

**BOARD MEETING MINUTES**

Friday, July 31<sup>st</sup>, 2015 from 2:00 PM – 3:19 PM

Location: Metro Schools, Director’s Office

**Call to order:** The Board Vice Chair, Mohamed Mohamud, called the meeting to order at 2:00 PM on Friday, July 31<sup>st</sup>, 2015.

**Board Members Present or Absent:**

<b>Name</b>	<b>Present/Absent</b>
Abdulkadir Abdalla (Board Chair & Community Member)	A
Mohamed Mohamud (Vice Chair & Community Member)	P
Abraham Gadalla (Board Treasury & Community Member)	A
Katie White (Secretary & Teacher Board Member)	P
Megan Ormseth (Teacher Board Member)	P
Osman Samatar (Parent Board Member)	P – late arrival 2:27
Mohammad Osman (Community Board Member)	P – left 3:09

**Guests and Community Members Present:**

<b>Name</b>	<b>Position/Role</b>
Ahmed Elmi	School Director of Metro Schools
Keillen Curtis	Legal Counsel to the Board -- arrival 2:12
Robert Procaccini, CPA	Finance Representative (Dieci School Finance, LLC)

**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 7/2015 meeting; Minutes for 6/2015 and 7/14/15 Subcommittee Meeting				
<b>Motion</b>	Approval of 7/2015 meeting agenda with added items (g. World’s Best Workforce Survey; h. Teacher Retention Survey; i. Food Vendors)				
<b>Made by</b>	M. Osman	<b>Seconded by</b>	White		
<b>Discussion</b>	•				
<b>Vote</b>		<b>Yea</b> 4	<b>Nay</b> 0	<b>Abstain</b> 0	
<b>Decision</b>	Approval of 7/2015 meeting agenda				

<b>Motion</b>	Approval of the 6/2015 minutes				
<b>Made by</b>	Ormseth	<b>Seconded by</b>	M. Osman		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>July 14<sup>th</sup> Subcommittee Meeting Minutes NOT approved</li> <li>Director &amp; Board Chair did not want to address subcommittee results without Board Chair being present</li> </ul>				
<b>Vote</b>		<b>Yea</b> 4	<b>Nay</b> 0	<b>Abstain</b> 0	
<b>Decision</b>	Approval of 6/2015 minutes				

**2. Bills and Financials:**

<b>Subject</b>	Bills and financials for June 2015				
<b>Motion</b>	Approval of bills and financials for June 2015				
<b>Discussion</b>					
<b>Made by</b>	White	<b>Seconded by</b>	Ormseth		
<b>Vote</b>		<b>Yea</b> 4	<b>Nay</b> 0	<b>Abstain</b> 0	
<b>Decision</b>	Approval of bills/financials for June 2015				

### 3. Director's Report

#### a. Enrollment Update & Recruitment Efforts

<b>Subject</b>	Enrollment update & recruitment efforts
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Many families returning</li> <li>• Several newly enrolled students</li> </ul>

#### b. Staffing Updates

<b>Subject</b>	Updates on school hiring
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Only a few positions left to fill</li> <li>• Many highly qualified candidates (competitive salaries being offered this year)</li> </ul>

#### c. Facility Updates

<b>Subject</b>	Physical facility updates
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Director is working with landlord to complete certain repairs</li> <li>• Roof to be finished before school starts August 24<sup>th</sup></li> <li>• Director working with realtor for possible new space once lease ends July 2017</li> </ul>

#### d. Staffing Training

<b>Subject</b>	Staffing Training
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Many staff attending Positive Behavioral Interventions and Supports (PBIS) training August 6-7</li> <li>• Training at school begins August 10<sup>th</sup></li> </ul>

### Community Comments

<b>Subject</b>	Board Meeting Time
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• White suggested changing meeting times / dates better accommodate the community (possibly after 4:30 PM)</li> <li>• 2:00 PM on a Friday is a difficult time for many people to attend</li> <li>• Ormseth also suggested possibly changing to a different day in the week</li> <li>• Vice Chair Mohamud indicated this would be added to August's agenda</li> </ul>

**Old Business**

<b>Subject</b>	Board Training (Shane)
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Shane from Rocketship Strategies not present to address board training schedule for upcoming year</li> <li>• Will discuss at August meeting</li> </ul>

**New Business**

**a. Board Training**

<b>Subject</b>	Board Training for 2015 – 2016
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Shane from Rocketship Strategies not present to address board training schedule for upcoming year</li> <li>• Will discuss at August meeting</li> </ul>

**b. Board Officers Election**

<b>Subject</b>	Board Officers Election for 2015-2016					
<b>Motion</b>	Approve current / new officers for the board					
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Director indicated that Audubon said the Board must do this today</li> <li>• Gadalla has resigned; Ormseth accepted the INTERIM Treasurer position until a new treasurer is found</li> <li>• Reinstated: Abdalla – Chair; M. Mohamud – Vice Chair; White – Secretary</li> </ul>					
<b>Made by</b>	White		<b>Seconded by</b>	M. Osman		
<b>Vote</b>	<b>Yea</b>	5	<b>Nay</b>	0	<b>Abstain</b>	0
<b>Decision</b>	Approval of current / new officers for the board					

**c. Metro Schools Purchase of Group Health Insurance Coverage Policy**

<b>Subject</b>	Metro Schools Purchase of Group Health Insurance Coverage Policy				
<b>Motion</b>	Approve Metro Schools policy for Purchasing Group Health Insurance				
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Director &amp; legal counsel were unclear if this policy was supposed to be followed prior to now (July 2015)</li> <li>• Board stressed that this policy should be followed from July 2015 forward</li> </ul>				
<b>Made by</b>	Ormseth	<b>Seconded by</b>		M. Mohamud	
<b>Vote</b>		<b>Yea</b> 5	<b>Nay</b> 0	<b>Abstain</b> 0	
<b>Decision</b>	Approval of Metro Schools policy for "Purchasing Group Health Insurance"				

**d. Credit Card Policy**

<b>Subject</b>	Metro Schools Board Policy for Credit Cards				
<b>Motion</b>	Approve policy regarding use of credit cards at Metro Schools				
<b>Discussion</b>	•				
<b>Made by</b>	M. Osman	<b>Seconded by</b>		Ormseth	
<b>Vote</b>		<b>Yea</b> 5	<b>Nay</b> 0	<b>Abstain</b> 0	
<b>Decision</b>	Approval of Metro Schools policy for credit card usage				

**e. School Policy Updates**

<b>Subject</b>	Updated school policy / student handbook				
<b>Discussion</b>	• Director asked to move to August meeting as materials were not ready				

**f. Steve Oates' Contract**

<b>Subject</b>	Contract between Metro and Steve Oates (Charter School Coach)				
<b>Motion</b>	Approval of contract between Metro Schools and Steve Oates				
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Oates provides executive coaching and guidance as a charter school expert</li> <li>• Board stated it would authorize a contract for this academic year on an as-need basis, with contract not to exceed \$3,000</li> <li>• Director said he would bring the proposal to Oates</li> <li>• Board would revisit at August meeting</li> </ul>				

**g. World's Best Workforce Survey**

<b>Subject</b>	World's Best Workforce Survey – board participation				
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Director stated he needed a committee of at least 2 board members to work with the school on developing WBW report</li> <li>• (Aballa and Gadalla absent) – Board asked to wait until August meeting</li> </ul>				

	<p>for members to volunteer</p> <ul style="list-style-type: none"> <li>• Director said he needed 2 names TODAY to put on report</li> <li>• Abdalla and O. Samatar were named to the committee but are able to withdraw at any time</li> </ul>
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**h. Teacher Retention Survey**

<b>Subject</b>	Teacher Retention Survey
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Ormseth conducted anonymous survey of teachers who willingly chose to not renew contracts at Metro Schools for the upcoming year</li> <li>• Teachers provided reasons for leaving and what school could do to improve conditions / retain teachers</li> <li>• Several trends among responses</li> </ul>

**i. Food Vendor**

<b>Subject</b>	Food Vendor for Metro Schools
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Director not prepared to share information but suggested school would use same vendor from previous years</li> <li>• M. Mohamud moved item to August meeting</li> </ul>

Meeting was adjourned at 3:19 PM by Mohamed Mohamud, the Board vice chair.