

BOARD MEETING MINUTES

Friday, October 24th, 2014 from 2:08 PM -3:28 PM

Location of Meeting: Metro Schools, Room 109

Call to order: The Board Vice Chair, Mohamed Mohamud, called to order the meeting at 2:08 PM on Friday, October 24th, 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)	A

Guests and Community Members Present:

Name	Position/Role
Ahmed Elmi	School Director of Metro Schools
Keillen Curtis	Legal Counsel to the Board
Katia Colon-Holmers	Academic Dean
Robert Procaccini, CPA	Finance Representative (Dieci School Finance, LLC)
Shane Weinand	Audubon Charter School Authorizing
Abdiweli Mohamud	Administrator at Metro Schools
Lauren Ward	Teacher at Metro Schools
Megan Ormseth	Teacher at Metro Schools

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 10/2014 meeting					
Motion	Approval of 10/2014 meeting agenda Approval of the amended 8/2014 minutes Approval of corrections to 9/2014 minutes					
Made by	Mohamud	Seconded by	Warfa			
Discussion	Elmi explained that Board training by Brian Rosi would not take place this meeting, as Rosi was not present; training moved to November Board meeting Items added to "New Business": moving Board meetings November & December; Board expenses; Metro Schools Organizational Chart					
Vote	Yea	3	Nay	0	Abstain	0
Decision	Approval of 10/2014 meeting agenda					

Subject	Minutes from amended 8/2014 meeting; corrections to 9/2014 minutes					
Motion	Approval of the amended 8/2014 minutes Approval of corrections to 9/2014 minutes					
Made by	White	Seconded by	Warfa			
Discussion	Corrections: Ward alerted Board that 9/2014 minutes read "Maggie Hint" and should be "Maggie Flint"; Procaccini alerted Board that School Business Solutions has dissolved and replaced by Dieci School Finance, LLC Mohamud asked for mission statement of Metro Schools be revised & made more concise (one sentence) & meaningful; Colon given responsibility					
Vote	Yea	3	Nay	0	Abstain	0
Decision	Approval of the modified 8/2014 meeting minutes Approval of 9/2014 meeting minutes					

2. Bills and Financials:

Subject	Bills and financials for September 2014
Motion	Approval of bills and financials for September 2014
Discussion	<ul style="list-style-type: none"> Procaccini asked Board to approve inner fund transfer from general fund to food service 2013-2014

Metro Schools

10/24/14

	<ul style="list-style-type: none"> Metro Schools is currently at the budgeted 270 ADM. Actual current ADM = 250 students 2013 – 2014 year good cash flow = more cash currently on hand for school (not need to open line of credit) Approx. October 30th = large amount of funds from state will be paid to school Change in Fund Balance Year-to-Date= \$247,595.24 Total Current Assets = \$854,171.00 Total Fixed Assets = \$486,038.00 Total Current Liabilities = \$30,282.00 Total Fund Balance = \$1,309,927.00 Total Liabilities and Fund Balance = \$1,340,209.00 Total Estimated Year-to-Date Holdback = \$85,721.00 Total Revenues Year-to-Date (General Fund 01- State, Federal, Local) = \$786,624 .00 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= \$539,910.00 General Fund 01 Net Income Year-to-Date = \$246,714.00 Total Expenditures (Supplies) Year-to-Date = \$1,761.00 Net Income Food Service Year-to-Date = \$881.00 All Funds Net Income Year-to-Date = \$247,595.00 Total September 2014 Disbursements = \$480,771.89 					
Made by	White		Seconded by		Mohamud	
Vote	Yea 3		Nay 0		Abstain 0	
Decision	Approval of bills/financials for September 2014					

Subject	Inner fund transfer from general fund to food service					
Motion	Approval of inner fund transfer \$72,605.44 from general fund to food service for 2013-2014 year					
Discussion	<ul style="list-style-type: none"> Procaccini asked Board to approve inner fund transfer from general fund to food service 2013-2014 Subject/motion made as food service is always a loss in the budget 					
Made by	White		Seconded by		Mohamud	
Vote	Yea 3		Nay 0		Abstain 0	
Decision	Approval of bills/financials for July 2014					

3. Lease Aid Approval

Subject	Lease Aid Approval
Discussion	<ul style="list-style-type: none"> Elmi reported that the Metro Schools Charter Lease Cost of \$417,422.19 was approved by Minnesota Department of Education

Director's Report

1. MARSS update

Subject	MARSS update
Discussion	<ul style="list-style-type: none"> The school currently has an ADM of 250

2. Audubon Field Trip

Subject	Review of Field Trip
Discussion	<ul style="list-style-type: none"> Several students attended with staff Great time! All enjoyed, learned a lot about team building/cooperation

3. After School Program

Subject	After School Program (math & English)
Discussion	<ul style="list-style-type: none"> Ms. White is working on establishing this Will consist of 2 math teachers, 2 English/language arts teachers For middle and high school 4:10 – 6:00 PM on Mon/Tues/Wed Students must find own transportation Anticipated start date of November 10th

4. School Status

Subject	School labeled as “focus” school by MDE
Discussion	<ul style="list-style-type: none"> Labeled as “focus” school due to low graduation rates over the last few years & low reading scores Colon & Elmi reported that data INACCURATE due to being mislabeled/clerical errors Trudy Suleiman (Metro Schools academic counselor) working on correcting graduation data Colon explained reading rates INACCURATE due to mislabeling of students who are new to country (ESL) or have not been with us prior to October 1st Elmi has been in contact with Audubon School has been assigned an advocate from Center for Excellence Center for Excellence visiting Metro Schools on October 28th

5. Notice of Concern

Subject	Update on Notice of Concern issued by Audubon School Authorizer		
Discussion	<ul style="list-style-type: none"> • Board of Directors performed appropriate actions to address the Notice of Concern from Audubon • Notice was issued March 21, 2014 regarding “poor financial management and oversight” • Notice of Concern is now closed per Audubon’s letter October 16, 2014 • Audubon will continue to monitor the Board’s actions 		

Old Business

1. Board Training

Subject	Board Training		
Motion	Move Board training to November meeting		
Discussion	Elmi explained that governance Board training by Brian Rosi would not take place this meeting Rosi was not present & had not responded to requests Training needs to be moved to November Board meeting		
Made by	White	Seconded by	Warfa
Vote	Yea	3	Nay
Decision			Abstain
			0
	Board training will take place in November		

New Business

1. Board Strategic Plan

Subject	Board Strategic Plan
Discussion	<ul style="list-style-type: none"> • Elmi explained that the Board needs to create a strategic plan (Metro Schools has already created one) • Strategic plans are intended to allow all parties a “say” in matters • Strategic plans are intended to keep all parties ACCOUNTABLE

2. Visitor Policy

Subject	Visitor policy for Metro Schools						
Motion	Approval of visitor policy for Metro Schools						
Discussion	<ul style="list-style-type: none"> • Elmi explained the visitor policy • Elmi put an emphasis on checking identification documents on EVERY PERSON (not staff) visiting the school 						
Made by	Warfa			Seconded by	Mohamud		
Vote		Yea	3	Nay	0	Abstain	0
Decision	Metro Schools’ Visitor Policy accepted						

3. School Strategic Plan

Subject	School Strategic Plan						
Motion	To accept the Metro Schools’ Strategic Plan						
Discussion	<ul style="list-style-type: none"> • Elmi & Colon explained the Metro Schools 2014-2015 strategic plan • Plan lists: strategies / actions steps; by when steps need to be completed; who is responsible for the steps; considerations/resources to be used; and the assessment/measure of progress • White noted many typos and errors in the document; not comfortable approving an incomplete document draft 						
Made by	White			Seconded by	Warfa		
Vote		Yea	3	Nay	0	Abstain	0
Decision	Board will adopt Metro Schools’ Strategic Plan PENDING corrections / edits to the errors in the document; Board will need an updated final copy						

4. Renewal Application

Subject	Metro Schools’ Renewal Application to Audubon		
Motion	To accept the Metro Schools’ Renewal Application		
Discussion	<ul style="list-style-type: none"> Elmi explained that he needs assistance finishing the application Committee of Colon, Warfa, White and others was established to help Elmi finish the application components 		
Made by	White	Seconded by	Warfa
Vote		Yea	3
		Nay	0
		Abstain	0
Decision	Board will adopt Metro Schools’ Renewal Application Committee will work on/complete the Metro Schools’ Renewal Application –to be given to Audubon by November 10th		

5. Audit

Subject	Metro Schools being audited by Dieci School Finance, LLC		
Discussion	<ul style="list-style-type: none"> Dieci School Finance, LLC is auditing the schools’ finances Dieci School Finance, LLC should have a report drafted for the November meeting 		

6. Annual Report

Subject	Data from Annual Report		
Discussion	<ul style="list-style-type: none"> Colon explained data from annual report = school did not meet MCA goals; school DID meet NWEA growth goals Colon explained Professional Developments on Fridays= 90 minutes of Professional Learning Community time (content area) where teachers analyze & troubleshoot data, student trends, teaching strategies Annual report was due to Audubon by October 30th – Metro has been given extension November 10th due to new “focus school” label 		

7. Board Meeting Dates

Subject	November and December board meeting dates		
Motion	To accept and to approve moving the November and December board meeting dates		
Discussion	<ul style="list-style-type: none"> November 28th meeting is during Thanksgiving Break Need to move meeting to November 21st so that all can attend and Dieci School Finance, LLC can attend December 26th meeting is during Winter Break Need to move to December 19th 		

Made by	White	Seconded by	Warfa				
Vote		Yea	3	Nay	0	Abstain	0
Decision	Accepted and approved moving the November and December board meeting dates to November 21 st and December 19 th						

8. Metro Schools Organizational Chart

Subject	Metro Schools Organizational Chart						
Motion	To accept and to approve Metro Schools Organizational Chart						
Discussion	<ul style="list-style-type: none"> Elmi explained what staff members are in charge of certain topics Elmi explained what “teams” staff members are on (Administrative/Leadership, Instruction, Support, Student Affairs) 						
Made by	Mohamud	Seconded by	Warfa				
Vote		Yea	3	Nay	0	Abstain	0
Decision	Board accepted and approved Metro Schools Organizational Chart						

10. Board Expenses / Training Policy

Subject	Policy regarding Board of Directors Training and Related Costs						
Motion	To accept and to approve Board of Directors Training and Related Costs policy						
Discussion	<ul style="list-style-type: none"> Elmi & Keillen Curtis explained the “Board Training and Related Costs” policy Board members should try to minimize costs by attending in-state/local trainings; otherwise preapproval is needed Mohamud added that “training needs to be advantageous to the school, address its needs, or we [Board members] should not do it” Mohamud asked Curtis to add those words to the policy 						
Made by	White	Seconded by	Mohamud				
Vote		Yea	3	Nay	0	Abstain	0
Decision	Board accepted and approved “Board Training and Related Costs” Policy with the addition of Mohamud’s quote						

Meeting was adjourned at 3:28 PM by Mohamed Mohamud, the Board vice chair.