

MNIC ELA Campus  
300 Industrial Blvd.  
Minneapolis, Minnesota 55413

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## **Approved Minutes**

REGULAR MEETING OF THE BOARD OF EDUCATION

*Tuesday, July 19, 2010*

*1:00 PM*

Held at 1313 5th St. SE., Minneapolis, MN (UTEC Site – B5)

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

Ex officio: Kevin Byrne (Executive Director), Chanda Baker and Katie Black (Sponsor Liaisons)

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 1:03 PM and gave instructions.

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

Others Present: Kevin Byrne, Ron Wodtke, Kristin Quinn, Don Link, Gertrude Hoskins, Behe Warsame, Stephen Bosacker (Designs for Learning)

Items distributed at the meeting include: Agenda, Unapproved minutes for June 15, 2010

II. APPROVAL OF THE AGENDA

**Ms. Reamer moved to approve the agenda as stated. Ms. Harris seconded. Passed.**

III. REVIEW BOARD MINUTES FROM 6-15-10

Spelling corrections were made.

**Mr. Womack moved to accept the minutes of June 15, 2010 as amended. Mr. McFarland seconded. Passed.**

IV. BOARD OFFICER ELECTIONS

Ms. Knittel passed this agenda item to Mr. Byrne. Ms. Reamer and Ms. Knittel retired from the board, Mr. Wodtke and Ms. Quinn took their new seats.

Mr. Byrne took nominations for the Board Chair: Mr. Womack nominated himself, seconded by Mr. McFarland. No other nominations presented. Vote: Unanimous. Reggie Womack was elected to act as the Board Chair.

Vice Chair Nominations: Mr. White nominated himself. Mr. McFarland seconded. No other nominations presented. Vote: Unanimous. Oliver White was elected to act as the Vice Chair.

Treasurer Nominations: Mr. Womack nominated Kathy Reamer as Board Treasurer. Oliver seconded. No other nominations presented. Vote: Unanimous. Kathy Reamer was elected the Board Treasurer.

Secretary Nominations: Mr. Womack nominated Kristin Quinn. Mr. McFarland seconded. Ms. Quinn nominated Ron Wodtke, Mr. McFarland seconded. Vote was held by show of

hands: Ms. Quinn received 4 of 5 votes, Mr. Wodtke received 1 of 5 votes. Kristin Quinn was elected as Secretary.

## V. RECRUITING UPDATE

Ms. Harris reported on recruiting events at different locations in the city. Tours will be held at each site for interested students and families. She requested that someone at each site be available at each site every Thursday for the rest of the summer. A barbeque will be held at Unity on the last day of summer school and make it a recruiting event. Another event will be held at Sabathani that day without a barbeque.

Recruiting has been going very well. Over 200 new students, without counting returning students have filed the registration form. 50 other students expressed interest, but have not submitted forms yet. MNIC staff have been recruiting in Minneapolis and St. Paul. Mr. Womack is proud about the efforts everyone is putting in. Staff have been enthusiastic and motivated. Their focus is on helping people move forward in their lives (through school). Mr. Womack introduced Behe Warsame, who is working with East High with recruiting at many places in the city. Mr. Byrne explained how Behe is a community leader among Somali residents.

Mr. Womack challenged the school to end the year with the same students that start with MNIC. Work to keep them in school.

## VI. SIG GRANT UPDATE

### A. Overview

Mr. Byrne and Mr. Bosacker presented the plans and status of the School Improvement Grant application.

MNIC's Unity and East High sites, along with 30 other schools were identified as Persistently Low Achieving Schools (PLAS). These schools are in the lowest 5% of schools in the state in NCLB measures of MCA-II results and graduation rates. The Board approved selecting the Transformation Option (in May), which preserves most of the school's staff and requires significant improvements in teacher effectiveness, student learning and student results. Rigorous but realistic goals were set for student results in the MCA-II tests in reading and math and for the 4-year Graduation rate. See the grant applications for more details.

Achieving these goals requires multiple improvements that focus on empowering students to attend, learn well and grow in ability to get results. These improvements were reviewed briefly. Strategies to improve student attendance and then learning are central to improving rates for the MCA-II and Graduation.

The application was submitted July 1<sup>st</sup> to the MDE. Requests for clarification and other information were received late on July 15<sup>th</sup> and are due on July 20<sup>th</sup>. After that an interview will be conducted at the MDE with key MNIC people. The MDE intends to award the grant funds by August 1<sup>st</sup>. Key elements of the SIG must be in place the first day of school. This will require significant work and development of the strategy, elements, staff training and so on to make this requirement. Achieving this requirement is important for the students to get early and strong benefits.

### B. Leadership changes with the SIG

Ms. Reamer will be hired as the Principal. Her position will be dedicated to improving curriculum, teacher skills and competencies, which is a critical element in improving student learning. The Principal will be given authority to evaluate and review teachers' performance, as well as hire and fire.

School Administration Managers are new positions that are required by the SIG. There is one for East High and Unity. These people will release the Principal to focus on teacher development and program effectiveness and work closely with the Director of Operations. Turnaround Officer positions are also created for each of the two sites. These positions will help oversee the implementation of the SIGs and act as liaisons between the Office of Turnaround Schools, a new department at the MDE, and the schools.

Students in School Advocate will work full time between Unity and East High as the front person for improving student attendance. This person will work closely with the Rtl program for student attendance, as part of the Safety Team. This person may go to students' homes to call them out to school. He will also work with students and other staff and partners to help students connect to needed supports.

Community Education Coordinator will develop and provide focused training and teaching for students' families to help these people improve literacy, build job skills, anything that is relevant to their lives that the school can support. This will link with other staff, events and programs in the school. The goal is to build parent understanding of the work the school is doing for their children/students and draw their support to motivate students for learning and growth. Research has shown that this is a very important factor for students to be successful in school. MNIC staff know this is true as well.

Master and Mentor Teachers. These will work under the Principal to provide and support job-embedded teacher training and curriculum development.

In-house Substitute Teacher-Transformation Aid. This position will provide substitute teaching for MNIC teachers for their professional development. When not teaching, this person will support implementation of the Transformation strategy.

#### C. Budget and budget implications with the SIG

Funding for the grant will be as reimbursement. The school will have to manage cash flow and work quickly to get reimbursements from the grant. The grant requires the school to sustain improvements without grant funds after the third year. Some positions can be retired, but others should be continued.

The plan is to pursue the Q-Comp program as a means to fund key components of the SIG. The application is due before November 1<sup>st</sup>. Components of what will become Q-Comp must be designed and implemented and funded by the SIG before classes start in September. Board, Teacher and Staff participation is needed to design this system. The Q-Comp funds will help with teacher development, incentives and promotions. It is clear that non-teachers need to be included in incentives and rewards, so MNIC needs to design and fund these aspects of the initiative.

### VII. AUTHORIZER AND CHARTER CONTRACT RENEWAL

PUC was denied as an Authorizer in the first application. There are concerns about what is behind this. PUC is considering what their next steps of action are. This has been disturbing to school leaders sponsored by PUC. Directors are contributing support to PUC. Three other authorizer candidates were also denied. Over 30 schools are currently sponsored by these authorizers. If there is continuing uncertainty about PUC being approved as an authorizer, then current schools and MNIC would have to find another authorizer before June 30, 2011.

MNIC is scheduled to proceed with charter contract renewal this year with PUC. This process involves Board and school participation.

### VIII. FINANCE AND BUDGET

Next meeting with Susan Airhart is on August 5<sup>th</sup>. The new budget is based on 275 ADMs, without the SIG grant. Ms. Reamer will have a report on budget at the next board meeting.

The 2009-2010 audit is scheduled for late August. Budget work will be resolved prior to that.

A. Grant and Donation News

1. Express Scripts for the \$750.00 donation

Ms. Knittel reported on a donation of \$750 presented by Express Scripts. Susan Wolf donated another \$750 for the Unity phone system. Ms. Knittel prepared a letter for each.

**Mr. White moved to accept the two \$750 donations each from Express Scripts and Susan Wolf. Ms. Harris seconded.** Discussion: No requirements attached to the Express Scripts money. **Passed.** Question about how the money was used – not known yet.

B. Sabathani Lease

The plan for 2 new rooms at Sabathani will increase costs by \$25,000 a year, but lease aid may not cover this cost with only 275 ADMs. Mr. Byrne is not willing to risk incurring this extra cost without lease aid coverage. Therefore the lease will be finalized and revisited next month.

C. UTEC LEASE

Mr. Byrne is studying what additional enrollment might require and any lease changes. This lease is due in September

D. The E-Rate Contract with DL

Mr. Bosacker explained the DL contract and service with changes from previous contracts to better link service to results. This contract will be revisited in August.

E. Leases for UTEC and Sabathani

Covered above

F. Update on Unity

Ms. Reamer reported that CoreNET has organized 150 volunteers to repaint and potentially re-carpet the school building before school starts. More furniture is being planned for Unity as well. The company donating the work, paint and etc. and gave up their annual company picnic to do this for Unity. Discussion about what these people will do for food was raised on that day. The group is planning to do this service on August 23<sup>rd</sup> or 24<sup>th</sup>.

IX. OTHER BUSINESS

Another topic added by agreement of the Board: Mr. White and Ms. Knittel have been working to develop a new Circle focused on the Aviation industry. Mr. White is looking for support for the costs of this Circle. Ms. Reamer requested a budget plan for anticipated costs. Transportation costs are an important consideration in this Circle.

Ms. Quinn proposed that all sites prepare budgets for any program plans or ideas, for the Board or leaders to develop effective plans for school programs and Circles.

Scheduling MNIC Board meetings going forward this year: Present board members agreed to meet starting at 4 PM on the third Thursday of each month at UTEC.

X. ADJOURNMENT

The next meeting will be August 19, 2010, 4:00 PM at UTEC

**Mr. White moved to adjourn the meeting at 2:39 pm. Mr. Wodtke seconded. Passed.**

The Meeting adjourned at 2:40 PM