

Minnesota Internship Center Charter School

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

Agenda

**BOARD OF EDUCATION MEETING
Thursday, December 7, 2006, 3:00 pm**

Membership: Mary Ander (left at end of item #IV), Sifra Behailu (left at end of item #VIII), Jon Gross, Lois Lewis (left at end of item #VII), Vin McMahon, Ron White. Absent: Abdighani Ali, Jama Farah, and Judy Hawkins. Ex officio and others: Amy Libman, Susan Natala, Steven Oates, Patsy Brooks; Susan Airhart, David Alley, Steve Bosacker (Designs for Learning).

Note: Votes were unanimous unless otherwise stated. Items distributed at the meeting: Minutes from November 2, 2006; MCA testing summary documents; MNIC Personnel Report for November; MNIC Student Membership Report; MNIC Strategic Planning Proposal from Designs for Learning; Sabathani Community Center-MNIC Lease for Office Space; and Revenues for Charter Schools document from Susan Airhart.

- I. ROLL CALL – the meeting was called to order with Ron White, Mary Ander, Vin McMahon, Jon Gross, and Lois Lewis in attendance (Sifra Behailu arrived 3:26).
- II. APPROVAL OF THE AGENDA - Mary moved to approve. Lois 2nd Carried.
- III. APPROVAL OF MINUTES FOR THE NOVEMBER 2ND BOARD MEETING - Discussion: Section 8 Contracts and Leases will be dropped. The busing company dropped the clause for increasing price linked to fuel cost increases. The contract is still fixed cost per route. Because the number of routes is changing, we will have to redo the contract. Vin moved to approve the agenda as amended; Mary seconded. Carried.
- IV. EXECUTIVE DIRECTOR'S REPORT
 1. General progress report – there were two violent events last week against MNIC students. One event was outside Sabathani against an ELA student from coming to see the MNIC student play. The other event was against a UTEC Circle student, downtown Minneapolis not during school hours. The two students were in critical condition. One from UTEC is still fighting for his life. The other had neurosurgery and is at home.

MNIC will not send students from one part of the school to another, based on recommendations from Judy Cooper Lyle (teacher) and Jon Gross. MNIC hired a detective, Mike Atkinson, to investigate the incident at Sabathani. MNIC's Dean of Students is present each day working with students at Sabathani, etc. to build relationships, trust and gain insight. A report will be given back to the school and students about this. Discussion continued about details and honorable actions of MNIC staff at Sabathani and throughout the school, to reduce the potential for such incidents in the future.

Tree Trust gave a grant to MNIC. MNIC students with Tom Sima (UTEC) are involved in their job program for students. This program is going well with good attendance.

MNIC is up for a State Finance Award from MDE. Each year MDE accepts applications for this award. News of results will be announced in March. There is a small cash award (\$1000) for selected schools.

Legal update on some vendor contracts: MNIC's attorney stated: Employees can have a contracted interest in the school. Advice: If a MNIC employee works or has interest in the vendor company the company must have its own name and Federal ID. The Board must also have bid comparisons using RFP process. Board minutes must note clear comparison of costs to show impartiality in decision-making.

2. Student enrollment update – Susan Natala reported the number of students who have registered so far: ELA: 450 estimated; North: 348; Total = 798. Students actually started: 392; 284 (total 676). Current membership is 333 and 180 students respectively (total 513). Board discussed issues around adult students (over 21 – there are 59 such currently at the ELA). Compared to last Fall, there are more students at ELA now. There are fewer students at North Sites. Total enrollment and Average Daily Attendance are much higher compared to last year.

3. Staffing update

New Staff:

Margaret Anderson – substitute & Para

Aden Ahmednur - Para at ELA

Jeremy Perrin replaced Mark Hendrix (teacher at UTEC)

Dan Middlestedt – math teacher at Unity

Jackie Martin – was hired and has left MNIC, need to replace (sp. ed. para at Unity)

Kelli McCall – ELL Teacher at ELA

Mary Olson – ESL teacher at ELA

Terminations:

Agnes Chik-Fufa – teacher, laid off from Jordan

4. Diplomas – Two students are ready to graduate and are moving on to other locations. **Jon Gross moved to approve diplomas for these students. Mary seconded.** Jon pointed out that no graduation ceremony should be given for them. Kevin creates the diploma. Carried.

5. Report on Test Data – Cathy Ganz reported, MNIC has until February to submit a School Improvement Plan for AYP. MCA tests results are used to determine MNIC AYP status. These tests are high stakes for the school but have no consequences to students. Handout of MCA Test results. Students are receiving training for reading and math, for test taking skills and preparations. Teachers are working on professional development for students in relation to the tests. Students come with very low ability levels, so it is quite difficult to bring them up to proficiency in the allotted time frame. Board discussed AYP and challenges for MNIC as a school serving mostly students who are far behind.

- V. SPACE UPDATES, CONTRACTS AND LEASES - Continuation of Sabathani leases. Existing leases are set to the calendar year. Need to renew the leases for 2007. **Vin moved to approve the leases with an amendment to include the text, "This lease is subject to Minnesota Statutes, section 124D.10, subdivision 23a, which prohibits conflict of interest as a lease of real property with a related party."** Inserted in Section 8 of both leases after "...Premises by the Landlord." Seconded by Jon. Carried.
- VI. VOLUNTEER UPDATE - MNIC Staff & Americorp volunteers are working to develop a grant application for after school program that will help MNIC students improve their skills as they help elementary students at Nellie Stone Johnson Elementary School. MNIC Students will get

training and gain job skills through this program. This would require a new Circle focusing on Education employment. The grant is renewable up to 5 years.

VII. FINANCE

1. Receipts and disbursements (Financial Summary handout) – Susan reviewed for the Board, recommended the Finance committee develop a revised budget for February Board meeting approval. Ron, Kevin, Amy and Vin will constitute this committee. Susan will work with Patsy to set up times. Balance Sheet: This is remarkably different from last year at this time. Have \$408,000 in the bank. This is average cash flow balance. Equity and Fund Balance: Last year was deficit of close to \$700K. This year balance is positive. Fund 2, deficit improved to \$80K. Total Funds: \$145,367. Last year was: -300,000. This is exciting. Ron thanked DL for their help, as well as many other MNIC staff people for their work to bring MNIC to this point. At the next Board meeting, January 11, 2007, Larson Allen will present the Audit. Printed audit is not yet available.
2. Donations and grants – no report
3. Budget Revision – to be presented next Board meeting

VIII. STRATEGIC PLANNING - Kevin proposed strategic planning sessions start in January. Recounted his experience at Bloomington Schools of the value of all following a strategic plan. When to Meet: Evenings or Weekend. All of school is involved in this. Question for compensation for teachers to do this. Susan will look at what money is available. Plans will be made to vary the time and day of the week for sessions to enable people to attend some time. Concern was expressed to allow people to contribute their thoughts without fear of recrimination – which then becomes input for the planning sessions. Kevin and Steve will develop a plan to schedule these events, and communication.

IX. TRAINING - Susan Airhart presented training on Finances 201. Topic: Revenue. PowerPoint was distributed.

X. OTHER BUSINESS - Concern from Vin about purchasing items for the school. There is a residual emotional effect from previous years that some people are afraid to order what is needed. Kevin: The reality is that if people have not been reimbursed, the school needs to know about this. Kevin wants to know what Title monies are available for book purchases this year.

XI. ADJOURNMENT - Jon moved to end meeting at 5:55; carried.