



Early College of Arvada Board of Directors

Board Meeting Minutes

August 23, 2017 – 6:00 p.m.

Early College of Arvada

Present: T.O. Owens, Absolom Herrera, Anthony Ferrara, Brenda Snyder, Kelly Hupfeld. Absent: Fred Lewis, Steve Burton.

Guests attending: Ryan Conrad, Greg Nusz, Faith Koltak, Tim Shaffer.

Mr. Owens acted as board chair in the absence of Mr. Burton. Mr. Owens moved to approve the consent agenda. Ms. Snyder seconded the motion, and it passed unanimously.

Mr. Conrad delivered the Executive Director's report.

Mr. Owens delivered the Treasurer's report. Cash flow is in good shape, enrollment is at 362 and needs to be at 370. Mr. Owens moved that the Board accept capital improvement dollars allocated from the Early College of Arvada Building Corporation. Ms. Snyder seconded the motion, and it passed unanimously.

Mr. Nusz delivered the report of the School Accountability Committee. The state is releasing School Performance Framework reports on August 28, and results will be covered in the September board meeting.

Mr. Conrad reported that the Parent/Student Handbook has been translated into Spanish. Amber has the parent volunteer sign-up system up and running.

Ms. Hupfeld reported on the distinction between board policies, which must be adopted by the board, and handbooks, which summarize board policies and contain other information. The Board agreed that it would like to review handbooks.

Ms. Snyder led a discussion following up on the Board's retreat. The Board agreed to the revised mission at the retreat in July. Ms. Snyder moved that the Board adopt the proposed values. Mr. Herrera seconded the motion and it passed unanimously. Mr. Burton and Mr. Herrera will work on a proposal for vision and goals.

Staff action plans need to link back to the Board's vision and goals. For now staff goals are reflected in the annual expectations for the executive director.

Ms. Snyder provided a template for committee reports that can be filled out and sent to Ms. Hupfeld in advance of board meetings. She asked that committee chairs develop annual plans for their committees grounded in the board's goals, and submit for the September board meeting. Ms. Snyder will prepare a plan for the Governance/Board Development committee. Mr. Owens and Mr. Herrera will develop a plan for the Community Engagement committee.



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Ms. Snyder led a discussion on proposed terms for board members. Ms. Snyder proposed that the proposal be amended to reflect standard term dates of June 1 through May 31, regardless of when members first join the board. Ms. Hupfeld seconded, and the motion passed unanimously. Ms. Snyder moved that the proposed document setting forth terms for current board members, as amended, be adopted. Mr. Herrera seconded the motion, and it passed unanimously. The bylaws will need to be amended to reflect this change.

Mr. Shaffer presented the proposed Emergency Operations Plan. Mr. Owens moved that the Board adopt the plan, Mr. Fontana seconded the motion, and it passed unanimously.

Mr. Conrad presented the Parent-Student Handbook. Mr. Owens moved that it be approved, Mr. Fontana seconded the motion, and it passed unanimously.

Mr. Conrad described the proposed 1:1 program. This program would provide each student with a laptop. Currently there is a wide gap in college classes between those who have access to a laptop and those who do not. The program would start with juniors and seniors, or potentially all students taking college-level classes. There are lots of policy questions, such as requiring deposits and/or insurance, and consequences for laptops that are lost, damaged, or stolen. The board agreed to ask a committee to look into the program. Mr. Owens will be the board representative on the committee, which should also include parent and student involvement.

Mr. Conrad discussed the idea of requiring community service for graduation. Board members liked the idea and asked staff to explore the idea and bring a proposal back.

Ms. Hupfeld moved to adjourn the meeting, and Mr. Fontana seconded the motion, which passed unanimously. The meeting was adjourned at 8:11 p.m.

*Board meetings are open to the public, including ECA staff, students, and families. Board meetings are held on the fourth Wednesday of the month; the next regular meeting of the Board of Directors will be on **September 27, 2017, at 6 p.m. at the Early College of Arvada.** To request that an item be placed on a future agenda, please contact Board Secretary Kelly Hupfeld at khupfeld@ecarvada.org.*