

Metro Schools

BOARD MEETING MINUTESFriday, September 27th, 2013 from 2:00 – 4:15.

Location of Meeting: Metro Schools

Call to order: The Board Chair, Abdulkadir Abdalla, called to order the meeting at 2:00 PM on Friday, September 27th, 2013.

Board Members/Director Present or Absent:

Name	Present/Absent
Abdulkadir Abdalla (Board Chair & Community Member)	P
Justine Bjergo (Secretary & Teacher)	P
Abdinor Warfah (Community Member and Parent)	P
Mohamed Mohamoud (Community Member)	A
Abraham Gadalla (Board Treasury)	P

Guests and Community Members Present:

Name	Position/Role
Farhan Hussein	Metro Schools Co-Director
Ahmed Elmi	Executive Director – Metro Schools
Trudy Suleiman	Metro Schools Counselor
Hamdi Salad	Teacher, Metro Middle School
Rahima Ahmed	Teacher, Metro Middle School
Robert Procaccini , CPA	Representative, School Business Solutions (SBS)
Kiellen Curtis	Metro Schools' Attorney
David Greenberg	Representative of Audubon, the sponsor

Metro Schools' Mission

Metro Schools College Prep is committed to academic excellence and closing the achievement gap by establishing rigorous goals for students, parents, teachers and the school. Metro Schools College Prep values cultural, religious, ethnic, and socioeconomic diversity as central elements of a college preparatory education and provides a caring learning community that prepares students and staff to be responsible world citizens.

Metro Schools' Vision

The vision of Metro Schools is for our students to have a steadfast belief in their worth as human beings and that they will be prepared socially and academically to fulfill their aspirations in a changing, challenging world community. We aim to be widely recognized as the most effective model for closing the achievement gap and preparing students for careers in the 21st century.

Call to Order

Gadalla requested to add an item regarding allocating budget for purchasing Overhead projectors. This item is ranked # 7 on the agenda.

1. Agenda & Minutes:

Subject	Agenda for September 2013					
Motion	Move to approve the Agenda for September 2013					
Made by	Abdalla		Seconded by		Gadalla	
Discussion	<ul style="list-style-type: none"> Approving all items including the overhead projectors item. 					
Vote	4	Yea	4	Nay	0	Abstain N/A
Decision	Agenda for September 2013 and minutes of May 2013 were approved.					

2. Bills and Financials:

Subject	Financials and Enrollment					
Motion	Approve bills and financials for May, June, July, and August					
Discussion	<ul style="list-style-type: none"> Quick review of May, June, July, and August financials School budget is based on 250 students ADM. Our actual current ADM is 272 students. We need to align the EDRS and ADM to match (we can either use 250 or 270 for ADM). If the current student enrollment is maintained, we should not need to pull a line of credit. We will not get state payments on Oct. 15th and will get a very small payment on Oct. 31st due to a change in the holdback. Holdback went from 13% to 10% for the 2013-2014 SY. We had higher expenses than usual in August due to the remodel. 					
Made by	Abdalla		Seconded by		Gadalla	
Vote	4	Yea	4	Nay	0	Abstain N/A
Decision	Approval of bills and financials for May, June, July, and August 2013.					

3. New Board Member:

Subject	New Board Member						
Motion	Approve a new member to join the board of directors						
Discussion	<ul style="list-style-type: none"> Introduction of new board member. 						
Made by	Gadalla			Seconded by	Abdalla		
Vote	4	Yea	4	Nay	0	Abstain	N/A
Decision	Approval of new board member and teacher, Justine Bjergo.						

4. Annual Report/Revised Budget update:

Subject	Annual Report						
Motion	Approve annual report						
Discussion	<ul style="list-style-type: none"> Reviewed the 2012-2013 annual report for Metro Schools. 						
Made by	Abdalla			Seconded by	Gadalla		
Vote	4	Yea	4	Nay	0	Abstain	N/A
Decision	Approval of annual report						

5. Line of Credit:

Subject	Line of Credit for Metro Schools						
Discussion	<ul style="list-style-type: none"> Discussion on applying for a line of credit in case of an emergency situation. Our bank, Franklin Bank, has yet to approve a line of credit for Metro Schools. Administrators met with other banks. Wells Fargo is preparing a proposal for a line of credit. A suggested line of credit should be between \$200,000-\$300,000 There is a 1% fee even if the line of credit is not used. 						

6. Audit:

Subject	Updates on Audit						
Discussion	<ul style="list-style-type: none"> School Business Solutions will present an updated audit report to the board at the October meeting. 						

7. Projectors for all Classrooms:

Subject	Projectors for Classrooms						
Motion	Approve a budget for projectors for classrooms in need of a new projector						
Discussion	<ul style="list-style-type: none"> The estimated costs of each Projector is between \$700 - \$800 We are in need of at least 11 projectors. Projectors are a critical tool for student learning. 						
Made by	Abdalla			Seconded by	Gadalla		
Vote	4	Yea	4	Nay	0	Abstain	N/A
Decision	Approval of \$10,000 for new projectors						

Director's Report

1. MARSS update

Subject	MARSS update
Discussion	<ul style="list-style-type: none"> We now have about 272 students. We will have to implement a lottery system and waitlist for all incoming students.

2. Audobon Updates

Subject	Audobon Updates
Discussion	<ul style="list-style-type: none"> There will be a board retreat at the Audobon center for all board members on Friday, Nov. 1st. and Saturday November 2nd..

3. Academic Updates

Subject	Updates on testing and accreditation
Discussion	<ul style="list-style-type: none"> High School and Middle School are more than half way done with NWEA fall testing We use NWEA and MCA test results to group students by academic level We have been struggling with a lack of investment on the NWEA tests so advisors have been offering incentives and working with students to understand the NWEA test results. The only 'snapshots' of outcomes from the testing so far is that our NWEA scores range from 174-250. Most of the lower scores are for ESL 1 and 1.5 students. Most students who scored at/above 230 are in AP and advanced writing classes. Most students who scored at/above 240 are in higher level math classes. We have newly implemented a Sustained Silent Reading time during advisories this year. There has been a request submitted for library funds, as we have limited books. We should start implementing weekend and afterschool tutoring to help raise test scores for MCAs and NWEAs. The accreditation team from AdvancEd planned to come this winter. We are going to push that back until this spring to allow more time to plan for the arrival. The fact that we have so many 'newcomers' has lowered our overall test results

4. Technology Updates

Subject	Updates on the new technologies at school
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Discussion	<ul style="list-style-type: none"> We now have a new computer lab on the main level of the school. High School and Middle School each has their own computer lab. Middle school students receive one hour of technology class per day. There are still some technical errors occurring in the new high school computer lab. We need to update the school laptops. The school goal is to have more computers in every classroom. Right now there is an average of one functional computer per room. The school should add more. The new server is up and running.
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5. Staffing Updates

Subject	Updates on the new staff members
Discussion	<ul style="list-style-type: none"> This year there are 11 new teachers/staff members at Metro Schools There are also 2 new part-time (6 hrs/day) bus drivers There will also be 2 new part-time bus monitors to help ensure safety to and from school

6. Legislative Updates

Subject	Updates on new legislation
Discussion	<ul style="list-style-type: none"> The MN state payment formula has changed from a 13.6% holdback to a 10% holdback on all state payments to schools.

Old Business

1. Transportation Updates

Subject	Updates on the transportation of the school						
Motion	Approval for a mini-van to add to our current transportation						
Discussion	<ul style="list-style-type: none"> Two new busses were purchased over the summer School should get a minivan for students who miss the bus, students who need to leave school due to illness, and other student emergencies. This van could also service students who we currently pay a cab to pick up from places outside of Minneapolis. This van does not need to be new, a used van will suffice. 						
Made by	Abdalla			Seconded by	Gadalla		
Vote	4	Yea	4	Nay	0	Abstain	N/A
Decision	Approval for \$6,000 for the school to purchase a used mini-van						

2. Facility Updates

Subject	Updates on the construction of the building
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Discussion	<ul style="list-style-type: none"> The construction is nearing completion. Of the \$50,000 remodel budget, we have spent \$41,000 so far. We still need to fix electrical upstairs and add bus plug ins.
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New Business

1. New Policies

Subject	New policies including maternity leave, Family and Medical Leave Act (FMLA), nepotism policy, and enrollment policy					
Motion	Approval of the Family and Medical Leave Act (FMLA)					
	Approval of the new nepotism policy					
	Approval of the new enrollment policy					
Discussion	<ul style="list-style-type: none"> We currently offer a 6 week maternity leave. Staff who take this leave may use any banked vacation/sick time to be paid on their leave. They will not be paid for the remainder of their leave. Their leave can be up to 6 weeks long. The school's attorney presented the Family and Medical Leave Act, which allows for up to 12 weeks off (unpaid) in case of a family or medical emergency. This leave will have to be permitted/approved by medical personnel. The school's attorney presented an anti-nepotism agreement. All board members and administrators should sign an anti-nepotism policy into effect. Our new enrollment policy is that students enrolling in Metro Schools will need to have all transcripts and paperwork filled out, at which time they will be put on a wait list. There will then be a lottery style drawing to allow students to join any vacancies in our school. School Business Solutions will offer examples of effective lottery policies to the administration. We will model our policy after that. 					
Made by	Abdalla		Seconded by		Gadalla	
Vote	4	Yea	4	Nay	0	Abstain
Decision	Approval for new maternity leave in compliance with the Family and Medical Leave Act. Approval of anti-nepotism policy. Approval of new enrollment policy.					

2. Question to the board: Ms. Rahima

Subject	A question about maternity leave
Motion	We will postpone this motion until the administration investigate the case . We will revisit this at the next board meeting October.
Discussion	<ul style="list-style-type: none"> Ms. Rahima (MS teacher) addresses the board to ask a question about maternity leave. She asks that since she got pregnant when the maternity leave policy was that maternity leave was still paid for 6 weeks, could she be grandfathered in to getting a paid maternity leave. She proposed that she would settle for 4 weeks of paid leave, and could

	return to work after 4 weeks, if it is not okay for her to get 6 weeks paid.		
Made by	Gadalla	Seconded by	Abdalla
Vote	Yea	Nay	Abstain
Decision	We will revisit and vote on this subject at the October board meeting.		

3. Lease Aid

Subject	Updates on the status of lease aid
Discussion	<ul style="list-style-type: none"> The higher the ADM is, the more lease aid we stand to receive.

4. Board member statement of Assurance

Subject	Board members sign a statement of Assurance
Discussion	<ul style="list-style-type: none"> Board members all agree to and sign a statement of Assurance.

The meeting was adjourned at 4:15 PM by Abdulkadir Abdalla, the board chair.