



Wednesday August 22, 2019

BOARD OF DIRECTORS MEETING MINUTES

Call to Order: A quorum was met and the meeting of Neighbors' Educational Opportunities, Inc. was held at NEO Center on August 22, 2019

Attendees: Paul Schreiner, Eva Ludwiczuk, Mark Lutze, Rebecca Reiner, Debbie Birch, Alicia Rios, Isaac Carr (Via telephone)

Members not in attendance: Marie Robinson

Introductions: Pam Nelson, ABE Teacher; Angela Kochan, Science Teacher; Nia Stein, English Teacher; Teisha Knight, Receptionist.

Approval of Previous Meeting Minutes: Paul Schreiner motioned to approve the July 2019 Board Minutes. Motion was seconded and passed unanimously.

Executive Director Report: Executive Director Rebecca Reiner noted that we received a good turnout for the Open House. Rebecca also spoke about the initiatives taken to recruit students and the U.S. Immigration Services Naturalization grant that she submitted.

Financial Reports: NEO has made the transition to one financial system (QuickBooks) this school year. Ms. Reiner noted that NEO has contracted the financial services of the Gabriel CPA Group to assist with financial oversight and preparation of financial reports. In full disclosure, it was also noted that Board president Debbie Birch has a personal relationship with the owner of the group but there is no Conflict of Interest involved. Mark Lutze motioned to approve the financial reports; the motion was seconded and approved unanimously. Board Treasurer Marie Robinson will report on her review of the credit card and bank statements at the September meeting.

Review and Approval of Student and Staff Handbook: The board reviewed the changes to the student and staff handbooks. Ms. Reiner will make any appropriate changes. Paul Schreiner motioned to approve the Handbooks; the motion was seconded and approved unanimously.

NEO's International Controls and Bylaws: The board reviewed the International Controls and Bylaws. The board approved to continue with elections of officers in June. Eva Ludwiczuk motioned to approve the Controls and Bylaws; the motion was seconded and passed unanimously.

Review and Discussion of Plans: Siara Burks, Resource Coordinator for Communities in Schools, discussed her role with NEO's New Vistas High School and her findings from the Comprehensive Needs Assessment. The board discussed the NVHS School Improvement Plan and NEO's Strategic Plan.

Adjournment: The meeting adjourned at 9:55 AM?

Respectfully Submitted by Courtney Dix, NEO Administrative Assistant

Accepted: Paul Schreiner

Paul Schreiner, NEO Board Secretary

Date: 9.26.19