

# Minnesota Internship Center Charter School

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300 Industrial Blvd.  
Minneapolis, Minnesota 55413

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## Approved Minutes

### REGULAR MEETING OF THE BOARD OF EDUCATION

Wednesday, November 22, 2011

3:30 p.m.

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

Membership: Nicole Harris, Nicole Hollins, Kristin Quinn, Kathy Reamer, Reggie Womack (Board Chair)

Ex officio: Kevin Byrne (Executive Director), Katie Black (Pillsbury United Community Authorizer Liaison)

Note: All votes were unanimous unless otherwise stated.

#### I. CALL TO ORDER: Chair expectations for the meetings and time limits.

Meeting was called to order at 3:32 PM by Mr. Womack.

- a. Pledge of Allegiance
- b. Roll Call and Attendance

Members Present: Nicole Harris, Nicole Hollins, Kristin Quinn, Kathy Reamer, Reggie Womack

Others Present: Kevin Byrne (Director), Linda Womack, Linda Spurlock, Oliver White, Stephen Bosacker

Items distributed at the meeting include: Agenda, Unapproved Board Minutes October 19, 2011, MNIC October 2011 financial Statements, Amendment to Sabathani Life Skills Lease, MNIC Policy on Religious Accommodations, MNIC Policy on Facility Neutrality and Equal Access for Non Curricular Groups, MNIC Policy on Facility Neutrality and Equal Access for Community Groups, Contract for food service (Done Right Food Services).

#### II. APPROVAL OF THE AGENDA

Add to agenda (based on the original agenda, not the amended one)

- Other business: Staff Holiday Party
- Eliminate the Closed Session (This was accidentally left in the agenda.)

**Ms. Quinn moved to approve the agenda with changes as noted. Ms. Harris seconded. Passed.**

#### III. REVIEW BOARD MINUTES FROM 10-19-11

Minutes were reviewed from the October 19, 2011 meeting.

**Ms. Quinn moved to approve the board minutes for October 19, 2011. Ms. Hollins seconded. Passed.**

IV. BOARD VACANCIES: DISCUSSION AND NOMINATION PROCESS (KEVIN BYRNE) For the Parent and the Community Seat

There are two open positions on the board, one parent seat and one community member seat. There is one parent interested in serving (not present). There are two individuals interested in the community seat, Linda Spurlock and James Moore. Individuals filling both seats must not be employees of MNIC. A parent filling the parent seat must have child enrolled in the school. Election by Board appointment for the seats will be held in the December Board meeting.

Community seat candidates introduced themselves. Linda Spurlock lives in the community, volunteers to help recruit students along with some parents and community members. She loves working with the students. Linda participated in a breakfast for parents last week.

Report on Parent breakfast at Unity Campus: the turnout was good. Staff hosted the meal. Parents and staff got to know each other. The East Site held a parent lunch around one month ago. Students organized and hosted the event for their parents.

James Moore spoke with the Board by speaker phone about his interest in serving MNIC. He works as a lawyer for the City of Minneapolis. He shared his background of service at Minneapolis schools and MNIC helping students understand legal matters. He also shared some ideas and offered help that would advance MNIC.

V. BOARD RESOLUTIONS ON RELIGION IN SCHOOLS AND USE OF SCHOOL PROPERTY (STEVE BOSACKER)

A court order requires all charter schools to comply to new policies addressing religious accommodations and access to school facilities. These policies are due and compliance certified to the MDE by December 2, 2011. Three policies were presented to the board some based on templates provided by Minnesota Association of Charter Schools. Each was presented and reviewed:

MNIC Policy on Religious Accommodations

**Ms. Quinn moved to accept the Religious Accommodation policy with the paragraph on no-dress code to be struck. Ms. Harris seconded. Passed.**

MNIC Policy on Facility Neutrality and Equal Access for Non-Curricular Groups

**Ms. Quinn moved to accept the Policy on Facility Neutrality and Equal Access for Non-Curricular Groups. Ms. Reamer seconded. Passed.**

MNIC Policy on Facility Neutrality and Equal Access for Community Groups

**Ms. Reamer moved to accept the Facility Neutrality and Equal Access for Community Groups. Ms. Hollins Seconded. Passed.**

**Ms. Quinn moved to approve the charter school assurances template as provided by the MN Department of Education. Ms. Harris seconded. Passed.** Mr. Byrne and Mr. Womack signed the Charter School Religious Assurances document.

VI. FINANCE AND BUDGET (KATHY REAMER)

A. Revised Budget

The MNIC finance committee requested a revised budget based on 230 ADMs. A new budget is being created based on income by these ADMs. It will be presented in the December meeting.

## B. Financial Documents

Ms. Reamer presented and reviewed the October financial statements: the Financial Report summary (add details); the Balance Sheet: Fund balance is down (details), The 2010-2011 Audit will be completed soon. The check register for October is also available.

**Ms. Reamer moved to accept the financial report summary. Ms. Hollins seconded. Passed.**

## C. Sabathani Lease Revision

An amendment to the Sabathani Life Skills lease was presented. This revision corrects an error in the original lease. The correct rooms being leased are listed in the amendment. There are no other changes to the lease.

**Ms. Quinn moved to accept the amendment for the Sabathani Life Skills lease. Ms. Reamer seconded. Passed.**

## D. Final Done Right Contract

A contract between MNIC and Done Right Food Services, Inc. (DRF) for food services for this school year was presented to the Board for approval. This contract details the food service, costs of meals, conditions for service and agreements on how Done Right uses the kitchen facility and related spaces in the East Campus site.

**Ms. Reamer moved to accept the DRF Contract. Hollins seconded.**

Discussion: If there is a problem, communicate with Brian Kindig. He will work out solutions internally or with DRF.

**Passed.**

## VII. OUTREACH UPDATE (REGGIE WOMACK AND NICOLE HARRIS)

Recruiting for students continues. A former student is recruiting for MNIC. Another student has a job at a bank and has an outreach role for the bank. She is supportive of MNIC and would be a good speaker to MNIC students.

Student enrollment is dropping as the weather gets cold. Incentives are being expanded to help recruit and retain students.

## VIII. INTERNSHIP UPDATE (KATHY REAMER)

5 students were hired for TreeTrust this year. 5 students are working at the U of M Recycling Center. The Feeding Program is active with a number of students learning and serving at local nursing homes.

## IX. ACADEMIC UPDATE (KATHY REAMER)

Ms. Reamer is developing the Minnesota Common Course Catalog, which documents all MNIC courses as part of a new state-wide system to track student achievement with teachers and courses. The NWEA MAP assessments were given in early November.

MNIC staff are developing MNIC School Improvement Plans and the District Improvement Plan required for AYP. She is also working to continue to ensure that all standards are being covered in MNIC courses.

## X. OTHER BUSINESS

MNIC Staff Holiday Party will be at Ellie's Lanes (NE Mpls). Ellie's provides a place for the event and bowling. Taco Bar is the top choice for food. Seeking to plan Friday Dec 23<sup>rd</sup> for the event.

XI. ADJOURNMENT

**Ms. Reamer moved to adjourn the meeting at 4:28 pm. Ms. Quinn seconded. Passed.**

Next Board meeting: December 21<sup>st</sup> at 3 PM at Unity Campus

The meeting adjourned at 4:28 PM

Submitted by Stephen Bosacker