

**El Colegio Board Minutes
08/19/2014**

Present: Norma Garces, Jennifer Godinez, Thomas Ramirez, Mary Fran Werner, Michael Dueñas, George Sand, Mayra Barrera

Started: 4:55

Topic	Discussion	Votes
Approval of July minutes	July notes- Ann will assist for this month of August and will coordinate with Mayra.	Motion carried by Mary Fran motions Michael seconds Motion carried
ED Report Purpose: To let board know about school activities, updates, staff news	Enrollment <ul style="list-style-type: none"> • Enrollment is at 98 students + 2 more today = 100! 22 more than 2013/14. • Staff is excited. • Focus will be on retention. • Open House was a success. Employee Handbook <ul style="list-style-type: none"> • Board discussed the Employee Handbook • Requested calendar dates and new laws be updated • Requested handbook clearly covers how to plan for emergency situations: violence, lockdowns, external emergencies and safety. • Handbook should specify who are point people, refer to Org. Chart. • Mary Fran offered to send example from her school • <i>Action: Pg. 11 Section 3.9 A. Lockdown procedures: Add double signature and change route of leadership language. Revise and add Lockdown safety and dates. Make titles clear of management team/school authorities. Finish By September 10th, 2014. Have board approval at next meeting</i> • <i>Have all staff revised handbook as soon as finished</i> Emerging Issue - Day of the Dead- Celebration Dinner- Recognition of Students <ul style="list-style-type: none"> • With change in budget El Colegio facing issues related to Day of the Dead Celebration, Recognition of students. 	

	<ul style="list-style-type: none"> • No money for supplies, incentive and recognition. • Question is who will organize and fundraise for for Day of the Dead Celebration? • Need a lead for this event • Day of the Dead 100% fundraising. U of M can be accountable to help community. • Partner with Organizations. Possible Coca-Cola sponsorship. <p>Organizational Chart</p> <ul style="list-style-type: none"> • Board discussed revised organizational chart • Discussion centered on title for the Juventud Conectada Director box. • Decided chart should reflect staffing and align with the budget. 	<p>Motion to approve Organizational chart made by Mary Fran and seconded by Michael.</p> <p>Motion carried with edit to change JC Coordinator title to Community Engagement Coordinator</p>
Finance Report	<ul style="list-style-type: none"> • Discussed current financial report • Shared we are working with new financial company • Discussed need for additional funds to pay for grant writer and for a coach for the executive director. 	<p>Motion to shift \$1500 to pay for a grant writer and to shift \$1500 for an executive coach for the executive director. Mary Fran made the motion and Michael Seconded. Motion carried.</p>
Fundraising	<ul style="list-style-type: none"> • Update postponed until next meeting 	

Started: 4:55 pm

Meeting Adjourned at 6:00

FUTURE MEETING DATES: September 16th, 2014, October 21st, 2014