

# Minutes

## Northeast College Prep

### Board Meeting

Tuesday Jul 29, 2014 @ 7:00 PM at Global Academy

#### Board Members Present

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

#### Board Members Absent

M. Storbakken

#### Guests Present

C. Phillips, E. Sass

## 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 Jul 29, 2014 @ 7:09 PM at Global Academy.

#### Approval of Agenda

Ramzi added an item: dashboard review.

C. Carter made a motion to Approve Agenda.

R. Muhtadie seconded the motion.

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

#### Approve Minutes

C. Carter made a motion to approve minutes from the Board Meeting on 06-18-14.

R. Muhtadie seconded the motion.

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

## II. General Updates

#### Building, enrollment, hiring data (response to previous request), and upcoming events

Building behind schedule. Carl believes it will be ready for school. 2 weeks behind. Bringing in a site supervisor- landlord picking up tab. Enrollment- 4 waitlisted in k- 52 total, 41 1st graders total, 28 2nd graders, 41 3rd graders. 2 waitlisted for 2nd grade. Personnel Updates- Arabic teacher took an offer at a district school. New person identified to be approved tonight. Office manager turned over as well. New hire identified. HECUA Intern placed at school.

## III. Finance

#### June Financial Report

C. Carter made a motion to Accept June financial report.

E. Goff seconded the motion.

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

Line of credit with NPAF being pursued. The school's audit will take place August 8th and 9th.

## IV. Governance

#### Director Evaluation Tool

Request to add an exceeds expectation box as well as space for general feedback or comments. Emily will make these changes and share with the board.

### **Approval of Policy 494 Teacher Evaluation**

E. Goff made a motion to Approve Policy 494.

C. Carter seconded the motion.

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

Marshall Rubric will be adapted for use for internal reviews.

### **Approval of Policy 593 Reading Well by Third Grade**

E. Goff made a motion to Approve Policy 593.

C. Carter seconded the motion.

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

## **V. Other Business**

### **Personnel Recommendations**

E. Goff made a motion to Move to accept the hiring of 1.0 FTE Arabic Teacher and 1.0 FTE Para-Professional/Kitchen Manager/Interpreter.

K. Colon-Holmers seconded the motion.

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

### **Enrollment Plan amendments**

E. Goff made a motion to modify enrollment targets to be revisited in August.

C. Carter seconded the motion.

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

### **Acceptance of donation from Sauer Childrens Renewal Foundation**

E. Goff made a motion to accept donation.

C. Carter seconded the motion.

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

### **Dashboard**

Ramzi Muhtadie presented a sample dashboard for the board to review ongoing school progress and activity.

## **VI. Closing Items**

### **Adjourn Meeting**

E. Goff made a motion to adjourn meeting.

K. Colon-Holmers seconded the motion.

The board **VOTED** unanimously to approve the motion. Meeting adjourned at 8:50 pm.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:50 pm.

Respectfully Submitted,

K. Colon-Holmers