

# BOARD MEETING MINUTES

Tuesday, August 2, 2016, 6:13 PM  
Location of Meeting: 2511 Taylor Street NE

Call to order: The Board Chair, Emily Goff called to order the meeting at 6:13 PM on Tuesday, August 2, 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
Mohamed Elmi (Parent Member)	P
Katia Colon-Holmers (Community member)	P
Courtney Carter (Treasurer)	P
Joanna Schneider (Teacher member)	P
Redouane Elattaoui (Parent member)	P
Joe Cole (Teacher member)	P
Jenna McKenney (Teacher member)	P
Bill Graves (Community member)	P
Bob Kreisler	A

Name	Position/Role
Kevin Peck	KW Commercial
Liz Wynn	Student Achievement Minnesota (Authorizer)

## 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

August 2, 2016					
Motion	Approve the agenda with stated changes				
Made by	Katia Colon-Holmers	Seconded	Redouane Elattaoui		
Discussion	NEW BUSINESS: Add item h: Access to Building Policies  DIRECTOR REPORT: Add item f: Student Test Scores				
Vote	9	Yea	9	Nay	0
Decision	Motion passed unanimously				

June 7th, 2016 Minutes					
Motion	Approve the June 7 <sup>th</sup> minutes				

Discussion	Change to FINANCES: “Authorizer Fund Balance Requirement” Should state: “Goal by end of the year 5 from 25%” instead of “by 20%”						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

<b>Building Update</b>							
Discussion	We are on track for the building to be finished August 18 <sup>th</sup>						

## NEW BUSINESS

<b>Welcoming New Board Members</b>							
Discussion	<ul style="list-style-type: none"> <li>i. Current Board Members: What made you want to join the board? What have you enjoyed about being on the board?</li> <li>ii. New Board Members: Why did you decide to join the board? What do you hope to gain from this experience?</li> <li>iii. Review Mission, Vision, Core Convictions</li> <li>iv. Reviewing Board Essential Agreements and Operating Agreements until the September board meeting. <b>(Tabled until the September board meeting)</b></li> </ul> <p>We have reached a turning point as a board. We are adding more board members than we have added in the past and we are increasing the board size to the largest it's been.</p>						

<b>Approve 2016-2017 Board Meeting Dates</b>							
Motion	Approve Board Meeting Dates for 2016-2017 School Year						
Made by	Courtney Carter			Seconded		Jenna McKenney	
Discussion	None						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

<b>Approve Special Education Statement of Assurance</b>							
Motion	Approve Special Education Statement of Assurance						
Made by	Joanna Schneider			Seconded		Redouane Elattaoui	
Discussion	None						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

<b>Approve Reading Partners Partnership</b>							
Motion	Approve Reading Partners Partnership						
Made by	Katia Colon-Holmers			Seconded		Redouane Elattaoui	
Discussion	Reading Partners will work with NECP for the 2016-2017 school year to provide trained volunteers to read one-on-one with students.						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

<b>Approve Personnel Recommendations</b>							
Motion	Approve Personnel Recommendations						
Made by	Mohamed Elmi			Seconded		Katia Colon-Holmers	
Discussion	None						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

	<b>Approve Revised Policy NECP 516 Student Medications</b>						
Motion	Approve Revised Policy NECP 516 Student Medications						
Made by	Bill Graves		Seconded		Courtney Carter		
Discussion	Change in policy so that over-the-counter medications can be administered to students with written parental consent.						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

	<b>Partnership Opportunities and Building Use Agreements: Minnesota Literacy Council, Billingsley School of Music and Arts, Southeast Como Improvement Association</b>						
Discussion	<p>Minnesota Literacy Council: Provides adult GED courses in the community</p> <ul style="list-style-type: none"> <li>- Exploring options for having GED courses provided within NECP</li> </ul> <p>Billingsley School of Music and Arts: After school arts program</p> <ul style="list-style-type: none"> <li>- Working with talent development coordinator to create a partnership where our students will be able to be connected to arts opportunities through their programs</li> </ul> <p>Southeast Como Improvement Association: closest neighborhood association to the new building site</p> <ul style="list-style-type: none"> <li>- Partnering with this organization for the Target / KaBOOM! Playground build</li> </ul>						

	<b>Policy #801: Access to School Facility</b>						
Motion	Approve Policy #801: Access to School Facility						
Made by	Courtney Carter		Seconded		Jenna McKenney		
Discussion	The school administration has the authority to approve parties to use the school facilities based on their alignment with the mission of the school						
Vote	9	Yea	6	Nay	0	Abstain	3
Decision	Motion passed unanimously						

## FINANCES

	<b>May 2016 Financial Report</b>						
Motion	Accept the May 2016 Financial Report as stated.						
Made by	Redouane Elattaoui		Seconded		Katia Colon-Holmers		
Discussion	Correction: 91.7% of the year complete as of the May 2016 financial report, not 83.3%						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

	<b>Donations from: Sauer Family Foundation, Prospect Creek Foundation, David Winton Bell Foundation, Target (KaBOOM! Playground)</b>						
Motion	Accept with gratitude						
Made by	Joanna Schneider		Seconded		Katia Colon-Holmers		
Discussion	<p>Sauer Family Foundation: \$20,000 (Split: Social Worker, Academic Interventions Coordinator)</p> <p>Prospect Creek Foundation: \$50,000 (Library Build-out)</p> <p>David Winton Bell Foundation: \$15,000 (general funds / unrestricted)</p> <p>Target (KaBOOM! Playground): undisclosed amount</p> <p>Thank You!</p>						
Vote	9	Yea	9	Nay	0	Abstain	0

## DIRECTOR REPORT

	<b>Recruitment/Enrollment Update</b>
Discussion	Current Enrollment: 273 Budgeted: 290
	<b>Update on Status of Building Lease at 2511 Taylor St. NE</b>
Discussion	There's a new tenant in the pipeline and the lease should be signed August 5th, 2016. They will allow us to use the current space until we move into the building. There is approximately a \$56,000 difference between rent owed and the cancelation of the lease. A signed termination agreement will be coming.
	<b>Teacher Observation Plan</b>
Discussion	Carl has laid out a plan for completing teacher observations throughout the 2016-2017 school year.
	<b>Director's Professional Development Plan</b>
Discussion	Carl has a M.Ed in Educational Leadership and has 11 credits left to finish the process of gaining a MN administrative license.
	<b>Upcoming Dates for Events / Volunteers</b>
Discussion	Saturday, August 20 <sup>th</sup> : 8:00-4:00 (Moving Day) Wednesday, August 24 <sup>th</sup> : 4:00pm (Ribbon-cutting Ceremony) September 14 <sup>th</sup> : 8:00-3:00 (KaBOOM!) September 16 <sup>th</sup> : 8:00-3:00 (KaBOOM!) September 29 <sup>th</sup> : 5:30pm (Open House)
	<b>Student Test Scores</b>
Discussion	MCA scores were published this week  MATH: 46.9% proficient in 2014-2015; 51. % proficient in 2015-2016 READING: 28.1% proficient in 2014-2015; 25. % proficient in 2015-2016  Big focus on reading instruction during the 2016-2017 school year Implementing Fountas & Pinnel Literacy Assessment

## DIRECTOR'S CONTRACT

	Proposed Director's Contract for the 2016-2017 School Year						
Motion	Approve the Proposed Director's Contract for the 2016-2017 School Year						
Made by	Katia Colon-Holmers	Seconded	Bill Graves				
Discussion	Recommending an increase in the salary and to bring in more closely in line with comparable charter schools						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

AUTHORIZER INPUT

Liz Wynn: It is a pleasure to work with Carl and Erika. We will continue to monitor MCA scores and implications.

Encourages the school to use caution in opening up the school facilities to public use.

PUBLIC COMMENT

None

ADJOURNMENT

Motion	Adjourn at 8:13PM						
Made by	Courtney Carter			Seconded	Katia Colon-Holmers		
Discussion	None						
Vote	9	Yea	9	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Respectfully submitted by Joanna Schneider