BOARD MEETING MINUTES

Tuesday, February 19th, 2019 6:00 PM

Location of Meeting: 300 Industrial Blvd. NE

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

6:15 PM on Tuesday, February 19th,2019.

Board Members/Director Present or Absent:

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| Name | Present/Absent |
| Carl Phillips (Director & ExOfficio) | A |
| Erika Sass (Assistant Director, ExOfficio) | P |
| Courtney Carter (Treasurer) | P |
| Joanna Schneider (Teacher member/Board Chair) | P |
| Jessica Waletski (Parent member) | P |
| Bill Graves (Community member) | P |
| Julie Edmiston (Community member) | P |

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| Name | Position/Role |
| Beth Finch | CharterSource |
| Joe Cole | Teacher @ NECP |
| Jane Ojile | Dean of Students @ NECP |

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 Agenda with changes | | | | | | | | |
| Motion | Approved with changes | | | | | | | | |
| Made by | Julie Edmiston | | | | Second | | Courtney Carter | | |
| Discussion | Remove items: 6.2 Discuss Language Teachers  6.4 Approve Board Goals  7b. Approve Finance Committee Meeting Minutes from January 10, 2019 | | | | | | | | |
| Vote | 5 | Yea | 0 | Nay | | 0 | | Abstain |  |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | Approve Minutes from January 15, 2019 | | | | | | | | |
| Motion | Motion to approve Minutes from January 15, 2019. | | | | | | | | |
| Made by | Bill Graves | | | | Second | | Julie Edmiston | | |
| Discussion | Board approved Minutes from January 15, 2019. | | | | | | | | |
| Vote | 5 | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | Update on Carl Phillips | | | | | | | | |
| Made by | n/a | | | |  | |  | | |
| Discussion | Board discussed Carl Phillips update. | | | | | | | | |
| Vote | n/a | Yea |  | Nay | |  | | Abstain |  |
| Decision | n/a | | | | | | | | |

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| Subject | Approve January 2019 Financial Report | | | | | | | | |
| Motion | Motion to approve January 2019 Financial Report | | | | | | | | |
| Made by | Bill Graves | | | | Second | | Julie Edmiston | | |
| Discussion | Board discussed financial report and cash balance, and state holdback. | | | | | | | | |
| Vote | 5 | Yea | 0 | Nay | | 0 | | Abstain |  |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | Board authorizing the Assistant Director to take out an additional line of credit at our current lender if our cash balance reaches under twice the bimonthly payroll amount. | | | | | | | | |
| Motion | Motion to authorize the Director to take this action if needed. | | | | | | | | |
| Made by | Courtney Carter | | | | Second | | Jessica W | | |
| Discussion | Board discussed the cash flow issue while waiting for the state holdback and increasing the line of credit to allow for additional waiting. | | | | | | | | |
| Vote | 5 | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

NEW BUSINESS

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| Subject | Approve Personnel Recommendations | | | | | | | | |
| Motion | Motion to approve personnel recommendations | | | | | | | | |
| Made by | Bill Graves | | | | Second | | Julie Edmiston | | |
| Discussion | Board discussed personnel recommendations | | | | | | | | |
| Vote | 5 | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | Approve Policies 413, 514, 616 | | | | | | | | |
| Motion | Motion to approve the changes to policies 413, 514, and 616. | | | | | | | | |
| Made by | Bill | | | | Second | | Jessica | | |
| Discussion | Board discussed inclusion of recommended language and changes made to policy language by the Finance Committee. | | | | | | | | |
| Vote | 5 | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | Discuss On-Going Support for NECP |
| Discussion | Board discussed current working arrangements for administration. |

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| Subject | Approve Work Plan for Carl Phillips | | | | | | | | |
| Motion | Motion to approve temporary work plan for C. Phillips | | | | | | | | |
| Made by | Bill Graves | | | | Second | | Julie Edmiston | | |
| Discussion | Board discussed | | | | | | | | |
| Vote | 5 | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | | Move to empower Board Chair to amend contract to extend PTO for C. Phillips if needed. | | | | | | | | | |
| Made by | Bill Graves | | | | | Second | | Julie Edmiston | | |  |
| Discussion | Board discussed empowering Board Chair to amend contract for C. Phillips to extend PTO if needed. | | | | | | | | | |  |
| Vote | 5 | | Yea | 5 | Nay | | 0 | | Abstain | 0 |  |
| Decision | Motion passed unanimously. | | | | | | | | | |  |

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| Subject | Academic Committee Update, approve Academic Committee Meeting Minutes from January 22, 2019. | | | | | | | | |
| Motion | Motion to approve Academic Committee Meeting Minutes from January 22, 2019. | | | | | | | | |
| Made by | Julie Edmiston | | | | Second | | Courtney Carter | | |
| Discussion | Board discussed Committee Update. | | | | | | | | |
| Vote | 5 | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | Finance Committee Update; approve Finance Committee Meeting Minutes from February 14, 2019. | | | | | | | | |
| Motion | Motion to approve Finance Committee Meeting Minutes from February 14, 2019. | | | | | | | | |
| Made by | Julie Edmiston | | | | Second | | Jessica Waletski | | |
| Discussion | Board discussed | | | | | | | | |
| Vote | 5 | Yea | 5 | Nay | | 0 | | Abstain | 0 |
| Decision | Motion passed unanimously. | | | | | | | | |

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| Subject | Director Report: Facility Update. |
| Discussion | Board discussed facility update; potential lease changes to community groups; potential to continue with current tenant; deciding build-out. Need for building expertise and someone to be on a facility committee. |

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| Subject | Director Report: Organizational Structure for 2019-2020. |
| Discussion | Board discussed possible organization restructuring for next academic year. |

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| Subject | Director Report: Monthly Dashboard. |
| Discussion | Board discussed |

AUTHORIZER INPUT

No Authorizer input.

PUBLIC COMMENT

Joe Cole curious about plan with changes to C. Phillips work plan.

ADJOURNMENT

Meeting adjourned at 7:37 pm.

Respectfully submitted by Courtney Carter