

**East End Prep – Board of Directors Retreat Minutes – 5.24.16**

Attendees:	Jim Leckrone, Jenn Morrison, Ben Cundiff, Ted Helm, Melissa Halsell, Marsha Edwards, Amanda Lincoln, Andy Faught, Mara Naylor, Jamie O’Neal, Kim Whitaker, Jeff Yarbrow, Rob Laird
1. Call to Order	Jenn Morrison called the meeting to order at 7:30a
2. Head of School Report	<p>Jim updated the Board on TN Ready and the state wide decision to not conduct the testing.</p> <p>He informed the Board that new Middle School principal, Evan Yates, has been hired.</p> <p>The Board reviewed and discussed the Director’s dashboard including the staffing update for next year and the attrition report. Recruiting is on track for next year – K-4<sup>th</sup> grade are fully enrolled with a waiting list at each grade, 5<sup>th</sup> grade has 96 enrolled with 1 child on the waiting list.</p> <p>Jim also reviewed the Annenburg Standards compliance check list with the Board. Renee is keeping the website current according to the standards.</p> <p>Jim and the Board celebrated that Lauren Frederickson was named a MNPS Blue Ribbon Teacher this year.</p>
3. Finance Report	Jenn Morrison and Any Faught reviewed the finance report with the Board. Jenn also discussed working with the MOBC Board to document the bid process/ back up for the management services agreement with MOBC.
4. Development Report	<p>Melissa updated the Board on the Proof Branding work – she shared the contract and the new logo design. Marsha stated that Martha o’Bryan Center as a whole is looking at branding and the logo should incorporate “An educational outreach of Martha O’Bryan Center”. The Board voted to approve the new logo with that addition.</p> <p>Jim shared that the EEP website is getting an update and will relaunch soon.</p> <p>Melissa also shared new ideas for the “Reading Investors” since the Founding 600 initiative is coming to a close. She will bring a formal plan to the next meeting.</p>
5. Governance Report	Marsha updated the Board on the work of developing governance policy plans for MOBC’s and the school’s Board. Once the work is complete, we will call a meeting with all Boards to share the plans.
6. Parent Report	Jamie shared ideas from the PTO for school fundraising and she gave updates from the PTO meetings.
7. Wrap up	<p>Important dates:</p> <ul style="list-style-type: none"> <li>- Board Member training with TN Charter School Center – June 14</li> <li>- Tentative date for Founding 600 event – September 8</li> <li>- Governance meeting coming soon</li> <li>- MOBC Champion’s Breakfast – October 4</li> </ul>
8. Adjourn	Having no other business, the meeting was adjourned.