

Metro Schools

BOARD MEETING MINUTES

Friday, April 25th 2014 from 2:00pm – 3:37pm

Location of Meeting: Metro Schools

Call to order: The Board Chair, Abdulkadir Abdalla, called to order the meeting at 2:00 PM on Friday, April 25th, 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 (left at 2:58)
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
David Greenberg	Audubon Representative (School authorizer)
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
David Rothfeder	High School Teacher at Metro Schools
Randi Rose	High School Teacher at Metro Schools
Katia Colon-Holmers	Metro Schools Lead Teacher
Student 1 and Family	High School student at Metro Schools and their family members
Student 2 and family	High School student at Metro Schools and their family members
Student 3 and family	High School student at Metro Schools and their family members

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:

Subject	Agenda for 4/2014 meeting and minutes from 3/2014 meeting					
Motion	Approval of 4/2014 meeting agenda (including 3 new items) Approval of 3/2014 meeting minutes					
Made by	Gadalla		Seconded by	Bjergo		
Discussion	<ul style="list-style-type: none"> • Ahmed Elmi, school administrator, asks the board permission to add 3 meeting agenda items to the list. These items are: <ul style="list-style-type: none"> ○ E-rate (federal technology funding) ○ Addressing the audit letter ○ 2014-2015 school year calendar <p>These items are approved to be added to the agenda.</p>					
Vote		Yea	4	Nay	0	Abstain
Decision	Approval of 4/2014 meeting agenda with 3 added items Approval of 3/2014 meeting minutes					

2. Bills and Financials:

Subject	Bills and financials for March 2014					
Motion	Approval of bills and financials for March 2014					
Discussion	<ul style="list-style-type: none"> • Budgeted ADM is set at 270, which is the school's actual ADM at the moment • The cashflow will be at \$400,000 for remainder of the school year • The year-to-date state holdback amount is estimated to be at 					

	<p>\$256,046. This is a 10% state holdback.</p> <ul style="list-style-type: none"> • The school is 62% through the revenue budget • It is expected at the end of the school year, the school will be about \$100,000 over budget in transportation costs due to excessive spending on busses. • The school has \$165,000 available in a line of credit. This will not likely have to be utilized, but is there as an emergency backup. • The school's general fund transfers money to supplement the food service budget, which is running at a loss. • The general fund balance is at \$208,750 due to the holdback. • The school is 70% of the way through their annual budgeted expenses. • A reflection of the new manual check policy implemented by the board last month: the administration has only used 5 manual checks this month, all of which have documentation to back them up. All outstanding expenses that were missing documentation last month have been documented and paid. • The school was overpaid by the state of MN last year, so they were garnishing payments to the school in March. They have taken out all that they need to, so regular payments from the state will resume. • There will be \$64,000 paid back by the state for Special Education transportation costs. 					
Made by	Abdalla	Seconded by	Gadalla			
Vote	Yea	4	Nay	0	Abstain	NA
Decision	Approval of bills/financials for March 2014					

Director's Report

1. MARSS update

Subject	MARSS update
Discussion	The school's ADM is holding steady at 270.

Old Business

1. Transportation Updates

Subject	Updates on the transportation of the school
Discussion	<ul style="list-style-type: none"> • The administration team has been researching alternative options to save money on transportation for next year. • Lincoln International High School is interested in either taking over the bus contract or subcontracting the busses through the school.

	<ul style="list-style-type: none"> • The administration team has already terminated one bus driver due to budget cuts. They have reduced bus driver pay by \$1/hour. This is in response to the transportation costs being so far over budget. • At the moment, Metro Schools stands to spend \$486,000 on the current lease-to-own bus plan. It would cost about \$300,000 for a private bus company to complete the same bus routes. • Ahmed Elmi, the school director, will be meeting with the director of Lincoln International High School next week to solidify a plan to sublet the busses. • The school will likely lose money if they do not fulfill the lease contract. The bank will likely penalize the school if we end the loan/lease early. • By the next meeting, the board requests that the administration team has a plan for the transportation ready to be presented and voted on.
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2. Response to Letter of Concern from Audubon

Subject	What has been done to address the letter of concern presented at the last meeting by Audubon
Discussion	<ul style="list-style-type: none"> • The administration team has fixed all of the changes that were requested to be fixed in the letter of concern written by Audubon, the school authorizer. • Board members will re-sign an updated statement of assurance to submit to Audubon today. • Audubon requested that there be more incremental training for the board of directors. This will be addressed by having board members attend trainings throughout the school year in addition to the required trainings on governance and finance.

New Business

1. Board Training

Subject	Board is trained about conflict of interest policy						
Motion	Approval of amended conflict of interest policy						
Made by	Bjergo	Seconded by		Abdalla			
Discussion	<ul style="list-style-type: none"> • A new and improved conflict of interest policy is introduced to the board by Kiellen Curtis, the school attorney. • Board members spend time reading over the new conflict of interest policy. 						
Vote		Yea	3	Nay	0	Abstain	NA
Decision	Approval of new conflict of interest policy						

2. Budget Amendments/Next Year's Budget

Subject	Budget plan and changes for next year
Discussion	This item has been moved to the May 2014 meeting.

3. Student Presentation

Subject	A special presentation by Metro Schools students
Discussion	This item has been moved to the May 2014 meeting.

4. Student Behaviors

Subject	Three students and their families address the board to appeal their expulsions
Discussion	<ul style="list-style-type: none"> • There were three students expelled over the past month due to running out of points (the school handbook explains the point system that the school uses). All three students have lost points due to violent offenses (fighting) and were expelled due to safety concerns for both staff and students. These three students were present for the board meeting to appeal their expulsions with the board. The board asks the lead teacher (who has worked with all three students) to describe the incidents that led to expulsion for each student: <ul style="list-style-type: none"> ○ Student 1 was involved in several fights and was expelled earlier in the year. He successfully appealed his expulsion earlier in the year and returned to school. He lost points and served several in-school-suspension and out-of-school-suspensions since returning to school. The final incident involved him threatening a staff member. This student is a 12th grader but due to missing several credits, is not on track to graduate this year. ○ Students 2 and 3 were involved in a fight with one another in the hallway. Student 2 has had 2 prior violent incidents this school year and has served several in-school-suspensions and out-of-school suspensions. One of the violent incidents involved threatening a staff member. Student 3 has had one prior violent incident this school year, but was marked as being involved but not the 'aggressor' in either incident. Student 2 is a 12th grader and is on track to graduate this year. Student 3 is an 11th grader and is on track to graduate next year. • After hearing testimony from the lead teacher and taking into account prior incidents, the board has come to the following decision: <ul style="list-style-type: none"> ○ Student 1 should remain expelled, as they have exhibited a pattern of violence throughout the school year. ○ Student 2 should remain expelled, as they have exhibited a pattern of violence throughout the school year. ○ Student 3 should return to school, as they have not had as many violent incidents and has been markedly involved but not the 'aggressor' in any incidents. • In accordance with the 'Pupil Fair Dismissal Act', the school must offer student 1 and student 2 homebound services if they chose not to enroll in

	<p>another school.</p> <ul style="list-style-type: none"> • All three students and their families are called into the board meeting. The board explains the decisions that have been made. Students 1 and 2 choose to enroll in homebound services through the school. Student 3 is due to return to school on Monday. Since student 2 is due to graduate at the end of this school year (assuming they pass their classes this quarter). This student asks if they can walk with their class at graduation. The board comes to the decision that this student can, in fact, walk with his class. The school will be required to hire a security guard for the ceremony, to avoid any incidents from happening. • The board chairman explains the plan to families in their first language. Families have a chance to ask questions and bring up their concerns. In the end, all family members agree to this decision. • The school will budget to hire a teacher to gather all homework/classwork/quizzes/tests to bring to students 1 and 2 and meet with them weekly.
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5. New Curriculum & PD for Next Year

Subject	Lead teacher addresses the board about finances for new curriculum and professional development program for the 2014-2015 school year
Discussion	<ul style="list-style-type: none"> • Next year the school plans to spend extra money on purchasing curricular resources. At the moment, there isn't budgeted money for curriculum. • For next year, the school would like to purchase common curriculum/assessments, and have a budget to conduct trainings for teachers in programs such as 'Understanding by Design' (UbD). The lead teacher would also like to have money to purchase equipment necessary to implement a specific teacher evaluation system. • The board has asked the lead teacher, Katia Colon-Holmers, to prepare a specific budget proposal and present it at the next board meeting. The board will then be able to make an informed decision on if the school will be able to purchase the materials mentioned above.

6. E-Rate

Subject	Applying for e-rate funding through the federal government
Discussion	<ul style="list-style-type: none"> • Ahmed Elmi, the school director, explains that Metro Schools has applied for the federal e-rate program which allots extra funding to schools who serve primarily low-income students to allow them to incorporate more technology into the school. The school has applied for this program through WDT tech. online.

7. Audit Letter

Subject	Addressing a letter received by KDV (the company that audit's Metro Schools)
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Motion	Approval of renewing the school's contract with KDV					
Made by	Abdalla		Seconded by		Gadalla	
Discussion	<ul style="list-style-type: none"> • KDV, the company that Metro School's hires to conduct audits on the schools finances, has sent a letter to the school asking if we would like to renew their auditing services for the following school year. • The board decides that the auditing company has done an efficient job in prior years, and decides to renew the contract with KDV, to have them remain our auditing company. 					
Vote		Yea	3	Nay	0	Abstain NA
Decision	Approval of renewing the school's contract with KDV					

8. 2014-2015 School Calendar

Subject	Finalizing the 2014-2015 school calendar
Discussion	<ul style="list-style-type: none"> • It is requested that the administration add the board meeting schedule to the school calendar and bring it in for board approval at the next board meeting (scheduled for the last Friday in May, 2014).

The meeting was adjourned at 3:37pm by Abdulkadir Abdalla, the board chair.