math/science teacher
- c. Ms. Snyder led a discussion following up on the board's strategic planning process and June retreat.
 - i. The board discussed the need to have staff decision-making flow from mission/vision/values and strategic plan. Mr. Cordrey, Ms. Warrick, and Ms. Snyder will harmonize the values set by the board with the monthly values promoted to students.
 - ii. Ms. Hupfeld and Ms. Snyder will summarize the strategic plan for submission to CSI on August 15 and present it to the CSI board on August 21. The board will continue refining the strategic plan through October.
- d. Charter renewal
 - i. The Academic Narrative will be submitted to CSI on July 30.
 - ii. The Finance and Organization/Governance Narrative will be submitted to CSI on August 15.
 1. Ms. Hupfeld presented proposed revisions to the bylaws to remove the mission (which will be contained in board policy) and to reflect that notice of public meetings is required for any committee on which there are three or more board members. Ms. Hupfeld moved that the bylaws be so amended. Mr. Fontana seconded the motion, and it passed unanimously.



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2. Ms. Hupfeld presented proposed updates to the enrollment policy to reflect current organizational structure and job titles. Ms. Hupfeld also noted that the current policy does not include a sibling preference, but that no change was proposed at this time. Ms. Hupfeld moved that the enrollment policy be amended as proposed. Mr. Fontana seconded the motion and it passed unanimously. The board will consider a sibling preference amendment at a later date.

V. New Business

- a. Mr. Owens and Ms. Koltak will review ECA financial policies and bring proposed changes to the board at the August meeting.

VI. Comments and Announcements

- a. CSI will be joining us for the September board meeting
- b. Board members reiterated thanks to Mr. Conrad for his service, and appreciation of his offer to assist with alumni engagement on a continuing basis.

- VII. Adjournment.** Ms. Hupfeld moved to adjourn the meeting. Ms. Hubbell seconded the motion, which passed unanimously. The meeting was adjourned at 8:18.

Board meetings are held on the fourth Wednesday of the month and are open to the public, including ECA staff, students, and families. To request that an item be placed on a future agenda, please contact Board Secretary Kelly Hupfeld at khupfeld@ecarvada.org.