

BOARD MEETING MINUTES

Friday, May 30th 2014 from 2:00pm –
Location of Meeting: Metro Schools

Call to order: The Board Chair, Abdulkadir Abdalla, called to order the meeting at 2:00 PM on Friday, May 30th, 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
Ahmed Elmi	School Director
Kiellen Curtis	School Attorney
Lauren Ward	Metro Schools High School Teacher
Katie White	Metro Schools Middle School Teacher
Laura Ruuska	Metro Schools High School Teacher
Student 1	Student at Metro Schools, was here to give a presentation
Student 2	Student at Metro Schools, was here to give a presentation
Robert Procaccini, CPA	Representative from School Business Solutions
Trudy Suleiman	Metro Schools Councilor/Testing Coordinator
Katia Colon-Holmers	Metro Schools Lead Teacher

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 5/2014 meeting and minutes from 4/2014 meeting		
Motion	Approval of 5/2014 meeting agenda Approval of 4/2014 meeting minutes		
Made by	Abdalla	Seconded by	Bjergo
Discussion	<ul style="list-style-type: none"> Ahmed Elmi requests that we add an item to the 5/2014 meeting agenda on depository designation. This item should be added to the 'new business' section of the agenda. 		
Vote	Yea	4	Nay
			Abstain
			0
Decision	Approval of 5/2014 meeting agenda Approval of adding item to 5/2014 meeting agenda Approval of 4/2014 meeting minutes		

2. Bills and Financials:

Subject	Bills and financials for April 2014
Motion	Approval of bills and financials for April 2014
Discussion	<ul style="list-style-type: none"> Metro Schools is currently at the budgeted 270 ADM Metro Schools is currently 76% of the way through the annual revenue, 79% through the annual expenses, and 83% of the way through the school year The year-to-date holdback from the state of MN is \$284,494 (10%) Metro Schools is starting to draw out the federal funds from the Special Education budget The school is 79% of the way through receiving state funding The school is 100% of the way through receiving local funding Metro Schools is over budget in 'student support services' due to over spending on transportation The general fund income is \$27,752 The administration only wrote out 4 manual checks this month. The checks were written in order and there is documentation/receipts for each check. The estimated cash available at the end of the year will be \$256,955. This means we will not need to use the line of credit.

Made by	Abdalla	Seconded by	Bjergo
Vote	Yea 4	Nay 0	Abstain 0
Decision	Approval of bills/financials for April 2014		

3. New budget 2014-2015:

Subject	New School Budget for the 2014-2015 School Year		
Motion	Approval of 2014-2015 new budget and financials		
Discussion	<ul style="list-style-type: none"> • A healthy fund balance should be between 20%-25% <ul style="list-style-type: none"> ○ Metro Schools current fund balance is between 7%-8% ○ With the current proposed budget for the 2014-2015 school year, the school will raise the fund balance to somewhere between 9%-10% • There was a budget revision made because there were added transportation expenses during the 2013-2014 school year • Metro Schools will receive less general education funding because there is a new pupil ratio equation to calculate how much money schools receive per pupil. • The school's reserve fund will be reduced because the budgeted ADM will actually be 270, not 250 as it was during the 2013-2014 school year. • The overall revenue will be about the same in 2014-2015 as it was in 2013-2014 • The new budget will look about the same as it did in the 2013-2014 school year except in the student support services category. The budget in this category will increase due to rising transportation costs. • There is an expected net income of \$54,079 for the 2014-2015 school year. • The school will run at a loss for food service (same as in previous years) • The cash flow should remain strong as long as payments from the state stay the same as they did in the 2013-2014 school year • Abdalla, the board chairman, requests that the Robert Procaccini, the school's CPA from School Business Solutions, meet with the school director, Ahmed Elmi to create a projection for how to raise the fund balance to 20% by the end of the 2015-2016 school year. • Due to limited funding, teachers will only receive a 1% raise from the 2013-2014 school year to the 2014-2015 school year. The board chairman recommends adding Q-Comp so that the teachers can earn additional pay. 		
Made by	Abdalla	Seconded by	Gadalla
Vote	Yea 4	Nay 0	Abstain 0

Decision	Approval of school budget and financials for 2014-2015
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Director's Report

1. MARSS update

Subject	MARSS update
Discussion	<ul style="list-style-type: none"> • The school currently has a 270 ADM • The projected ADM is 270, so the school is right where it needs to be

2. Academic updates-(Curriculum, MCA, NWEA, ACT, AP Exams, Accuplacer, student competition)

Subject	Updates on academics at Metro Schools
Discussion	<ul style="list-style-type: none"> • Testing Updates (given by Trudy Suleiman – Testing Coordinator) <ul style="list-style-type: none"> ○ About 98% of all juniors/seniors have taken the Accuplacer, PSAT, SAT, or ACT this school year • Curriculum Updates (given by Katia Colon-Holmers – Lead Teacher) <ul style="list-style-type: none"> ○ Katia just returned from a visit to STEM school in Rochester to observe the curricular resources that they had ○ At the school, there are currently no standard-aligned Middle School math, English, or science and no High School math curriculum/text books ○ Katia has been researching text book prices and was quoted at about 66\$/book but is still looking to find a better price per book for the subjects listed above ○ There is currently no science equipment available for the Middle School or High School. ○ Katia is asking for \$20,000 to purchase new curriculum for the 2014-2015 school year. The board chairman explains that it will likely take closer to \$60,000 to purchase the curricular resources that the school will need. ○ It is suggested that Katia, Ahmed Elmi, and Robert Procaccini sit down and see if they can find room in the budget for next year to purchase curriculum. • Tracking System Request (given by Trudy Suleiman) <ul style="list-style-type: none"> ○ There is an online system called Naviance. It is a college/career readiness program that helps with test preparation, college/career placement, college scholarships, and much more. It would work well as College Prep curriculum and advisory curriculum. It costs \$5790 for the first year and about \$3600 in following years to have this system. • Student Competition (given by Justine Bjergo, teacher at Metro Schools) <ul style="list-style-type: none"> ○ As part of the World History curriculum (built similar to an IB curriculum), students recently created projects and competed in the National History Day in MN competition. The first competition was

	at school. The winning teams then went on to a regional competition. Two teams from the regional competition qualified for state. The state competition was in May and both teams that competed at state received awards and honorable mentions.
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3. Bus Driver Case

Subject	
Discussion	This issue was not addressed at today's meeting.

Old Business

1. Board Calendar/Board Training

Subject	New School Budget for the 2014-2015 School Year		
Motion	Approval of 2014-2015 board calendar Approval of the 2014-2015 school calendar Approval of the 2014-2015 board training schedule		
Discussion	<ul style="list-style-type: none"> The schedule for board trainings and the board calendar are combined and presented by Ahmed Elmi. The 2014-2015 school calendar was created and presented by Ahmed Elmi. 		
Made by	Abdalla	Seconded by	Gadalla
Vote	Yea	4	Nay 0 Abstain 0
Decision:	Approval of 2014-2015 board calendar, approval of 2014-2015 school calendar, approval of 2014-2015 board training schedule		

2. Transportation Updates

Subject	Updates on the transportation for Metro Schools
Discussion	<ul style="list-style-type: none"> Metro Schools plans to keep 2 of the 6 buses (one of which is already paid off) Metro Schools plans to sell the remaining 4 buses to a bus company. The school currently owes \$332,000 and \$18,000 in interest on the buses. The school will not be penalized for selling the buses but will likely only break even or sell the buses at a loss. The 2 buses that will be kept will each have a bus driver and continue their current routes. The other routes will be taken by the Monarch Bus Company.

3. School Calendar

Subject	School Calendar for the 2014-2015 School year
Discussion	This agenda item was combined with the above agenda item titled 'board

	calendar/board training schedule'
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New Business

1. Director Evaluation and Professional Development (ASCD, Audubon Annual Retreat, Financials, Oversight, Personnel)

Subject	Information about director evaluation and director professional development	
Discussion	<ul style="list-style-type: none"> • Abdalla, the board chairman, explains that he is having an outside evaluator come in to evaluate the school director, Ahmed Elmi. • The administration met all of the requirements of the last evaluation, including attending professional development including ASCD, Audubon Annual Retreat, Financials, Oversight, and Personnel 	

2. Relicensure Committee

Subject	Explanation of the creation of a relicensure committee at Metro Schools						
Motion	Approval of relicensure committee at Metro Schools						
Discussion	<ul style="list-style-type: none"> • Justine Bjergo, teacher and board member explains that Metro Schools is in the process of creating a re-licensure committee, to ensure that all professional development is being documented and meets the Minnesota Department of Education requirements so that traditionally licensed teachers at Metro Schools can renew their licenses through this committee. • Bjergo presents the committee by-laws and roster to the board. She explains that it is currently waiting on approval from the MN Department of Education to become a recognized committee. 						
Made by	Abdalla		Seconded by	Gadalla			
Vote		Yea	4	Nay	0	Abstain	0
Decision	Approval of relicensure committee						

3. Summer School

Subject	Updates on Summer School Programs offered at Metro Schools					
Motion	Approval of finances for summer school					
Discussion	<ul style="list-style-type: none"> • The school is offering summer school to current students. Ahmed Elmi explains that this will cost the school an additional \$7,000 to pay the lead teacher and teachers. • The program will last 3.5 weeks and be Mon-Thurs from 8-12pm. 					
Made by	Abdalla		Seconded by	Gadalla		

		by	
Vote	Yea 4	Nay 0	Abstain 0
Decision	Approval of summer school finances		

4. Vendor Contracts (Lease, Food, Speech-Language Pathology services, Transportation)

Subject	Discussion about renewing/looking for new vendors for the 2014-2015 school year
Discussion	<ul style="list-style-type: none"> • The board will evaluate the lease at the next meeting, as that is still pending • Board chairman suggests that there be two committees created, one for transportation and one of food services. These committees should meet over the summer and come up with a plan for food services and transportation for the next school year. <ul style="list-style-type: none"> ○ Committee for food services will consist of Leydi Millan, Trudy Suleiman, Abdulkadir Abdalla, Abdinor Warfah, and Ahmed Elmi ○ Committee for transportation will consist of Abdiweli Mohamud, Justine Bjergo, Abraham Gadalla, and Ahmed Elmi

5. MS Compensatory Revenue FY- FY15 forecast

Subject	Updates on the MS Compensatory Revenue for the FY 15
Discussion	<ul style="list-style-type: none"> • This was explained during the budget and financials explanation section of the meeting. Essentially, the school will receive less general education funding because the pupil ratio equation is different than it was in the previous year.

6. Student Presentation (Need for AED)

Subject	Students present on the school's need for an AED
Discussion	<ul style="list-style-type: none"> • IM-PAC (Initiating mentorship pre-health action committee) presents on the need for the school to have an AED. Students from the committee gave a PowerPoint presentation on the club, the need for an AED and the need to get teachers certified in how to use the AED and administer CPR. They said that they found a fire department that was willing to certify teachers in AED/CPR for free, and raised \$400 towards an AED. AED's generally cost about \$800-\$1000. Students asked the board if they could match the \$400 they have raised to purchase an AED. • Board members left this decision up to the administration.

7. Board Policy on Depository Designation and Electronic Funds Transfers

Subject	Board policy on depository designation and electronic funds transfers
Motion	Approval of board policy on depository designation and electronic funds transfers
Discussion	<ul style="list-style-type: none"> • Board members sign and approve a policy on depository designation

	and electronic funds transfers			
Made by	Abdalla	Seconded by	Gadalla	
Vote		Yea 4	Nay 0	Abstain 0
Decision	Approval of board policy on depository designation and electronic funds transfers			

The meeting was adjourned at 3:25 pm by Abdulkadir Abdalla, the board chair.