



Board Meeting Minutes

May 23, 2018 – 6:00 p.m.

Early College of Arvada

Board members present:

Berg	Y	Burton	Y	Conrad	Y
Fontana	Y	Herrera	Y	Hubbell	Y
Hupfeld	Y	Owens	Y	Snyder	Y

Guests – Tasha, Lynette Garwood, Katy Warrick, Faith Koltak

I. Call to Order and Introductions

Called to order at 6:03.

II. Consent Agenda

Ms. Snyder moved the approval of the consent agenda. The motion was seconded by Mr. Herrera and passed unanimously.

III. Standing Committee Reports

- a. Board Chair
 - i. Graduation is Friday night
- b. Executive Director and team (in board packet)
 - i. Completed successful site visit with CSI
 - ii. Students are graduating with about five more college credits per student than last year
- c. Treasurer/Finance Committee
 - i. Cash flow good, much of it already spent
 - ii. Update on capital improvements this summer – brand new roof, additional sign on SW face of building, external lights replaced, plus pole lights for parking lot, parking lot resurfaced, front steps and ramp will be repoured, landscaping, interior painted, carpet replacement, additional wall in admin, water fountains, storage building and fencing
 - iii. Will go 1:1 on Chromebooks
- d. School Accountability Committee
 - i. Will meet in June, incorporate MTSS input for UIP submission to CSI
- e. Marketing Committee



THE EARLY COLLEGE OF
ARVADA

- i. Will be interviewing parents and students for ads for Facebook, getting consistent response
 - ii. Community outreach events – will be asking new graduates going to CU Denver to help, Coach putting together team of ambassadors
 - iii. Re-enrollments – Lynette will do daytime and afternoon/evening re-enrollments, we are ahead of where we were last year
 - f. PTCO and Parent Engagement Committee
 - i. Amber reported that the PTCO has three new officers and several returning. Marlene Fuentes is new president, Tasha is new high school VP, will plan new fundraisers
 - g. Governance Committee
 - i. Policies update underway
 - h. Board Development Committee
 - i. Recruiting for fundraising experience
 - ii. The board discussed whether to ask junior board candidates to start on an adjunct board, which would serve as a pipeline into the board. Board members agreed to fill the board to 11 or 12 members, and then re-evaluated. In the meantime, we will devote more attention to board orientation and mentoring.

IV. Unfinished Business

- a. 2018-19 budget approval
 - i. Budget - \$2,873,451 expenditures. Assume 350 students. CSI numbers – still estimates. Reflects all revenue we expect to get, plus a few line items in expenses. \$75,000 in unallocated funds – will go to unreserved fund balance.
 - ii. Currently have 187 students registered for fall.
 - iii. Mr. Owens moved to approve the proposed budget. The motion was seconded by Ms. Hubbell, and passed unanimously.
- b. Leadership hiring/admin transition
 - i. Ms. Snyder reported that four executive director candidates will be interviewed on Friday, and top one or two will be forwarded onto board hiring committee (executive committee plus Mr. Conrad). We would like to make job offer a week later.
 - ii. The new executive director will be part of the hiring process for the new principal position, hopefully for hiring by end of June.
 - iii. Mr. Owens moved that the board permit the executive committee to have authority to offer the executive director position to the preferred candidate, pending CSI approval of process. Ms. Hubbell seconded the motion, which passed unanimously.
- c. Retreat planning
 - i. Hold June 16, but hold 5-9 on June 27th and 28th.
- d. Website redesign update
 - i. Brandon will do website, working on templates, will be phased approach. Will need beta testing and content review.



THE EARLY COLLEGE OF
ARVADA

- e. Open meetings and public records requirements
 - i. This topic was held over for a future meeting.
 - f. Review of bylaws for suggested amendments
 - i. Ms. Hupfeld requested that board members review the bylaws for proposed revisions.
 - g. Dates for future board meetings
 - i. The board decided to keep its regular meetings on the fourth Wednesday of each month.
- V. New Business**
- a. ECA employee Lynette Garwood asked to be considered for the Registrar's position despite lack of bachelor's degree. Two parents spoke in support.
 - i. Ms. Hupfeld moved that the board enter executive session to discuss Lynette's presentation, in accordance with CRS 24-6-402. Mr. Herrera seconded the motion. The motion passed with two members voting against.
 - ii. Ms. Hupfeld moved that the board exit executive session, seconded by Mr. Owens. The motion passed unanimously.
 - iii. Mr. Owens moved that the board direct the executive team to consider Ms. Garwood's request. Ms. Hubbell seconded the motion, which passed unanimously.
- VI. Comments and Announcements**
- a. The Board will be providing breakfast for teachers on Friday, May 25, at 8 a.m.
- VII. Adjournment**
- a. Mr. Owens moved to adjourn the meeting. The motion was seconded by Ms. Snyder and passed unanimously. The meeting adjourned at 9:10 p.m.

Board meetings 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.