



COLLEGE PREP ELEMENTARY BOARD MEETING MINUTES

Meeting Name:	CPE Board Meeting		
Date of Meeting:	July 23, 2018	Time:	6:32pm - 8:00pm
Meeting Facilitator:	Shelly Patraw	Location:	CPE

Invited Attendees

1. Shelly Patraw, CHAIR
2. Maya Kruger, Community, SECRETARY
3. Mike Hang, Parent
4. Yang Xiong, Parent
5. Andy Xiong, Teacher
6. Stacy Johnson, Teacher
7. OPEN, Parent
8. OPEN, Community
9. OPEN, Community
10. Dao Lor – Executive Director, Non-voting
11. Mary Yakibchuk – Principal, Non-voting
12. Tabitha Reinhardt –BerganKDV, Non-voting
13. Nancy Dana – Board Consultant, Non-Voting
14. Lynne Nordgren -- Guild, non-voting

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2. Meeting Agenda		
Topic	Time Allowed	Owner
Call to Order		Shelly Patraw
Recite CPE Vision and Mission Statements	1 Minute	Shelly Patraw
Public Forum	5 Minutes	Shelly Patraw
Approval of Agenda <i>Motion to Approve: Johnson, Second: Hang</i> <i>Motion passes unanimously</i>	1 Minute	Shelly Patraw
Approval of Minutes from the month of May 2018 <i>Motion to Approve: Kruger, Second: Johnson</i> <i>Motion passes unanimously</i>	1 Minute	Shelly Patraw
Finance Committee	10 minutes	Stacy Johnson Tabitha Reinhardt Dao Lor
c. 1. May 2018 Finance Report d. Enrollment: 342, ADM: 343 (+3 from approved budget) e. Working and expense budget both increased +\$9,000 (evens out into a wash) f. Working budget result: \$33,846 surplus g. Fund Balance: \$935,391 h. Liabilities: \$132,907 i. Assets: \$1,068,298 j. k. 2. No June Financial Statement <div style="text-align: right;"><i>Motion to Approve: Kruger, Second: Hang</i> <i>Motion passes unanimously</i></div>		

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Governance Committee	15 Minutes	Shelly Patraw Maya Kruger Dao Lor
<p> n. 1. May and June Meeting o. 2. Board Election Results <div style="text-align: right;"><i>Motion to Approve : Johnson, Second: Hang Motion passes unanimously</i></div> p. 3. Welcome of New Board Members, elected in June, and serving as members beginning tonight q. John Trentor (Parent, 2 yrs) r. Barbara Washington (Community, 2 yrs) s. Grace Eggan (Teacher, 2 yrs) t. Mike Hang (Community, 2 yrs) u. Nalee Her (Parent, 2 yrs) v. Stacy Johnson (Teacher, 2 yrs) w. 4. Additional Board Committee: Advisory Committee x. Will work with ILT and Dao to ensure that school is in compliance with graduation and standard y. requirements. Johnson will serve on this community. <div style="text-align: right;"><i>Motion to Approve: Kruger, Second: Trentor. Motion passes unanimously</i></div> z. 5. Policies Adoption: 208, 515, 523, 601, 602, 616, 619, & 702 aa. **REMOVE NAMES FROM POLICIES 208: how to add, vote on, and approve policies, <input type="checkbox"/> approve 1/3 of all policies instead of all policies. <div style="text-align: right;"><i>Motion to Approve 208: Johnson, Second: Hang. Motion passes unanimously</i></div> 515: How records shall be stored <div style="text-align: right;"><i>Motion to Approve 515: Hang, Second: Johnson. Motion passes unanimously</i></div> <div style="text-align: center;"><i>POSTPONE for compliance under advisement by Nancy Dana</i></div> <div style="text-align: right;"><i>Motion to Approve 523:</i></div> 601: Federal, state, and Authorizer goals <div style="text-align: right;"><i>Motion to Approve as amended 601: Kruger, Second: Trentor. Motion passes unanimously</i></div> 602: Organization of school calendar and day <div style="text-align: right;"><i>Motion to Approve 602: Johnson, Second: Hang. Motion passes unanimously</i></div> 616: How we will be accountable </p>		

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Motion to Approve as amended 616: Trentor, Second: Kruger. Motion passes unanimously
 619: Creation of advisory committee to ensure staff develop with changing standards
Motion to Approve 619: Kruger, Second: Johnson. Motion passes unanimously
 702: Approval for electronic transfer of funds
Motion to Approve 702: Johnson, Second: Hang. Motion passes unanimously
 bb.6. FY 2018-19 Board Meeting Dates
Motion to Approve: Johnson, Second: Trentor. Motion passes unanimously

7. Election of officers:

- Chairman: Patraw
- Vice Chairman: Hang
- Treasurer: Johnson
- Secretary: Kruger

Motion to approve the officers for the upcoming year: Trentor, Second: Washington. Motion passes unanimously

Executive Director Report	10 Minutes	Dao Lor Shelly Patraw Tabitha Reinhardt
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1. Enrollment Update: current: 342, approved: 340. 2018/2019: 300, budget is for 340.
2. Marketing Updates: +20 recruiters, Como Town promotions, Aug. 10 Parent event,
3. Identified Official With Authority (IOWA)
Motion to Approve: Kruger, Second: Hang. Motion passes unanimously
4. Name Federal Grant Authorized Official
Motion to Approve: Johnson, Second: Trentor. Motion passes unanimously
5. Name Venture Bank and US Bank as Depositories
Motion to Approve: Washington, Second: Johnson. Motion passes unanimously
6. Board Chair, Board Treasurer, and Executive Director as Signers at Bank
Motion to Approve: Trentor, Second: Johnson. Motion passes unanimously
7. School’s Cash Management Online Banking Setup Worksheet and ACH Agreement with Venture Bank
Motion to Approve: Kruger, Second: Johnson. Motion passes unanimously
8. Board Chair, Treasurer, Executive Director, and Manager at BerganKDV to make Electronic Funds Transfers
Motion to Approve: Washington, Second: Johnson. Motion passes unanimously
9. Pioneer Press as Newspaper for Posting Public Notices
Motion to Approve: Trentor, Second: Washington. Motion passes unanimously

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- 10. Insurance Coverage with AssuredPartners of Minnesota
Motion to Approve: Hang, Second: Trentor. Motion passes unanimously
- 11. Network Support Contract with Tim Willard Network
Motion to Approve: Trentor, Second: Kruger. Motion passes unanimously
- 12. CPE Name Change and CPE as a K-8 School
Motion to Approve: Johnson, Second: Kruger. Motion passes unanimously
- 13. 2018-19 Employee Handbook
- 14. Student Handbook
Motion to Approve an ad hoc executive committee to better address the staff and student handbook: Trentor, Second: Washington . Motion passes unanimously
- 15. Recycle Old CPE Laptops : recycled free of charge, will be wiped.
- 16. Additional Fund: +\$21,588 from MDE for SpEd. \$ would go to the gen fund if unused and were used for technology. Projectors and ChromeBooks were purchased at a steal of a deal!
- 17. Department’s Successes: Reading: + 8%, Math: +12%
- 18. May’s Attendance Report: Attendance: 91%, Absent: 9% (5% excused, 4% unexcused)
- 19. May’s Uniform Report: 7 infractions
- 20. May’s Discipline Report: 112 referrals--mainly physical aggression
- 21. CPE Board Training: MACS, Nancy Dana, and MDE’s Charter School Boot Camp

Principal’s Report:	5 minutes	Mary Yakibchuk
No more Fast and aReading and Math → NWEA ILT/PD/PLC plan approved RtI will be linked to classroom benchmarks and not foundational skills		
Old Business:		
New Business:		
Next Meeting: August 27, 2018 at 6:30 pm		
Motion to Adjourn at 8:41: Trentor, Second: Kruger		

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