

June
El Colegio Board Minutes
6/21/2016

Present: Norma Garces, Jennifer Godinez, Kristine Snyder, Josey Landrieu, René Antrop-González, Ann Zukowski, and Michael Dueñes

Not present: Thomas Ramirez, Heather Rawson, Alejandro Maya, Marisol Duran and Mary Fran Warner

Guests: Matt Wylie (CLA)

Called to order: 5:00 pm

Topic	Discussion	Votes
<p>Executive Director Report</p>	<ul style="list-style-type: none"> • Passed around her monthly report and highlighted the new staff changes for next school year. • All teachers will now report to the Academic Dean instead of the Executive Director. • Norma needs to have a process and organization chart to explain who is responsible for which tasks to present to the Board at the next meeting. This will help with accountability. • Kristine thinks we should use the Pillsbury United Communities evaluation method because it is very comprehensive. • Jennifer suggested strong job descriptions and an organizational chart in line with P.U.C. standards. • The Academic Dean will use the teacher evaluation that the Board approved as part of the Authorizer change process. • Susanna de Leon, the new Academic Dean, has a principal license and 8 years of experience teaching English. • Norma is concentrating on reflection and goals for the future. • Graduation was well attended and El Colegio had 15 graduates. • 70 students are registered for at least one class during summer school this year. • Enrollment went up and down with Jan and February having the highest numbers. • The final enrollment numbers for June are still being worked out. • ELL enrollment went from 48 to 69 students. • IEP enrollment went from 15 to 25 students. • We also had a visit from the President of Pierson Testing during end of the year. 	

Minutes	<ul style="list-style-type: none"> • May 	<p>Josey Landrieu moves to approve the minutes from the May meeting.</p> <ul style="list-style-type: none"> • Ann Zukowski seconds • Motion carries
Budget	<ul style="list-style-type: none"> • We are 92% through the year and at 91% of projected expenses and 90% of projected revenue. • Budget shows a \$12,000 net income for May, but because ADM was low, there will actually be a \$19,000 loss. • The school will do everything possible to mitigate the loss, but the fund balance will be around -2.46 • Statutory Operating Debt is a -2.5 fund balance, and but we will avoid that level. • The travel and conferences line item is over budget by \$20,000, and the Chair is not comfortable with how a travel item was approved in April. • Chair would like to have the budget at the forefront when making funding decisions. • Board suggests holding a specific meeting with the Executive Director and staff to discuss the budget. • Board wants to have all conference and travel requests submitted and approved early. • Norma said there needs to be a separation between conferences and staff development because they are combined line items at the moment. • We are 30% under budget for contracted services. • We need to have the budget line items and categories revised, and we need office staff to have training on how to code for the budget. • There was not a finance committee meeting last week, and the committee got the new numbers 30 minutes before the meeting. • Final ADM is not set. 	
Audit Prelim	<ul style="list-style-type: none"> • Held last week, and it went well. • We will have the finding that shows we did not pay all invoices within 30 days. 	
Chair	<ul style="list-style-type: none"> • Rene Antrop-Gonzalez will take over as the new Chair of the Board. 	
Adjourn		