

# Minnesota Internship Center Charter School

MNIC UTEC Campus  
1313 Fifth Street SE Suite 208C  
Minneapolis, Minnesota 55414

## Minutes

### BOARD OF EDUCATION MEETING

Thursday, December 8, 2005

3:00 p.m.

Membership: Mary Ander, Sifra Behailu, Jon Gross, Judy Hawkins, Amy Libman,  
Dianne Reibel, Ron White  
Ex officio: Kevin Byrne, Patsy Brooks, Bryan Rossi, Stephen Bosacker, Sue Airhart,  
David Alley

#### I. ROLL CALL

Jon Gross, Amy Libman, Dianne Reibel, Ron White

Meeting was called to order at 3:11

#### II. APPROVAL OF THE AGENDA

**Amy Libman moved approval of agenda as amended; Dianne Reibel seconded; the motion carried.**

#### III. APPROVAL OF MINUTES FOR NOVEMBER 3<sup>rd</sup> BOARD MEETING

**Amy Libman moved approval of agenda as amended (Spelling error will be corrected); Dianne Reibel seconded; the motion carried.**

#### IV. EXECUTIVE DIRECTOR'S REPORT

1. General progress report
2. Student enrollment update - 614 total enrolled; 418 currently enrolled; 478.26 ADM (Nov 30)
3. Data management report - Data management (JMC) will be via the web and the school is waiting for some Microsoft equipment. Looking for point person for the Unity site.
4. Staffing update

Susan Natala	Data Manager	1.0	12/01/05
Simpson Brown	Security	.5	12/12/05
Melissa Kappenman	Food Service Coordinator	.625	11/01/05
Kate Sowada	Office Clerk	1.0	12/01/05
Darlene Patrick	Sub Teacher		
Susan Vigants	Sub Teacher		
She'neen Herbert	Resignation		11/11/05
Abdulahakim Askar	Resignation		12/07/05

**Amy Libman moved approval of Directors Report Including hiring and resignation; Dianne Reibel seconded; the motion carried.**

#### V. VOLUNTEER UPDATE

Planning for family meetings every month. Jordan Area Community Council may be offering a Street Law class for the North site.

## VI. FINANCE

1. Receipts and disbursements - Susan Airhart presented the financial report. Revised budget will be appearing in next month's financials. The lunch program is still problematic and running over budget. Designs for Learning Informed the Board that they have staff resources to assist in this area.
2. Budget forecast
3. Board Financial Team activity - no meeting to report.
4. Contracts
  - a. IKM Computers - \$3,500/mo.
  - b. MGM Transportation - \$3,150/mo.
  - c. Pillsbury Camden Computer Rental - \$225/mo.

**Dianne Reibel moved approval of contracts (subject to stated revisions); Amy Libman seconded; the motion carried.**

## VII. SPACE UPDATES

1. Lease Update

Lease aid has not been approved for the revised application at this time.
2. Mpls City Inspector issues - City inspectors have been talking about requirements exceeding state requirements. This is being studied. The Fire Marshall informed us that modifications were needed at all sites, except CLUES, to meet code requirements. These changes include lock changes to more substantial architectural changes. We have an architect working on designs to address this issue.

## VIII. OTHER BUSINESS

1. Role clarification - David Alley presented a table for explaining specific operational roles and timelines as they relate to contracted services with Designs for Learning.
2. A proposal for adding a Hip Hop High program will be brought to the Finance Team for study.
3. Board will send a card to Judy Cooper-Lyle extending condolences on the death of her husband.

## IX. ADJOURNMENT

**Dianne Reibel moved adjournment; Amy Libman seconded; the motion carried.**  
The meeting was adjourned at 5:04.

Respectfully Submitted,

Bryan Rossi