



Empower College Prep

Governing Board Meeting

Date and Time

Monday September 23, 2019 at 4:30 PM MST

Location

2411 West Colter St. Phoenix, AZ 85015

Number to call in:

7127704700 x 558890

Notice of Public Meeting can be found at:

5757 North Central Ave and 2411 Colter Street

Agenda

	Purpose	Presenter	Time
I. Opening Items			04:30 PM
A. Record Attendance and Guests		Sheila Breen	1 m
B. Call the Meeting to Order		Sheila Breen	1 m
C. Approve Minutes	Approve Minutes	Sheila Breen	3 m
	Approve minutes for Governing Board Meeting on July 20, 2019		
II. Executive Report			04:35 PM
A. Executive Director Report	Discuss	Brian Holman	10 m
III. School Reports			04:45 PM
A. Elementary School Report	Discuss	Becky Jones	10 m
B. High School Report	Discuss	Brian Holman	10 m
IV. Finance			05:05 PM
A. Financial Report	Discuss	Angela Eich	10 m
V. Committee Reports			
VI. New Business			05:15 PM
A. Develop Strategic Plan	Discuss	Brian Holman	45 m

For each of 3 areas, the following is needed:

1) Review, potentially revise, and approve goals.

2) Review, potentially revise, and approve strategies.

3) Continue conversation from the Annual Retreat generating yearly actions; and/or direct management team to provide list of actions to review, potentially revise, and approve; or some combination thereof.

B. Administrative Structure and Responsibilities Discuss Brian Holman 10 m

The Administrative Structure includes the following individuals.

-Brian Holman, Executive Director and High School Principal (grades 9-12) is responsible for strategic direction of the organization aligned to the mission and values in partnership with the Governing Board and Senior Leadership Team. He is also responsible for leading and managing the Senior Leadership team, fundraising and strategic partnerships, and achieving the high school programmatic outcomes with key support from Vice-Principal Jennifer Lane and Lead College/Career Counselor Natalie Morgan.

-Angela Eich, Director of Finance and Operations, is responsible for the strategic leadership and management of all financial and operational aspects of the organization, including budgeting, facilities, technology, grants management, HR, payroll and ensuring compliance with all legal and financial stakeholders' requirements. Dave Dillman, the Manager of Facilities and Operations, Angela Ortega, the grants manager, and Carmen Garcia, HR Coordinator, play significant roles in their respective areas of responsibility.

-Becky Jones, the Elementary School principal, is responsible for all programmatic outcomes in grades 3-8 and the strategic development of grades K-2. Deans of Instruction Myrtle De Lara Rojas and Kim Ward, and Culture Coordinator Luis Villasenor, play significant roles in their respective areas of responsibility.

Jen Lane is new to the organization this year. The other individuals listed here have worked together for 3-7 of the organization's seven years.

The Senior Leadership Team is supported by Alysse Masad (Executive Assistant who works most closely with administrative support in fundraising) and Brianda Ortega (Recruitment Coordinator). The Senior Leadership team is developing job descriptions in order to hire a Parent and Volunteer Coordinator, a Data Coordinator, a Facilities/Operations Associate, and a Manager of Marketing and Communications. The Senior Leadership Team is also beginning discussions regarding the timeline and strategy for hiring a high school principal.

C. October Agenda Discuss Brian Holman 5 m

D. Discuss relationship between managing and coaching in educational context Discuss Sheila Breen 10 m

VII. Executive Session **06:25 PM**

A. CEO Performance evaluation Discuss Sheila Breen 20 m

B. Senior Staff Performance Discuss Sheila Breen 20 m

VIII. New Business **07:05 PM**

A. Vote on CEO Performance Review and Compensation Vote Sheila Breen 5 m

IX. Closing Items **07:10 PM**

A. Adjourn Meeting Vote