

**Twin Cities International Elementary School
School Board Meeting**

Minutes of the School Board Meeting held on Saturday, April 14, 2012 at 10:30am, at the International Education Center, 277 12th Ave. N, Room #120, Minneapolis, MN, 55401

MEMBERS PRESENT: Chair Mr. Abdikarim Mohamed, Treasurer Mr. Abdirashid Warsame, Secretary Ms. Bethany Forsberg, Teacher Representative Member Ms. Marian Aden, Teacher Representative Member Ms. Wasam Shaker, Teacher Representative Member Mr. Ibrahim Aden, and Community Representative Member Mr. Abdisamad Ibrahim.

ABSENT: Teacher Representative Member Ms. Christena Ulvin, Community Representative Member Mr. Osman Mohamed, and Ex-Officio Member Dr. Randal Eckart, Director of Twin Cities International Elementary School.

EX-OFFICIO MEMBERS PRESENT: Authorizer Representative Mr. Tom Henderlite and Authorizer Representative Mr. George Lillquist.

ALSO PRESENT: Ms. Kelli Wilson, Ms. Patti Kronk and Mr. Ali Muse.

1.0 Welcome and Member Contact Detail Confirmation

Chair opened the meeting at 10:43a.m. The Chair acknowledged a quorum was present, and thanked them for attending the meeting.

2.0 Approve Agenda

Ms. Bethany motioned for the Agenda to be approved. The motion was seconded, and the motion carried.

3.0 Minutes from the previous regular Board Meeting held on March 10, 2012.

Mr. Abdirashid motioned for the Board Meeting Minutes from March 10, 2012 to be approved. The motion was seconded to endorse the meeting minutes of March 10, 2012 and the motion carried.

4.0 Treasurer's Report (10 min).

a. **July, 2011-March, 2012** (Distributed)

The Chair welcomed Mr. Abdirizak Hassan to present the March, 2012 YTD Budget as well as the Preliminary Budget FY 2013.

Mr. Abdirizak reviewed each line item in detail, further noted the benchmark of 75% for projected revenue and expenditure. Total Revenue received was 65% and Expenditure was 72%. The Revenue received was 10% less than projected. Mr. Abdirizak noted that the Fund Balance is tracking at 40%. He stated that the year-to-date revenue is \$4,244,246 while tracking at 65%. This is 10% less than the projected budget. The year-

to-date expenditures are \$4,617,633 while tracking at 72%, which is 3% below projected amount.

Budget based on a projected student enrollment of 570. The current student enrollment is 603.

b. Preliminary Budget FY 2013 (Distributed)

Mr. Abdirizak presented the Preliminary Budget FY 2013, and reviewed each line item in detail. Budget based on 570 student enrollment. Total Revenue \$6,573,122 remains the same as 2012. Total Expenditure \$6,387,118 decreased by \$18,560 from 2012. Food Service Fund of \$5,428 also to decrease by \$500 from 2012. Fund Balance-All Funds \$136,432 to increase by \$18,060 from 2012. Fund Balance Percentage based on 41%, a 2% increase from 2012.

Ms. Bethany motioned that the Treasurer's Report for March 2012 YTD be approved. The motion was seconded, and the motion carried.

Mr. Abdirashid motioned that the Treasurer's Report for Preliminary Budget FY 2013 be approved. The motion seconded, and the motion carried.

5.0 New Business:

5.1 Authorizer's Report

Mr. George, Concordia University Authorizer Representative Reported:

- a. Noted an expansion to Twin Cities International Elementary School is within the law as long as there is no name change, or grade level changes.

5.2 Director's Report

Ms. Kelli reported:

- a. Update on Dr. Randal's health, explaining he is doing well; anticipated return date is May 14, 2012. Dr. Randal has been, and will be available for phone conferences if need be.
- b. Conferences were held April 4th and April 5th, 2012. Turn-out was approximately 80%, previously 90-95% turn-out rate. Ms. Kelli stated this could be from the increased daily communication with parents. Further stating all parents who missed conferences will be contacted and given an update as to their student's progress.
- c. Ms. Kelli reported that after the second round of MCA testing, 70% of the 4th graders have passed, and 63% of the 3rd graders have passed. Staff have compared various testing and trends, and will work on specifics prior to the next round of testing in May to prepare students.
- d. Minnesota Department of Education (MDE) has changed the testing process for next year, discontinuing the test being given 3 times and will change it to one time. Another parent meeting will be scheduled next year to explain the new process.

- e. The 3rd and 4th grade MCA Reading Test is scheduled for April 24th and 25th, 2012. It has been decided that next year's test will be done via paper-pencil. This is based on the lack of computers to test all elementary and middle school students at the same time.
- f. Ms. Kelli stated they will continue to look for programs to assist with on-line testing. Noting if required to test 3rd and 4th graders in a full week, Twin Cities International Elementary School would need 2 additional computer labs, as both the elementary and middle school utilize all labs.
- g. Ms. Kelli discussed the MDE program titled Read Well by 3rd Grade. This program states that every district enrolling K-3 students must submit a Literacy Plan to MDE by June 1, 2012. A 20 page draft will be completed by April 20, 2012. The final Literacy Plan will be posted on Twin Cities International Elementary School's website and submitted to MDE by June 1, 2012.
- h. The Finance Committee met on Thursday, April 12th to discuss Broker for Health/Dental, Auditor, and Life Insurance/STD/LTD and AD&D. It was agreed that the Bearance Management Group would be the Broker for Health/Dental, Clifton/Larson/Allen as Auditor and HR Service Team for Twin Cities International Elementary School's HR needs.
- i. Twin Cities International Elementary School will participate in the Minneapolis Job Fair on April 23, 2012.

Mr. Abdirashid motioned to approve Bearance Management Group, Clifton/Larson/Allen and HR Service Team (Twin Cities International Elementary Schools HR needs). The motion was seconded and the motion carried.

The Chair motioned that the Director's Report be received. The motion was seconded, and the motion carried.

6.0 Discussion

6.1 Annual Meeting

- a. Final Board Goals are due in August.
- b. Orientation complete for Board Members with the exception of Mr. Osman Mohamed. Information for the Annual Board Meeting has been sent out. Board Chair is the only position up for re-election. Ms. Marian Aden to assist with the Annual Board Meeting in regards to counting nominations, etc. One office/clerical staff will also be needed.
- c. Two buildings for Twin Cities International Elementary School expansion have been visited. One location is in the Highland Park area and the other is in Mendota Heights. The Highland Park site would not work for the expansion site, and the Mendota Heights site has potential, but lacks a kitchen and gymnasium. Due to time constraints, Ms. Kelli discussed the expansion being postponed by 1 year. Twin Cities International Elementary School will continue the search for a site for the school expansion. Twin Cities International Elementary School is currently working with Ryan Construction in this pursuit.
- d. Twin Cities International Elementary School's loan has been closed on and will only be utilized if needed. Mr. Abdirashid was the loan signer in the absence of Dr. Randal.

e. Contracts will begin being issued on April 30, 2012.

Ms. Bethany motioned to approve the postponement of the expansion school by 1 year. The motion was seconded and the motion carried.

Ms. Bethany motioned that funds from the loan will only be utilized if needed. The motion was seconded and the motion carried.

Mr. Ibrahim motioned to proceed with the distribution of contracts on April 30, 2012. The motion was seconded and the motion carried.

7.0 Action Items

- a. Ms. Marian motioned to approve final readings 208-Development, Adoption, and Implementation of Policies, 601-School District Curriculum and Instruction Goals and 603-Curriculum Development and to have the reading for review 524-Internet Acceptable Use and Safety Policy moved to final readings. The motion was seconded and the motion carried.

8.0 Old Business

No old business at this time.

9.0 Adjournment

There being no further business, Ms. Bethany motioned that the meeting adjourn; noting the time at 11:59am, the motion was seconded. The motion carried. The next scheduled meeting will be May 19, 2012 at 10:30am (Saturday).