



**COLLEGE PREP ELEMENTARY BOARD MEETING MINUTES**

<b>Meeting Name:</b>	<b>CPE Board Meeting</b>		
<b>Date of Meeting:</b>	October 22, 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. **Dr. Andrew (Andy) Xiong, Director of Teaching and Learning, Non-voting**
12. **Judith Darling, BerganKDV, Non-voting**

<b>2. Meeting Agenda</b>		
<b>Topic</b>	<b>Time Allowed</b>	<b>Owner</b>
<b>Call to Order</b>	6:32pm	Shelly Patraw
<b>Recite CPE Vision and Mission Statements</b>	1 Minute	Shelly Patraw
<b>Public Forum</b>	15 Minutes	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>Approval of Agenda</b>	1 Minute	Shelly Patraw
<i>Motion to Approve: Kruger, Second: Hang</i>		
Approval of Minutes from the month of August 2018	1 Minute	Shelly Patraw
<i>Motion to Approve: Johnson, Second: Eggan</i>		
<b>Finance Committee</b> 1. August and September 2018 Finance Reports <i>Motion to Approve</i> 2. New Proposed Budget Model	10 minutes	Stacy Johnson Judith Darling Dao Lor
9/11/18 340 students  Assets: \$1,526,997 Liabilities: \$4,590 Fund Balance: \$1,522,406	August, 2018 332 (working budget 335) Reduction of 5 students in working budget → - \$86,707 in state revenue + lease increase of +\$13,917, reduction in tech -\$38,00 Surplus: \$23,409 (+\$3,784) Assets: \$1,414,499 Liabilities: \$40,210 Fund balance: \$1,374,288	
<i>Motion to approve: Kruger, Second: Johnson</i>		
<b>Governance Committee</b>	15 Minutes	Shelly Patraw Maya Kruger Dao Lor
g. 1. August and September Meetings: h. New schedule for terms to eliminate the full turnover we would experience due to current terms i. (New terms decided and will be proposed at next meeting when approving the by-law)		

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- j. Discussion on the removal of uniforms as CPE expands, moves, and changes its name
- k. 2. Policies Adoption: 304, 305, 401, 402, 404, 406, 410, 414, 423, 426, and 427 (for September).
- l. 3. Policies Adoption: 501, 502, 504, 510, 514, 530, 532, 590,603, and 604 (for October).

***Motion to approve September's policies: Johnson, Second: Kruger***

***Motion to approve October's policies: Hang, Second: Eggan***

<b>Executive Director Report</b>	10 Minutes	Dao Lor Shelly Patraw Judith Darling
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1. Enrollment Update: Enrolled: 335, Budget: 340
2. Marketing Updates: Looking for a media specialist (social media)
3. September's Uniform Report: 8 incidences
4. September's Discipline Report: 53 referrals, 38% in K. Physical aggression.
5. September's Attendance Report: 97%, 2% excused, 1% unexcused
6. Recycled Old CPE Laptops/Technology Certificate: Certificate received
7. Family Engagement Policy (per ESSA): 1yr required plan in order to receive Title grants
8. After School Program: Begins Nov. 2018, 3 teachers, grades 4-6. Transportation included. Tues and Thurs. Built into budget.
9. Board's Finance Training: Free with Judith, \$15 with MACS. Please mail certificates to Maya
10. Hiring of Staff: ELD: Heidi (coordinator), Tabor. Title: Randall. DTL (principal): Xiong. Paras: L (SpEd), J (K). One SpEd para still needed.
11. State of the School/Parent Information Night: 22 families attended. Transportation was included.
12. Site Council: Led by Mr. Tong Ge on Sept. 27th; Mtgs last Thursday of every month at 5pm.
13. CPE Special Event Calendar: Check website. Please attend!
14. Ms. Idil and Development: Leading the development in branding the school and building relationships. Under the mentorship of Andy Xiong to be able to mentor and evaluate educators.
15. PBIS Updates: Ms. Aida leading a team of 10 teachers in developing a school-wide PBIS plan.
16. School Committees: Many new and continuing committees to be run by staff this year and not just office staff.
17. CPE Board Training: New Board Members Attend Board Training with MACS, you can also use Nancy Dana (feel free to make requests!)

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<b>Director of Teaching and Learning Report</b>		Andy Xiong Dao Lor
<p>1. Academics: Prioritize by starting with Math and Literacy power standards. Xiong determined these standards and disseminated them to staff.</p> <p>2. PD/PLC: These were combined into one component. Common storage in conference room will be beginning. Teacher-led to prevent 1-2 experts (long term plan is many experts). Teacher leaders get 10 hours of comp. time (pay or sub). Amount is flexible as needed based on time.</p> <p>3. Curriculum Adoption: Review curriculums for math in order to choose one to recommend to Lor  Please format to be able to compare  Allow for teacher pilot  Create committee</p> <p>4. Announced observations beginning this week (growth mindset approach; guided by teachers)</p>		
<b>Old Business:</b>		
<b>New Business:</b>		
<b>Next Meeting: November 26, 2018 at 6:30 pm</b>		
<b>Motion to adjourn at 7:46: Kruger, Second: Johnson</b>		

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