BOARD MEETING MINUTES

Tuesday, October 24, 2017, 6:06 PM

Location of Meeting: 300 Industrial Blvd. NE

Call to order: The Board Chair, Joanna Schneider called to order the meeting at

6:06 PM on Tuesday, October 24,2017.

Board Members/Director Present or Absent:

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| Name | Present/Absent |
| Carl Phillips (Director & ExOfficio) | P |
| Erika Sass (Assistant Director, ExOfficio) | P |
| Mohamed Elmi (Parent Member) | A |
| Katia Colon-Holmers (Community member) | P |
| Courtney Carter (Treasurer) | P |
| Joanna Schneider (Teacher member/Board Chair) | P |
| Jessica Waletski (Parent member) | P |
| Joe Cole (Teacher member/Secretary) | P |
| Jenna McKenney (Teacher member) | P |
| Bill Graves (Community member) | P |

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| Name | Position/Role |
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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

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| Subject | **Approve October 24 agenda** | | | | | | | | |
| Motion | Approve the agenda with stated changes | | | | | | | | |
| Made by | Bill Graves | | | | Seconded | | Katia Colon-Holmers | | |
| Discussion |  | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

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| Subject | **Approve Board minutes from August 22, 2017** | | | | | | | | |
| Motion | Approve the August 22, 2017, minutes | | | | | | | | |
| Made by | Courtney Carter | | | | Seconded | | Jenna McKenney | | |
| Discussion |  | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

NEW BUSINESS

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| Subject | **Approve bylaws revision** | | | | | | | | |
| Motion | Approve bylaws revision | | | | | | | | |
| Made by | Courtney Carter | | | | Seconded | | Jenna McKenney | | |
| Discussion | Move from letter designation (Class A, B, and C) to two three-year consecutive terms | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

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| Subject | **Approve Governance Committee charter** | | | | | | | | |
| Motion | Approve Governance Committee charter | | | | | | | | |
| Made by | Jessica Waletski | | | | Seconded | | Katia Colon-Holmers | | |
| Discussion | New charter created with Beth Finch at Charter Source  Amend charter to eliminate “\*bold meetings yet to be confirmed” as they are already confirmed | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

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| A | **Proposed committee structure** |
| Discussion | Other committees will include Finance and Academic |

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| A | **Discuss board skills analysis** |
| Discussion | Potential areas of improvement: members with financial backgrounds, connections to community (racial and ethnic that mirror student population), and prior board experience. |

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| A | **Discuss school goals framework** |
| Discussion | Attaching deadline dates and owner to each of the goals defined in the Strategic Plan |

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| A | **Discuss policy approval procedure** |
| Discussion | Finance committee will create process to review policies within its charter |

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| Subject | **Approve Carl Phillips, Director, as designated representative to sign for loan from the Center of Energy and Environment to pay for the replacement of 7 HVAC units** | | | | | | | | |
| Motion | Approve Carl Phillips as designated representative to sign for loan from the Center of Energy and Environment to pay for the replacement of 7 HVAC units | | | | | | | | |
| Made by | Bill Graves | | | | Seconded | | Jessica Waletski | | |
| Discussion | Avoid potential unpredictable costly repair costs with consistent payments for new units over the next 5 years | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

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| Subject | **Approve September 2017 Financial Packet** | | | | | | | | |
| Motion | Approve September 2017 Financial Packet | | | | | | | | |
| Made by | Bill Graves | | | | Seconded | | Jenna McKenney | | |
| Discussion |  | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

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| Subject | **Approve Personnel Recommendations** | | | | | | | | |
| Motion | Approve Personnel Recommendations | | | | | | | | |
| Made by | Katia Colon-Holmers | | | | Seconded | | Jessica Waletski | | |
| Discussion |  | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

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| Subject | **Accept donations** | | | | | | | | |
| Motion | Accept donations | | | | | | | | |
| Made by | Katia Colon-Holmers | | | | Seconded | | Jenna McKenney | | |
| Discussion | $250 Tyler D. Candee and Jessica Intermill, $500 Parkway Pizza, $22.23 Giving Assistant, $500.40 Park Perks ($1,272.63 total) | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

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| A | **Board members sign annual Charter School Assurance document** |
| Discussion |  |

DIRECTOR REPORT

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| Subject | **Recruitment/Enrollment Update** |
| Discussion | Current Enrollment: 291  Budgeted: 315 |

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| A | **Report on 2017-2018 school year** |
| Discussion | Improving school culture |

AUTHORIZER INPUT

* Why not landlord handling HVAC?
* Share bylaws with authorizer to approve bylaw changes
* Follow up with Bille Bus regarding transportation issues
* SPED EBD teacher licenses and IEP updates
* Meeting new teacher needs through monthly validation and support
* Improving school culture through school-wide community building

PUBLIC COMMENT

None

ADJOURNMENT

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| Motion | Adjourn at 8:33 | | | | | | | | |
| Made by | Katia Colon-Holmers | | | | Seconded | | Courtney Carter | | |
| Discussion | None | | | | | | | | |
| Vote | 7 | Yea | 7 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously | | | | | | | | |

Respectfully submitted by Joe Cole