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 Teachers6.4 Approve Board Goals7b. 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