

Angelitos Spanish Immersion Education,  
Inc.

# **Board Manual**

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## **About Our Organization**

### **History**

Angelitos Spanish Immersion Education, Inc. is a tax-exempt 501c3 nonprofit. It was founded in September 2020 by Yesica Botero Trawick and Nicole Cordova with the goal of making bilingual education accessible to all children, regardless of socioeconomic status. Angelitos Spanish Immersion Education, Inc. promotes cultural and language diversity, multi-sensory education, and the necessity to teach the whole child.

Angelitos Spanish Immersion Education, Inc. started out with a few volunteers, but has since grown and now maintains three preschool programs, with over half of its students attending on scholarship. As it grows its volunteer base, Angelitos Spanish Immersion Education, Inc. has been able to implement a support group for parents raising (or with the desire to raise) bilingual children, a community closet to help provide basic needs for families with young children, and many other community resources, all through its network of community connections.

### **Significant Accomplishments**

Angelitos Spanish Immersion Education, Inc. has many significant achievements, including

- successfully graduating multiple bilingually literate students
- implementation of a weekly bilingual play group for parents raising (or with the desire to raise) bilingual children
- awarding at least six tuition scholarships each year
- recognition by the Lorton Community Action Center (LCAC) in a 2024 media article
- four-time awardees of mini-grant through the Community Action Network (CAN)
- awarded a \$10,000 Google Ads grant
- featured in May 2024 Non-Profit Highlight by VillaMoms Advocacy Group
- ongoing partnerships with other local nonprofits with a shared goal of supporting local families

### **Community Partnerships**

Foster the Family DC

Jewels Women's Ministry

CASA of Virginia

Lorton Community Action Center (LCAC)

VillaMoms Advocacy Group

Christ Chapel Church

### **Signature Programs & Events**

Angelitos Kinder Niños (ages 5-7)

Angelitos Arcoiris PreK (ages 4-5 years)

Angelitos Estrellitas Preschool (age 3-4 years)

Angelitos Amiguitos Tot School (ages 2-3)

Weekly Bilingual Play Club (ages 2-5 with an adult)

Monthly Fiesta Friday (ages 2.5-5 years with adult)

Annual Donor Appreciation Dinner

Annual Book & PJ Drive (with Foster the Family DC)

Easter Outreach Event

## Strategic Plans

### Mission Statement

As a nonprofit organization, our mission is threefold: to make quality, Spanish Immersion education accessible to all children; to support the whole health of bilingual families; and to promote cultural appreciation and awareness specific to the Latino culture. Through our preschool programs, bilingual resources, and community events we hope to provide a catapult for future success in a global society.

### Vision Statement

Our vision is for all kids to have access to quality, bilingual education at an early age and for all families to feel supported in their bilingual journey.

### Values Statement

Angelitos Spanish Immersion Education values compassion, integrity, humility, family relationships, and education.

### Goals

Our goals include:

- Provide free, quality child care to foster children and economically disadvantaged children.
- Offer consistent training and resources to parents on topics related to intentional parenting, financial literacy, bilingual education, and personal development.
- Obtain a facility large enough to have multiple classrooms, including a multi-purpose space for community classes and activities.
- Continue offering free weekly or monthly bilingual playdates.

## **Board Operations**

### **Roles and Responsibilities of the Board**

The Board of Directors is responsible for determining the mission and purpose of Angelitos Spanish Immersion Education, Inc. and ensuring that its mission is being accomplished. The Board shall provide continuity and further relationships with strategic partners within the community.

A Board is the face of Angelitos Spanish Immersion Education, Inc. and it is essential that Directors act with the utmost professionalism and demonstrate good moral character.

It is the responsibility of the Board to carefully select officers after undertaking a careful search to find the most qualified individuals for the different positions. The Board shall support and evaluate the officers to ensure that they are furthering the goals of Angelitos Spanish Immersion Education, Inc..

The Board shall participate in the planning process of all potential programs and services of Angelitos Spanish Immersion Education, Inc.. It will then monitor the programs to determine the impact the program has within the community and ensure that it is consistent with Angelitos Spanish Immersion Education, Inc.'s mission.

The Board is also responsible for reviewing Angelitos Spanish Immersion Education, Inc.'s financials to ensure that there is proper oversight of the budget. Directors are also expected to assist Angelitos Spanish Immersion Education, Inc. with securing resources.

### **Board Attendance**

A Director is expected to attend all meetings. In the event that a Director cannot attend a meeting of the Board, the Director is expected to inform the Board ahead of time. If a Director exhibits an attendance problem, the Director may be removed.

### **Board Committees**

List board committees, task forces or focus groups, and include members of each.

NONE AT THIS TIME

### **Board Members Biographies**

Each board position is described in this section. Job descriptions should include qualifications and skills, duties, expectations, expected time commitment and to whom the position reports.

IN PROGRESS

## Board Member Contact List

President	Treasurer	Secretary	Member	Member
Yesica Trawick	Nicole Cordova	Ivette Perkins	Tim latiff	Aurora Gonzalez
703-454-9476	703-454-9476	703-454-9476	703-454-9476	703-454-9476
info@Angelitos Education.org	info@Angelitos Education.org	info@Angelitos Education.org	info@Angelitos Education.org	info@Angelitos Education.org

## Board Organization Chart

### President

The President is responsible for overseeing the board. They are responsible for working with the Chief Executive Officer to ensure that all decisions of the Board are being carried out. They are also responsible for appointing committees and committee members.

The President serves a term of 2 years.

### Secretary

The Secretary is responsible for keeping track and ensuring the accuracy of all minutes and corporate records. The Secretary shall provide notice of all meetings.

The Secretary serves a term of 2 years.

### Treasurer

The Treasurer shall have charge and custody of all corporate funds. They must understand the financials of Angelitos Spanish Immersion Education, Inc. and provide reports to the Board of its financials.

The Treasurer serves a term of 1 year.

## **Board Operations**

### **Board Annual Calendar**

The Board of Directors meets every year. The Executive Director of the Board of Directors may call special meetings as needed.

The Board of Directors meets throughout the year on dates, times and locations that are established by the directors prior to the meetings.

Meetings may be attended remotely through electronic means. The presence of a majority of the directors at any meeting constitutes a quorum.

Below is a general guide of important dates and events.

- **TBD**

### **Code of Conduct**

A Director shall ascribe to Angelitos Spanish Immersion Education, Inc.'s Code of Conduct. It is the policy of Angelitos Spanish Immersion Education, Inc. to subscribe to the highest legal, ethical, and moral standards. A Director shall ensure that they, and all board members, are acting legally, ethically, and morally, with a duty of loyalty and care to Angelitos Spanish Immersion Education, Inc..

In the event that a Director receives information that another member, officer, volunteer, or staff is acting outside of Angelitos Spanish Immersion Education, Inc.'s legal, ethical, or moral standards, that Director shall report the actions to the Board.

Directors shall conduct their personal affairs in a manner so as to avoid any possible conflict of interest with their duties and responsibilities as a member of the Board. A Director shall avoid self-interest or self-dealing activities. A Director is not permitted to accept gifts or services from donors or third parties for any and all actions related to the Director's duties as a Board Member.

A Director is expected to not only attend all Board Meetings, but to participate actively. In carrying out the duties as a Director, the Director will come into close contact with and have access to certain trade secrets and data, as well as certain knowledge concerning the business affairs of Angelitos Spanish Immersion Education, Inc., its donors, and its Clients not readily available to the public. A Director shall keep in the strictest confidence all of Angelitos Spanish Immersion Education, Inc.'s Confidential Information including, without limitation, the information of donors, the terms and conditions of all engagements to provide Services, or information about any Clients and shall not disclose or divulge any other confidential information

A Director shall provide a united front to Angelitos Spanish Immersion Education, Inc.'s donors and the public. Once the Board has voted on and agreed to a course of action, a Director shall support this decision. A Director shall not speak to members of the press or public about



Angelitos Spanish Immersion Education, Inc. or any of its directors or officers without the prior consent of the Executive Director.

## **Programs, Products and Services**

### **Program Descriptions**

*Amiguitos Tot School for 2s & 3s:* A perfect time for toddlers to engage in play and naturally learn from their environment! Our thematic Tot School curriculum is child-led and allows our littlest learners to learn through exploration. Each month is a new opportunity for our Amiguitos to explore new concepts and develop their skills in both language and play.

*Estrellitas Preschool for 3s & 4s:* Our youngest preschoolers are full of energy and curiosity! Our Montessori-inspired curriculum for Estrellitas was created by our founders, uniquely for this program. It encourages students to take age-appropriate risks as they begin to develop their confidence both inside and outside the classroom setting.

*Arcoiris PreK for 4s & 5s:* Our Arcoiris students are ready for more focused activities and are beginning to communicate in Spanish with their peers! Our play-based curriculum promotes social-emotional development, language acquisition, and creativity in young minds.

*Kinder Niños for 5 to 7 year olds:* Our Niños are learning all about how to read and write en español! They still enjoy play-based learning as they are introduced to increments of traditional "school work", Our Kinder curriculum is literacy based, and includes culturally traditional stories, poems, and resources.

*Bilingual Play Club:* Children can join us for scheduled times of meaningful play with peers each week, while parents get the opportunity to connect with other parents of bilingual children—or join in the play! We also have some special guest teachers and fun family field trips that will further support the children's language development and foster a growing relationship among our club members.

*Fiesta Friday:* Join us monthly for Spanish Circle Time at our local libraries or in our Angelitos classroom. Each of these monthly events are free and open to the public!

*Community Closet:* Our on site community closet provided essential items, including clothing, diapers, and school supplies to hundreds of families in need. This initiative directly supports the well-being of families across our area because of our collaboration with VillaMoms Advocacy Group.

### **Evaluation Objectives**

The Board shall review each program on a yearly basis to ensure that the programs align with its purpose. The Board shall identify whether there have been significant changes since the program's inception, whether it is financially viable, and its impact on the community. At the end of each evaluation, the Board shall vote to determine whether it will maintain the program.

### **Marketing and Promotions Plan**

The Board shall implement a marketing plan that is specific to each program.

# Financial Management

## Yearly Budget

2025 Tax Year *(in progress)*

### Revenue

Gross Sales	\$
Contributions	\$
Grants	\$
<b>Net Sales</b>	<b>\$</b>

### Expenses

Advertising	\$
Amortization	\$
Bad Debts	\$
Bank Charges	\$
Charitable Contributions	\$
Commissions	\$
Contract Labor	\$
Depreciation	\$
Dues and Subscriptions	\$
Employee Benefit Programs	\$
Insurance	\$
Interest	\$
Legal and Professional Fees	\$
Licenses and Fees	\$
Miscellaneous	\$
Office Expense	\$
Payroll Taxes	\$
Postage	\$
Rent	\$
Repairs and Maintenance	\$
Supplies	\$
Telephone	\$
Travel	\$
Utilities	\$
Vehicle Expenses	\$
Wages	\$
<b>Total Expenses</b>	<b>\$</b>

### Other Income

Gain (Loss) on Sale of Assets	\$
Interest Income	\$
<b>Total Other Income</b>	<b>\$</b>
<b>Net Income</b>	<b>\$</b>

## **Policies and Procedures**

### **Benefits and Compensation**

Board Members shall not receive compensation for their role as a Director. Directors can, however, receive compensation for work they provide to Angelitos Spanish Immersion Education, Inc.. The Board of Directors shall vote on the salary of any member.

### **Diversity Statement**

Angelitos Spanish Immersion Education, Inc. seeks to foster diversity and does not discriminate against any individual or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disability.

## **Policies and Procedures**

### **Bylaws**

Angelitos Spanish Immersion Education, Inc. has adopted Bylaws that assist in the operation of it and its Board. A copy of the current Bylaws is available through the Executive Director.

### **Conflict of Interest Policy**

Angelitos Spanish Immersion Education, Inc. has adopted a Conflict of Interest Policy, which demonstrates its commitment to handling conflicts of interests properly. A copy of the Conflict of Interest Policy is available through the Executive Director.

### **Meeting Minutes Resolutions**

Angelitos Spanish Immersion Education, Inc. records all meetings and has adopted certain resolutions that assist in the operation of it and its Board. A copy of the Meeting Minutes and Resolutions are available through the Executive Director.

## **Legal Documents**

### **Articles of Incorporation**

Angelitos Spanish Immersion Education, Inc. is an incorporated entity in the State of Virginia and as such is bound primarily with the terms of its articles of incorporation. Angelitos Spanish Immersion Education, Inc. was incorporated on 08/13/2021. A copy of the Articles is available through the Executive Director.

### **I.R.S. Determination Letter**

Angelitos Spanish Immersion Education, Inc. is tax-exempt 501c3 nonprofit. It was recognized as being tax-exempt by the IRS on November 29, 2021. A copy of the IRS letter recognizing Angelitos Spanish Immersion Education, Inc. as being tax-exempt is available through the Executive Director.

### **Licenses and Permits**

Angelitos Spanish Immersion Education, Inc. may have certain licenses and permits in order to conduct business. A copy of all licenses and permits are available through the Executive Director.

### **Contracts and Agreements**

Angelitos Spanish Immersion Education, Inc. may have contracts and agreements with third parties, including memorandums of understanding and partnership agreements. A copy of all contracts and agreements are available through the Executive Director.