

## BOARD MEETING MINUTES

Friday, November 21<sup>st</sup>, 2014 from 2:00 PM –3:01 PM

Location of Meeting: Metro Schools, Director’s Office

**Call to order:** The Board Chair, Abdulkadir Abdalla, called the meeting to order at 2:00 PM on Friday, November 21<sup>st</sup>, 2014.

### Board Members Present or Absent:

Name	Present/Absent
Abdulkadir Abdalla (Board Chair & Community Member)	P
Justine Bjergo (Secretary & Teacher)	A
Katie White (Middle School Lead Teacher & proxy Secretary)	P
Abdinor Warfa (Community Member and Parent)	P
Mohamed Mohamud (Vice Chair & Community Member)	P
Abraham Gadalla (Board Treasury)	P

### Guests and Community Members Present:

Name	Position/Role
Ahmed Elmi	School Director of Metro Schools
Keillen Curtis	Legal Counsel to the Board
Robert Procaccini, CPA	Finance Representative (Dieci School Finance, LLC)
Roderick Haenke	Curriculum & School Development Consultant
Matt Mayer	Kern DeWenter Viere (KDV) Wealth Based Management

### 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 for 11/2014 meeting				
<b>Motion</b>	Approval of 11/2014 meeting agenda Approval of the 10/2014 minutes				
<b>Made by</b>	Gadalla	<b>Seconded by</b>	Warfa		
<b>Discussion</b>	<p>Mohamud asked if any progress had been made on shortening the schools' mission statement</p> <p>NO—the Board will need to start a formal process to change the schools' mission statement</p> <p>Items added to “New Business”: Student Emergency Update; Board Retreat</p>				
<b>Vote</b>	<b>Yea</b>	5	<b>Nay</b>	0	<b>Abstain</b> 0
<b>Decision</b>	Approval of 11/2014 meeting agenda				

**2. Bills and Financials:**

<b>Subject</b>	Bills and financials for October 2014
<b>Motion</b>	Approval of bills and financials for October 2014
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Procaccini reported financials to the Board</li> <li>• Metro Schools budgeted 270 ADM</li> <li>• Actual Current ADM = 250 students</li> <li>• Cash flow is good = more cash currently on hand for school (<b>not</b> need to open line of credit, but the option is there)</li> <li>• Change in Fund Balance Year-to-Date= \$173,717.61</li> <li>• Total Assets = \$1,296,668.00</li> <li>• Total Liabilities and Fund Balance = \$1,296,668.00</li> <li>• Total Estimated Year-to-Date Holdback = \$114,294.00</li> <li>• Total Revenues Year-to-Date (General Fund 01) = \$1,055,140.00</li> <li>• Total Expenditures (Administration, Secondary Education, Federal Special Education, State Special Education Title Programs, Early Intervention, Instructional Support, Student Support, Operations and Maintenance, Other Fixed Costs) Year-to-Date= \$859,556.00</li> <li>• General Fund 01 Net Income Year-to-Date = \$195,584.00</li> <li>• Total Revenues (Food Services) = \$2,641.00</li> <li>• Total Expenditures (Expenditures) Year-to-Date = \$24,508.00</li> <li>• Net Income Food Service Year-to-Date = -\$21,867.00 (loss)</li> </ul>

	<ul style="list-style-type: none"> <li>All Funds Net Income Year-to-Date = \$173,718.00</li> <li>Total September 2014 Disbursements = \$480,771.89</li> <li>Mr. Abdalla told Mr. Elmi to withhold the next rent payment until he (Elmi) has met with the landlord to discuss rent reduction</li> <li>Revised budget should be available for January 2015 Board Meeting</li> </ul>		
Made by	Gadalla	Seconded by	White
Vote	Yea	5	Nay
			Abstain
Decision	Approval of bills/financials for October 2014		

### 3. Audit

<b>Subject</b>	Audited Financial Statements and Communications Letter for Metro Schools
Discussion	<ul style="list-style-type: none"> <li>Matt Mayer from KDV reported the results of the schools' audit (objective opinion of the school's financial status)</li> <li>Mayer &amp; KDV highlighted positive areas:                             <ul style="list-style-type: none"> <li>✓ school internally dealing with the manual checks issue</li> <li>✓ school segregated duties and creating better oversight</li> <li>✓ 51% of the 2014 General Fund Expenditures went to Special Education Instruction + Instructional Support Services (very appropriate for a smaller charter school)</li> <li>✓ General Fund Cash is good and General Fund Balance increased \$368,000 (due to the state paying schools a higher amount on the dollar)</li> </ul> </li> <li>Concern regarding Metro Schools receiving more than appropriate Federal Special Education money was corrected</li> <li>Mayer &amp; KDV recommended: school seek more cost-effective catering company to service schools' food needs; and school should increase Fund Balance [as a Percentage of Expenditures] from 17.9% to 25% which is in line with recommendations from authorizer Audubon</li> <li>Procaccini and Mayer will submit appropriate documents to the state (Minnesota Department of Education)</li> </ul>

## Director's Report

### 1. MARSS update

<b>Subject</b>	MARSS update
<b>Discussion</b>	<ul style="list-style-type: none"> <li>The school currently has an ADM of 250 (might be even closer to 260)</li> </ul>

### 2. Renewal Application / Annual Report Update

<b>Subject</b>	Renewal Application / Annual Report Update for Metro Schools
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Compiled and submitted by Director with additional support from school staff and Board members</li> </ul>

### 3. Equipment from Arch Academy

<b>Subject</b>	Update on Notice of Concern issued by Audubon School Authorizer
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Equipment issued to Arch Academy comes from Federal grants and must be properly documented (even as equipment is transferred)</li> <li>Metro Schools receiving from Arch: document cameras, laptop computer, printer, 30 iPads, and some curriculum (missing pieces)</li> <li>Equipment inventory given to Metro does NOT match records from Arch</li> <li>Farhan Hussein is on Board of Directors for Arch Academy</li> <li>Elmi &amp; Hussein working to ensure inventory matches records</li> </ul>

### 4. Recruitment

<b>Subject</b>	Recruitment Update
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Elmi and others are continuing to recruit</li> <li>Aiming to reach ADM of 270</li> </ul>

### 5. After School Program

<b>Subject</b>	After School Program
<b>Discussion</b>	<ul style="list-style-type: none"> <li>K. White is coordinator</li> <li>First week November 17<sup>th</sup> and 19<sup>th</sup> = approximately 10 students</li> <li>2 math teachers (middle and high school)</li> <li>2 English/language arts teachers (middle and high school)</li> <li>4:10 – 6:00 PM on Mon and Wed</li> <li>Snacks provided</li> <li>Students must find own transportation</li> </ul>

**6. SE / Metro Regional Center of Excellence**

<b>Subject</b>	Center of Excellence visit to Metro
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Metro Schools labeled as “focus” school due to low graduation rates over the last few years &amp; low reading scores</li> <li>• Center for Excellence visited Metro Schools on October 28<sup>th</sup></li> <li>• Partnership has been established, and dialogue has begun</li> </ul>

**Community Comments**

**Old Business**

**1. Board Training**

<b>Subject</b>	Board Training
<b>Motion</b>	Move Board training to November meeting
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Elmi reported that partnership with Brian Rossi has been dissolved</li> <li>• Rossi had not responded to requests regarding training</li> <li>• Training will now be provided by Robert Procaccini, Roderick Haenke, and Keillen Curtis</li> <li>• Mohamud asked that provide Board members with the best practices in the appropriate fields</li> </ul>

**2. Board Retreat**

<b>Subject</b>	Retreat for Board Members
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Elmi is looking for off-site location</li> <li>• During retreat, Board will need to develop the Board’s Strategic Plan</li> </ul>

**New Business**

**1. Student Emergency Update**

<b>Subject</b>	Updated on Student
Discussion	<ul style="list-style-type: none"><li>• Elmi reported that a Metro Schools student was involved in a car accident off of school property</li><li>• Student currently in a coma at Regions Hospital</li><li>• Trudy Suleiman is liaison between school and the family</li></ul>

Meeting was adjourned at 3:01 PM by Abdulkadir Abdalla, the Board chair.