

Minnesota Internship Center Charter School

1

MNIC ELA Campus
300 Industrial Blvd.
Minneapolis, Minnesota 55413

Approved Minutes

MEETING OF THE BOARD OF EDUCATION

Tuesday May 19, 2009

4:00 p.m.

Held at 310 E. 38th St., Minneapolis, MN (Sabathani Site)

Membership: Kat Anthony-Wigle, Ali Egaale, Jama Farah, Omar Fiqi, Susan Knittel, Kathy Reamer, Takara Spaulding, Oliver White, Reggie Womack

Ex officio: Kevin Byrne, Chanda Smith

Note: All votes were unanimous unless otherwise stated. Items distributed at the meeting include: Agenda; unapproved board minutes from April 21, 2009, Cash Flow project estimate (March 2009-June 2010), Draft School Calendar, Professional Development Specialist Report for English Language Academy (ELA).

I. CALL TO ORDER:

Ms. Knittel called the regular meeting to order at 4:07 PM.

Members Present: Omar Fiqi, Susan Knittel, Kathy Reamer, Takara Spaulding, Reggie Womack; Oliver White; Absent: Ali Egaale, Kat Anthony-Wigle, Jama Farah.

Others Present: Kevin Byrne, Lisa Cooney, Mandy Reamer, George Sand, Amy Libman, Melissa Kappenman, Pete Reddit, Melissa Kappenman, Don Link, Janet White, Stephen Bosacker (Designs for Learning)

II. APPROVAL OF THE AGENDA

Additions: In Other Business – MN State High School League renewal, Deductible for car damage at the Unity Site.

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

III. REVIEW BOARD MINUTES FROM 4-21-09

Mr. Womack moved to accept the minutes of April 21, 2009. Ms. Spaulding seconded. Passed.

IV. FINANCE AND BUDGET

A. Finance and budget report (George Sand)

Mr. Sand reviewed cash flow. What was anticipated as a \$200,000 cash flow shortage earlier in the school year has been significantly reduced and delayed. A cash flow scenario based on 385 ADM going through the next year was handed out. Net Cash available dips to roughly \$200,000 through the month of May and then drops quickly in June. At that time the school would use available credit to cover cash needs. Looking into the next school year, the cash flow projection assumes that the Governor's plan to hold back 20% of income from schools is implemented in July and the same budget is implemented as is in place for this year. With these assumptions, then available cash quickly runs out in October and worsens through the year by about (\$75,000) per month.

The 20% holdback would increase budget deficits for the entire year. To deal with this the school is looking at increasing enrollment and cutting costs. Mr. Sand suggested this is an opportunity to rethink how to deliver a quality program and classes in a different kind of way.

Mr. White asked about financing for cash flow. The school's bank will not increase financing to the school above what is available now. The holdback money scheduled to arrive in Fall 2009 is already dedicated for repayment of cash flow credit. Mr. Byrne affirmed that the school will not close if a 20% holdback is implemented.

Mr. Womack moved to accept the financial report from Mr. Sand. Mr. White seconded. Passed.

B. Lease Aid Update (Modified)

Information and proposals for leases will be presented at the next board meeting. Also other contract proposals. In June the Board must approve the final budget for this year, a budget for next year and next year's school calendar.

Mr. Byrne will refine the calendar over the next month.

The finance committee intends to provide site and department budgets for next year.

C. Tax exemption issue (Kevin Byrne)

The Board authorized an attorney to work on tax exemption. A ruling by the Department of Revenue is being researched. An application will be prepared and submitted for tax exemption for Unity Site by the owner and a separate application will be prepared and submitted for the ELA site.

D. Holdback (Kevin Byrne)

Mr. Byrne thanked people for communicating with legislators to stop the hold back in the bill that was passed. Mr. Byrne and others are communicating with other directors about the financing shortage to charter schools with the assumed increased hold back by the Governor.

E. Prom Update

Mr. White reported on the Prom. It was a nice event with no fights or conflicts. The students looked very good. Food was delicious. Students came from almost all the sites. There is money left over to help start up Prom for next year.

V. EXECUTIVE DIRECTORS REPORT (Kevin Byrne)

A. Enrollment update

Mr. Byrne reported that from how enrollment appears now there will be about 400 ADM by year end. Current enrollment is about 413 a week ago. Enrollment is dropping, as happens this time of the year.

B. Summer School

The Jennings Community Learning Center cannot manage providing summer school for MNIC this year. MTS is an option, though there is some resistance by some within that school to offer this for MNIC again. Another group offered to provide summer school recently. By the end of this week all the details will be concluded. Enrollment will determine how many people will work as staff at summer school.

Street Works will be held at Unity and Sabathani, possibly at ELA.

VI. MEDIA ARTICLE (Oliver White)

Mr. White wrote an article (OpEd) about MNIC, focusing on a student who had a baby recently. She personifies what MNIC seeks to do for students. The article focuses on the troubles she has encountered but is not giving up on her dreams. Mr. White had to work with a number of editors to publish the article in more than one newspaper. Mr. White

will try to provide a way for prospective students to contact MNIC. Mr. White will carefully and appropriately recount some about other students as well.

Ms. Knittel suggested including other individuals from other cultures who are part of MNIC.

Mr. White is also working on the year book and graduation ceremony.

VII. TITLE ONE ASSISTANCE GRANT UPDATE (Lisa Cooney)

Ms. Cooney, Professional Development Specialist, reported on work done with ELA teachers for the special Title I grant to improve teaching skills. First they focused on teacher behaviors. Baseline data was collected at the beginning, presented in the black bars in the bar graphs of the hand out. A week ago the same data was collected on their behaviors. Significant improvement in these behaviors was shown. For example, right now most of the time students know what the specific learning objectives are in class and teachers are teaching much better to the standards. In February the first training for teachers was conducted on what teachers should do and how to do it. After that Ms. Cooney coached and continued to train and reinforce effective teaching.

Right now and for the rest of the grant period her work is focused on increasing active student engagement during learning time. Certain practices are being eliminated that hurt learning and other practices are being established. Specific vocabulary words are built into lessons to help English language learners increase their vocabulary.

Ms. Cooney works with math teachers but 18 teachers at ELA benefit as well.

Mr. Womack wants this same professional development training for other teachers and staff. Administration is working on ways to help these teachers. A grant application has been submitted for the same Title I program for Unity site.

If formative assessments can be put in place this summer, Ms. Cooney is hopeful that student performance will increase enough for ELA to make Safe Harbor next year. Implementation is going much faster in ELA than in the district Ms. Cooney worked with before.

VIII. WASTE TECHNOLOGY GRANT (Amy Libman)

Ms. Libman reported that a grant application was submitted to address organic waste at MNIC for \$11,000 for a 2 year period. The program will have student interns from Unity and ELA who will be paid a stipend, who will integrate the organics. These students and the school will be connected with a group at the MN Chamber of Commerce (MNCC). This work with the MNCC will help companies decrease organic waste and may lead to job opportunities for the interns. Also MNIC science teachers will be involved with the program by teaching and leading field trips. The program will also provide supplies for community service. This program will help subsidize trash (organic) removal. Amy will apply for an intern from Macalester College to help make MNIC a "green school". Final approval on the grant has not been communicated yet.

A federal stimulus grant was submitted for a walk-in cooler for the food program. If this is granted, there will be a greater capacity to store food, which will help the food service crew and program. It may also enable the school to begin other services and educational programs in food services.

Two other grants were written and submitted.

IX. STRATEGIC PLANNING UPDATE (Kat Wigle-Anthony)

Ms. Knittel reported that a meeting is being planned to start to implement the strategic plan goals.

X. OTHER BUSINESS

A. MN State High School League renewal

Membership in the MN State High School League needs to be renewed each year. First Board approval is required. Decisions about which sports will be run will be determined after graduation.

Mr. Womack moved to renew MNIC's membership with the MN High School League. Mr. White seconded. Passed.

B. Approving deductible cost for car damage

Gun shots were fired outside Unity Site while a number of students were helping load things for the Prom after lunch last week. The incident happened between someone outside the school and a student attending Unity Site. A staff person's car was hit by a bullet. The bullet slug was recovered and submitted to police. Insurance covers most of the cost. Mr. Byrne requested that MNIC pay for the deductible to the car's owner (staff person).

The school social worker took time with the students to help them through the incident.

Requests were made for a policy to guide staff in what to do during and after these kinds of incidents. A meeting to further develop policy for these kinds of issues was held after the incident.

Mr. White moved that MNIC pay the deductible cost for repairing Ms. Mandy Reamer's car. Mr. Womack seconded. Ms. Kathy Reamer abstained (recused herself). Passed.

C. Ms. Spaulding announced that 7 of 11 students who applied for Page Scholarships were awarded scholarships. Ms. Spaulding is holding off on announcing who received these.

D. Mr. White thanked Sue Francis for responding promptly and quietly to help with getting supplies for the school. Ms. Knittel thanked Mr. Link and Mr. Sand for helping to save money for the school this year.

XI. ADJOURNMENT

The next Board meeting will be held June 16th at ELA. It will be a regular and Annual Meeting.

Mr. Womack moved to adjourn the meeting. Ms. Kathy Reamer seconded. Passed.

Meeting adjourned at 5:13 PM.

Submitted by Stephen C. Bosacker