



**COLLEGE PREP ELEMENTARY BOARD MEETING MINUTES**

<b>Meeting Name:</b>	<b>CPE Board Meeting</b>		
<b>Date of Meeting:</b>	August 27, 2018	<b>Time:</b>	6:30pm - 8:00pm
<b>Meeting Facilitator:</b>	Shelly Patraw	<b>Location:</b>	CPE

**Invited Attendees**

1. Shelly Patraw, CHAIR
2. Maya Kruger, Community, SECRETARY
3. Nalee Her, Parent
4. Yang Xiong, Parent
5. Grace Eggan, Parent
6. John Trenter, Parent
7. Stacy Johnson, Teacher
8. Mike Hang, Community,
9. Barbara Washington, Community
10. Dao Lor – Executive Director, Non-voting
11. Tabitha Reinhardt –BerganKDV, Non-voting

<b>2. Meeting Agenda</b>		
<b>Topic</b>	<b>Time Allowed</b>	<b>Owner</b>
<b>Call to Order</b>	6:37	Shelly Patraw
<b>Recite CPE Vision and Mission Statements</b>	1 Minute	Shelly Patraw
<b>Public Forum</b>	<del>15 Minutes</del>	Shelly Patraw
<b>Approval of Agenda</b>	1 Minute	Shelly Patraw

**CPE Mission:** *College Prep Elementary (CPE) prepares scholars with a rigorous program that builds character and acceptance of multiple cultures.*

**CPE Vision:** *We are a small learning community that prepares scholars to succeed in college, career, and life.*



<b><i>Motion to Approve: Kruger, Second: Johnson</i></b>		
Approval of Minutes from the month of July 2018	1 Minute	Shelly Patraw
<b><i>Motion to Approve: Johnson, Second: Xiong</i></b>		
<b>Finance Committee</b>	10 minutes	Stacy Johnson Tabitha Reinhardt Dao Lor
<ul style="list-style-type: none"> <li>c. July 2018 Finance Report--</li> <li>d. Fund balance: \$1,107,408</li> <li>e. YTD Surplus: \$176,361</li> <li>f. Total Assets: \$1,162,920</li> <li>g. Total liabilities: \$55,512</li> <li>h. Enrollment is based on 340 students</li> <li>i. Possible approval sought to use reserve funds for staffing vacancies</li> </ul> <p style="text-align: right;"><b><i>Motion to Approve: Kruger, Second: Xiong</i></b></p>		
<b>j. Governance Committee</b>	15 Minutes	Shelly Patraw Maya Kruger Dao Lor
<p>1. July Meeting MK: Email Madaline about the election cycle; DL: Check by-laws about terms</p> <p>2. Policies Adoption: 101, 101.1, 102, 103, 104, 201, 202, 205, 206, 210 &amp; CPE Kindergarten Policy</p> <p><b><i>Motion to Approve ALL policies up for adoption: Johnson, Second: Eggan</i></b></p>		
<b>Executive Director Report</b>	10 Minutes	Dao Lor Shelly Patraw Tabitha Reinhardt

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1. Enrollment Update: Current: 324, +16 needed
2. Marketing Updates: Major marketing is in place (HTMP, 20 recruiters)
3. Recycle Old CPE Laptops/Technology: awaiting certificate to ensure that all data was destroyed properly.
4. CPE Board Training: New Board Members Attend Board Training with MACS
5. Departure of CPE Staff and Hiring of Staff Updates: Many staff have left to pursue their dreams elsewhere--these are positions CPE cannot complete with.
  - Idil promoted to Assistant Director of Teaching and Learning (New Position, +\$500)
  - Laula promoted to Director of Operations, but moved to part-time due to budget (New Position, +\$500)
  - Patchia promoted to Operations Manager (New Position, +\$500)
6. Hiring new ELD Teacher--still in the works
7. Clothing Drive still being led

**Announcements:**  
 Student orientation: Aug 30th, 5-7pm  
 First Day of School: Sept 4th

<b>Old Business</b>		
<b>New Business:</b>		
<b>Next Meeting: September 24, 2018 at 6:30 pm</b>		

**Motion to adjourn at 7:10pm: Trentor, Second: Xiong**

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