



EL COLEGIO

Board of Directors Meeting

August 16th, 2023 5:00 PM

4137 Bloomington Ave, Minneapolis MN 55407

- | | |
|--|---|
| <input type="checkbox"/> Tony Aarts, <i>Chair, community</i> | <input type="checkbox"/> Madelaine Cahuas, <i>community</i> |
| <input type="checkbox"/> Ann Zukoski, <i>community</i> | <input type="checkbox"/> <i>vacant community seat</i> |
| <input type="checkbox"/> Kent Fordyce, <i>Treasurer, community</i> | <input type="checkbox"/> <i>vacant community seat</i> |
| <input type="checkbox"/> Tamara Ramirez-Torres, <i>teacher</i> | <input type="checkbox"/> <i>vacant community seat</i> |
| <input type="checkbox"/> Elizabeth Sumida Huaman, <i>community</i> | <input type="checkbox"/> <i>vacant parent seat</i> |

Ex-Officio Members: Katie Groh de Aviña, *Executive Director***Staff/Special Guest(s):** Landon Nelson, *Dean of Operations*; Kevin Fitton

Board Packet includes: Agenda, Minutes, Financial Statement, Employee/Staff Handbook, Student/Parent Handbook

*****AGENDA*****

<i>Item</i>	<i>Presenter</i>	<i>Action</i>	<i>Time</i>
I. Call to order	Board Chair		1min
II. Welcome Guests	Board Chair		
III. Agenda for August 16th, 2023 Board Meeting	Board Chair	Vote	1min
IV. Minutes from the June 21st, 2023 Board Meeting	Board Chair	Vote	5min
V. Finance Committee	Kent Fordyce		
a. July Financials	Kevin Fitton	Vote	5min
VI. Executive Director Update	Katie Aviña		10min
VII. Governance Committee	Tony Aarts		
a. Employee/Staff Handbook	Katie Aviña	Vote	10min
b. Student/Parent Handbook	Katie Aviña	Vote	5min
VIII. Academic Committee	Tony Aarts		5min
IX. ACC/EC Partnership Committee	Tony Aarts		20min
X. Announcements:	Tony Aarts		
a. August 16, 2023 Staff Return			
b. August 28th, 2023 First Day of School			
XI. Next Board Meeting: Wednesday, September 20th, 2023 at 5:00 PM			
XII. Public Comment			
XIII. Meeting Adjournment	Board Chair		5min

Approved by the Board and Signed by Board Secretary Elizabeth Sumida Huaman Date Sep 6, 2023
Elizabeth Sumida Huaman (Sep 6, 2023 11:56 CDT)

This meeting was conducted in accordance with MN Statute 13D Open Meeting Law



EL COLEGIO

Board of Directors Meeting Minutes

June 21st, 2023

I. Call to order

A. The meeting was called to order at 5:11pm by Tony Aarts (Chair)

II. Welcome and Roll Call

A. Board members present: Tony Aarts (Chair), Kent Fordyce (Treasurer), and Madelaine Cahuas (Community), Tamara Ramirez-Torres (Teacher),

B. Board members absent: Ann Zukoski (Vice Chair), Dr. Elizabeth Sumida Huaman (Treasurer),

C. Staff and guests in attendance: Katie Aviña (Ex-Officio), Landon Nelson (Dean of Operations), Raquel Arismendez (Project Manager), and Kevin Fitton (DFL),

III. Approval of Agenda

A. Ms Tamara makes a motion to approve the agenda for June 21, 2023. Kent seconds the motion. The motion passes unanimously.

IV. Approval of Minutes

A. Kent moves to approve the minutes from the May 17, 2023, board meeting. Ms Tamara seconds the motion. The motion passes unanimously.

V. Finance Committee

A. May Financial Statement

1. Kevin shares that we are about 90% of the way through the fiscal year, keeping this in mind while reviewing the packet. Propel forgave the \$37.5k for this fiscal year, which will be moved to the fund balance. Right now the focus for the remainder of the year is the FY24 budget, grant cleanups such as Title draws, and prepping for the audit. MMKR confirmed their engagement with El Colegio, auditors continue to be in short supply. 95% of revenues and 97% of expenditures as of May 31. Already starting to account for prepaids for next year.

2. Ms Tamara made a motion to accept the May 2023 Financial Statement. Dr Madeline seconds the motion. The motion passes unanimously.

B. FY24 Budget Proposal

1. Kevin shares that the budget projects a \$215 surplus. Ms Katie shares that this budget does not include what the ESSER grant carryover funds, or other grants and philanthropic revenue. The budget is rather conservative, starting with a floor and building up from there. The Employee Retention Credit is not recognized in this budget as well, as the precise amount is not known at this time.

2. Kent moves to approve the FY24 budget. Dr Madeline seconds the motion. The motion carries unanimously.

VI. Executive Director Update

- A. Ms Katie shares an update on the Lideres program, and a summer school update which started this week. She shares an update about the celebrations of student academics as well as the graduation ceremony.
- B. Over the next month there will be a lot of work in the Governance Committee for policies we need to update and grants that we can apply for. There is going to be a lot in the summer months of getting through all of that. We qualified for a grant to take students to the boundary waters!
 - 1. Ms Tamara shares that the program is called Tickets for Kids. Every week they send field trip opportunities and request tickets for them for the students. One of the opportunities was a trip for 10 students to the boundary waters.
- C. For next year's staffing, we have Educational Partner positions posted, an Academic Counselor, and an instructional coach.
- D. Enrollment
 - 1. Mr Landon shares that ADM is at 88 currently with a budgeted 86.
 - 2. Ms Katie shares that we have about 9 prospective students for next year.
- E. Fundraising update
 - 1. Ms Katie shares that we have raised \$12,390 so far this year! We were invited to apply for Escalera again for next year.

VII. Governance Committee

- A. Board Self Review
 - 1. Tony shares that he is collecting the review forms from board members and will report back to the board.
- B. Emergency Policy
 - 1. Ms Katie shares that the policy revision is to update the protocol for Code Blue in regards to medical emergencies, which is for "hold in place." There are also three types of lockdown procedures.
 - 2. Dr Madelaine approves the Emergency Policy. Ms Tamara seconds the motion. The motion carries unanimously.
- C. Executive Director Review Update
 - 1. Tony shares that he is communicating with Ann about moving forward with the process.

VIII. Announcements

- A. June 28th, 2023 ACC and El Colegio Board Meeting
- B. July 3rd and 4th Building Closed
- C. July 13th Last Day of Summer School
- D. August 16, 2023 Staff Return
- E. August 28th, 2023 First Day of School

IX. Next Board Meeting: Wednesday, August 16th, 2023 at 5:00 PM

X. Public Comment

XI. Meeting Adjourned at 6:09pm.

Board Secretary Elizabeth Sumida Huaman Sep 6, 2023
Elizabeth Sumida Huaman (Sep 6, 2023 11:56 CDT) Date: _____







EC Board Meeting Agenda 2023-08-16

Final Audit Report

2023-09-06

Created:	2023-09-05
By:	Katie Groh de Avina (avina@el-colegio.org)
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-  Document created by Katie Groh de Avina (avina@el-colegio.org)
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-  Email viewed by Dr. Eli (ehuaman@el-colegio.org)
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-  Signer Dr. Eli (ehuaman@el-colegio.org) entered name at signing as Elizabeth Sumida Huaman
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