**May**

**El Colegio Board Minutes**

**5/17/2016**

**Present:** Norma Garces, Jennifer Godinez,Mary Fran Warner,Kristine Snyder, Thomas Ramirez, Heather Rawson, Josey Landrieu, and Rene Antrop-Gonzalez

**Present by phone:** Ann Zukowski and Michael Dueñes

**Not present:** Alejandro Maya, Marisol Duran

**Guests:** Matt Wylie (CLA)

**Called to order**: 4:47 pm

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| **Topic** | **Discussion** | **Votes** |
| **Refinance Discussion** | * Since the last Board meeting, there was a phone meeting with La Raza Development Fund to discuss student enrollment expectations and needs. * Norma and Debbie are responsible for having everything sent to LRDF to have the new loan done and signed by June 30. |  |
| **ECCS**  **Lease** | * The Board must approve the lease for the school to rent from ECCS. * Many of the expenses from the ECCS budget are being transferred to the school’s budget. * With the refinance, the rent will go down so the school can recover 90% of the rent costs from Lease Aide. * The maximum amount the school can claim is $1300 per pupil or 90% of the rent: whichever is lower. * David Greenberg urged the Board to have a lawyer look over the lease with the money coming from this year’s ECCS budget. * David’s position will be eliminated because the school will hire a maintenance person and will contract with CLA for the business management. * Next ECCS Board meeting is June 6 at 4:30 | **Michael Dueñes moves to approve the draft of the ECCS lease pending any changes recommended by a lawyer.**   * **Josey Landrieu seconds** * **Motion carries** |
| **Budget** | * We are budgeting at a higher ADM than we did last year.’ * The big increase in state revenue is because we will be able to maximize Lease Aide after the refinancing at 90% of the lease. * Contracted services will decrease even though the school will take on more of the expenses from ECCS. For example, we will not need to contract services for the Authorizer search. * The goal is for the fund balance to go up to 14% within five years. * We will budget to end next year with a 4% positive fund balance. * In the future, there needs to be a finance committee to review salaries each year in addition to reviewing other numbers. * This year, the budgeting process was accelerated by LRDF, but the budget can be revised in the fall. * A few people will look at salaries, and we can add revisions to revenue to specify grants. * Norma said she would rather have staff who have worked three years without a raise get one before she does because she it is more important to work with happy people. | **Michael Dueñes moves to approve the budget with the realization that some of the numbers may change when it is revised in the fall.**   * **Mary Fran Warner seconds** * **Motion carries** |
| **Bullying Policy** | * Proposed policy on bullying brought to Board for approval. * Board needs to update the handbook this summer to revise discipline and behavior practices. Board needs a proposed handbook presented in July for approval. * Board needs to approve a bullying policy now in order to be in line with MDE Best Practices. * Other Charter Schools use this same proposed policy for bullying. | **Mary Fran Warner moves to approve the proposed bullying policy.**   * **Thomas Ramirez seconds** * **Motion carries** |
| **Minutes** |  | **Kristine Snyder moves to approve the March Board minutes.**   * **Rene Antrop-Gonzalez seconds** * **Motion carries**   **Mary Fran Warner moves to approve the April Board minutes.**   * **Kristine Snyder seconds** * **Motion carries** |
| **Executive Director Review** | * Committee submitted a document outlining the Executive Director Review process. The document will not be followed perfectly due to the timeline. * Board approves survey and the HR Committee goes over the results. * Executive Director goes over the results and answers any questions. * The Executive Director then meets with the HR Committee and discusses the survey results. * Ann, Mary Fran, and Josey will make up the HR Committee. * Survey questions should be different for the staff and any students who take the survey. Some of the students may not be able to answer some of the questions on the survey. Students should be included to understand how she responds to the students. * Thomas Ramirez proposed the idea of using the Minnesota Student Survey results from this year for the student input. Those results will be posted on MDE’s website. * Need to survey the staff, Board and Executive Director. * HR Committee needs to meet the weeks of June 13 and June 20. * This process was approved last year, but the new Board members needed to be updated. |  |
| **Board Chair** | * Jennifer wants to transition out of the role as Board Chair. * She would like to meet with anyone who is interested in taking the role. |  |
| **Adjourn** | * Meeting adjourned at 6:57 pm. |  |

**FUTURE MEETING DATES:**

**June 21, 2016**