

**El Colegio Board Minutes  
09/16/2014**

**Present:** Norma Garces, Jennifer Godinez, Thomas Ramirez, Mary Fran Werner, Ann Zukoski, Mayra Barrera

**Guest:** Mike Pocrnich from TAG (The Anton Group)

**Started:** 4:40

<b>Topic</b>	<b>Discussion</b>	<b>Votes</b>
<b>Approval of August minutes</b>	No discussion	Motioned to approve minutes- Ann Motion seconded: Mary Fran Motion carried
<b>Financial Update</b>	<ul style="list-style-type: none"> <li>• Mike Pocrnich from TAG presented what it will offer as it takes over the financial procedures. They will not charge different fees but take over current arrangement. There is a possibility that they can take over payroll.</li> <li>• The arrangement is with a three month trial period.</li> <li>• A decision to keep/not keep TAG will be decided in December</li> <li>• MDE and ISIS (special Ed consultant to El Colegio) met with Norma and TAG and examined Special Education meeting. They were told to focus on demonstrating maintenance of effort. Norma will work with Mike to examine how to work on updating budgets and expenditures to meet MDE requirements.</li> <li>• Mike reviewed the financials with the board.</li> <li>• Discussion centered on several questions including estimating the adjusted holdback because the ADMs for last year were lower than what we expect for this year, discussion of projected budget.</li> <li>• Future focus will be on preparing for the audit and recalibrating the budget so it is aligned with current needs.</li> <li>• Norma reminded the board that expenses will be made only for SPED program. We must be in compliance of maintenance of effort.</li> <li>• El Colegio has two positions open .5 Social Worker and .5 paraprofessional.</li> <li>• Norma is requesting that the</li> </ul>	

	<p>resolutions/recommendations from the Finance Committee must be added to the Financial Report in writing</p> <ul style="list-style-type: none"> <li>• Norma is requesting that at the next board meeting a final budget should be presented to the board for the lease aid application. Mike can help with this.</li> <li>• George stepped down from the Finance Committee</li> <li>• Michael is going to work on documenting how to run the finance committee.</li> <li>• We are also trying to recruit a new member from the meeting. It would be helpful to have a Special Ed specialist to be part of the committee.</li> <li>• Next Finance Committee meeting will be on October 7<sup>th</sup> at 4:30 due to MEA week.</li> </ul>	
<b>Strategic Plan Update</b>	<ul style="list-style-type: none"> <li>• Board discussed the revised document</li> <li>• Looked at the added pieces on budget and community partners.</li> <li>• Goal is to approve in October and place it on the website and publically launch the document</li> <li>• Insert budget, partnerships and include as a separate sheet over time.</li> <li>• Make student profile name anonymous “Juan Lopez and Sandra Garcia”</li> <li>• Discussed how it is missing the vision of creating El Colegio as an educational hub. Talked about what are the best ways to insert this</li> <li>• Kristi recommended adding a letter from Norma that captures this vision.</li> <li>• Add the partnership that will highlight MCTC and how a partnership can add to the building value</li> <li>• Consider adding 2014-2015 results section</li> <li>• Add links to videos</li> <li>• Add website and Facebook page</li> <li>• Norma proposed to add acknowledgements to the founders of EC. David G, George and Armando Gutierrez.</li> <li>• To also add the organizational chart, job descriptions and the relationship with ECCS.</li> </ul>	
<b>Fundraising Committee</b>	<ul style="list-style-type: none"> <li>• Working on fundraising opportunities</li> <li>• Key connections are being made</li> <li>• Mary Fran will follow up with people to set up meetings</li> <li>• Need to follow up on the Joyce Foundation deadline Oct. 1<sup>st</sup>.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Also need a contact at the Anderson Foundation</li> <li>• Next steps are that Jennifer will meet with Fundraising Committee to go over Strategic plan and Grant writer/consultant.</li> </ul>	
<b>ED Report</b>	<ul style="list-style-type: none"> <li>• First time we have 100 students enrolled in history of El Colegio</li> <li>• 97.87 ADMs</li> <li>• New enrollment 10 students since 8/18</li> <li>• Student Council will be attending of Social Justice Education Fair</li> <li>• All staff attend social justice education fair</li> <li>• See ED report</li> <li>• Dia de los Muertos Nov. 1st, 2014</li> <li>• EC has several partnerships to sponsor event</li> <li>• Theme is great ones that have passed; Nelson Mandela, Garcia Marquez and Maya Angelou.</li> <li>• Navigate and Kalpulli KetzalCoatlicue will have their own altar.</li> <li>• Make it a Festive Fun Fundraiser</li> <li>• Dec. 16<sup>th</sup> is Board Elections</li> <li>• Employee Handbook will be sent with protocol via e-mail.</li> <li>• Fire Drill will be scheduled with 3 point people.</li> <li>• Norma will be out October 13<sup>th</sup>-17<sup>th</sup>, 2014</li> </ul>	
	<ul style="list-style-type: none"> <li>• Work moving forward on Day of the Dead <ul style="list-style-type: none"> <li>○ Partners are stepping forward</li> <li>○ Teachers will make alters</li> <li>○ Theme this year</li> <li>○ Cool things are happening</li> </ul> </li> </ul>	
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Sent out request for qualifications for Executive Director</li> <li>• Make priority finishing policy for lock down</li> <li>• Send out to the board as soon as possible</li> </ul>	

Started: 4:40 pm

Meeting Adjourned: 6:20 pm

FUTURE MEETING DATES: October 21<sup>st</sup>, 2014, November 18<sup>th</sup>, 2014

