

**December
El Colegio Board Minutes
12/13/2016**

Board Members Present: Tamara Ramirez, Jennifer Godinez, Kristy Snyder

Members not present: Rene Antrop-Gonzalez, Mary Fran Warner, Josey Landrieu

Members calling in: Michael Duenes, Ann Zukowski

Also Present: Landon Nelson, Peter Glaser, Matt Wylie, Norma Garces, Brenda Ascencio, Jacqueline Yaurincella, Bianet Castellanos

Called to order: 5:10 pm

Adjourned: 7:05pm

Topic	Discussion	Votes
Opening Items Minutes	November 2016 Minutes	Tabled for next meeting
Welcome New & Potentially New Board Members	-Bianet Castellanos -Jacqueline Yaurincella	Motion to vote in Bianet: Jennifer Motion seconded: Michael Motion carries
Designation of an Identified Official with Authority	The Director recommends the Board authorize Norma Garces to act as the Identified Official with Authority for El Colegio Charter School. This needs to be done every year.	Motion to approve designation of official: Jennifer Motion seconded: Kristy Motion carries
Academic Committee Update	Evaluation for Academic Dean and Dean of Students -Krystie presented an evaluation for El Colegio's Leadership team sent out to all staff -This evaluation tool will clarify each Leadership member's roles and responsibilities within the organization -Jennifer would like staff to be clear that this is not an opportunity for staff to weigh in on job descriptions -Michael stated this will make El Colegio run more smoothly in a traditional sense	

	<ul style="list-style-type: none"> -The board needs to update the Executive Director's job description by the next board meeting -In January's board meeting, the board needs to vote on the Executive Director and Dean of Students' job descriptions 	
Strategic Plan Committee	<ul style="list-style-type: none"> -Board Retreat Update -Date set to: January 28th 9am-2pm 	
Finance Committee Update	<ul style="list-style-type: none"> -42% through the year -Expenses are at 41% -Revenue 50% as of month end -Lease Aid projected to begin in January -Budget is based on an ADM of 110 -Actual ADM is 85 -If ADM does not increase to 95, budget needs to be cut by \$200,000 in January 	<p>Motion to accept financials: Bianet Motion seconded: Jennifer Motion carries</p>
Executive Director Report	<ul style="list-style-type: none"> -Annual report: Norma will send through email 	

Notes:

- ECCS Committee will meet January 9th at 4:00pm
- After the retreat - Board should have a fundraiser planning meeting

Upcoming Meetings:

- January 17, 2017
- February 21, 2017
- March 21, 2017
- April 18, 2017
- May 16, 2017
- June 20, 2017
- July 18, 2017