

# Minnesota Internship Center Charter School

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MNIC ELA Campus  
300 Industrial Blvd.  
Minneapolis, Minnesota 55413

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## **Approved Minutes**

REGULAR MEETING OF THE BOARD OF EDUCATION

*Thursday, December 17, 2009*

*4:00 PM*

Held at 310 E. 38<sup>th</sup> Street, Minneapolis, MN (Sabathani 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.

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

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

Others Present: Kevin Byrne, George Sand (late), Amanda Reamer, Suzanne Natala, Janet White, Deonna Perez-Evans (Designs for Learning)

Items distributed at the meeting include: Agenda, Unapproved minutes for November 12, 2009, CSC Board Resolution document, and MNIC Transcript documents, financial report summary and balance sheet through October 31, 2009

II. APPROVAL OF THE AGENDA

Add to Approval of Transcript

Add to CSC Board Approval Statement

Add to ADM Resolution Approval – 400 to 360

Add to Hiring of one teacher and two social workers

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

III. REVIEW BOARD MINUTES FROM 11-12-09

**Ms. Reamer moved to accept the minutes of 11/12/2009 without changes. Mr. White seconded. Passed.**

IV. BOARD COMMITTEES

Discussion on assignment to the committee of board member's at large of Nicole Harris and Jama Farah.

**Ms. Reamer moved to approve Nicole Harris and Jama Farah as board members at large. Oliver seconded. Passed.**

V. FINANCE AND BUDGET

A. Finance and budget report (Kathy Reamer)

Finance committee met on December 8, 2009 at DL offices. A financial report summary and balance sheet dated through October 31, 2009 were given as handouts and reviewed. Grant expenditures can now be approved by Ms. Reamer, board treasurer, as long as the proper procedures for purchasing are followed.

The budget will be reduced due to lowered ADM numbers.

**Mr. White moved to accept the Treasurer's report. Ms. Harris seconded. Passed.**

B. Corporate Contract Services contract for Unity (Kevin Byrne)

This is for the phones at Unity. The cost is \$4200 with grant applied and will be made with monthly payments for 24 months.

**Ms. Reamer moved to accept the expenditure of this contract. Ms. Harris seconded. Passed.**

Discussion – can the other sites also have this phone system given to them? Not viable for all locations to have Unity phone numbers but will look at e-rate for doing something for the other sites.

C. Rental arrangement for Somali SES

They provide after-school higher end tutoring on science and math. MNIC is looking at offering them rent at \$500 per month from 4 to 8 pm. They would supply their own classroom supplies.

**Ms. Reamer moved to put this approval of the contract on hold until the January 2010 meeting. Mr. White seconded. Passed.**

D. Rental arrangement for People's Center (Kevin Byrne)

People's Center has arranged to use Kevin's East office on Thursday starting at 4PM to run a free health care center for that area. They will be surveying the area to determine if there is a need in that area from the community for this service.

Discussion – Security of the building was discussed.

E. Realignment of Duties for George Sand

The State needs a board resolution for East High (ELA) that will allow an expenditure of his salary to the grant. The realignment of duties was read by Ms. Knittel to the board.

Discussion – remove the wording that his position has the final word on hiring of teachers. This is done by the executive director.

**Ms. Reamer moved to approve [realignment of George Sand's work duties] with the removal of the hiring terms. Mr. White seconded. Passed.**

F. Special Ed Van Authorization

The state gave the school ARRA funds of \$50,000 to spend on special education equipment for the school. The state authorized the school to purchase the van and it has been ordered. \$35,000 cost and can only be used for special education purposes.

**Mr. White moved to purchase the van. Ms. Harris seconded. Passed.**

Discussion – The van will be white with MNIC logo running along it. A magnetic strip with the phone number will be made. The van will be stored at the UTEC garage. Special licensing requirements must be met to drive. Two drivers will be assigned to it. Insurance will be obtained as soon as VIN information can be obtained.

G. 403B

403b is the non-profit version of a 401K pre-tax retirement account. MNIC could authorize moving the sponsored plan into open access to all staff or close the current plan for which only one staff person has access.

**Mr. White moved to approve closing the current 403b sponsored plan and opening a new 403b plan for all staff. Mr. Egaale seconded. Passed.**

H. 2008 – 2009 School-Year Fund transfer authorization from fund 1 to Fund 2

**Ms. Reamer moved to authorize moving the 2008-2009 Fund 1 to Fund 2. Mr. White seconded. Passed.**

I. UTEC Lease

2010 signed UTEC lease is up for approval by the board of directors.

**Ms. Reamer moved to accept the lease agreement for UTEC for 2009-2010. Ali Egaali seconded. Passed.**

#### VI. RECRUITMENT (REGGIE WOMACK AND NICOLE HARRIS)

Recruiters took a sabbatical for a couple of weeks and will be training staff to handle recruitment at Century Plaza once the holidays are over.

Kevin would like a motion to do a mailing for recruiting of students. There is some money available to apply towards this.

#### VII. EXECUTIVE DIRECTORS REPORT (KEVIN BYRNE)

A. Enrollment update (Suzanne Natala)

Current 318 enrollment. Down from last month's report. Unity 119, East 113, UTEC 61, Sabathani 25 ADM 307.56

B. Adding students and staff from Skills For Tomorrow Charter School

Their last day is December 18<sup>th</sup>. They are hoping that the students will come to MNIC and may be able to take some staff if the students transfer into MNIC. Kevin is optimistic that some students will come, but heavy recruiting by other schools has occurred.

C. Grants and donations

Corporate Contract Services gave a donation of \$1000.

**Ms. Reamer moved to accept the donation and grant of \$2000. Ms. Harris seconded. Passed.**

D. Change at East High

The change to Circle learning has been going well. The students are starting to catch on and see the flexibility and advantages of Circle learning. Amy Libman has been doing very well at setting up internships for students.

E. Incoming programs (Don Link and Kevin Byrne)

Don will give an update at the next meeting. Kevin mentioned a new Circle program for UTEC for jobs doing nails and hair braiding. Ms. Harris has been working with the professional to get this going and will roll it out to other sites once it is established.

F. Admin Update

G. Article in WCCO

MNIC publicity was great and received two new students because of the report.

#### VIII. WINTER HOLIDAY PARTY (Oliver White)

The party will be held December 18<sup>th</sup> at Brunswick Bowl.

## IX. OTHER BUSINESS

### A. Transcript

MNIC will create one whole-school transcript from the current two different transcripts between Circle sites and the ELA program. The differences between the two were reported. Kevin will format the new Transcript to look like the old ELA transcript.

**Mr. White moved to accept the [one] Circle Transcript with the formatting changes. Ms. Reamer seconded. Passed.**

### B. Charter School Capital, Inc. Resolution (agreement)

Authorization for \$3.9m for over a three-year period to be used to pay off the line of credits and funds needed to provide for cash flow. A detailed resolution was provided by Charter School Capital, Inc. for authorization (handout).

**Ms. Reamer moved to accept the Charter School Capital, Inc. acknowledgment resolutions at 5:00 PM on December 17<sup>th</sup>, 2009. Mr. Egaale seconded. Passed.**

### C. ADM reduction

Discussion about authorizing the reduction of ADM payment level from 400 to 360 as presented in the November 12, 2009 Board Minutes.

**All present approved reducing the ADM payment level from 400 to 360. Passed.**

### D. Hiring of teacher and two social workers

Sabathani licensed teacher hire, Sandy Saline. The social worker has resigned and will need to be replaced. MNIC believes there are funds available to hire a second social worker through special education reimbursement.

**Ms. Reamer moved to accept the licensed teacher hire. Mr. Egaale seconded. Passed.**

**Ms. Reamer moved to hire the replacement social worker and look into hiring a second social worker if the salary can be funded. Mr. White seconded. Passed.**

### E. Card of condolences for two students' families

Mr. White will purchase the cards for the board to sign and send out.

## X. ADJOURNMENT

The next meeting will be January 19, 2009 at East. Meeting adjourned at 5:35PM.

**Ms. Reamer moved to adjourn the meeting. Mr. White seconded. Passed.**

Submitted by Deonna Perez-Evans

Designs for Learning