

## **Twin Cities International Elementary School**

**Minutes of the School Board Meeting held on Saturday, March 12, 2011, at 10:42 am, at the International Education Center, 277 12<sup>th</sup> Avenue North, Room 120, Minneapolis, MN, 55401.**

**Board Members Present:** Mr. Abdikarim Mohamed, Ms. Kristin Kjolsing, Mr. Abdirashid Warsame, Ms. Jessica Wroblewski, Ms. Christena Pulver, Mr. Abdisamad Ibrahim and Mr. Osman Mohamed.

**Absent:** Mr. Ibrahim Aden and Ms. Wesam Shaker.

**Ex-Officio Members Present:** Dr. Randal Eckart, Director of Twin Cities International Elementary School. Mr. Tom Black, Authorizer Representative of Century College. Mohamed Egeh, Business Manager for Twin Cities International Elementary School.

**Ex-Officio Members Absent:** Authorizer Representative, Dr. Jim Gross.

**Also Present:** Board Clerk Ms. Bethany Forsberg, Mr. Ali Muse, Mr. Abdullah, Mr. Jonathan Krown and Mr. Tom Hodnefield.

### **1.0 Open Meeting**

Chair opened the meeting at 10:42 a.m.

Chair acknowledged those present and thanked them for attending the meeting.

### **2.0 Approve Agenda**

Time was given to review the agenda for the meeting.

Three corrections were noted.

Ms. Jessica Wroblewski made a motion to approve the agenda with the corrections as noted.

Ms. Christena Pulver seconded.

Motion Carried.

### **3.0 Minutes from the previous meeting of February 5, 2011**

Time was given to review the minutes from the previous meeting.

One correction was noted.

Ms. Kristin Kjolsing made a motion to accept the minutes from the previous meeting with the correction as noted.

Mr. Abdirashid Warsame seconded.

Motion carried.

### **4.0 Auditor's Report**

Mr. Tom Hodnefield thanked the board for allowing him to present his auditor's report at the meeting today. A copy of the audit report was given to each board member to read and

review. Mr. Hodnefield noted that all required audit documents have been issued and sent out to their respective parties. He congratulated the board on completing another audit process with minimal possible findings. He clarified that this audit report is an unqualified opinion and some findings that were recorded may not have been findings after more review was conducted. In order to correct this in future audits, Mr. Hodnefield recommended the board to allow for additional lead time which will give TIES more time to review the draft of the audit before it is finalized. He noted that because our fiscal year expenditures are 1.4 million, TIES can expect to have ongoing audits.

Mr. Hodnefield discussed the increase in the state's holdback fund to 30% which is negatively affecting most schools in Minnesota. Fortunately for TIES, as of June 30, 2010, the school has not accrued any debt which has helped with cash flow needs and allowed it to end the fiscal year with a positive balance of \$680,000.

Mr. Hodnefield reported the possible following findings of audit adjustments with regard to wages, payroll, taxes and benefits and documentation of payroll records. He stated that both of these findings are very common and may not even be classified as findings after further review of the final report was conducted. Mr. Hodnefield recommended that TIES request its bank to provide monthly collateral statements to prevent any future problems with audit adjustments and to ensure that after-the-fact payroll records are being kept for each employee to serve as adequate documentation.

Chair thanked Mr. Hodnefield for presenting the Auditor's Report.

## **5.0 Treasurer's Report**

### **5.1 February 2011 Year to Date Report**

Mr. Mohamed Egeh presented the fiscal year report for the 2010-2011 school year. He noted that TIES is currently operating on a budget level for the projected enrollment of 570 students. However, as of March 11, 2011, TIES' student enrollment was at 580 students which has led to a revised budget. TIES' total revised revenue is \$6,637,222 with a net increase of \$4,135. TIES' total revised expenditures are \$6,784,755 with a net increase of \$44,305. The revised projected fund reserve is \$2,225,399 while tracking at 34%. Currently, TIES has no short term or long term debt even with the state's holdback of 30% which equals \$1,991,316.

Ms. Christena Pulver made a motion to approve the revised 2010-2011 fiscal year report.

Mr. Abdirashid Warsame seconded.

Motion carried.

## **6.0 New Business**

### **6.1 Charter School Authorizer Remark's**

Mr. Tom Black reported:

Dr. Jim Gross sends his regrets for being unable to attend the board meeting held today. Century College is currently on Spring Break and classes will resume next week on Monday, March 14, 2011.

He noted that he was very pleased to attend the 10 Year Anniversary Celebration held on February 12<sup>th</sup>, 2011.

Mr. Black remarked that Dr. Jim Gross is in support of the change in authorizership and has all required documentation completed on Century College's behalf.

Mr. Black reported that on February 25<sup>th</sup>, 2011, 34 students from Ubah Medical Academy visited Century College to learn about the opportunities offered at a local community college.

Mr. Black remarked that he is looking forward to attending the Minnesota Association of Charter Schools meeting held at the Kelley Inn in the coming weeks.

## **6.2 Director's Report**

Dr. Eckart reported:

Spring break will take place during the week of March 21<sup>st</sup>, 2011 through March 25<sup>th</sup>, 2011.

Administrators and teachers from TIES attended the Effective Schools Conference held last week. During the conference, several of TIES' current initiatives were discussed as well as possible areas for improvement.

## **7.0 Discussion**

### **7.1 Update Board Goals**

Ms. Christena Pulver noted that changes have been made to the current board goals with regard to adding the required policies up for review as indicated by Ms. Kristin Kjolsing and Jessica Wroblewski.

Ms. Pulver stated that both Dr. Randal Eckart and Mr. Osman Mohamed's profiles have been updated on the school website.

### **7.2 Update an Authorizer Search Status**

Jonathan Krown reported that applications are currently in the process of being completed for Concordia College and Pillsbury. The application for Concordia College will be sent during the week of March 14<sup>th</sup>, 2011 once all board members have submitted their resumes and it has been finalized. Board members should send copies of their resumes to Assistant Director Kelli Wilson by Wednesday, March 16<sup>th</sup>, 2011.

Mr. Krown is working with TIES administration to ensure that our school's Conflict of Interest policy and bylaws have been updated and are in accordance with current standards. Once the applications have been sent, extensive on-site visits will begin occurring.

Mr. Abdirashid remarked that TIES has until April 15<sup>th</sup>, 2011 to submit an application to the Minnesota Department of Education (MDE) to request a new authorizer. From that date, MDE has 2 months to decide if the application is accepted or rejected.

Mr. Krown noted that TIES needs to send an affidavit to MDE before the deadline occurs.

Mr. Abdisamad thanked Mr. Krown for being an active member in this school's foundation and for his continued efforts to its success.

Dr. Eckart reported:

The search for an authorizer is very extensive and time consuming. He thanked all the people who have been involved in the process for their dedication and hard work. He hopes that hiring Jonathan Krown will help lessen the efforts made by school personnel and increase TIES' communication with potential authorizers.

The 2009 Charter School Laws have changed which decreased the amount of available authorizers. In December 2010, only 7 schools had authorizership which makes it very challenging for charter schools to obtain a sponsor. As of February 2011, only 15 schools have authorizership leaving around 65 charter schools without a sponsor and potentially displacing 13,000 students.

TIES employees will be addressed on the school's current authorizer status at the staff meeting held on Monday, March 14<sup>th</sup>, 2011.

Mr. Abdirashid remarked that he is pleased to have Jonathan Krown's help in this process. TIES will continue to contact Concordia College and work with Jonathan Krown during its search for a new authorizer.

### **7.3 Policy Committee**

Ms. Kristin Kjolsing reported that there are 9 policies up for review today.

These include:

- 418-Drug-Free Workplace/Drug-Free School (1<sup>st</sup> reading)
- 419-Tobacco-Free Environment (1<sup>st</sup> reading)
- 501-School Weapons Policy (1<sup>st</sup> reading)
- 906-Community Notification of Predatory Offenders (2nd reading)
- 505-Distribution of Nonschool-Sponsored materials on School Premises by Students and Employees (2nd reading)
- 205-Open Meetings and Closed Meetings (2nd reading)
- 416-Drug and Alcohol Testing (2<sup>nd</sup> reading)
- 413-Harrassment and Violence Policy (Final reading)
- 532-Use of peace officers and crisis teams to remove students with IEPs from school grounds. (Final reading)

Ms. Kjolsing stated that policies 418, 419 and 501 are the model policies so no revisions have been made.

Ms. Kjolsing noted that no additional changes have been made to policies 906, 505, 205 or 416.

Ms. Pulver made a motion to accept policies 418, 419 and 501 as 2<sup>nd</sup> readings and policies 906, 505, 205 and 416 as 3<sup>rd</sup> readings for the board meeting held in April 2011.

Mr. Abdisamad seconded.

Motion carried.

## **8.0 Action Items**

### **8.1 413-Harrassment and Violence (Final reading)**

Ms. Pulver made a motion to adopt policy 413.

Mr. Abdisamad seconded.

Motion carried.

### **8.2 532-Use of peace officers and crisis teams to remove students with IEPs from school grounds. (Final reading)**

Ms. Pulver made a motion to adopt policy 532.

Mr. Abdisamad seconded.

Motion carried.

### **8.3 Approve 2011/2012 School Calendar**

Dr. Eckart noted that the Calendar Committee kept the number of staff development days for grading the same as the 2010-2011 school year but increased the amount of time for teacher workshops in August. The number of student days was also increased from 172 to 176.

Ms. Pulver made a motion to accept the 2011-2012 school calendar.

Ms. Wroblewski seconded.

Motion carried.

### **8.4 Adopt Vision Statement**

Ms. Kjolsing made a motion to adopt the Vision Statement.

Mr. Abdirashid seconded.

Motion carried.

### **8.5 Approve Conflict of Interest Policy**

The policy was updated from the 2009 version to be in accordance with current legislation.

Ms. Pulver made a motion to approve the Conflict of Interest Policy.

Mr. Osman seconded.

Motion carried.

### **8.6 EA-Resignation**

Dr. Eckart announced the resignation of Abdihakim Ahmed.

Mr. Abdirashid made a motion to accept the resignation of Abdihakim Ahmed.  
Mr. Abdisamad seconded.  
Motion carried.

### **8.7 Amend School Bylaws**

Dr. Eckart noted that TIES' bylaws were updated to be in compliance with current legislation.

Ms. Kjolsing made a motion to accept the amended school bylaws.  
Ms. Pulver seconded.  
Motion carried.

### **8.8 Forward Application to Concordia**

Ms. Kjolsing made a motion to forward the application to Concordia.  
Ms. Pulver seconded.  
Motion carried.

### **8.9 Delegation of Director Dr. Eckart to send revised draft policies with applications pending future formal approval by board if necessary.**

Ms. Kjolsing made a motion to approve the delegation of Director Dr. Eckart to send revised draft policies with applications pending future formal approval by board if necessary.  
Ms. Wroblewski seconded.  
Motion carried.

### **9.0 Addition of one school day (May 13, 2011)**

Dr. Eckart noted that TIES' bus company cancelled school due to buses being unable to drive down streets during large amounts of snow fall. Because of this, the board proposed the addition of one school day on May 13, 2011.

Mr. Osman made a motion to approve the addition of one school day on May 13, 2011.  
Ms. Kjolsing seconded.  
Motion carried.

### **10.0 Old Business**

No old business at this time.

### **11.0 Adjournment**

Ms. Kjolsing made a motion to adjourn the meeting at 12:49 p.m.  
Ms. Pulver seconded.  
Motion carried.