

BOARD MEETING MINUTES

Tuesday, February 16, 2016: 6:14 PM

Location of Meeting: Northeast College Prep

Call to order: The Board Chair, Emily Goff called to order the meeting at 6:14 PM on Tuesday, February 16, 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)	A
Courtney Carter (Treasurer)	P
Joanna Schneider (Teacher member)	P
Redouane Elattaoui (Parent member)	P
Joe Cole (Teacher member)	P
Bob Kreisler	P

Guests and Community Members Present:

Name	Position/Role
Lauren Peterson	Parent of a kindergarten student at NECP
Kevin Peck	KW Commercial

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	February 16, 2016						
Motion	add (b) to building search – due diligence expenses for 300 Industrial Blvd. add (c) to building search – listing Taylor site for sublease add (b) to finances - stipends for building search						
Made by	Melissa Storbakken		Seconded		Joanna Schneider		
Discussion	None						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Minutes from January 19, 2016						
Motion	Approve January 19, 2016 minutes as presented						
Made by	Emily Goff		Seconded		Courtney Carter		
Discussion	None						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Letter of Intent and Reimbursement Agreement for CSDC Property Corporation						
Motion	Approve the Letter of Intent and Reimbursement Agreement for CSDC Property Corporation						
Made by	Melissa Storbakken	Seconded	Redouane Elattaoui				
Discussion	The only changes to this LOI and Reimbursement Agreement compared to the ones from the previous months are the new building address and the building specific info. (square footage) for the 300 Industrial Blvd. site.						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Due diligence expenses for 300 Industrial Blvd.						
Motion	Approve <i>Due Diligence</i> expenses for 300 Industrial Blvd. up to \$50,000.						
Made by	Courtney Carter	Seconded	Emily Goff				
Discussion	Phase I environmental study, new land survey, appraisal, possible phase II environmental study, and architect design fees						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Listing for sublease agreement for Taylor site						
Motion	The board grants KW Commercial permission to list the Taylor site for sublease.						
Made by	Melissa Storbakken	Seconded	Joanna Schneider				
Discussion	None						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

FINANCES

Subject	January 2016 Financial Report						
Motion	Accept the January 2016 financial report as presented						
Made by	Courtney Carter	Seconded	Redouane Elattaoui				
Discussion	None						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Stipend for building search						
Motion	Provide a stipend of \$4,000 for each of Erika and Carl for the tremendous efforts put forth to find and secure a building for NECP.						
Made by	Emily Goff	Seconded	Melissa Storbakken				
Discussion	Thank You!						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

NEW BUSINESS

Subject	New Board Member – Bob Kreisher						
Motion	Add Bob Kreisher as a new board member for NECP.						
Made by	Melissa Storbakken	Seconded	Joanna Schneider				
Discussion	None						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Personnel Recommendations						
Motion	Approve the personnel recommendations with noted changes						
Made by	Melissa Storbakken	Seconded	Joanna Schneider				
Discussion	Change Eric Golder to .8 SPED Para and .2 Academic Interventions						
Vote	7	Yea	7	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Director Evaluation						
Discussion	Emily will meet with Carl to go through the checklist and then the board members will fill out the questionnaire for Carl’s review.						

Subject	Transportation Contract						
Discussion	Discussion of the current bus vendor and their safety/inspection records.						

DIRECTOR REPORT

Subject	Recruitment/Enrollment Report Intervention Program Interim Assessments Licensure for Director						
	Current enrollment for 15-16 is 188 ADM is 189.4 Budgeted at 190 Kindergarten is full! Waitlists at all grades						
	Currently 53% of students are being served by intervention staff. This does not count the students being served by volunteers at the school.						
	Currently in the middle of the interim assessments, FAST assessments and ACCESS testing						
	Carl needs 11 credits to get his principals license						

AUTHORIZER

Subject	Student Achievement Minnesota						
Discussion	March 10 th will be the site visit.						

PUBLIC COMMENT

None

ADJOURNMENT

Motion	Adjourn at 7:25 PM						
Made by	Melissa Storbakken	Seconded		Redouane Elattaoui			
Discussion	None						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Respectfully submitted by Melissa Storbakken