

# Evangelical Christian Academy Board of Directors

*“Distinctly Christian-Effectively Classical”*

## BOARD MEETING

April 14, 2015

7PM Library

Opened at 7:03 PM

**Board Members Present:** Chris Bunker, Denny Carew, Chad DeKam, Leonard Faimon, Tresa Flanegin, Susan Foth, John McKeever, Randy Thompson

**Ex-Officio Member Present:** Jim Johnson, Superintendent

**Excused Absences:** Dean Watts

### I. Opening

Devotional – Chris on stars (septillion of them!), all created by Him to show the power, glory, and majesty of the Lord and as a sign for the birth of Jesus, the One who demonstrates God’s love for us

A. Mission Statement:

***ECA exists to partner with parents and their church to educate, equip, and empower students to pursue their purpose in Christ.***

B. Approve Minutes (March) – no changes – **MSC**

C. Correspondence – None

D. Approval of Agenda – skip B.6. Finance (redundant, particularly in Dean’s absence) – **MSC**

### II. Reports

A. Superintendent (see attached)

B. Finance—March Financials (written report submitted by Dean)

C. Marketing / Communications – Report received (Chris)

D. Education – Report received (Leonard)

E. Collegium – Verbal report provided (John)

F. ~~Finance – no additional report~~

G. Strategic Planning – no report available

### III. Old Business

- A. Plaque to be presented to Dave Kliever for fulfilling Board term
- B. Incorporate Proposed By-Law changes – updated version will be sent to Shari Hartnett to address formatting issues
- C. Dash board Items – **delegated** to Committees
- D. Short and Long Term Items from the Planning Meeting – **delegated** to Committee Chairs to take relevant items from list, own them, and follow up with action plan
- E. Flat Rate Tuition – Jim to convene committee meeting
- F. **Teacher Appreciation – Monday, June 1, 9am – 2pm** (June 1) – EJ Nussbaum may coordinate event

### IV. New Business

- A. ACCS Conference June 17-20 in Dallas, TX
- B. Church Mutual April 23<sup>rd</sup> Web Briefing

### V. Adjournment – 8:58pm

Calendar:

## TEACHER APPRECIATION Monday, June 1, 9am – 2pm

Board Meetings	Devotional
May 13	Tresa
June 9	TBD
July 14	Dean

Respectfully Submitted,

*Susan Foth*

## SUPERINTENDENT REPORT FOLLOWS

*(font size altered by Susan Foth in order to consolidate number of pages)*

## ECA Superintendent's Report April 13, 2015 – Jim Johnson

### Enrollment:

April 13, 2015 - Evangelical Christian Academy			
Grade	Enrolled	Male	Female
01	19	5	14
02	18	7	11
03	9	6	3
04	21	9	12
05	15	7	8
06	22	13	9
07	21	11	10
08	17	11	6
09	24	18	6
10	28	10	18
11	30	10	20
12	23	16	7
2DPK	4	2	2
3DK	7	3	4
3DPK	16	9	7
5DK	7	3	4
<b>Total</b>	<b>281</b>	<b>140</b>	<b>141</b>

Note: One foreign exchange student withdrew and returned to his home country this month. We did gain a 3-day pre-K student and an 11<sup>th</sup> grader. Last month's report was under-reported by 1 student. Thus, we stand at 281 students, with an actual net gain of 1 student at this time.

**2015-16 Enrollment:** As of 4/13/15 ('14-'15 Grade levels incremented up for comparison).

2015-16 Grade	14-15 Students Enrolled Apr. '15	15-16 Students Enrolled Apr. '15
Pre-K		4
Kinder.	20	8
1ST	14	11
2ND	19	15
3RD	18	14
4TH	9	8
5TH	21	20
6TH	15	12
<b>ELEM</b>	<b>116</b>	<b>92</b>

2015-16 Grade	14-15 Students Enrolled Apr. '15	15-16 Students Enrolled Apr. '15
7TH	22	15
8TH	21	17
9TH	17	9
10TH	24	19
11TH	28	23
12TH	30	28
<b>SEC</b>	<b>142</b>	<b>111</b>
<b>TOTAL</b>	<b>258</b>	<b>203</b>

Note: 23 Graduates in May, 2015

Elementary is up 8 students from last month. 3 of these students are new to ECA.

Secondary is up 11 students from last month. None of these students are new to ECA.

o **2015-16 Enrollment -**

- o Flat-Rate Tuition Promotion - The flat rate tuition promotion has been posted on the ECA Admissions page under the menu listing of 2015-2016 Tuition. The only grades being published with “promotional” flat-rates are the entry level grades: Pre-K, K, 1<sup>st</sup>, 6<sup>th</sup> and 9<sup>th</sup> grades. You will also see an Internet Coupon (basically for self-referral) on that same page.
- o Referral Incentive for Schools – Now that we have clear and understandable pricing for our entry level grades, Michelle Poli and Tresa Flanegin have been contacting potential feeder schools. These would be schools where their final grade offering is prior to the 12<sup>th</sup> grade and the students should be looking for another school.
- o KBIQ Seat Barter - We have signed the contract to run the ½ price tuition ad through the KBIQ. Our material should be posted to their website shortly. The promotion will be activated for purchase late in the month.
- o KBIQ Interview - I will record a 9 minute interview about ECA with KBIQ which will run 3 separate times on or around April 28<sup>th</sup> and 29<sup>th</sup>. This is an opportunity to motivate new families to consider ECA.

o **Fundraising –**

- o 3<sup>rd</sup> Quarter Donation Statements – March marks the end of the school’s third fiscal quarter. We are in the process of sending giving statements and reminder letters to all of the families in the school. There are basically two kinds of letters that will be delivered: the first is to those whose giving is on track and the second is to those who are behind or have not given at all.
- o Other Donor Contacts – In meeting with Dean (and as he has reported to you) this is the biggest area of potential success as we attempt to complete the financial objectives of our fiscal year. Simplistically put, if we raise \$30K in donations in each of these final three months, our objectives will be met. Please pray that these contacts with those who have the ability and desire to “join with us in this ministry of Christian education” would yield fruit. If you know of someone who is sensitive to our need, please make Jim aware!

o **Communications**

- o ECA Website – We are in the process of identifying a new “theme” for the ECA website. In short, a theme is the template for the site that can be replaced without totally disrupting the site. The main reason we seek to do this is to make the website more accessible to mobile applications.
- o Superintendent’s Blog - The 3<sup>rd</sup> blog is still in development and should be posted shortly. I plan to bring a handout to our meeting that gives you the framework for the blog.

o **Accreditation**

- o Progress Report - Joseph Friedly is at the helm of our ACCS Accreditation process. At this point in time, there is a heavier workload on the teachers and administrators to meet the accreditation expectations. Currently, we are on schedule.
- o Strategic Plan - We do need to accelerate our creation of a strategic plan.

o **Personnel**

- o Contracts - The teacher contracts have been distributed and are due back soon.
- o Coaching Contracts – Don Steiner is planning to recommend several varsity coaching contracts for our approval next month. This should include both fall and winter coaches.
- o Secondary Staff Adjustments – With Joseph Friedly’s impending move to the elementary, we are working through some adjustment to cover his varied obligations. Bob DeRuiter will re-assume his role as Secondary Principal (one he held for many years before). While Joseph will keep his accreditation and faculty development workload, we are finding teachers and intend to name a “Junior High Lead” who will provide leadership to Junior High instructors in smoothly orchestrating our scope and sequence in those grades.

o **Flat Rate Tuition (for everyone)**

- o Though the Board identified several members to help with the establishment of a flat rate tuition rate for the 2016-17 school year, that group has not met.

o **Facilities**

- o Painting at Elementary School – We are thrilled to have received the donation of painting in the hallways at the elementary. The new color provides for a very warm and welcoming environment there! The next phase of that project has also begun which includes work in the chapel.
- o Elementary Electrical Fixes – March and April have seen higher than usual electrical repairs at our elementary campus. Projects have included a GFCI outlet replacement, fluorescent lighting repair, exterior parking lot light fixture replacement, and bulb replacements. We are still working to repair the Trinity Church sign which seems to have corroded under-ground wiring between the building and the sign. Some of these work was performed on a voluntary basis.
- o Volunteers? – We are very blessed to have several faithful volunteers to help with various projects. However, the lack of a staff member dedicated to this type of work does begin to take its toll on efficiencies. One consideration for the board would be something that other non-profits (even schools) have used effectively. That is to provide families with an option at the beginning of each school year. The option would be to provide a monetary donation (of a certain value) or to volunteer a certain number of adult hours per year doing something for the school in their area of gifting. While developing such a policy can be sensitive (timing, commitment, etc.) it may be something whose time has come. I'd be interested in general thoughts from the Board at this time about this.

o **Tuition Assistance\_-**

- o ECA Tuition Assistance Update – We continue to be very cautious about our awards of tuition assistance in the upcoming year. Our stated objective is to limit the awards to 5% or less of net tuition income. In order to meet this objective, families are again being encouraged to seek support from external sources. Currently we are on track in this effort.
- o Parents Challenge – For your information, Parents Challenge is in business once again to provide needy families in Colorado Springs with the help in making their choice among educational options. It appears that several ECA families received assistance from Parents Challenge and of the approximately 20 school who benefit from such support, ECA is receiving 2<sup>nd</sup> most in the city. This is very helpful!

**Policies Pending Votes and Other Recommendations:**

- None at this time

**Prayer Requests:**

- That the Lord would help us provide a quality education that attracts families to stay at ECA.
- For families in need of a new school home would find ECA, if we are the right school for them.
- For benefactors to hear about the work of ECA and that they would provide support.
- For God to bless the students and faculty as the school year draws to a close.
- For wisdom for the leaders of ECA at all levels.

Respectfully submitted,

*Jim Johnson*