BOARD MEETING MINUTES

Tuesday, August 22, 2017, 6:10 PM

Location of Meeting: 300 Industrial Blvd. NE

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

 6:10 PM on Tuesday, August 22,2017.

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) | P |
| Katia Colon-Holmers (Community member) | A |
| Courtney Carter (Treasurer) | A |
| 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 |
| Nick Taintor | Accountant BKDA |
| Beth Finch | Charter Source |

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 August 22 agenda** |
| Motion | Approve the agenda with stated changes |
| Made by | Mohamed Elmi | Seconded | Jenna McKenney |
| Discussion | - Remove Lease Update item |
| Vote | 6 | Yea | 6 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously |

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| Subject | **Approve Board minutes from July 25, 2017** |
| Motion | Approve the July 25, 2017, minutes |
| Made by | Bill Graves | Seconded | Jessica Waletski |
| Discussion | Recruitment/Enrollment total should be shown to correctly total 331 (not 342) |
| Vote | 6 | Yea | 6 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously |

NEW BUSINESS

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| --- | --- |
| A | **Beth Finch from Charter Source: Practices of High Performing Boards training**  |
| Discussion | Agenda overview: governance committee, implementing strategic plan, and other items for strengthening board governanceCurrent Strengths at NECP:* Thoughtful and thorough strategic plan
* Healthy fund balance for current stage of school development

Opportunities of growth at NECP:* Create clear committee charters
* Create board calendar for compliance milestones

Role of the board: provide direction, oversight, and supportCore responsibilities: keeper of vision and strategy, risk management, leadership oversight and development, provide resources, remove obstacles, and board self-managementGoal-setting: align school goals created from strategic plan to 2-3 annual board goalsCase study: Success of PAVE in Milwaukee Emphasize developing deep relationship with school leadership based on open dialogue |

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| Subject | **Accept June 2017 financials** |
| Motion | Accept June 2017 financials |
| Made by | Jessica Waletski | Seconded | Jenna McKenney |
| Discussion | The revised budget projected expenditures exceeding revenues (annual deficit) in all funds by ($30,253), whereas, the actual activity for the fiscal year ended June 30th (preliminary) reported a deficit of $1,813. Although, this does not include IB reimbursements. |
| Vote | 6 | Yea | 6 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously |

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| A | **Review Title Program Corrective Action Plan** |
| Discussion | Plan outlines areas of non-compliance revealed in latest audit and how to resolve them. Calendar has been created to monitor completion of these items. |

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| A | **Review SAM Site Visit and Continuous Improvement Plan** |
| Discussion |  |

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| Subject | **Approve Strategic Plan** |
| Motion | Approve Strategic Plan |
| Made by | Bill Graves | Seconded | Joanna Schneider |
| Discussion | None |
| Vote | 6 | Yea | 6 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously |

DIRECTOR REPORT

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| Subject | **Recruitment/Enrollment Update** |
| Discussion | Current Enrollment: 48 in Kindergarten; 50 in 1st grade; 47 in 2nd grade; 45 in 3rd grade; 49 in 4th grade; 39 in 5th grade; 39 in 6th grade = 317 totalBudgeted: 315 |

AUTHORIZER INPUT

None

PUBLIC COMMENT

None

 ADJOURNMENT

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| Motion | Adjourn at 7:44 |
| Made by | Mohamed Elmi | Seconded | Bill Graves |
| Discussion | None |
| Vote | 6 | Yea | 6 | Nay | 0 | Abstain | 0 |
| Decision | Motion passed unanimously |

Respectfully submitted by Joe Cole