

MNIC ELA Campus
300 Industrial Blvd.
Minneapolis, Minnesota 55413

Approved Minutes
REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, June 15, 2010
1:00 PM
Held at 1313 5th St. SE., Minneapolis, MN (UTEC 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 (Sponsor Liaison)

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 1:20 PM and gave instructions.

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

Others Present: Kevin Byrne, Amy Libman, Ron Wodtke, Janet White, Lisa Cooney, Kristin Quinn, Don Link, Dave Haugen, Sue Francis; Susan Airhart & Stephen Bosacker (Designs for Learning)

Items distributed at the meeting include: Agenda, Unapproved minutes for May 20, 2010, Approved minutes for April 12, 2010, Final FY 2009-2010 Proposed MNIC Budget, Lease documents for East High Site (Partial Assignment and Assumption of Lease and Partial Assignment and Assumption of Lease Additional Terms between Landlord and Minnesota Internship Center Charter School) and Lease proposal from Sabathani, Letter requesting use of MNIC space from Emerge.

- II. APPROVAL OF THE AGENDA

Changes to agenda:

Emerge Space letter

Treasurer Proposal (Other Business)

Meeting in July (Other Business)

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

- III. REVIEW BOARD MINUTES FROM 5-20-10

Confirmed Tricia Torrey was present.

Ms. Reamer moved to accept the minutes of May 20, 2010 as amended. Mr. Fiqi seconded. Passed.

- IV. BOARD TRAINING UPDATE

Board training session will be held June 21 at 1 PM in UTEC room B5. All who are interested may join the session.

V. PERSONAL TRAINING PLANS FROM STAFF FOR 2010-11

Job descriptions, containing job qualifications, and professional development plans for school supervisors were presented for approval by the board. These were developed during the first phase of the MNIC Leadership Academy this Spring. Due to end of school year challenges for the staff involved, these descriptions and plans are not as complete as they could be. Work to improve these will be done in coming weeks and months. Individuals who supervise staff are: Kevin Byrne (Executive Director), Don Link (Internship Coordinator), Amy Libman (Student Support Services Director), Reggie Womack (Director of Security), Kathy Reamer (Professional Development & Curriculum Specialist), Susan Knittel (Special Education Teacher), Sue Francis (Data Manager), Kristin Quinn (Site Leader – Sabathani), Melinda Melin (Site Leader – Unity), Melissa Kappenman (Food Services Director). Some positions are changing in the coming months, so job descriptions and professional development plans may need to change.

Mr. Byrne reported that staff involved with the Leadership Academy were fully engaged. The program produced effective dialogue and growth in understanding and alignment for this team.

Mr. Womack moved to accept the job descriptions and professional development plans of these individuals with the expectation that continuing improvements will be made. Ms. Reamer seconded. Passed.

VI. FINANCE AND BUDGET

A. Approval of the 2009-10 Revised Budget

Susan Airhart presented the Final Proposed MNIC Budget for 2009-2010. This budget is based on expected 290 ADMs. With this downsized budget from 9 months ago the school's fund balance will arrive at \$390,267.04. MNIC received over \$1,000,000 in federal money this year. This is the most ever received and was very helpful to the school. Some of this money was not spent this year and will roll into next year. Fund 2 (Food Service Program) came in with a deficit, but less than in prior years. Last year deficit was \$89K, this year it will be \$76K. Last year's deficit in Fund 2 will be covered by Fund 1, as is required by statute. Fund 4 (ABE Program) will come out with a net of \$4,413.48. This program did very well this year. Over all funds balance came in with a balance of \$228,710.47. This fund balance will help with cash flow for next year, which is important with the 30% holdback directed by statute for this next fiscal year.

Mr. Byrne commended Susan Airhart for her and DL's work to help MNIC manage these challenges. With decreased student enrollment MNIC had about \$1,000,000 less in income to work with.

Mr. White moved to accept this final budget for 2009-2010. Mr. Womack seconded. Passed.

B. Other Grant and Donation News

Mr. Byrne reported that the school improvement grants for Unity and East High are cut off at the end of this grant funding year cycle. This will be replaced with the new School Improvement Grant.

Ms. Reamer reported on the wonderful donations of furniture at Unity from CoreNET. All the furniture is consistent in style through out the building. Nine truck loads of furniture were brought and deliver over 3 days last week.

Mr. Link reported on the move at East High. Many volunteers, including some who helped at Unity contributed to relocating MNIC property in preparation for Emily Grey Academy to move in the rest of the space. The move went well.

Ms. Libman reported that a new AmeriCorps volunteer, Jennifer Sanderson, will be working with all sites and ABE to help reduce health disparities among students and their families. This includes access to health insurance, access to clinics. Ms. Sanderson will work with Melissa Kappenman, Ms. Libman and Chef Seth.

C. East Lease

MNIC will reduce the number of SF leased at 300 Industrial Blvd with Emily Grey Academy leasing the balance of the space. A change in the previously negotiated new lease was made that increases the total cost of the lease in one year by \$17,000 to \$12.75 per square foot or \$161,644.50 next year plus \$10,000 in additional rent for the next year to cover costs to modify the lease. New lease documents were presented and examined by the Board.

Mr. Womack moved to accept the lease changes. Ms. Reamer seconded. Passed.

D. Sabathani Lease

Mr. Byrne presented a proposal for a lease at Sabathani from Sabathani community Center that increases the space available to lease next year. Total increase is \$26,000 in one year to cover this increased space.

Ms. Knittel requested a better phone line for faxing for MNIC at Sabathani.

Mr. White moved to pursue a lease based on this proposal. Mr. Fiqi seconded. Passed.

E. UTEC lease

No update yet on this. The lease is due in September. Based on enrollment changes, MNIC may pursue increased space for classes. A lease aid application is being submitted to MDE for UTEC for this school year.

VII. OTHER BUSINESS

A. Emerge and StreetWerks Request

Linda Bryant of Emerge requested space again for their StreetWerks program. For a number of years StreetWerks has been allowed to use the Unity Site as a staging location for their student summer jobs program. This has been a beneficial relationship. The program provides lunches and cleans the space they use.

Ms. Reamer moved to allow StreetWerks to use the Unity Site cafeteria as a staging area from June 21 through August 13th. Ms. Harris seconded. Passed.

Discussion about schedules and overlaps with StreetWerks. It was noted that Sabathani was not included in this letter, though the program is planned to operate out of Sabatahni as well.

Ms. Reamer moved to add Sabathani Site to the StreetWerks program. Mr. White seconded.

Mr. Womack will train the StreetWerks supervisors in the use of MNIC space. Discussion about security for food and items at MNIC during the program.

Second motion passed.

B. MNIC Treasurer Proposal

Ms. Knittel requested the board consider keeping Kathy Reamer as the Board's Treasurer after new board members are inducted. Mr. White noted that this is a difficult position to fulfill and recommended that the Board consider making her the Treasurer when electing new officers next month.

C. Plan July Board Meeting

The Board discussed options for the next Board meeting so that new Directors can attend.

VIII. ADJOURNMENT

The next meeting will be July 19, 2010, 1:00 PM at UTEC

Mr. Byrne thanked Susan Knittel for being the board chair in a very trying time.

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

The Meeting adjourned at 2:20 PM

Submitted by Stephen Bosacker, Designs for Learning