

## Metro Schools

**BOARD MEETING MINUTES**

Friday, January 31st, 2013 from 2:00pm – 3:00pm

Location of Meeting: Metro Schools

**Call to order:** The Board Chair, Abdulkadir Abdalla, called to order the meeting at 2:00 PM on Friday, January 31<sup>st</sup>, 2014.

**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
Robert Procaccini , CPA	Representative, School Business Solutions (SBS)
Kiellen Curtis	Metro Schools' Attorney
Ahmed Elmi	School Director – Metro Schools
Lauren Ward	High School Teacher at Metro Schools
Megan Ormseth	High School Teacher at Metro Schools
Jordan Humble	High School Teacher at Metro Schools
Bryan Rossi	Board of Directors Trainer – Education Consulting Services

**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

### 1. Agenda & Minutes:

<b>Subject</b>	Agenda and Minutes				
<b>Motion</b>	<ul style="list-style-type: none"> <li>Motion to approve the minutes for November 2013</li> <li>Motion to approve the agenda for the January 9<sup>th</sup> annual meeting</li> <li>Motion to approve the minutes for the January 9<sup>th</sup> annual meeting</li> <li>Motion to approve the agenda for January 2014</li> </ul>				
<b>Made by</b>	Gadalla	<b>Seconded by</b>	Abdalla		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>We will need to set up a separate special meeting to work on adding a data privacy policy</li> </ul>				
<b>Vote</b>		<b>Yea</b>	4	<b>Nay</b>	0
<b>Decision</b>	Minutes for November 2013, agenda and minutes for January 9 <sup>th</sup> annual meeting, and agenda for January 2014 were approved.				

### 2. Bills and Financials:

<b>Subject</b>	Financials and Enrollment				
<b>Motion</b>	Motion to approve bills and financial reports for November and December 2013				
<b>Discussion</b>	<p>November Financials</p> <ul style="list-style-type: none"> <li>There was more revenue than expenses in November.</li> <li>There was a \$200,000 transfer from Sunrise Bank to BMO Harris Bank. We will slowly transfer all funds to BMO Harris Bank.</li> <li>The YTD MN State Holdback is \$142,247</li> </ul> <p>December Financials</p> <ul style="list-style-type: none"> <li>Lease aid was approved</li> <li>There is a budgeted ADM of 270. Our actual enrollment is about 260.</li> <li>At the end of December, Metro Schools was 50% through the year, 43% through our expense budget, and 43% through our revenue budget.</li> <li>Approximately \$31,000 has been added to our fund balance so far</li> <li>Payments coming from the state are expected to become more steady in 2014</li> </ul>				

	<ul style="list-style-type: none"> <li>• There is \$165,000 in a line of credit through BMO Harris Bank, in case of emergency</li> <li>• Metro Schools has added a 0.5 school social worker and 0.5 support staff position to the middle school, which will affect our future expenses</li> <li>• Abdalla, the board chairman, suggests cutting spending to grow the fund balance to 20%. These spending cuts can come from support staff positions or from day-to-day expenses such as supplies. If this does not happen, it is highly suggested to work on community outreach to increase enrollment.</li> <li>• Metro Schools owes the state of MN \$217,503 due to over payment last year. This will likely be garnished from state checks to the school throughout the rest of the year.</li> <li>• There was a \$170,696 holdback in December, based on an ADM of 270.</li> <li>• The school is under budget for all expenditures except for 'student support' and 'operations and maintenance'. 'Operations and maintenance' is not expected to be over budget by the end of the year. The reason that it is so high right now is due to the building remodel. 'Student support' includes transportation costs, which will be reevaluated.</li> </ul>				
Made by	Abdalla		Seconded by	Gadalla	
Vote		Yea 4	Nay 0	Abstain	NA
Decision	Approval for bills and financials for November and December 2013				

### 3. Board Election Update

<b>Subject</b>	Updates from the January 9 <sup>th</sup> board election
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The board election was held on January 9<sup>th</sup>. Parents were allowed to come to the school to vote for the two positions that were up for renewal.</li> <li>• Teachers and parents were given the opportunity to vote in the election during the January 24<sup>th</sup> parent-teacher conference.</li> <li>• Votes were tallied by Tara Huhn, our community service advocate, under the authority and supervision of the school director, Ahmed Elmi.</li> <li>• Both incumbents, Abdalla and Gadalla, were reelected and will remain in their current board positions.</li> <li>• There were 7 ballots that were unable to be counted due to them being filled out incorrectly. This would not have changed the outcome of the election, as Abdalla and Gadalla both won by at least 30 votes.</li> </ul>

### 4. Internal Control System Update

<b>Subject</b>	Updates on internal control changes
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The school used to write out manual checks to contracted employees (such as maintenance workers). They will now fill out a form that will be sent to School Business Solutions, our accounting firm, and School Business Solutions will issue all checks.</li> </ul>

	<ul style="list-style-type: none"> <li>• This will help with taxation and limit the amount of checks that need to be written out, as suggested by the auditor.</li> <li>• Abdalla, the board chairman, recommends that the school should limit the checks that are written out each month to a maximum of 5. Schools should only write out checks in the case of an emergency.</li> </ul>
--	---

## Director's Report

### 1. MARSS update

<b>Subject</b>	MARSS update
Discussion	<ul style="list-style-type: none"> <li>• Metro Schools lost 8 students over winter break and has lost 4 students since break. Because of this, the ADM is down to about 260 this week.</li> <li>• There is no wait list of students waiting to enroll at the school at this time.</li> <li>• The targeted ADM is 270.</li> </ul>

### 2. Academic Updates (School Goals)

<b>Subject</b>	Updates on academics and school goals
Discussion	<ul style="list-style-type: none"> <li>• So far, Metro Schools only reached their MCA goals in math. The school did not reach their targeted MCA goals in reading or writing.</li> <li>• The school administration team is working with David Greenberg, a representative from the school authorizer (Audubon Society), to reevaluate and possibly change the school goals.</li> <li>• There are new school goals created, but they are awaiting approval from Audubon.</li> </ul>

### 3. Staffing Updates

<b>Subject</b>	Updates on staff changes
Discussion	<ul style="list-style-type: none"> <li>• Metro Schools has hired a 0.5 school social worker.</li> <li>• Metro Schools has hired a 0.5 support staff member to work as a paraprofessional in the middle school math room.</li> <li>• Metro Schools has laid off their prior middle school dean, but has already replaced this person with a new dean.</li> </ul>

## Old Business

### 1. Transportation Updates

<b>Subject</b>	Updates on the transportation of the school
Discussion	<ul style="list-style-type: none"> <li>• Due to mechanical issues, the school busses are costing a lot of extra money.</li> <li>• School Business Solutions will work with the school administration team to</li> </ul>

	<p>compare the cost of owning busses (which the school currently does) to the cost of leasing busses.</p> <ul style="list-style-type: none"> <li>• There have been many academic difficulties that have taken place due to the late arrival of busses and bus mechanical issues.</li> </ul>
--	---

## New Business

### 1. Check card/Credit card Policy

<b>Subject</b>	Updates on the new credit card policy
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The school credit card is going to be cancelled.</li> <li>• Teachers should instead purchase necessary supplies and ask for reimbursement.</li> <li>• If a teacher has an issue purchasing necessary supplies, they should talk to the administrators, who can purchase the necessary supplies and get their own reimbursement from the school.</li> </ul>

### 2. Board training

<b>Subject</b>	Required board training
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• There will be board training with Bryan Rossi from Education Consulting Services after the meeting today. This training will meet all requirements necessary for the new board member, Bjergo's, required board training.</li> </ul>

### 3. Accreditation Debrief

<b>Subject</b>	Updates on the accreditation team evaluation of Metro Schools
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Bjergo debriefed the board of directors on the key points/suggestions brought forth by the AdvancEd accreditation team meeting/interview with the board that took place earlier in the week. These key points include that the school board's role at Metro school's should be about setting big picture goals, oversight of school administration, policy development and monitoring, financial issues/decisions, and focusing on the mission.</li> <li>• It was said at the school-wide meeting that was held after the accreditation team was done with their school evaluations that they would not be recommending Metro Schools for accreditation at this time.</li> </ul>

### 4. Calendar Updates

<b>Subject</b>	Updates on the school calendar
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Ahmed Elmi, the school director, updated the board on the following: because of the recent school cancellations due to extreme weather, the administration team had to sit down and calculate if there would need to be any school calendar changes this school year.</li> <li>• The state of MN requires that the school year include at least 1,020 hours. Even after the recent school cancellations, Metro Schools has 1,033 hours in our schedule.</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• This means that if there is no more than 1.5 school day cancellations, Metro Schools will not need to add on any days at the end of the calendar year.</li><li>• If there are more than 1.5 school day cancellations, there will be a school day added on the day that the graduation ceremony is due to be held. This will not affect the ceremony, as it is in the afternoon.</li></ul> |
|--|---|

**The meeting was adjourned at 3:00pm by Abdulkadir Abdalla, the board chair.**