

BOARD MEETING MINUTES

Tuesday, October 21, 2014: 7:07 PM

Location of Meeting: Northeast College Prep

Call to order: The Board Chair, Emily Goff called to order the meeting at 7:07 PM on Tuesday, October 21, 2014.

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
Ramzi Muhtadie (Treasurer)	P
Katia Colon-Holmers	P
Courtney Carter	A
Joanna Schneider (Teacher member)	P
Redouane Elattaoui (Parent member)	P

Guests and Community Members Present:

Name	Position/Role
Brad Falteysek, auditor	Abdo Eick & Meyer LLP

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	October 21, 2014 Agenda						
Motion	Approve the agenda for October 21, 2014.						
Made by	Melissa Storbakken	Seconded	Emily Goff				
Discussion	Add dashboard to finances section Table approve Certification of Investment powers for RBC Wealth Management Add budget revisions for SY 14-15 to finance section						
Vote	5	Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	September 16, 2014 Minutes						
Motion	Approve September 16, 2014 minutes as presented.						
Made by	Ramzi Muhtadie	Seconded	Joanna Schneider				
Discussion	None						
Vote	5	Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Additional new board member						
Motion	Approve Redouane Elattaoui as a new board member, serving as a parent on the board.						
Made by	Melissa Storbakken	Seconded		Katia Colon-Holmers			
Discussion	None						
Vote	5	Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

FINANCIAL REPORT

Subject	Dashboard Review						
Discussion	Ramzi walked the board through all parts of the school dashboard						

Subject	Review of external audit						
Motion	Accept the 2013-2014 audit as presented.						
Made by	Ramzi Muhtadie	Seconded		Emily Goff			
Discussion	Positive report for the 13-14 school year						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	September 2014 Financial Report						
Motion	Accept the September 2014 Financial Report as presented						
Made by	Ramzi Muhtadie	Seconded		Redouane Elattaoui			
Discussion	We are 25% through the year and we have expended 22% of budget. Our current ADM is 138.5.						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Discussion of budget revisions for 14-15 SY						
Discussion	<p>ADM - 5 students = 133.5 students Difference in state and federal revenue between 150 student and 133.5 students: \$143,141 Budget surplus in original 150 enrollment budget: \$15,781 Budget gap to bridge: \$127,360</p> <p>Bridging the budget gap: Revenue increases: Contributions and Gifts, Grants (private donations): Original budget: \$77,236 Updated figure: \$103,548 Increase of \$26,312</p> <p>Areas of savings: Staffing salaries and benefits: Original budget: \$934,653 Updated figure: \$910,973 Savings of \$23,680</p> <p>Powerschool Student Information System: Original budget: \$9500 Updated figure: \$4500 Savings of \$5000</p> <p>Budget cuts: Budget detail spending: Original budget: \$954,532 After cuts: \$878,955 Savings of \$75,577</p> <p>Total of revenue increases + savings + budget cuts = \$130,569 Leaves a budget surplus of \$3,209 at 133.5 enrollment and an ending fund balance of \$73,709</p>						

Subject	Line of Credit						
Motion	Authorize Carl Phillips and Ramzi Muhtadie to pursue a line of credit with Nonprofits Assistance Fund.						
Made by	Melissa Storbakken	Seconded		Katia Colon-Holmers			
Discussion							
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Certification of Investment Powers for RBC Wealth Management						
Discussion	Tabled						

Subject	Donations						
Motion	Accept donation of \$5,500 from SAM, \$1,000 from Ellen Frohnmeyer, and \$300 from Avista Communications to go towards PE and recess equipment						
Made by	Joanna Schneider	Seconded	Ramzi Muhtadie				
Discussion							
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Personnel Recommendations						
Motion	Approve personnel recommendations as presented						
Made by	Ramzi Muhtadie	Seconded	Katia Colon-Holmers				
Discussion	Hourly						
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Excess Transportation						
Motion	Approve excess transportation boundaries for SY 2014-2015.						
Made by	Melissa Storbakken	Seconded	Katia Colon-Holmers				
Discussion							
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

ACADEMIC REPORT

Subject	NWEA Report						
Discussion	Erika presented the Fall 2014 summary data and described the next steps for using this data to drive instruction.						

NEW BUSINESS

Subject	Board Self Evaluation						
Discussion	Tabled						

Subject	CSP Work Plan 2014-2015						
Discussion	Emily requested that CSP provide a detailed work plan, month by month, for the remainder of the 2014-2015 school year.						

Subject	Annual Charter School Assurances						
Motion	Approve the Charter School Assurances for SY 2014-2015						
Made by	Katia Colon-Holmers	Seconded	Emily Goff				
Discussion							
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

POLICY UPDATES

Subject	Electronic Funds Transfer Policy						
Motion	Authorizing a representative of BKDA to electronically transfer funds as needed.						
Made by	Joanna Schneider	Seconded		Ramzi Muhtadie			
Discussion							
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Reading Well by 3rd Grade						
Motion	Approve Policy #593 Read Well by 3 rd Grade						
Made by	Melissa Storbakken	Seconded		Joanna Schneider			
Discussion							
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

ADJOURNMENT

Motion	Adjourn at 8:56 pm						
Made by	Melissa Storbakken	Seconded		Ramzi Muhtadie			
Discussion							
Vote	6	Yea	6	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Respectfully submitted by Melissa Storbakken