

Minnesota Internship Center Charter School

**MNIC UTEC Campus
1313 Fifth Street SE, Room 310
Minneapolis, Minnesota 55414**

Minutes - DRAFT
BOARD OF EDUCATION MEETING
Thursday, November 2, 2006, 3:00 pm

Members in attendance: Abdighani Ali (arrived during item #IV), Mary Ander, Sifra Behailu, Jon Gross, Judy Hawkins, Vin McMahan, Ron White. Absent: Jama Farah; Lois Lewis.

Ex officio and others: Kevin Byrne, Patsy Brooks, Susan Natala, Stephen Oates, and Amy Libman of MNIC staff; Andrew Adelmann, Stephen Bosacker of Designs for Learning; staff from Rumana Dadi cleaning company.

Votes were unanimous unless otherwise stated. Items distributed at the meeting: Minutes from Oct. 5, Oct. 30; Student Enrollment Count as of 10/31; October Personnel Report; Midtown Manufacturing check; Center Transportation services contract; Cleaning Service Agreement with Rumana Dadi; and September Summary Income Statement

- I. ROLL CALL - the meeting was called to order by the Chair, Ron White, at 3:00 pm.
- II. APPROVAL OF THE AGENDA – Mr. Byrne called the Board’s attention to amendments since the earlier version which was emailed to the Board. Ms. Ander moved approval of the agenda as presented; seconded by Ms. Behailu, and carried.
- III. APPROVAL OF MINUTES FOR OCTOBER 5th BOARD MEETING – Ms. Ander moved approval of the Minutes as presented; seconded by Mr. McMahan, and carried.
- IV. APPROVAL OF MINUTES FOR THE EMERGENCY MEETING OCTOBER 30th Ms. Behailu moved approval of the Minutes as presented; seconded by Mr. Gross. Discussion identified one change to the Minutes, to strike language in the MN Facilities Improvement Grant item describing preliminary cost estimates as this was not discussed at the meeting. Mr. Gross moved this change, seconded by Mr. McMahan, and carried, after which the original motion to approve the Minutes was carried as amended.

At this point Mr. McMahan moved to amend the agenda to address item VIII. 2, and the Board moved to this item, afterward resuming the agenda in order.

- V. EXECUTIVE DIRECTOR’S REPORT
 1. General progress report - Mr. Byrne reported on property improvements at the Unity site; construction to complete getting the facility up to "E" level occupancy is underway. New space won't be available until March (when PUC will move out); administration continues to seek additional space for Circle sites. There is a potential additional site for the English Academy which is being investigated. Mr. Byrne also mentioned long-term possibility of space at Fort Snelling; Mr. White shared plans for proposed development there which would include space for schools.
 2. Student enrollment update – Ms. Natala reviewed the Student Enrollment Count sheet - total enrollment as of 10/31 is 516 (ELA 337; Circles 179). This compares to 420 10/31/05 (ELA 211; Circles 209). However current English Language Academy data needs to be cleaned up, with students who are not staying un-enrolled. Board

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discussed issues around decline with the Circle sites and increase at the English Academy.

3. Staffing update - Mr. Byrne called the Board's attention to the MNIC Personnel Report. There are three new hires: Gertrude Hoskins, transcripts (takes Maren Froemming's position); Audrea Palmer, Para at UTEC (has since resigned); and Luis Torres (Spanish translation/recruiter, part time). One resignation, Mark Hendrix, teacher at UTEC. A new teacher, Jeremy Perrin, will replace Mark.
- VI. VOLUNTEER UPDATE – no report.
- VII. FINANCE
1. Receipts and disbursements - Stephen Bosacker distributed a September 2006 Summary Income Statement, reviewed for the Board. No federal funds or current-year lease aid have been received yet. Board discussed. **Approval of the financial report was made by Ms. Ander, seconded by Mr. Ali, and carried.**
 2. Donations and grants – Donation from Midtown Manufacturing - Mr. Byrne reported, they donated \$2000 to MNIC. **Ms. Hawkins moved acceptance of the donation and to send them a thank-you letter; seconded by Ms. Ander, and carried.**
- VIII. SPACE UPDATES, CONTRACTS AND LEASES
1. Minnehaha Student Transportation Contract – Mr. Byrne reported, the contract was revised to eliminate language re changing costs tied to shifts in gas prices. Board discussed. **Motion to approved contract as amended made by Ms. Hawkins, seconded by Ms. Ander, and carried.**
 2. Cleaning Contract with Rumana Dadi for the English Academy – Mr. Byrne reported, the proposed new contract is for the same cost as existing service provider. Ishmael Sheik, owner of Rumana Dadi, and Steven Oates spoke, describing the contract and issues with MTS, operator of the English Academy's facility. Mr. Oates distributed a letter from Patty Brostrom, Deputy Supt. of MTS, regarding janitorial service issues. Board discussed the contract and timeframe for changing providers, after which **Ms. Ander moved to accept the contract effective November 20; seconded Mr. Ali. After discussion, the motion carried.** Mr. Byrne will take care of this administratively. If the existing cleaning service fails to clean the English Academy space, Rumana Dadi may be asked to start immediately.
- IX. TRAINING: SETTING POLICIES AND GOALS – Andrew Adelman and Stephen Bosacker presented on charter school board responsibilities in these areas; Board discussed. Strategic planning will be addressed at the December Board meeting.
- X. OTHER BUSINESS – Mr. McMahon reported on concerns of teachers at the English Academy, which concerned reimbursements for supplies, Continuing Education Units, first aid training, and computers. Board discussed.
- XI. ADJOURNMENT - the meeting was adjourned at 5:25 pm.