



THE EARLY COLLEGE OF
ARVADA

Board Meeting Minutes

August 22, 2018 – 6:00 p.m.

Location: ECA

Board Members Present: Steve Berg, Steve Burton, Todd Cordrey, Elizabeth Hubbell, TO Owens, Brenda Snyder, Katy Warrick

Board Members Absent/Excused: Anthony Fontana, Kelly Hupfeld, Absalom Herrera

Guests: Janice Anderson, Susan Davis, Dana Green, Amber Tyler, Matt Winter

I. Call to Order and Introductions – 6:04

- a. Ms. Tyler requested that send the board packet to volunteer@ecarvada.org so that the PTCO Leaders will have the information for the meeting.

II. Consent Agenda

- a. Approval of the meeting agenda
 - i. Mr. Berg made the motion to approve the agenda, seconded by Ms. Warrick and passed unanimously.
- b. Approval of June meeting minutes
 - i. Mr. Berg moved approval of the June meeting minutes. The motion was seconded by Ms. Warrick and passed unanimously.

III. New Business

- a. Ms. Davis brought issue of a waiver approval for senior student who was supposed to graduate in May; the transcript was not accurately transferred to PowerSchool so the student didn't know of the credit deficits. The student needed one math course in order to graduate. The student he has shown academic success in all areas. The request was to waive the math credit so the student could graduate and begin her post-secondary education. Ms. Snyder moved that we approve a waiver for the graduation requirements for the student in question. Ms. Hubbell seconded. The motion passed unanimously.

IV. Standing Committee Reports

- a. Board Chair
 - i. Mr. Burton thanked Ms. Koltak for her magnificent work in getting the building ready for opening.
 - ii. The representative who holds our bond is visiting September 7 to meet new administration.
- b. Executive Director and team
 - i. Mr. Cordrey reported, as of today, enrollment is 360 students. Official count is October 4th. Sixth grade is especially large in number.



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- ii. Ms. Anderson reported that first week has been a joyous whirlwind and a very quiet and exciting first day of school. Discipline/behavior has been exceptional with only minor infractions. She is seeing actively engaged students in classrooms. A great presentation was given to CSI.
 - iii. Ms. Davis is seeing a difference with team work. Everyone is sharing the load. Our new counselor is amazing and so competent.
 - iv. Mr. Cordrey asked that the board look at graduation requirements for the future. It was decided that this was an action for the School Accountability Committee or a subset of this committee which would include Board members. This work will begin after the strategic plan is finalized in October.
 - v. Ms. Koltak reported a smooth start to the school year. There is one outstanding audit piece that she wants to get to and will be done by the end of this week. Student medical/lunch challenges will be managed/shared by Ms. Koltak, Julie, and Adolisa.
 - vi. There are new roles with leadership and some things shifting as they discover needs and roles. They are settling into this new group. Job descriptions should change as needs/roles change.
- c. Treasurer/Finance Committee
- i. Ms. Koltak asked that approval for financial reports be moved to September.
- d. School Accountability Committee
- 1. No new developments
- e. Marketing Committee
- 1. Mr. Cordrey reported that there would be announcements in newspapers this week about ECA's new leadership.
 - 2. Social media is active.
 - 3. We are tracking our communication in a spreadsheet.
 - 4. We are now using ConstantContact.
 - 5. We are hosting Back to School Night on Wednesday, August 29th, 5:00-7:30 and the next event is College Night.
 - 6. Spearca is doing a great job.
 - 7. Mr. Cordrey is meeting with Branden on Saturday to work on the text for the website.
 - 8. Mr. Cordrey connected with schools with grades 3-6 in the area.
 - 9. We may be looking at Customer Relations Management software (CRM); we know we can get 10 free licenses from Salesforce.com that has plug-ins to PowerSchool. The Data Manager will follow-up with TO.
- f. PTCO and Parent Engagement Committee
- i. Ms. Tyler reported that they had their first meeting yesterday. They will be recruiting during Back to School Night. She requested extra funds for food at these events. We can use half of the funds from Title funds if we have an



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agenda and if people sign in. Ms. Tyler agreed that could happen. PTCO isn't hosting their own events this year, but are joining existing events.

- g. Governance Committee
 - i. No news to report
 - h. Board Development Committee
 - i. Ms. Snyder brought up wanting a fundraising person added to the board and will begin recruiting for this individual.
- V. Unfinished Business**
- a. Charter renewal update
 - i. We have presented all documentation. Todd, Janice, Katy, and Brenda made a brief presentation to CSI as part of our renewal process on August 21st. They presented on our performance targets and action plans. CSI asked what we were doing to help middle school scores. They tied this to enrollment. Janice will spend 50% time in classroom with observation and coaching. They recommend we focus more on our instructional program. We are in a unique situation with our free/reduced lunch population and being an early college. We have a required intervention class built into the schedule which is significant. Ms. Snyder will send out presentation and the UIP as well as the feedback from CSI.
 - ii. CSI does not have an accurate free/reduced lunch number because it relies on parents applying. Right now, we have 50% with 169 parents who have not applied. There is a plan in place for getting this information.
 - iii. Next steps: CSI will attend September board meeting. Final decision in December.
 - b. Strategic Plan
 - i. We have identified targets for this year. We need to identify baseline data. This will be finalized in October. Brenda, Todd, and Kelly will work on this. Todd will schedule the next meeting.
 - c. By-laws
 - i. Last month, we approved our bylaws, and then received feedback from CSI. The board went through feedback and made changes they felt were necessary. These will need to be approved in September; Brenda will modify and distribute to the Board for review prior to the September meeting.
- VI. New Business**
- a. Staff and Board connections
 - i. We had a breakfast with staff and board last week. Some questions arose from that event.
 - ii. Discussion on how the board can connect more with staff. What can we do to better define the roles, responsibilities, and limits of the board? How can we better define the role of CSI?
 1. Ideas: email minutes to teachers – send to ecastaff@ecarvada.org when approved.



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2. Faith will give financial presentation to staff. Questions they had: how is \$ allocated? Is our budget tight? Why do we have the specific number of teachers we have? One thing to think about: the board has one employee – the executive director. The staffing and duties are outside of our area.
 3. Bring student council to board meetings.
 4. Conversation about governance on a PD Day followed by a Board/Staff party. Scheduled for January 7th at TO's home, Brenda and TO will coordinate effort.
- iii. Board members need to write their bios including on the Board and send to Todd by September 7th
- VII. Comments and Announcements**
- a. CSI will be joining us for the September board meeting
- VIII. Adjournment.** Katie moved to adjourn the meeting. Steve seconded the motion, which passed unanimously. The meeting was adjourned at 7:56.

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.