



EL COLEGIO

Board of Directors Meeting Minutes

September 20th, 2023

- I. Call to order**
 - A. The meeting was called to order at 5:12pm by Kent Fordyce (Treasurer)
- II. Welcome and Roll Call**
 - A. Board members present: Tony Aarts (Chair), Ann Zukoski (Vice Chair), Kent Fordyce (Treasurer), Tamara Ramirez-Torres (Teacher), Dr. Elizabeth Sumida Huaman (Treasurer), and Madelaine Cahuas (Community),
 - B. Board members absent: None
 - C. Staff and guests in attendance: Katie Aviña (Ex-Officio), Landon Nelson (Dean of Operations), Nubia Esparza (ACC), Kevin Fitton (DFL), Kristin Robert Andre (PUC), Alul Yesak (PUC)
- III. Approval of Agenda**
 - A. Kent moved to change the agenda for September 20, 2023 to move the authorizer first and change the date of the next meeting. Tamara seconded. The motion passes unanimously.
- IV. Authorizer - Quality School Review (QSR) Process Information**
 - A. Kristin Robert Andre reviews the information regarding the Quality School Review process.
 - 1. Discuss how the school is performing against the contract terms
 - 2. Discuss future terms
 - 3. Review goals and objectives for future contract, done collaboratively between PUC and EC
 - 4. Timeline review of QSR process
 - 5. Review of site visit process
 - B. Ms. Katie shares that the review process will be helpful to review the goals and go over progress.
 - C. Kent has a question regarding the accounting firms that work with charter schools that are forced to work with antiquated reporting systems and wanted to have that stated on the record to see if there was interest in the authorizer to look into moving out of those outdated accounting systems.
 - 1. Ms. Katie asked for them to consider their legislative goals to consider adding this to their goals.
 - 2. Authorizer will review the information directly from the accountants and not the MDE systems, which can be difficult to look through, but is supportive of any initiatives taken to improve these systems.

V. Approval of Minutes

- A. Ms. Tamara moves to approve the minutes from the August 16, 2023 board meeting. Madeline seconds the motion. The motion passes by majority, Dr. Eli abstaining (tech issues).

VI. Finance Committee

A. August Financial Statement

1. Kevin shares that there are numbers listed that are preliminary while final balances and accounts are completed
 - a) Audit is in progress
 - b) June meals are still an issue and are working through it with MDE and will enter into the system once it's done
 - c) June/July/August receivables are different while clarity is obtained
 - d) Fund 2 deficit has not been addressed for the same reason
 - (1) Once that is complete, the board will need to make a motion to make a transfer from fund 1 to fund 2 to zero it out
 - e) Budget modification will be done post October 1
 - f) Enrollment is coming up ahead of projections
 - (1) Currently around 97 students enrolled
 - (2) Approximately \$9,000 increase per student over projection
 - g) Additional \$10,000 Escalera grant will be added
 - h) Revenue changes will occur after October 1 final enrollment
 - i) Will be adding on a Fund 4 for community service because the school is working on a 21st Century Grant and will show up in future financials
 - j) Some things are not yet reflected because of the audit process
 - k) Revenue and Expenses are in line with each other
 - l) Review of cash flow projections
 - m) SERVS to MEGS transfer is ongoing
 - n) A majority of the professional development budget was spent
 - o) For this time of year, we are at 9% of the budget spent, which is slightly under
 - p) Predicting a surplus at the end of the year once final enrollment comes through
2. Question from Ms. Tamara regarding funds already spent, "what was that spent on?" Ms. Katie will have to look, but most of it was programming over the summer that will be reimbursed by grants.
3. Kent moves to accept the August 2023 Financial Statement. Ms. Tamara seconds the motion. The motion passes by majority. Dr. Eli abstaining (tech issues).

VII. Executive Director Update

A. Ms Katie shares:

1. Enrollment is currently at 96 students and is reviewing class size and had a good discussion with the academic committee
2. Attendance has been going well for daily attendance

3. Staffing Update: two new hires. Ms. Katie will not be covering classes. Hired a new ELL teacher with a variety of experience; Hired an Educational Partner in the SPED department
 4. Assessment Updates: Mr. Landon and Ms. Tamara have been working on testing to see where students are at regarding reading and math. Growth has been seen in our students over the course of the last year. Hope to share more data at October board meeting
 5. Board Meeting Schedule has been included in this meeting's board packet. Schedule will need to be approved by the board. Most are all Wednesday with a few exceptions.
 - a) Ms. Tamara moves to approve the board meeting schedule. Kent seconds the motion. The motion passes unanimously.
 6. Renewal Process: Kristin provided a great overview and will be able to focus on the upcoming renewal process.
- B. Fundraising Committee Update
1. Escalera grant was approved for \$10,000
 2. Padres Comprometidos from UnidosUS approved for \$10,000
 3. BARR Grant - Waitlisted
 4. 21st Century CLC Grant - Approved for \$64,000 for summer and afterschool programing
 5. Ecuador Project Grant Collaboration will allow us to add an art teacher; this is a collaborative project grant, similar to a few others that have been awarded
 6. Kent discusses that the financials can be a little deceiving given the way that the accounting firms working with charter schools.
 - a) Question from Ms. Tamara - Did we select this firm?
 - b) Answer - Yes, but the pool is small that understands how education finances work; wanted to bring up to authorizer to see if they have any thoughts regarding this issue

VIII. Academic Committee

- A. Ms Katie shares that the committee discussed most of this in her report
- B. Tony shares that the following was discussed:
 1. Mr. Steve is continuing to work with both EC and ACC through that consortium piece with ELL students
 2. Ms. Carmen is coming soon and will work on making sure she is onboarded appropriately
 3. Science and other curriculum are increasing and going well
 4. What does growth or stretch look like given enrollment?
 5. What is a good way to move into that plan?
 6. School counselor position is contracted out and there is a desire to ensure that the position is a full time FTE in the building daily
 7. Reviewing what is happening first quarter compared to second quarter
 8. Looking to create a resolution as the merger begins to set regularly scheduled academic and finance committee meetings.

- C. Ms. Katie shares that those committees still need to meet to continue to move forward to ensure that those continue. Fundraising would be on pause.
- D. Ann motions the resolution for the 2023-2024 finance as a regular standing meeting as we work through the merger process. Kent seconds the motion. Motion passes by majority. Dr. Eli has left the meeting.

IX. ACC/EC Partnership Committee

- A. Tony shares that Mx. Raquel shared great notes recapping the meetings
 - 1. Main pieces that has come is creating some subcommittee workgroups to ensure that we have necessary details
 - a) Merger compliance
 - b) Charter Contract
 - c) Bonds
 - d) Leadership structure
 - e) Bylaws
 - f) Legal council
 - 2. Key highlights:
 - a) Grounding pieces were to discuss the physical aspects
 - (1) ACC and EC would remain in their current campuses
 - b) Dual Language are already the same
 - c) Core discussion on mission, vision and core values
 - (1) Both schools share core values
 - d) Both schools need to share one shared mission
 - (1) ACC and EC missions would remain the same
 - e) Unified district would be authorized under the umbrella of the University of St. Thomas
 - (1) ACC has the provisions to extend from PK-12
 - (2) ACC would work on the dialogue with that process
 - f) Legal Counsel was discussed
 - (1) Determining when and if that needs to happen
 - g) Met with Nancy Dana at Saint Paul City about what they can learn about the merger process regarding timelines and the back and forth about providing the necessary information to the AG and SOS and what would need to be submitted to MDE
 - (1) Terms and conditions
 - (2) How BOD would come together
 - (3) New articles of incorporation
 - (4) Any other important information required by both schools
 - (a) Need to be reviewed and documented by the board
 - (b) Would be 45 calendar days to submit and rework anything
 - h) All would have to be completed by July 1, 2024
 - i) Meeting coming up Saturday, September 23 at ACC
 - j) Everyone is in their workgroups in order to have those meetings and report out to what is happening and sharing the information

X. Announcements

- A. September 28, 2023 - Conferences 4:30-7pm
- B. September 29, 2023 - Conferences 9am-12pm

XI. Next Board Meeting: Wednesday, October 25th, 2023 at 5:00 PM

XII. Public Comment

- A. Ms. Tamara states that she has been testing new and continuing students to measure growth and it has been incredible to see the growth that the students have had in the last year. Should do something to celebrate the growth that those students have had. So excited and proud of our school.

XIII. Meeting Adjourned at 6:30pm.

Board Secretary *Elizabeth Sumida Huaman* Elizabeth Sumida Huaman (Nov 29, 2023 11:55 CST) Date: Nov 29, 2023








EC Board Minutes 2023-09-20

Final Audit Report

2023-11-29

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