

# Minnesota Internship Center Charter School

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

Page 1 of 3

## **Minutes**

**BOARD OF EDUCATION MEETING**  
Thursday, September 7, 2006, 3:00 p.m.

Members in attendance: Abdighani Ali, Mary Ander, Jon Gross, Vin McMahon, Lois Lewis (Item IV), Judy Hawkins (Item IV), Ron White. Absent: Jama Farah, Sifra Behailu.

Ex officio and others: Executive Director Kevin Byrne, Volunteer Coord. Amy Libman, Office Mgr. Patsy Brooks, Lead Teacher Cathy Ganz; David Alley and Stephen Bosacker of Designs for Learning, Don Link (during Finances 101).

Note: All votes were unanimous unless otherwise stated. Items distributed at the meeting included: Agenda, draft 8/10/06 Minutes; July Financial Statement; Minnehaha Transportation Company Contract; Food Service contract with Jennings HS; Leases for Unity, UTEC and Jordan; DL Proposal for Board Training topics (12 sessions); Handouts for Charter School Finances 101 (PowerPoint handout and Finances 101 document).

- I. ROLL CALL - the meeting was called to order by the Chair, Ron White, at 3:11 pm.
- II. APPROVAL OF THE AGENDA - Mary Moved to approve. Vin seconded, and the agenda was approved as presented.
- III. APPROVAL OF MINUTES FOR THE AUGUST 10<sup>TH</sup> BOARD MEETING - Abdighani moved approval of the Minutes as presented; Mary seconded and the Minutes were approved as presented.
- IV. BOARD CALENDAR AND MEETING TIMES – Board discussed seeking a better time that Board members can make for Board meetings. Kevin will query board members and staff for better times and report.
- V. BOARD TERMS DISCUSSION – **Board discussed and agreed on the following terms: 1 year terms: Jon, Sifra, Judy. 2 year terms: Mary, Lois, Ron. 3 year terms: Abdighani, Jama, Vin.** Approved by common consent.
- VI. EXECUTIVE DIRECTOR'S REPORT
  1. General progress report - Unity is running very well. A waiting list has been formed from enrollment target. UTEC is also running very well – Adventure Travel Circle and Vocational Circle. Space is an issue for increasing enrollment at some sites. Busing is now available for ELA and will be soon for the 2 largest Circle sites through Minnehaha Transportation Company. Last spring many students at ELA and on #5 Metro Bus were getting harassed on the way to school, increasing interest and need for a bus service. Students are quite supportive of this. Sabathani and UTEC will not get full bus service. Most MNIC students will be bused. Budget will need to be revised to manage tokens and bussing. Students who go to work will need tokens. Last year's budget for transportation was \$166,000. The bus service will help deliver food and provide opportunities for field trips. Board discussed the gas surcharge in the contract. According to Kevin, the company is flexible and willing to work with the school. School starts at Circle Sites will be adjusted to accommodate busing schedules and availability.
  2. Strategic Planning – has been postponed from the summer to enable more people to participate. Some newer issues, developed this summer and now this fall need to be addressed. One issue is whether MNIC should start another site for ELA.
  3. Student enrollment update - Enrollments are not yet clear. Somewhat fewer returning students to the Circle sites and the same number of new students. The first weeks of school

are not stable. Sometime in October student enrollment is at the maximum. ELA is very full. All former students are being contacted. Seeking 440 students enrolled for maximum enrollment. Education Benefit Forms are being collected diligently. MNIC is switching to the new SAI data management system. The system is very effective, the current problem is getting the data prepared, due to a delay forced by cash flow in June. Susan Natala is operating right now using a simple manual system and Excel forms until the SAI system is fully operating.

4. Staffing update - New staff hired or hours extended: Melissa Olson 1.0 teacher, Shanene Herbert, curriculum developer.

A questions was raised about staff who have not been rehired – it was clarified that the school is providing for their remaining PTO.

Jon is pursuing information from Maren Froemming (who has left MNIC) about the MDE's BST reading test, which will be rerun the end of this month. There was an error in the summer test.

#### VII. VOLUNTEER UPDATE

Amy Libman, Volunteer Director, has chosen all her VISTA volunteers: Jessamay Thompson at ELA, Mary Willms and Takara Spaulding at Circle Sites. VISTA volunteers are paid by some federal money and the school pays \$6000 for a whole year on top of this. They will work as student advocates, tutors and work with students' families.

#### VIII. FINANCE

1. Receipts and disbursements - Steve Bosacker presented and explained the July 2006 Summary Financial Statement. Vincent McMahon will act as the Board treasurer. He asked to have Susan Airhart email the detailed statement before the meeting so he has time to review information.
2. Donations and grants - Jon announced a donation of computers, monitors and printers through someone Don Link knows.

#### IX. CONTRACTS

1. Minnehaha Student Transportation Contract – Board discussed getting a clause into the contract to allow renegotiating specific clauses or terms. Desire to have fuel cost savings passed on to the school. Discussion about when the contract becomes binding. Kevin signed it on behalf of the school board. Kevin will bring a modified contract to the Board at the next meeting with agreeable changes, to be ratified at that meeting. Busing at ELA went so well the first day that they only had to give out 4 tokens.
2. MNIC catering agreement – Jennings Experiential High School - This is a contract where MNIC provides food for JEHS. Estimated income is \$15,000. **Jon moved. Abdighani seconded, and the contract was approved.**
3. Leases – MNIC is waiting for Sabathani to return the lease for signature. Lease with Jordan New Life Church has been continued on a month-to-month basis. This was necessary to deal with temporary space challenges. Board discussed challenges in responding to MDE's sudden requirement for full documentation on sites to get lease aid. Many want to have some leniency from the state because of the time it takes to bring buildings up to required levels. Document MNIC's position to bring a case to the MDE and provide a basis for keeping the school in operation. Then MNIC will seek an appeal to resume lease aid prior to completion of all new requirements.  
Lease for Unity House: Ron wants a change: strike the date "2007" on the first page to enable the lease to be changed in 2006. This lease is month to month until the renovations for Phase 1 are completed.  
Lease for UTEC: This is an annual contract.  
Lease for Jordan: This is a month-to-month contract.  
**Judy moved to approve all lease agreements and requested amendments to them as noted. Jon seconded, and the motion carried.**

#### X. SPACE UPDATES

1. UTEC – not covered
2. Unity House - Many kids are showing up and quite excited about the Urban Arts program.

Same with UTEC. Nothing major happened to be concerned about.

3. Jordan – not covered
4. Sabathani – not covered
5. ELA: Some staff visited the St. Columba School in St. Paul as a possible site for the ELA program. There may be other space near the ELA site. Because MNIC has busing available, other sites can be considered that would not work otherwise. MTS has taken some space away from MNIC that was apparently available last Spring.

XI. OTHER BUSINESS

1. Training proposal by Designs - Steve presented a proposal for 12 ½-hour training sessions for Board training. Ron suggested incorporating #1 with #5 (MNIC History and Board meeting processes). Mary is interested in learning how MNIC compares to other charter schools in philosophy and practice. **By common consent the Board agreed to the proposal.**
2. "Charter School Finance 101" (Board Training) – David Alley and Steve Bosacker presented instead of Susan. Steve presented the PowerPoint handout, which highlighted principles and practices for effective Boards and school operations. The Finances 101 document details important components for effective financial oversight of charter schools, presented by David.

XII. ADJOURNMENT

Mary moved to adjourn at 5:15 PM, and the meeting was adjourned.