



## Board Meeting Minutes

May 9, 2018 – 6:00 p.m.

Early College of Arvada

Board members present:

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

Guests present: Greg Nusz, Faith Koltak, Katy Warick

### I. Call to Order and Introductions

The meeting was called to order at 6:05.

### II. Consent Agenda

Mr. Fontana moved to accept the consent agenda. The motion was seconded by Ms. Snyder and approved unanimously.

### III. Standing Committee Reports

- a. Board Chair
- b. Executive Director and team (in board packet)
- c. Treasurer/Finance Committee
- d. School Accountability Committee
- e. Marketing Committee
  - i. A new set of ads has been launched, and social media is having good reach.
  - ii. The board asked for a calendar of summer events. We do not have an intern this year.
  - iii. Inquiries have doubled from last year. The board asked staff to aggressively promote re-enrollment for current families.
- f. PTCO and Parent Engagement Committee
  - i. 725 hours of volunteer time have been logged by 82 families.
  - ii. In the coming year PTCO will hold its meetings adjacent to other ECA events to maximize attendance.
- g. Governance Committee
- h. Board Development Committee
  - i. Report on possible board candidate



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- ii. Mr. Burton's term is up at the end of May, and he has elected to stay another term
- iii. Officers must be elected annually. All current officers are willing to stay in their positions. Ms. Snyder moved that the board elect the current slate. Mr. Berg seconded the motion, which passed unanimously.

**IV. Unfinished Business**

- a. Charter renewal process
  - i. Intent to renew declaration
    - 1. Ms. Hupfeld moved to approve the declaration of ECA's intent to renew its charter with CSI. Mr. Fontana seconded the motion, and it passed unanimously.
    - 2. Staff have arranged for a May 18 site visit from CSI.
  - ii. We will be updating policies as part of our charter renewal.
  - iii. The board will hold its strategic planning retreat on June 16. Ms. Snyder will develop the agenda, and Mr. Fontana will work on finding a location.
- b. 2018-19 budget presentation
  - i. Mr. Owens and Ms. Koltak presented a proposed preliminary budget in the amount of \$2,793,995.
  - ii. The preliminary budget does not include the anticipated increase in PPR or the CSI equalization fund. Does include full time social worker, 50% site-based therapist, 1:1 technology, \$15,000 for advertising, \$12,000 for Spearca. Additional funds will come in as unallocated.
  - iii. Ms. Snyder moved to approve the budget as presented. Mr. Fontana seconded the motion, and it passed unanimously.
- c. Summer capital improvement proposal.
  - i. Ms. Koltak presented a proposal to use \$102,558 from the capital expenditure fund and \$56,700 from operating expenses for listed capital improvements. Use of operating expenditures contingent upon additional revenue coming through.
  - ii. Ms. Snyder moved to approve the proposal, and Ms. Hupfeld seconded the motion. The motion passed unanimously.
- d. Leadership hiring/admin transition
  - i. Ms. Snyder reported that all leadership team job descriptions finalized, and she will be talking to the administrative leadership team tomorrow.
  - ii. Executive director position has been posted, and interviews can start next week. Ms. Snyder described the interview process, including initial screening, interviews by the interview team, interviews with Mr. Conrad, and interviews with the board.
  - iii. Other open positions will be posted about 10 days behind, hope to have the new executive director as part of the team during these processes.
  - iv. We will need ½ day with full leadership team and board in week 2 of August.
- e. Website redesign update
  - i. The board discussed current proposals and asked Mr. Fontana to solicit a proposal from ECA's current IT contractor.



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**V. New Business**

**VI. Comments and Announcements**

- a. The board will keep its May 23 meeting on the calendar.
- b. The board will provide breakfast for teachers on May 25.

**VII. Adjournment**

- a. Mr. Fontana moved to adjourn the meeting. The motion was seconded by Mr. Berg and passed unanimously.