



Quarter 1 Board Minutes

CCPrep Board did not meet July 2019 and September 2019 minutes will be approved October 23, 2019

Best,

Monica Jones
Director of Operations



CC Prep Board Meeting Agenda Thursday, August 15, 2019

Location:

CC Prep Academy
2405 Martin Luther King Jr. Ave SE
Washington, DC 20020

Call to Order

The regular monthly meeting of the Community Center Preparatory Academy Board of Directors was called to order at 6:45pm on August 11, 2019 by Monica Ray, Board Chair.

Board Members Present

Monica Ray – Chair
Ty'on Jones – Secretary
Clyde Edwards – Treasurer
Keyonna Jones – Board Member
Dr. Hamilton – Board Member
Calvin Nophlin – Board Member

Other Members Present

Connie Spinner – Executive Director
Monica Jones – Director of Operations
Janel Brown – Director of Academics
Villareal Johnson – Director of Student Support Services
BP Walker – Consultant

Approval of the Agenda

A motion to accept the agenda with an amendment was moved by Calvin Nophlin and seconded by Clyde Edwards. The agenda was approved with amendments unanimously.

Approval of the Minutes

A motion to approve the July meeting's minutes was moved by Keyonna Jones and seconded by Ty'on Jones. The minutes were approved unanimously.

Reports

Executive Director - Connie Spinner, Executive Director, introduced CC Prep's new Directors, Janel Brown, Director of Academics and Training and Villareal Johnson Director of Student Support Services. Ms. Spinner then provided an overview of the submitted readouts discussing updates from CC Prep leadership.

Finance Committee - Clyde Edwards, Treasurer, provided the financial report to the board. Clyde Edwards made a motion to accept the budget modification with an amendment. The motion was move by Calvin Nophlin and seconded by Ty'on Jones. The motion passed unanimously.

Executive Committee

No report

Governance Committee

Policy documents should be reviewed by Board members and a Special Conference call for a vote to approve was scheduled for Saturday, August 17 at 11 am.

Old Business

- a. Funding for (3) CC Prep positions - VOTE – Recruitment Coordinator, Retentions Coordinator, Academic Coordinator – Tabled to September meeting. Discussion within Personnel Committee.
- b. Finance Committee procurement policy below 25K (and sole source) – policy is still within in Finance Committee and Finance committee will:
 - Determine if a sole source policy under 25K is needed
 - Solidify procurement policy for all other procurement under 25K
 - Budget Policy – how we treat all sources of revenue and expenses
 - Grant Expenditures needs to be included in Budget
 - Define any other grant expenses – report by Finance Committee
 - Finance Policy around revenue streams
- c. Approval of Board Governance Policy - VOTE (Tabled)
- d. Policy Update - BP Walker provided an update on the completed policies and the policies that the board needed to finalize and review.
- e. Space Planning Ad Hoc Committee – No report
- f. Board Terminations – John Stokes and Enora Moss accepted resignation letters.
- e. Student Member Policy – Composition Question – If the size of the board affects number. – Connie will send email and cc Monica

VI. New Business

- a. New Board Members - VOTE (Resume Ashley Mitchell)
Move by Ty'on Jones and seconded by Calvin Nophlin – The vote to add Ashley Mitchell to the board unanimously passed.

VII. Comments and Adjournment

Board Retreat is scheduled for September 19 – September 22

VIII. Adjournment – A Motion to Adjourn was made by Keyonna Jones. The meeting was adjourned at 9:30pm.

Next regular meeting date *October 23th, 2019* at 6:30pm

Action Items:

Documents on Rebate from IT Contractor

Request for Unit Reports (Monthly Reports and Financials in September – October)

Incentive result and the impact of new students coming in affecting PMF.

Unit Plan for Units due November

Chair requested Accountant to find minimum day to get financials after they last statement.

Space Concern and Ensuring transitions are seamlessly as possible were noted concerns from the CC Prep Executive Leadership.

Special Board Conference Call

CC Prep Board Member Conference Call

Saturday August 17, 2019

11:30 am

Call to Order

The special conference call meeting was called to order at 11:42 AM by Board Chair, Monica Ray.

Board Members on Call

Monica Ray

Keyonna Jones

Clyde Edwards

Ty'on Jones

Old Business

Board Policy – Review and Vote

Financial Policy – Review and Vote

Human Resources – Review and Vote

Ty'on Jones made a motion to accept and approve the Board Policy, Financial Policy and Human Resources Policy conditioned on the review and approval by the legal team – for legally sufficiency.

Motion to Adjourn

Ty'on Jones made a motion to adjourn the special conference call. The meeting was adjourned at 11:46 AM.