

# Minnesota Internship Center Charter School

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

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## **Minutes**

**BOARD OF EDUCATION MEETING**

Thursday, August 10, 2006, 3:00 p.m.

Members in attendance: Abdighani Ali, Mary Ander (left during item #7), Sifra Behailu, Jon Gross, Vin McMahon, Lois Lewis (arrived during item #4), Ron White. Absent: Jama Farah, Judy Hawkins. Ex officio and others: Executive Director Kevin Byrne, Volunteer Coord. Amy Libman, Office Mgr. Patsy Brooks, Lead Teacher Cathy Ganz; Susan Airhart, and Andrew Adelman of Designs for Learning.

Note: All votes were unanimous unless otherwise stated. Items distributed at the meeting included: Agenda, draft 6/29/06 Minutes, Board Meetings calendar; School Calendar; Personnel Update; 2005-06 Summary Income Statement; RFP for School Bus Services; DL Proposal for Board Training.

- I. ROLL CALL the meeting was called to order by the Chair, Ron White, at 3:05 pm.
- II. APPROVAL OF THE AGENDA – it was noted that there was one additional item, approval of school calendar (to be addressed under Director's Report). The agenda was approved with this change, by common consent.
- III. APPROVAL OF MINUTES FOR June 29<sup>th</sup> BOARD MEETING – one amendment was identified; Minutes incorrectly stated Mary Ander was leaving the Board. Ms. Ander moved approval of the Minutes with this change, seconded by Mr. McMahon, and carried.
- IV. ELECTION OF OFFICERS FOR 2006-2007 SCHOOL BOARD – item was addressed after Executive Director's report, when Ms. Lewis had arrived. It was decided by common consent that officers would be seated effective the next meeting.
  - Nominations for Secretary-Treasurer – Mr. White nominated Mr. McMahon. There were no further nominations, and Mr. McMahon was approved unanimously to be Secretary-Treasurer.
  - Nominations for Vice Chair – Mr. White nominated Mr. Gross. Mr. Gross nominated Ms. Behailu. After further discussion, Mr. Gross withdrew his name from consideration, and Ms. Behailu was approved unanimously as Vice Chair.
  - Nominations for Chair – Mr. Gross nominated Mr. White; there were no further nominations, and Mr. White was approved unanimously as Chair.
- V. EXECUTIVE DIRECTOR'S REPORT
  1. General progress report - Mr. Byrne reported on issues of space, by site. For the English Academy, MNIC will continue to lease from MTS; no expansion will be possible this year. UTEC lease is being finalized. Sabathani space has been expanded in the basement; agreement should be finalized tomorrow. Unity lease is to be approved by the Pillsbury United Communities Board Tuesday (calls for PUC to support renovations, which will provide more space for MNIC). Lease is being finalized for prospective new site at 2518 2nd Street North. For the Jordan site there is the possibility of MNIC continuing there for the fall, leasing on a month-to-month

- basis (cost prohibitive for getting this facility to E-level)..
  - 2. Strategic planning – process will be re-started this fall or winter, after sites are finalized.
  - 3. Student enrollment update - Ms. Airhart reported, 392 ADM's was the final number for last year (budget built on 380). Mr. Byrne reported on student recruitment efforts for Circle sites and the English Academy. Budget has been set at 380 again for this year.
  - 4. Data management report – not addressed.
  - 5. Staffing update – Personnel Update listed two new positions filled: Circle Site Leader Gayle Smaller; Lead Teacher Cathy Ganz; and two terminations: Para's Ed Scott and John Paul Gross (did not re-apply).
  - 6. School calendar – Mr. Byrne recommended a change to the calendar, to move start date back to Sept. 5, the day after Labor Day. ELA may be closed during Eid; Circle sites will be able to decide when to take two days off. Staff development will run two weeks starting Aug. 21. After discussion, **Ms. Ander moved approval of school calendar as amended; seconded by Ms. Behailu, and carried.**
  - 7. Also addressed under Director's Report was transportation. Mr. Byrne reported, MNIC has a bid for transportation services; will request board approval once there is a proposed contract. Advantages of MNIC providing its own transportation were discussed.
  
- VI. VOLUNTEER UPDATE - Ms. Libman reported on the two AmeriCorps/Promise Fellow positions which will begin next week. Also, a family room will be established for MNIC families, at a site to be determined. There was also an update on the food service program – all sites will be catered internally this year. This allows for more flexibility and cost savings.
  
- VII. FINANCE – Ms. Airhart distributed financial documents. Balance Sheet looks much better than a year ago. Preliminary 2005-06 figures show net income of \$158,500; this should improve somewhat more assuming total ADM of 392 holds. Board discussed 3% raise for licensed teachers who have been at MNIC at least 12 months (included in approved 2006-07 budget). Ms. Airhart distributed a summary of staff who will be affected (with names eliminated). In cases of teachers with expired licenses, they would have to be renewed before the raise took effect. Eighteen teachers are affected, and the total amount of funds needed is \$21,352. Sense of the Board was in favor of the raise, but several members also wished to have further discussion of how to give raises to other staff as well.
  
- VIII. SPACE UPDATES – addressed in Director's Report.
  
- IX. OTHER BUSINESS – Board discussed suggestion from McMahon for meeting at multiple locations, and possibly at different times, to increase accessibility of the Board to MNIC stakeholders. Also discussed was DL's proposal for Board training, on history of the school, charter school finance, Board procedures/leadership, and strategic planning. Training is covered in MNIC's existing contract for Turnaround/Development services. The proposal was approved by common consent; trainings will be held for one-half hour immediately following Board meetings.
  
- X. ADJOURNMENT