**October**

**El Colegio Board Minutes**

**10/25/2016**

**Board Members Present:** Jennifer Godinez,Kristine Snyder, Ann Zukowski, Micheal Duenes

**Members calling in**: Mary Fran Warner

**Board Members Not Present (excused):** Tamara Ramirez-Torrez, Rene Antrop-Gonzalez, Josey Landrieu

**Not Present (unexcused): none**

**Guests:** Norma Garces**,** Matt Wylie (CLA), Brenda Ascencio

**Called to order**: 5:22 pm

**Adjourned:** 7:06pm

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| **Topic** | **Discussion** | **Votes** |
| **Opening Items**  **Minutes** | September 2016 Minutes   * Two corrections to Strategic Plan Committee Section | Motion to approve minutes with corrections: Kristine  Motion seconded: Jennifer  Motion carries |
| **Academic Committee Update** | **N**eeds Assessments results  -Teacher absenteeism/tardiness  -request to have teachers sign in in a book  -Need for change in culture  -new policy would be included in staff handbook to be approved during the next board meeting  -PTO & sick time does not align with other schools’ teachers’ contracts  -Edvisions does not enforce a policy for PTO. They encourage each school to create their own policies.  - Should El Colegio continue with Edvisions?  -Need to form a taskforce to develop PTO and sick time policies  -Professional learning plans in process of development  Interim Class Proposal  -Request from two staff to have field trip to Standing Rock Oct 31-Nov 1  -Board needs more information  -Detailed budget  -Permission slips to be drafted by Susana De Leon  -Michael expressed concern with liability issues, health issues, and HIPAA  -Jennifer requests student profiles including photos of students who are attending field trip  -Transportation/Insurance details will be provided by Norma  -Kristine suggests field trip can be denied and redirected to Hennepin County protests  -Jennifer suggests El Colegio should have all legal documentation in place if field trip were to happen  -Norma suggests field trip can be rescheduled for a later date in order to have all legal paperwork in place  -Before Board votes, all legal paperwork needs to be in place. Michael will call UofM to request their field trip packet to use as an example.  -El Colegio does not have the legal infrastructure to support this field trip | Motion to approve sign in book: Kristine  Motion seconded: Michael  Motion carries  Motion to change PTO & sick day policy to accrue 1 day per month: Kristine  Motion seconded:  Mary Fran  Motion carries |
| **Finance Committee Update** | -Finance committee meeting took place on October 14th, 2016  -Last FY- net income of 15k due to SpEd program  -Current year: cash balance 235k  -160k from refinance  -LOC 20k outstanding, will be paid back on 10/31/16  -overall expenses are lower than budgeted  -ADM 87 students  -Budget revision for current year will be brought to the board for approval  -85k net income expected at end of this year  -2 new students are expected at end of this week  -2 grants: 10k from Youthprise for after school program and 4k from Women’s Foundation | Motion to approve financials: Kristine  Motion seconded: Michael  Motion carries |
| **Building Committee**  **Refinance update**  **Lease approval** | -RDF funds: Jennifer recommends 20k to be used for marketing materials and grant writer  -Technology funds have been used for 40 new Chromebooks, 5 projectors and document cameras. To be installed: new phone system, intercom system, firewall for Schoolmaster  -New lease agreement needs to be edited to reflect new numbers by one week prior to next board meeting | Lease agreement will be tabled for next meeting |
| **Executive Director Report** | -Norma would like to ask if executive report could be prepared on a bi-monthly basis rather than on a monthly basis  -Kristine suggests if report is prepared bi-monthly then more time should be spent on it  -Jennifer would like one or two important questions to be emphasized by the Executive Director in her report  Report:  -Testing needs to be at 100%  -Staff need to be retrained in administering testing  -Geneva Gaye seminar on November 10th  -Norma wants to instill the importance of networking in the community to students and she is encountering resistance from students  - Jennifer suggests some activities for students to reflect on personal academic goals  -Kristine suggests a need for a “College and Career Readiness Course” at El Colegio |  |
| **Elections** | Board elections on November 17@ 5:30pm  -Ballot due 60 days in advance  -Need for committee  -Between 5 and 13 members needed  -Meeting/Conference call with Rene needs to take place this week  -Call for nominations, ballot, recruitment, application review  -Ms. Norma would like to add a commitment checklist to board member’s application | Motion to include checklist to be added to application: Jennifer  Motion seconded: Ann  Motion carries |

**Upcoming Meetings**

November 15, Elections ALL Board Members MUST be present.

December 13 (moved to accommodate Winter Break),

January 17,

February 21,

March 21,

April 18,

May 16,

June 20,

July 18.