

MNIC ELA Campus
300 Industrial Blvd.
Minneapolis, Minnesota 55413

Approved Minutes

REGULAR MEETING OF THE BOARD OF EDUCATION

Thursday, November 12, 2009

4:00 PM

Held at 2507 Fremont Ave. N., Minneapolis, MN, (Unity Site)

Membership:, Ali Egaale, Jama Farah, Omar Fiqi, Susan Knittel, Kathy Reamer, Nicole Harris, Tracy McFarland, Oliver White, Reggie Womack

Ex officio: Kevin Byrne, Chanda Baker (Smith)

Note: All votes were unanimous unless otherwise stated.

Items distributed at the meeting include: Agenda, unapproved board minutes from October 22, 2009, approved board minutes from September 10, 2009.

- I. CALL TO ORDER: Chair expectations for the meetings and time limits.
Ms. Knittel called the meeting to order at 4:05 PM and gave instructions.

Members Present: Ali Egaale, Jama Farah, Nicole Harris, Susan Knittel, Tracy McFarland, Kathy Reamer; Oliver White, Reggie Womack; Absent: Omar Fiqi

Others Present: Kevin Byrne, George Sand, Samone Derks, Kat Anthony-Wigle, Susan Natala, Lisa Cooney, Janet White, Stephen Bosacker (Designs for Learning)

Items distributed at the meeting include: Agenda, MNIC September financial statements: Summary Statement, Balance Sheet and Narrative Summary Report, New East High Circles and class schedule proposal

- II. APPROVAL OF THE AGENDA

Add to Other Business: Board training for new board members

Add to Other Business: Letters to Parents for student graduation requirements

Add to Other Business: Purchasing procedure policy

Mr. Womack moved to approve the agenda as amended. Ms. Reamer seconded. Passed.

- III. REVIEW BOARD MINUTES FROM 10-22-09

Mr. Womack moved to accept the minutes of 10/22/2009 without changes. Mr. McFarland seconded. Passed.

- IV. BOARD OFFICERS ELECTION

Nominations: Susan Knittel for Chair, Reggie Womack for Vice Chair, Kathy Reamer for Treasurer, Oliver White for Secretary

Votes for each position: Board Chair: Ms. Knittel was elected; Vice Board Chair: Mr. Womack was elected; Treasurer: Ms. Reamer was elected; Secretary: Mr. White was elected.

Nicole Harris and Tracy McFarland and Omar Fiqi were introduced to the board and school.

V. BOARD COMMITTEES

No discussion

VI. SIGNING OF BYLAWS

Fulfilled by Kat Anthony-Wigle after the October 22, 2009 meeting.

VII. FINANCE AND BUDGET

A. Finance and Budget Report (Kathy Reamer)

Ms. Reamer is working with the Business Manager to verify expenditures to clarify the school's more accurate financial position. At the next board meeting the updated financials should be available. Until these matters are clarified large expenses are on hold. Ms. Reamer presented the Balance Sheet through September 2009, showing assets and liabilities in different funds. Other documents presented were the Summary Income Statement and the Financial Report Summary.

Balance Sheet Assets as of September 30, 2009, Fund 01: \$800,352, Fund 02: \$(101,169), Fund 04: \$75,510, Fixed Assets: \$160,360. Total: \$935,052. Liabilities and equities are the same amount for each fund and total.

Financial Report Summary for September 20, 2009 (Unaudited): Expenditures in Fund 01 totaled \$835,361.39, which is 17% of budgeted expense, and Income totaled \$818,354.88. Expenditures in Fund 02 totaled \$23,349.67, which is 10% of budgeted expense, and income totaled \$4,261.11. Expenditures in Fund 04 totaled \$36,598.87, which is 26% of budgeted expense, and no income was yet received. At the end of September the total cash balance was \$477,507 and \$151,791 in unpaid invoices.

Audit field work was completed October 23rd. Finance committee is reworking the budget due to lower enrollment than anticipated. Recruiting and retention is very important for the school. ADM has reduced the ADM payment level to 360 from 400. Payments from the State will decrease. Ms. Reamer explained the relationship between student enrollment and funding school operations.

Moved to accept the September 2009 financial report of financial information as presented from Ms. Reamer. Mr. Egaale seconded. Passed.

B. Treasurer Duties

Ms. Knittel explained Treasurer duties. Ms. Reamer is working closely with Susan Airhart for planning and activity, provide treasurer's report to the Board, all invoices will be given to site leaders, then passed on to Ms. Reamer.

C. Resolution of finance holdback (Kevin Byrne)

MNIC must create a resolution to finance the lower enrollment and the 27% holdback. Currently the school has loans from banks, but not sufficient for the need. MNIC is exploring a relationship with Charter School Capital (CSC) for a new financing relationship. To do business with them a general agreement must be authorized. MNIC needs \$1,000,000 in financing this year. He suggested a resolution to receive financing for up to \$3.9M over the next three years. The school does not have to receive this full amount in financing.

This last summer schools learned that banks will not have sufficient financing to cover the new 27% holdback in funding. Liesa Irwin learned of CSC who has financed 55 charter schools in California. They finance schools based on committed income due to a

schools, with a discount applied for costs, making the financing not a debt. CSC seeks significant background information for review before approving financing. Alternative sources of financing are limited.

Mr. White moved a resolution for MNIC to pursue financing through Charter School Capital, Inc. for up to \$3,900,000 over the next three years. Ms. Reamer seconded. Passed.

D. Hiring Freeze

A teacher at UTEC resigned. Mr. Byrne asked Ron Wotke to move to UTEC as the lead teacher. A person needs to be hired to replace Pua, which is paid by other funds and is needed to fulfill an obligation for Special Education. Mr. Byrne would like to preserve these sites and their effectiveness. Mr. Byrne suggests any hiring freeze be done on a case by case basis.

Mr. Womack moved to temporarily remove the hiring freeze to replace Pua and to hire a teacher we need to teach at Sabathani. Mr. McFarland seconded. Passed.

VIII. RECRUITMENT (REGGIE WOMACK AND NICOLE HARRIS)

Mr. Womack and Ms. Harris need people to help with recruiting in Minneapolis. They are working to recruit more students. The more help the better. Mr. Byrne will help with the recruiting. They need teams of 3 people. Pursue at least 2 days of recruiting each week.

IX. EXECUTIVE DIRECTORS REPORT (KEVIN BYRNE)

A. Enrollment Update (Susan Natala)

Enrollment now is 335 at all sites. ADM is 309.11. The ADM number is not accurate due to delays in information, meaning it is likely inflated. Normally in December there is a drop off of student enrollment in Circle Sites. ELA = 124, Unity = 126, Utech = 62, Sabathani = 23. Recruiting and retention are very important. Students who have been leaving are being called. Mr. Womack suggested that staff call each student who has not been in school for a few days. Attendance at Unity is 59%.

B. Grants and Donations

A grant came in for the high-end computers for the end of September. Mr. Byrne is working on new grants – Ed Tech, citizenship class grant. A special education sub-grant is due in December.

C. Changes at East High

George Sand reported with Lisa Cooney. The program is moving to a hybrid program of Circle sites and the traditional English Language Academy ESL program and schedule. The students are still in ESL, so the program will have a 6 period day organized into 5 Circles by employment focus: Mass Communications, Business-Entrepreneurship, STEM, Plus Program and Health/Medical careers. The Schedule (handout) accommodates different ESL levels and integrates core subjects. Special class times are dedicated to the Circle Focus. There are students over 21 in the ABE program attending at the site (Plus Program). The East High site is working hard to make these changes.

D. Incoming Programs (Don Link and Kevin Byrne)

Mr. Byrne continued explaining the goal to start new circles in the East High site. These circles will pick up recent gaps in the cities for employment-related education programs. The Nursing Assistant program has 4 students ready to move to the next level. An employment recruiter is interested in working with MNIC and employers to tailor-make positions for qualified students. Other initiatives are being pursued that provides employment for MNIC students, according to our mission.

X. WINTER HOLIDAY PARTY AND THANKSGIVING POTLUCK (Oliver White)

A potluck get-together is being planned for the day before Thanksgiving with food. Students are also welcome. That day is an early release day. Mr. White would like to incorporate ELA students with this. A group will organize planning to make this happen.

The winter holiday party was relatively successful last year. Mr. Womack and Mr. White will plan this for Friday, December 18th.

XI. OTHER BUSINESS

A. Board training for new board members

Board training for members is \$95 for 2 days, or \$50

Mr. White moved to authorize three board members, Mr. McFarland, Ms. Harris and Mr. Figi, receive board training from the MDE in December paid by MNIC, with the option for other members to also receive training. Mr. McFarland seconded. Passed.

B. Letters to Parents for student graduation requirements

Ms. Knittel presented a proposal as a letter to parents of requirements for students to be able to walk at the graduation ceremony.

Mr. Womack moved to accept this letter. Mr. White seconded. Mr. Byrne reinforced this change because students believe they have graduated when they walk. He encouraged staff to hold to this. **Passed.**

New transcripts are being designed for students to start next year. To do this effectively then the credit system needs to be changed. Students attending this year will follow the existing credit system. This change will bring all MNIC programs and students to use the same requirements of credits and transcripts. This plan is not ready for board action.

C. Purchasing procedure policy

Ms. Reamer presented a new purchasing procedures document. This provides instructions for who does specific tasks to prepare for purchases for grants and other situations.

XII. ADJOURNMENT

The next meeting will be December 17th, 2009 at Sabathani. Meeting adjourned at 5:38 pm.

Ms. Reamer moved to adjourn the meeting. Mr. Womack seconded. Passed.

Submitted by Stephen Bosacker

Designs for Learning