



**Board Meeting Minutes**  
**January 24, 2018 – 6:00 p.m.**  
**Early College of Arvada**

Present: Kelly Hupfeld, TO Owens, Anthony Fontana, Absolom Herrera, Brenda Snyder, Ryan Conrad

Guests – Faith Koltak, Greg Nusz, Elizabeth Hubbell, Steve Berg, Sharon Diamond, Kelly Bidstrup Graham

The meeting called to order at 6:09 p.m.

Ms. Hupfeld moved to approve the minutes from last month's meeting. Mr. Fontana seconded the motion, which passed unanimously.

Mr. Owens delivered the treasurer's report. The amended budget needs to be adopted by Jan 31. It reflects staffing changes and changes to various line items. Ms. Snyder moved approval of the amended budget. Mr. Herrera seconded the motion, which passed unanimously.

Mr. Owens proposed a resolution to carry forward \$9,965 that can be used for capital expenditures. The plan is to use this money for floor cleaning machines, snowblower, etc. Mr. Owens moved passage of the resolution. Ms. Snyder seconded, and the resolution passed unanimously.

Mr. Owens discussed the school's cash flow. We took the brunt of rescission in December from lower student enrollment, but it has been managed well. Mr. Conrad requested guidance from the board on projected enrollments and impact on the budget. Our target is 415 students, as next year's expenses are \$50,000 more due to the bond. The charter school career fair is in early March, so we will want to know our staffing needs soon.

The board agreed that we need to understand how effective the new marketing effort has been and will be. Ms. Koltak will be starting the new budget preparation in February, and it will be presented at the March board meeting. It would be good to have the Marketing and Finance committees meet with staff. Mr. Owens agreed to take the lead on setting this up.

Ms. Hupfeld delivered the report of the School Accountability Committee. Our Unified Improvement Plan was approved by CSI and submitted to CDE. In spring, the committee will be looking at evaluating what we implemented.

Mr. Fontana delivered the report of the Marketing Committee. The STEM labs held a grand opening on January 4, with 20-25 people joining from the community. Tomorrow will be an open house with 40 or so families at 6:30. Work with Spearca is continuing.

Ms. Diamond delivered the PTCO report. February 23 is Family Game Night. There will be a silent auction, plus a chili and macaroni and cheese cookoff. PTCO is trying to find new president, preferably



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one who is bilingual. Ideally we would have a PTCO executive plus a middle school head and a high school head. Only 10 families have completed volunteer hours, although 59 families have participated. Amber thinks not everyone has filled out sheets. PTCO can spend parent engagement funds, but have to document attendees and expenses. Ms. Snyder and Ms. Diamond will hold a meeting to recruit leadership, maybe co-sponsor with Spanish Club.

The Governance Committee is working on clarifying board vs. operational policies.

We will hold a board retreat this summer on June 16. Ms. Snyder will check in with committee chairs on progress since last summer.

Ms. Snyder reported on board development, and noted that two board candidates are present! Another possible candidate is in conversations. The Board agreed we should try to find a fundraising person for the board.

Mr. Conrad reviewed current enrollment activities. It would be helpful to have customer relations management software. Brandon is very familiar with Salesforce – Mr. Conrad will check to see if they have a nonprofit deal. Currently, prospective student touchpoint information is captured on spreadsheet on Google Drive, which will be shared with Mr. Fontana.

Ms. Hupfeld presented revisions to the parent engagement policy needed to comply with Title I. Ms. Hupfeld moved to adopt the revisions. Mr. Fontana seconded the motion, which was adopted unanimously.

Ms. Snyder asked about a parent satisfaction survey. We have not done one yet. Ms. Snyder will address as part of parent engagement committee.

Ms. Hupfeld presented a proposed revision to the mission statement, prompted by CSI's comments to be more specific. Mr. Owens moved adoption of the mission statement. Mr. Herrera seconded the motion, which passed unanimously.

The board discussed appointing a vice-president. Travel schedules are increasing. It would be good to have a camera in the board room. Ms. Snyder accepted a nomination to be vice-president. Ms. Hupfeld moved that the board appoint Ms. Snyder as vice-president. The motion was seconded by Mr. Owens, and passed unanimously.

The board discussed the school calendar. It was suggested that a single person serve as gatekeeper.

Career Day will be held on February 23.

Ms. Hubbell and Mr. Berg were asked to leave the room in advance of voting on their candidacy for the board. Ms. Hupfeld moved that Ms. Hubbell be appointed to the board. Mr. Fontana seconded the motion, which passed unanimously. Mr. Herrera moved that Mr. Berg be appointed to the board. Mr. Owens seconded the motion, which passed unanimously. The new board members' terms start on June 1, but they are welcome to start earlier if they would like.



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Mr. Owens moved to adjourn the meeting at 7:42 p.m. Mr. Herrera seconded the motion, which passed unanimously.