

Board Meeting Minutes
Escuela Éxitos
Regular Meeting of the Board of Directors
Notes respectfully submitted by Angie in blue

Meeting Date: March 20, 2023

Meeting Time: 4:30 p.m.

Meeting Location: 4741 Zealand Ave. N – New Hope
<https://meet.google.com/rqu-zuub-sem?hs=122&authuser=1>

Board Members Present: Ingris, Sam, Angie, Dana

Board Members Absent: Andrea

School Officials Present: Luis

Others Present: Eric Molho (NEO), Dawn Duevel, Michell Proseri

1. Call to Order

2. Approve Agenda

The meeting was called to order at 4/20 PM by Sam.

Motion seconded by Angie- motion carries.

Added agenda item: discuss whether there are any conflicts of interest in every meeting as role call.

We have looked over the agenda and have no known conflict of interest.

3. Approve Previous Meeting Minutes

The motion to approve the minutes was moved by Ingris and seconded by Angie. The motion carried.

4. Approve Board Member Recommendation: Dana Cork (Community Member & Parent)

-Introductions by Ms. Dana Cork, a community member and parent, running for board member as a parent

-Our terms (startup board) end in May 2024, we will need an election committee for future board members, we will need to become aware of the policy and procedures

-our board can be 9 members strong and we can run for reelection

-What other community members might be valuable on our team?

The motion to approve Dana Cork as a Parent Board Member was moved by Angie and seconded by Ingris. The motion carried.

Welcome DANA! Now you are welcome to participate in the meeting as a board member!
-Luis will share Dana's exitos email and will need a resume

5. UPDATES:

- 1st Payroll with CMERDC
 - Dawn Duevel was present to speak of their role as our new financial services provider
 - Need to reconcile January, February and March
 - Payroll went without a hitch despite the challenges of being short-staffed (teacher and secretary) working on building routines for time sheets and transition fully
 - March salary and secretary will provide additional savings
 - Additional 30k in Title 1 money, Sr. Luis would like those to cover a salary for a kinder teacher for reduced class size
 - Received 14K Title III ELL funds- Sr. Luis will work with ELL department to decide how to allocate these funds
 - Sr. Luis expects to end the year with a positive financial balance
 - Next week is spring break
- Enrollment- maintaining 149 (see board packet for details)
- Building
 - Our biggest challenge- floor cleaning machines need tune ups and repairs
 - We are a custodian short, however we are time-sheeting a teacher and that has been working well
 - No further plumbing issues
 - Michelle; 1 year guarantee for maintenance needs some attention, Luis will follow up with Shawn
- Classroom Coverage
 - Even one teacher short we have found coverage with specialists not received the validation certificate, each teacher has continued to have two prep times as much as possible within the same budget
- Audit
 - Pending: There was a halt on finalizing the audit for a \$300 invoice; all information has been forwarded and Troy responded via email that the audit should be processed and will be back on the schedule with no exact time line
 - Michelle: surprised that the audit company required payment before the audit was complete & Dawn concurs- prepay is not standard practice
 - Luis: Dawn is this something that could be taken into consideration next year? (Audit company) Could Dawn & Michelle advocate as Exitos partners as to why the prepay was necessary and to have a priority to get back on their schedule
- Lease
 - Sr. Luis will be working with Chuck Hurtegen (sp?) to find support for the lease & lease aid
 - Michelle: At what point will we be looking at longer-term enrollment projections? Luis: we have a five year projection document with original objectives of initial lease agreement
 - Michelle: could you please resend Luis: yes

- New Hires (MDE/Amity) Luis:
- 7 people applied for the secretary position, 2 did not speak Spanish, of the remaining 4 candidates none was a good fit Sr. Luis feels that parents don't feel it yet, Sr. Luis is receiving phone calls and
- We have been approved by MDE for international teachers from Mexico and Spain and have notified Amity of our need
- One staff member is hospitalized and have a specialist who could finish the class if need be

6. New Business

- Lunch provided by the board for conferences? Yes- Friday the 24th (see action steps)
- Teacher appreciation week 1st week in May Dana- float staff? Something fun with lunch Angie will make posters- stay-tuned for assembly line activity for board members
-Maybe coordinate potlucks by parents?

7. Public Comments

-Kiln and ceramic materials? Angie & Luis

8. Close of Meeting

Action items:

- Sr Luis please resend enrollment projections to Michelle
- Board will provide lunch from Qdoba on Friday the 24th (1:30-2:30 lunch), pick up @ 1:00 lunch Luis will pick it up- Luis will coordinate with staff to place orders Luis will message Angie, Dana, Sam and Andrea and we will split the cost and pay Luis