

Minutes

Northeast College Prep

Board Meeting

Tuesday Oct 15, 2013 @ 7:00 PM at CSP Office

Board Members Present

C. Carter, E. Goff, K. Colon-Holmers, M. Storbakken, R. Muhtadie

Guests Present

C. Phillips, Erika Sass, Kevin Peck, M. Brown

I. Opening Items

Call the Meeting to Order

E. Goff called a meeting of the board of trustees of Northeast College Prep to order on Tuesday Oct 15, 2013 @ 7:07 PM at CSP Office.

Approval of Agenda

K. Colon-Holmers made a motion to approve the Agenda for the October 15, 2013 meeting.

R. Muhtadie seconded the motion.

The board **VOTED** unanimously to approve the motion.

Approve Minutes

R. Muhtadie made a motion to approve the minutes from September 17, 2013.

C. Carter seconded the motion.

The board **VOTED** to approve the motion. Melissa abstained due to the fact that she was absent for the September 17, 2013 meeting.

II. General Updates

Facilities, Community Outreach, Website, Training, Parent recruitment to Board, Federal Grant

Kevin Peck lead a discussion on the current buildings that Carl and Kevin have been touring. Erika reported that they currently have had 101 face-to-face conversations with community members. Website should go live in 2 weeks. Carl is actively looking for a potential parent to sit on the board to fill the vacant spot. Erika went to IB training in Baltimore. Federal Grant criteria has not been released by MDE so this means the funds will not be released until late January of early February.

III. Finance

Financial Report

R. Muhtadie made a motion to Motion to accept the October 15th Finance Report.

K. Colon-Holmers seconded the motion.

The board **VOTED** unanimously to approve the motion.

Approval of Finance Policies

Tabled until November meeting.

IV. Governance

Board Essential Agreements, member job descriptions, board goal setting

Morgan Brown talked through the options to adopt the Board Essential Agreements and/or The High Bar Board of Trustees Job Description. Emily will put the Essential Agreements on a Google Doc for everyone to contribute ideas. The High Bar Job Description will be used in conjunction with initial board training. The Essential Agreements will be revisited on an annual basis and used throughout the year as needed.

Creation of Finance Committee

Membership will be the treasurer, chair, and director.

K. Colon-Holmers made a motion to Create a board finance committee made up of the board treasurer, board chair, and the director.

C. Carter seconded the motion.

The board **VOTED** unanimously to approve the motion.

Scheduling required training for December

Morgan Brown reviewed the training components that they will provide and the components that we will have to contract with an outside vendor. Tentative training date set for January 11th and to include team building.

Scheduling High Bar Webinar

Webinar set for October 22nd at 4:30.

V. Closing Items

Adjourn Meeting

E. Goff made a motion to adjourn the meeting.

K. Colon-Holmers seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:47 pm.

Respectfully Submitted,
M. Storbakken