



# Early College of Arvada Board of Directors

## Board Meeting Minutes

July 26, 2017 – 6:00 p.m.

Early College of Arvada

Present: Steve Burton, T.O. Owens, Fred Lewis, Absolom Herrera, Brenda Snyder, Kelly Hupfeld  
Absent: Jason Robinson  
Guests: Ryan Conrad, Faith Koltak, Anthony Fontana, Amber Tyler

Board members toured the school to view the results of ongoing remodeling.

### Consent Agenda

Ms. Snyder moved to approve the consent agenda. Mr. Owens seconded, and the motion passed unanimously.

### Standing Reports

Mr. Burton delivered the Chair report. Building construction is underway, with most construction scheduled to be finished by the start of school. The STEM labs should be complete by Thanksgiving.

Mr. Conrad delivered the Director's report. All staff have been hired, systems and procedures running smoothly. Enrollment is currently at 360, aiming for 385. We have set aside an amount of 15 x PPOR to shore up any shortfall. The board asked for a report after October census as to how many families are returning and how many are new. Mr. Conrad and Ms. Koltak are putting together a marketing and recruitment plan and would welcome board assistance. It was suggested that board members call individual families welcoming them to school. August 30 is Back to School Night.

Mr. Owens delivered the Treasurer's report. ECA ended the year well, with about \$30,000 in surplus (unaudited). CSI will want us to do Operations and Maintenance out of current year's funds. They would like us to have 10 percent of our annual income set aside in cash reserves, about \$300,000. We will arrange for interested board members to have a workshop on school finance prior to a fall board meeting.

Ms. Tyler delivered the PTCO report. PTCO will provide a list for parents of events where volunteers are needed. In discussion, the board requested that the parent engagement policy provide that PTCO volunteer time would count for ECA volunteer time also, and that there be no cash buyout option to substitute for volunteer hours. Mr. Owens moved that the board delegate final approval of the parent engagement policy to the Parent Engagement Committee; Mr. Lewis seconded and the motion passed unanimously. [Note: the Parent Engagement Committee approved the final policy on July 31.]



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Ms. Snyder delivered the report of the Board Development Committee. Ms. Hupfeld moved that Mr. Fontana be appointed to the board. Ms. Snyder seconded the motion, and it passed unanimously.

### Unfinished Business

Ms. Snyder moved approval of the proposed employee handbook, with the provision that the document would be updated to include any changes to the school's mission, vision, and values stemming from the board's upcoming retreat. Mr. Owens seconded the motion. Mr. Lewis asked for discussion of the need to copy edit the handbook and other ECA documents. All board members approved the handbook, with Mr. Lewis abstaining.

Ms. Snyder moved that the board appropriate \$750 to hire an editor to appropriately edit and format the parent-student handbook. Mr. Owens seconded, and the motion passed with Mr. Lewis opposing. Ms. Snyder moved that the board approve the content of the handbook, with the inclusion of any changes needed to the vision, mission and values as prompted by the retreat. Mr. Owens seconded the motion, and it passed with Mr. Lewis opposing.

Ms. Hupfeld and Mr. Lewis will discuss his concerns at another time.

Mr. Owens moved to adjourn the meeting, seconded, and passed unanimously. The meeting was adjourned at 7:57 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 August 23, 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](mailto:khupfeld@ecarvada.org).*