

Minnesota Internship Center Charter School

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MNIC ELA Campus
300 Industrial Blvd.
Minneapolis, Minnesota 55413

Minutes

MEETING OF THE BOARD OF EDUCATION

Tuesday December 9, 2008

4:00 p.m.

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

Membership: Kat Anthony, Susan Knittel, Jama Farah, Hassan Hilowle, Kaha Mohamed, Kassim Mohamed, Takara Spaulding, Reggie Womack

Ex officio: Kevin Byrne, Steven Oates, Chanda Smith

Note: All votes were unanimous unless otherwise stated. Items distributed at the meeting include: Agenda; unapproved board minutes from August 4, 2008 and December 2, 2008.

I. ROLL CALL

Meeting called to order at 4:55 PM.

Members Present: Kat Anthony, Susan Knittel, Jama Farah, Takara Spaulding, Reggie Womack
Members Absent: Hassan Hilowle, Kaha Mohamed, Kassim Mohamed.

Ex officio present: Kevin Byrne

Others Present: Amy Libman, Don Link, Sue Francis, Betty Howell, George Sand, Beth Ottaviani, Ron Wodtke, Katie Boe, Kathy Reamer, Carrie Otis, Kristin Quinn, Loretta Flippin, Susanne Natala, Janet White, Oliver White, John Cairns, Steve Bosacker, Michael Powell, Stephanie Olson, Laura Nichols.

II. APPROVAL OF THE AGENDA

Ms. Spaulding moved to add the Girls Group Retreat at the top of the agenda. Ms. Anthony seconded. Passed. Mr. Womack moved to approve this amended agenda. Ms. Anthony seconded. Passed.

III. Girls Group Retreat

Ms. Spaulding presented a plan for the Girls Group Retreat on Dec 15th. This will be between 10 and 2 PM. Uncommon Grounds Coffee House is providing space for the retreat. A local celebrity will give a message on empowerment and success. Ms. Spaulding requested anyone to donate gifts for door prizes.

IV. APPROVAL OF MINUTES FOR THE August and 12-2-2008 BOARD MEETING

Ms. Spaulding requested to strike the statement about Kaha resigning. This is not accurate.

Mr. Womack moved to accept the minutes as changed. Ms. Spaulding seconded. Passed.

Mr. Womack moved to accept the minutes of August 4, 2008. Mr. Farah seconded. Passed.

V. UPDATE FROM PILLSBURY EXPECTATIONS

Ms. Knittel and Pillsbury Sponsor Liaison Chanda Smith met to review and discuss MNIC's School Charter Contract Review held last Spring along with Pillsbury's findings and

expectations. Ms. Knittel requested people on the Policy & Procedures, School Improvement and Administration Job Description committees to set up meetings soon and demonstrate to Pillsbury that the school is taking action for these matters.

Mr. Cairns believes that if the Board has 2 or three consecutive effective board meetings this will be very helpful for the relationship between school and sponsor. Pillsbury wants MNIC to succeed, yet the school must demonstrate its determination to improve.

VI. FINANCIAL TEAM UPDATE /AUDIT (George Sand or Amy Libman)

Ms. Libman and Mr. Sand presented a summary plan for finances. They believe increasing request for payment from MDE based on 380 ADMs to 385 ADMs is conservative and safe for the school. This will increase income and help improve cash flow. The school will still need a short term loan or line of credit to help the school through the tighter financial season. The Financial Committee is asking staff to get pre-approval for all spending.

Dates for payroll will be adjusted. On days that payroll falls on a weekend day, the pay day will be made the next Monday. Next they propose aligning pay day with the dates the MDE releases money to the school. This will benefit the school.

Mr. Byrne reported that the last payment to the school was \$30,000 less than anticipated due to ADM discrepancies from last fiscal year. Susan Natala is working with MDE to resolve ADM discrepancies that led to this decrease and hopefully win some money back.

The school continues to work to increase student enrollment. One approach is to add vocational programs at ELA. The Administration is crafting plans for medical careers and one other theme at ELA for next term. If this is successful these can be expanded next year. Successful completion of this could lead to Certified Nursing Assistant licensure for students in the program.

Unity is nearly full for student enrollment. But UTEC is still short. A plan is being formulated to bus students from Unity to UTEC and back. Mr. Womack suggested that incentives be considered to help motivate students to attend at UTEC.

MNIC has two part time recruiters at ELA on payroll, plus some students. Circle Sites staff are recruiting for each site and goals are being achieved.

VII. GOVERNANCE/ STRATEGIC PLANNING

1. Board candidates and Voting

Ms. Knittel noted that the Board is short by 2 members. Previous Board conversations indicate the desire to elect a balance of members between the two programs. Mr. Cairns instructed the Board to be sure that who ever is elected, that their terms match the terms of those who are no longer on the board. Which term is allotted to new members can be determined by lot or other means.

A licensed teacher and community member are needed. A man named Omar and Ms. Ottaviani are interested. Ms. Knittel suggested that the Board wait until all these can be present. Ms. Knittel asked if there are any community members who would be interested in serving on the Board. Carrie Otis suggested two parents who are very involved with the ELA. Bettye Howell is also interested in serving on the Board. These will be invited to a future Board meeting in January to discuss election.

The Board will continue having 2 meetings a month to advance on needed Board business. Ms. Knittel thanked everyone interested in serving on the Board.

2. Taking Minutes for Board (Volunteers)

3. Who can request a board meeting and who will call the meeting date and time.

Board members can request an emergency board meeting to the Board Chair. She will consider need. The Bylaws require the Board Chair to act on this within 30 days. The

board should not have rolling special meetings. The Chair has the right to determine (with help of counsel) if there should be an emergency meeting or not. Either way, a regular board meeting will satisfy this as these meetings are held monthly. Mr. Womack wants the Board to have emergency meetings only when it is a true emergency. Practicing this helps demonstrate stability.

Mr. Womack hopes that the Board will not call emergency meetings after the Board gets back on track.

4. Professional Code of Ethics

Handout of Code of Ethics for Minnesota Teachers. Ms. Knittel wants everyone at MNIC to practice this. If a person has a disagreement with another person and the two cannot resolve this, get help to do so. She asked people to make copies of this and pass this on to coworkers. The Committee on Policy and Procedures can consider making this policy.

5. Board Training

Mr. Cairns encouraged the Board that they are moving forward in the right direction. Work with the Sponsor to support their interests.

Ms. Knittel would like to hold back on training as long as two board members are lacking. Mr. Cairns stated – being a board member is simple: you have a duty to make the school work. You may not always agree. Give this your best, since this is your duty. You have to pay attention, apply your skills and talents, set aside your personal desires, needs, goals and objectives. Acting in a way that helps students learn is essentially the same as making the school successful. There are certain minimum standards you have to meet. Mr. Cairns will help the board determine if they made decisions in a correct manner, and may comment when directions are unhealthy for the school.

Mr. Cairns will review the bylaws and comment. He will report to the Board. The next meeting the Board can present what should be changed. Mr. Cairns will evaluate how this would be done well. Adjusting the Bylaws will be in preparation for the Spring election.

6. Strategic Planning for MNIC Goals

Handout presented: MNIC District School Improvement Plan. Ms. Knittel would like a Strategic Planning Committee be formed to integrate and resolve goals presented in January 2008 from strategic planning meetings held in 2006-2008. Ms. Libman, Mr. Sand, Mr. White, Mr. Byrne, Carrie, Kathy Reamer, Ms. Anthony (board) volunteered to form this committee. They will set a meeting time and report back at the next Board meeting.

Ms. Knittel called the other committees to create schedule for meetings and report these to her. The Board briefly discussed replacing vacant seats on existing committees. Mr. White will replace Linda Duncanson for the Executive Director committee. Ms. Francis and Ms. Knittel will be on Policy Committee. Mr. Bosacker encouraged those on committees to be careful to communicate what they are considering for action between committees. This coordination between what already exists and what others are planning will result in improvements for the school.

7. Mass Emails.

No mass emails are allowed. If a mass email is needed individuals must request such an email to be approved by Mr. Byrne or Ms. Knittel. Mr. Byrne will send such emails out.

8. Sponsor Communications (Board Chair and/or Administrator)

Communications with the Sponsor will be done only through Mr. Byrne and Ms. Knittel.

9. Attendance Update per site for October and November (Susan Natala)

Documents on enrollment were passed out showing Enrollment, ADM current and ADM final figures for this year and the last 2 years, presented by sites. She noted changes in enrollment, ADM and Final ADM from year to year. Enrollment is a snapshot for a specific day. In this chart the data shows enrollment for November 20th of the particular year. Final ADM numbers for specific sites are not perfect. Observe that Final ADMs are less than the projected ADM of November of that year. November 20, 2008's figure is 403.

10. CNA Approval of funds \$ 7000.00

The school needs to pay for the Certified Nursing Assistant Program (CNA) costs because the program's current funding ran out. MNIC students are participating in this program. This fee covers the tuition costs. The program is held in a facility that is adequate for this training. Holding the nursing home feeding training program within the ELA will help improve enrollment. The program was invented by Mary Ander.

Ms. Anthony moved to approve payment of funds for the CNA program. Mr. Womack seconded. Discussion – students are gaining great advantages from this program. Preserving this is valuable for the school. Membership in the program has helped deter conflicts among the students. Ms. Spaulding supports the program. Is there money available for this? The program is very important to preserve and increase enrollment. So the expense is necessary. Ms. Spaulding will join the Finance Committee. **Passed.**

11. Change in board meeting schedule from 1 time a month to 2 times a month until February. Next meetings: January 13, 2009 and January 27, 2009.

12. Task Force (Meeting Schedule, Chair)

VIII. OPEN MIKE (5 MINUTES PER SPEAKER)

Discussion about events for MNIC. Ms. Spaulding suggested there be a common way to communicate events on one calendar. This can be easily done. A Student Event Calendar will be created as well.

Ms. Ottaviani: Concern about saving costs to get supplies. Would the Board have someone else take Board minutes? Ms. Libman would be willing to do this a few times a year. Beth is willing. Discussion about costs for DL to provide service for minutes. Mr. Bosacker presented other options for the board: volunteers or hiring a clerk. Mr. Bosacker is willing to train people for this work. Discussion about the role of Secretary, what the bylaws state and current practice.

Mr. Cairns: What is necessary is to report on summary actions of the Board. Assistants can be appointed to fulfill tasks for the Board. Assistant directors can be authorized to act for the school, such as Administrators to carry out

Mr. White reminded everyone of the MNIC Holiday Dinner at Rudolph's Barbeque on Lyndale and Franklin on December 17th. He needs 5 more people to join.

Mr. White announced a MNIC Basketball game this Friday, calling people to support the team. Calvin Christian School 755 73rd St. NE in Fridley at 7:30 PM.

Mr. White suggested purchasing a snow blower for Unity, in case a strong staff person is not available to clear snow.

Mr. Cairns - MNIC should have Board documents at all the sites.

IX. OTHER BUSINESS/NEW BUSINESS/FUTURE MEETING SITES

None.

X. ADJOURNMENT

Mr. Womack moved to adjourn. Ms. Anthony seconded. Passed.

Meeting adjourned at 6:00 PM.

Submitted by Stephen C. Bosacker.