

BOARD MEETING MINUTES

Tuesday, June 7, 2016, 6:11 PM
 Location of Meeting: 2511 Taylor Street NE

Call to order: The Board Chair, Emily Goff called to order the meeting at
 6:11 PM on Tuesday, June 7, 2016.

Board Members/Director Present or Absent:

Name	Present/Absent
Emily Goff (Board Chair)	P
Carl Phillips (Director & ExOfficio)	P
Erika Sass (Assistant Director, ExOfficio)	P
Melissa Storbakken (Secretary)	P
Katia Colon-Holmers (Community member)	P
Courtney Carter (Treasurer)	A
Joanna Schneider (Teacher member)	P
Redouane Elattaoui (Parent member)	P
Joe Cole (Teacher member)	P
Bob Kreischer	P

Name	Position/Role
Kevin Peck	KW Commercial
Karl Jentoft	CSDC Development Services

Northeast College Prep Mission

Northeast College Prep will ensure strong academic, social-emotional, and talent development in every member of its diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

AGENDA and MINUTES

Subject	June 7, 2016						
Motion	Approve the agenda with stated changes						
Made by	Katia Colon-Holmers	Seconded		Redouane Elattaoui			
Discussion	New Business a. Tabled to the July meeting c. SPED statement of assurances tabled to the July meeting g. Tabled until further notice Director Report b. General school updates						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	April 19, 2016 Minutes						
Motion	Approve the April 16 th minutes						
Made by	Katia Colon-Holmers	Seconded		Bob Kreischer			
Discussion	None						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	May 3, 2016 Minutes						
Motion	Approve the May 3 rd minutes						
Made by	Katia Colon-Holmers	Seconded	Bob Kreischer				
Discussion	None						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Building Update						
Discussion	<p>Finishing demo this week, we are on track for our occupy date! Aug. 18th completion date and this should give us 2 weeks for moving and setting up the space. Contingency money is being used slowly, but nothing unexpected has come up The school is moving into pods next week and then the pods will be delivered to the new site in Aug. Maintenance allowance will address any large expenses as they come up once we are in the building.</p>						

NEW BUSINESS

Subject	Approval of additional board member tabled until next month						
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Subject	Board Elections						
Motion	The board certifies the election results						
Made by	Bob Kreischer	Seconded	Melissa Storbakken				
Discussion	Mohamed Elmi Idle 23 votes Joanna Schneider 22 votes Jenna McKenney 20 votes Katia Colon-Holmers 18 votes Emily Goff 18 votes Bill Graves 18 votes						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Designate Carl Phillips as the Identified Official with Authority to Authorize User Access for MDE Websites						
Motion	Designate Carl Phillips as the Identified Official with Authority to Authorize User Access for MDE Websites						
Made by	Joanna Schneider	Seconded	Bob Kreischer				
Discussion	None						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Special Education Statement of Assurances tabled until next month						
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Subject	Kaboom! Playground update						
Discussion	Currently looking for a funder. They will keep the project open until it is matched by a funder.						

Subject	IB Visit						
Discussion	October 13-14, 2016						

Subject	Lease Termination Agreement for Lease 2511 Taylor St NE
Discussion	New City backed out of the lease. Kevin already has a hand full of additional schools/day cares that are interested in the building.

Subject	Memorandum Concerning Options to Acquire Real Property (for future acquisition of 300 Industrial Blvd via an Affiliated Building Corporation)						
Motion	Accept Memorandum Concerning Options to Acquire Real Property (for future acquisition of 300 Industrial Blvd via an Affiliated Building Corporation)						
Made by	Joanna Schneider	Secinded	Redouane Elattaoui				
Discussion	The purchase is the cost of the whole project plus 5%. The memorandum establishes that we have possible intent to be future owners of the building. This does not obligate us to purchase the building. We can continue to lease as long as we need.						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	SNDA Agreement and Estoppel Certification with Highland Bank						
Motion	Approve SNDA Agreement and Estoppel Certification with Highland Bank						
Made by	Melissa Storbakken	Secinded	Bob Kreischer				
Discussion	Protection for the school if CSDC were to fold. The building rolls over to Highland Bank and we can continue to be in the building and the lease would continue.						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

FINANCES

Subject	Change to Authorizer Fund Balance Requirement
Discussion	The school was not approved, by Student Achievement Minnesota, to lower the fund balance to 20%.

Subject	Revised Lease Aid 2015-2016
Discussion	\$203,337.60 the cost for the 2 nd year. MDE increased to \$256,176.26 which includes lease hold improvements, thus decreasing our liability for year 3 of the lease.

Subject	Average repairs and maintenance costs for 300 Industrial Blvd.
Discussion	Average yearly costs Roof \$2,760.00 (2-6 more years, will need to be replaced \$280,000) HVAC \$13,400.00 (11 units) Parking Lot \$1,840.00 Yearly average of \$18,000.00 \$25,000 has been built into the budget for 16-17

Subject	April 2016 Financial Report						
Motion	Accept the April 2016 Financial Report as stated.						
Made by	Melissa Storbakken	Secinded	Bob Kreischer				
Discussion	None						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	FY 2016 Budget Revision						
Motion	Approve FY 2016 budget revision with explanation of significant revenue and expenditure changes						
Made by	Melissa Storbakken	Seconded		Redouane Elattaoui			
Discussion	Current enrollment 185 Current ADM 188.47						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Fiscal Year 2017 Budget						
Motion	Approve fiscal year 2017 budget with the revision of cutting \$41,332 from tech budget and putting it into building lease.						
Made by	Redouane Elattaoui	Seconded		Joanna Schneider			
Discussion	<p style="text-align: center;">Northeast College Prep: FY17 Budget Recommendations (Highlights)</p> <p>Major changes since preliminary budget recommendations were presented at April 19, 2016 board meeting:</p> <ul style="list-style-type: none"> • Attorney recommended we assume tax liability for the entire FY17 (and 1st half of FY18), rather than just 1st half of FY17 (increased expense from \$65K to \$130K) • Received donation commitment from Smikis Foundation of \$60K for FY17 (as well as \$60K for FY18 and \$60K for FY19) • Addition of \$25K in expenses expected for repairs and maintenance based on historical data provided by building manager • Decrease in allocation for bus monitoring support from \$50K to \$25K <ol style="list-style-type: none"> 1. Budgeted at 290 students; Projected enrollment actually 298. 2. 36 proposed staff members (29 non-SPED, 7 SPED). 3. Salaries: 3% raise across the teacher salary scale (some teachers go up more than 3% due to moving up a salary band). 4. Benefits: same as before (no cost to individual for health and dental; \$250 for individual +1; \$500 for family). 5. Federal CSP grant will pay for almost all costs in the following areas: furniture, textbooks and workbooks, ipads, instructional supplies, media/library resources, staff development. 6. Significant changes in contracted services: <ul style="list-style-type: none"> • Social worker increase from \$10K to \$15K • Addition of property manager @ \$18K • Custodial increase from \$18K to \$50K • Tech support increase from \$23K to \$36K • Bus monitoring support from \$15K to \$25K 7. Buses @ \$33,930 per bus Regular buses: 8 @ \$195 per day = \$271,440 Van: 2 @ \$120 per day = \$41,760 Contingency cushion: \$10,000 Field trip buses: \$8,000 Bus monitoring support: \$25,000 Total bus cost: \$356,200 8. ESEA (Title I, II, III) spent on the following: Title I: Intervention Teachers Title II: Staff professional development Title III: ESL materials, ESL teacher 9. Projected FY16 surplus: \$33,651 (assumes no additional fundraising beyond Smikis donation of \$60K; this is unlikely) 10. Projected cumulative fund balance: \$394,798 (10.2%) 						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Revised Teacher Salary Scale for 16-17						
Discussion	The staff will get the pay bump the moment they can show the advanced degree.						

Subject	Smikis Foundation Donation						
Motion	Accept with gratitude \$60K for FY17, \$60K for FY18, \$60K for FY19						
Made by	Bob Kreischer	Seconded		Katia Colon-Holmers			
Discussion	Thank You!						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

DIRECTOR REPORT

Subject	Recruitment/Enrollment Update						
Discussion	185 enrolled with a current (ADM 188.47) Total for 16-17 254 enrolled (budgeted at 290)						

Subject	Carnival, New staff on-boarding, NE parade and moving dates						
Discussion	Carnival was a huge success Northeastern came out and will be doing a story about the school! Parade, June 21 st handing out balloons with NECP on them June 14 th -16 th moving the school into containers Reading Partners are coming to volunteer to help move Many of the new teachers have been able to come early and be in the school, observing classrooms, teaching lessons etc...						

Subject	Exiting Board Member-Melissa Storbakken						
Discussion	Many thanks!						

Meeting closed to discuss the director evaluation.

Subject	Director Evaluation						
Discussion	Emily will summarize the evaluation and meet with Carl at a later date.						

AUTHORIZER INPUT

Not present

PUBLIC COMMENT

None

ADJOURNMENT

Motion	Adjourn at 7:41PM						
Made by	Joanna Schneider	Seconded		Katia Colon-Holmers			
Discussion	None						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						