

**MNIC ELA Campus
300 Industrial Boulevard
Minneapolis, Minnesota 55413**

Minutes

REGULAR MEETING OF THE BOARD OF EDUCATION

Thursday, November 1, 2007

3:30 p.m.

Membership: Abdighani Ali, Mary Ander, Abdirahman Egeh, Elizabeth Gedatus-Garcia, Rebecca Gutierrez, Michael Lopez, Vin McMahon, Kassim Mohamed, Ron White

Ex officio: Kevin Byrne, Patsy Brooks, Idris Mohamed, Steven Oates, Chanda Smith

Note: All votes were unanimous unless otherwise stated. Items distributed at the meeting include: Agenda, unapproved 9/04/07 Minutes; Contracts for Grace Hanson, Idris Mohammed, Briggs and Morgan; DLR Group Proposal; Finance Committee Agenda

I. ROLL CALL

Mr. Ron White called the meeting to order at 3:35 PM.

Members in attendance: Elizabeth Gedatus-Garcia, Rebecca Gutierrez, Vin McMahon, Ron White, Mary Ander, Kassim Mohamed. Tardy: Abdiraman Egeh (Agenda), Abdighani Ali (Executive Director's Report start). Absent: Michael Lopez

Ex officio and others in attendance: Executive Director Kevin Byrne, Executive Assistant Patsy Brooks; Stephen Bosacker (Designs for Learning), Steven Oates (Security Coordinator), Amy Libman (Director of Volunteer Programs and Student Support Services), Janet White (Teacher, discussion about Sabathani)

II. APPROVAL OF THE AGENDA

Ms. Gutierrez moved to approve the agenda; Ms. Ander seconded. Carried.

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III. APPROVAL OF MINUTES FOR THE OCTOBER 4TH BOARD MEETING

Ms. Ander moved to approve minutes as amended; Ms. Gutierrez seconded.
Carried.

IV. OPEN MIKE

Ms. Gutierrez asked that Ms. Kimberly Paduveris from Designs for Learning (DL) come on-site on a regular basis to service staff HR needs. Mr. Byrne will have her come to sites once a month.

Request from staff member: The outside of the ELA property is getting littered.
Requested to have students take part in cleaning up the property.

Request how to streamline ordering things for a site. Registering requests on the financial purchasing website only initiates a purchase request. Mr. Byrne and Ms. Brooks are working on how to streamline purchasing. A report will be delivered next meeting.

Question about the need for showers at ELA. The real issue is to have space for the young women to change in privacy. Requested use of a room for students to do this. Also requested space with privacy for women to pray. A location to change into gym clothing must be next to the gym or provide a way for women to walk to the gym in privacy.

Question about how MNIC pays for operating costs of the ELA building. Mr. McMahon wondered if there is a way to negotiate how to pay for these things. One approach is to use the TI fund to pay for roof repairs.

A) CONSENT AGENDA (There is no consent agenda this meeting)

Recommendations from Finance and HR Committees

B) REGULAR AGENDA

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I. EXECUTIVE DIRECTOR'S REPORT (KEVIN BYRNE)

A. General progress report

Violence outside school A non-school person shot a gun into the air outside Unity House today. A MNIC student was hit by the stray bullet; fortunately it only grazed the student. Mr. Byrne will send a letter to parents about increasing security. An outdoor and indoor camera system is being planned. The Gang Strike Force will talk with staff. The school will be more rigorous to suspend students for drugs. More security training for staff will be provided. (Mr. Ali arrived). The school acting to increase safety will show what it is doing.

Security Staffing Question about the number of people hired for security. Most of the new security people were hired for the ELA site. One was hired for Shiloh. Mr. Egeh thinks the community is more interested in assurances and guarantees. Cameras are being installed at ELA.

Mr. McMahon moved that Administration take a hard look at how security and safety plans are done for each site. Ms. Gutierrez seconded. Site leaders have better perspective on what is needed. Mr. Byrne stated that site leaders are involved in guiding security. Mr. White requested a committee of security and site leaders to come up with a plan. **Carried.**

MNIC and MACS Mr. Byrne proposed that MNIC join Minnesota Association of Charter Schools (MACS). MACS provides many services that can help the school. The fee is \$3500 per year. Is there money in the budget? Question about return of value to MNIC from the membership. Mr. White argued that MNIC's contribution will make a difference for charter schools as well. There will be educational value for MNIC. Motion tabled. Some members don't know enough about what MACS is.

Board Meeting Start Time Discussion about when Board meetings start. Moving the meeting earlier will help ensure all members can attend for enough time to discuss issues. **Ms. Gedatus-Garcia moved to change the MNIC Board meeting start time to 2 PM. Ms. Ander Seconded. Carried.**

Insurance – Mr. Byrne wants MNIC's insurance agent to talk to the Board about insurance and risks for 30 minutes. A workshop next Monday (11/5/2007) covers training on how to not be negligent in SpEd matters.

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June 1 Incident – A student incident last June 1 caused a person's car to be damaged. Now Mr. Byrne has been asked to help this person with the costs. Mr. Byrne put in a claim through MNIC's insurance. Mr. Byrne asked the Board to pay \$1500 if the insurance claim does not cover this. The idea is that what insurance does not cover for this person's loss, MNIC could pay the rest. Discussion about what is legal to do in this situation. Some don't want to create a problem for the school. Question of whether the school may open the doors to future liability because of making a payment. Request to get guidance from lawyers about this. Request to get an answer from the insurance company, then get counsel from lawyers, then determine what action to take. Ms. Ander is interested to know what liability the school has when students are at other non-school sites. Some asked if the student should pay restitution. No motion made.

Staff training next Monday covers the Fair Dismissal Act.

Donation Mr. Byrne recognized the Employment Action Center for donating 2 cases of books.

B. Student enrollment update

Mr. Byrne reported: 2 weeks ago MNIC was at 450 ADMs. ELA dropped 10 students. Sabathani is doing well for enrollment. Mr. Byrne suggested hiring a person to recruit for the ELA program (day and especially evening) where pay is based on students who stay enrolled for 1 month.

ADM's: ELA – 241, Unity – 98, UTEC – 34, Shiloh – 42, Sabathani – 30 = 445

Students at UTEC are engaged either on site, at work site or at the gym or field trips. A G-mail calendar has been created to indicate what activities are planned for this site.

II. VOLUNTEER PROGRAM UPDATE

Tabled until the next Board meeting

III. BOARD MEMBERSHIP (KEVIN BYRNE)

A. Filling Michael Lopez's Board seat

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Michael Lopez resigned from the Board. Mr. Ali nominated Steven Oates to fill the seat. Ms. Gutierrez nominated Janet White. Discussion led to the plan to send a letter out to people at the Circles sites who want to be on the Board with a 2 week response time. Biographies will be sent to the Board.

B. Committee membership

Tabled for the next meeting when the Board will elect a new member.

IV. DONATIONS AND AWARDS

Acceptance of award from Reading is Fundamental (Mr. Vin McMahon). Mr. Byrne recognized Mr. McMahon's work to apply for the grant, which was approved. MNIC will have to pay 25% of the total cost of the books. Total cost is just under \$4000. These are books for all sites and students. Students get the books. MNIC Staff pick out the books. **Ms. Gutierrez moved to accept the award. Mr. Egeh seconded. Carried.**

V. FINANCE (KEVIN BYRNE)

A. Receipts and disbursements

September 2007 Summary Income Statement presented to the Board.

B. Cash flow prognosis

Mr. Byrne related information from Susan Airhart. She projects that MNIC will have a cash flow problem in March and also a problem borrowing enough money to cover the cash flow problem. Mr. Byrne's goal is to increase total ADMs to 500 by increasing enrollment in the evening program at ELA. Mr. Don Link and Mr. Byrne worked out a school-work program so that students can work during the day and go to school in the evening. Some could come in from 3:30 to 8:30 PM. There is some potential to also do this at UTEC.

If MNIC confidently increases ADMs then the MDE can pay more money based on more ADMs, then this can solve the cash flow. Must see what future costs are and manage these well, because of the high costs of starting the school year. Being on alert is important so the school can manage costs and income. MDE is holding back 10% of the budget this year, to be paid next Fall.

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Concern expressed that MNIC will not have to pay for increased fuel costs for busses. The contract does not have a fuel escalator clause.

VI. HUMAN RESOURCES UPDATE (KEVIN BRYNE)

158 students have earned their diplomas. The Board must approve this list. **Mr. McMahon moved to approve the list of qualified MNIC graduates. Ms. Ander seconded. Carried.**

A. Personnel report

Delivered as document to the Board.

VII. SPACE UPDATES, CONTRACTS, BIDS AND LEASES

~~Mr. Lopez moved to approve the lease between MICCS and MNIC for the Shiloh Temple site and between MICCS and MNIC for the 300 Industrial Blvd (ELA) site with \$1/sf extra cost over the main lease costs. Mr. Ali seconded. Carried. Final details will be documented by Mr. Byrne.~~

A. RFP for architectural plans at Unity (from Facilities Grant)

Mr. McMahon moved to contract with DLR Group to provide architectural planning for Unity House improvements, for the Facilities Planning Grant. Mr. Egeh seconded. Carried.

B. Proposal to close Sabathani site (Kevin Byrne)

Mr. Byrne had proposed to close Sabathani site. However, since that time enrollment has improved. Sabathani Community Center has allowed the lease to be renewed for 6 months. Mr. Byrne proposes that Sabathani be kept open for the rest of the year. It is possible to get Sabathani approved for lease aid. It could cost \$18,000 to the school to keep it open. Likelihood of losing many students could cost the school \$100,000 in income. Benefit of staying outweighs the costs of closing. (See Sabathani Closing Pros and Cons). Support expressed for 6 month lease. Must still solve future plans for the site. (Ms. Gedatus-Garcia left) Proposal to sign 6-month extension of the lease. **Ms. Ander moved to extend the Sabathani program for 6 months from January through June 2008. Mr.**

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Ali seconded. Mr. McMahon nay, the rest of Board members voted yes. Carried.

C. Contract for Dr. Grace Hanson

Grace Hanson's list presented: "See Service Areas to be included in my contract." Mr. Byrne proposed to contract with Ms. Hanson for items 1 & 2 on her list. Cap of expenses will be \$4000 at \$75/hr.

Contract for Idris Mohamed to recruit students presented.

Engagement letter for Briggs & Morgan to provide legal services presented.

Ms. Gutierrez moved to approve these three contracts. Mr. Egeh second. Carried.

D. Discuss Designs for Learning Contract (future)

Mr. White moved to extend DL contract for Special Education and Facilities for 6 months at the same rate as the first 6 months. Mr. Ali seconded. Carried. In January the Board will start developing the RFP process for contracts for the next school year.

VIII. OTHER BUSINESS

Mr. McMahon shared about the Reading is Fundamental program. Books are available for ELA. These are new books. Staff will get together to select the levels and topics of books.

IX. ADJOURNMENT

Mr. Kassim moved to adjourn at 5:38 PM. Mr. Egeh seconded. Carried.

Submitted by Stephen C. Bosacker