**September**

**El Colegio Board Minutes**

**9/20/2016**

**Board Members Present:** Jennifer Godinez,Kristine Snyder, Josey Landrieu, René Antrop-González, Tamara Ramirez, and Michael Dueñes

**Board Members Not Present (excused):** Ann Zukowski, Mary Fran Warner

**Not Present (unexcused): none**

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

**Called to order**: 5:12 pm

**Adjourned:** 7:05pm

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| **Topic** | **Discussion** | **Votes** |
| **Opening Items**  **Minutes** | 1. June 2016 Minutes      1. August 2016 Minutes   Rene would like a distinction between excused and unexcused absences of board members | Motion to approve minutes:  Jennifer  Motion seconded:  Josey  Motion carries |
| **Academic Committee Update** | School Calendar  Ms. Tamara will translate calendar by October 18th, 2016 | Motion to approve school calendar:  Josey  Motion seconded:  Kristine  Motion carries |
| **Strategic Plan Committee** | 1. Resignation of Heather Rawson and Thomas Ramirez from the school and therefore off the board  2. Alejandro Mayas and Marisol Duran voted off the board  3. Vote to include Tamara Ramirez | 1. Motion to dismiss members: Josey  Motion seconded: Michael  Motion carries  2. Motion to dismiss members: Jennifer  Motion seconded: Josey  Motion carries  3. Motion to include member: Josey  Motion seconded: Rene  Motion carries |
| **Finance Committee Update** | Board understands critical status of finances and offered the following suggestions for improvement:   * Increase finance committee involvement & number of members * Schedule future meetings in advance * Support/maintain business manager * Oversight by Bruce Biser, CFO for Metro State, possibly new chair of finance committee |  |
| **Building Committee**  **Refinance update lease approval** | **Lease Agreement**  Lease amount changed  ECCS needs to present final lease within 2 weeks | Vote is being tabled for next board meeting |
| **Executive Director Report** | **1. Staff Handbook**  Board needs Human Resources Specialist and Attorney in order to review/develop employee policies  PTO accruals need to be revised and approved by the board within 60 days  Staff Handbook needs to have an acknowledgement of receipt and understanding form signed by all staff  **2. Student/Parent Handbook**  Discipline Policy – “disruptive behavior” is no longer accepted language by Civil Rights office  Any hint of sexism in handbook should be removed  Handbook needs to be translated to Spanish  Handbook needs to be finalized by October 18th  **3. Enrollment Policy**  Corrections made:  Needs to be clear to public  \*Case studies used include other schools’ policies  “Flexibility” changed to “Enrollment Capacity”  Order of Headlines changed  **4. BMO Harris Resolution**  Remove Daniel Ittner from authorized signers and keep Norma Garces as the only authorized signer  **5. Hennepin County Resolution**  **-**Refer to the terms of the contract | 1 & 2 Motion to approve upload of staff staff & student/parent handbooks to Epicenter pending revisions: Josey  Motion seconded: Jennifer  Motion carries  3. Motion to approve  enrollment policy: Jennifer  Motion seconded:  Kristine  Motion carries  4. Motion to approve document submitted for signature: Rene  Motion seconded: Tamara  Motion carries  5. Motion to accept resolution: Rene  Motion seconded: Josey  Motion carries |

**Notes:** Board members would like calendar invites for the following upcoming events:

November 1, 2016 Dia de los muertos

November 17, 2016 Annual Celebration and Board Elections

February 10, 2017 Mira Mi Corazon

May 16-18, 2017 Senior Presentations