

Twin Cities German Immersion School Board Meeting  
Charter District 4152  
April 19th, 2006, 7:00 p.m.  
1399 Eustis Street  
Saint Paul, MN 55108

**A. Opening Remarks**

Board Chair Dr. Thekla-Rura Polly called the meeting to order at 7:02 pm. Board members Gretchen Nessel, Kenneth Greener, and Chris Eliassen were present. Board member, James Pearson, joined the meeting at 7:26. Board members Michael Sampson, Ingrid Kvaal, Boje Siebels and Sabine Engel were absent. TCGIS Director of Operations, Mary-Fred Bausman-Watkins, and Office Manager, Brian Schnese, were also present. TCGIS Director of Curriculum, Marcy Zachmeier-Ruh, was absent. Visitors included Ms. Heidi Scholtz and Mr. Michael Dorneich.

Dr. Rura-Polley expressed that now is a time to celebrate the great things we've accomplished and also a time to look back at things we can do better as we enter this board member transition period.

**B. Concerns, Comments, Questions**

There were no concerns, comments, or questions.

**C. Approval of March 8<sup>th</sup>, 2006 Agenda**

Dr. Rura-Polley moved, Mr. Pearson seconded, to approve the March 8th, 2005 agenda as presented. The motion carried 5 – 0.

**D. Approval of February 8<sup>th</sup>, 2006 Minutes**

Dr. Rura-Polley moved, Mr. Greener seconded, to approve the March 8<sup>th</sup>, 2006 minutes with minor spelling corrections. The motion carried 5 – 0.

**E. Strategic Planning**

- I. Dr. Rura-Polley reported on her meeting with the MN Dept. of Education and shared the following recommendations:
1. In the creation of a school budget, the board's responsibilities are to set up guidelines and a framework that will help structure and give direction to the budget. They are also to help save time and effort by assuming certain things. For example, the board can assume that there will be no transportation next year in terms of of a budget.
  2. The board should determine how student activity funds will be accounted for. The MN Dept. of Education will offer training on this subject.
  3. Fund raising – Any money received by the school must be spent on what public money may legally be spent on (i.e. Educational purposes). For example, a school cannot raise funds to buy t-shirts for their students as it is not the function of a school to cloth its students. This is one of the reasons that PTOs exist. They may have their own 501(c)(3) status and bank account. The board discussed the need for such an organization as well as whether the German Immersion Education Foundation could serve in such a capacity. It was firmly agreed upon that the school remain compliant with state regulations concerning the spending of raised funds.
  4. Every contract that the school makes must be ratified by the board unless specifically named by vendor and amount in the school budget. This applies to, for example, snow removal contracts, waste removal, etc.
  5. School board members shall receive board finance training from the MN Dept of Education within 180 days of taking seat on the board.
  6. In terms of annual and long term financial analysis, the board has the responsibility of interpreting a number of financial indicators and ratios. This general analysis will help ensure the vision and integrity of the schools operation.

Dr. Rura-Polley moved, Mr. Pearson seconded to approve a \$5,000 contract with the MN Charter Schools' Special Education Project. Mr. Greener inquired as to what services the school would be receiving. Ms. Bausman-Watkins explained that the contract covers the cost of a special education director, training for teachers and administrators, the cost of SpEd paperwork, as well as troubleshooting support. The motion carried 5 – 0.

Mr. Pearson moved, Mr. Greener seconded to approve the Lunning/Wende Associates, Inc contract. The motion carried 5 – 0.

II. Dr. Rura-Polley conducted a debriefing of last meetings SWOT analysis. She reiterated the different strengths, weaknesses, opportunities, and threats that the school is faced with and explained that it is time to determine how this exercise can help us. A discussion and interpretation of the SWOT analysis ensued. Dr. Rura-Polley suggested that, in respect to the strengths, we are moving toward a motto of: "TCGIS: An International School of Excellence."

Ms. Bausman-Watkins added that we must also be creative in achieving and maintaining our goals in a way that will allow us to work with already sensitive situations.

Ms. Bausman-Watkins also gave an International Baccalaureate and Primary Years Program update and explained that full implementation would not be possible in the early years of the school, but that the application process and teacher training could be started in the near future.

Ms. Nettet commented that a temporary feel to the staff may become an issue to deal with.

## **F. Financial Oversight**

Ms. Bausman-Watkins reported the latest enrollment figures for the 2006-07 school year. There is a total of 36 new Kindergarten students, which makes two classes of 18 students. There are five new first grade students, making a total of 27 first graders and two new second graders, making a total of 21 second grade students.

Mr. Eliassen stated that the latest budget will be presented at the next board meeting and will reflect transitional changes as well as the request for fund balance reserves. Dr. Rura-Polley and Ms. Bausman-Watkins expressed the importance of showing that the school can hold a certain level of reserves. Mr. Eliassen agreed and proposed setting a more detailed level for reserves in the future.

Mr. Eliassen and Ms. Bausman-Watkins presented the payment register dated April 11<sup>th</sup>. Ms. Bausman-Watkins clarified some of the special education spending as well as the ASCD purchase.

Dr. Rura-Polley moved, Mr. Eliassen seconded, to approve the check register dated April 11, 2006 as presented. The motion carried 5 – 0.

Mr. Eliassen moved, Mr. Pearson seconded, to approve the donations register as presented. The motion carried 5 – 0.

## **G. Academic Oversight**

### **I. Hiring Recommendations for 2006/2007**

Ms. Bausman-Watkins presented a request for two additional paraprofessionals for the remainder of the 2005/2006 school year.

Dr. Rura-Polley moved, Mr. Greener seconded, to accept contracts for the two proposed paraprofessionals as presented. The motion was carried 5 – 0.

Dr. Rura-Polley moved, Mr. Pearson seconded, to accept the 2006/2007 elementary classroom teacher contract at a salary of \$34,641. The motion carried 5 – 0.

Dr. Rura-Polley moved, Mr. Greener seconded, to accept the 2006/2007 Director of Operations contract at a

salary of \$35,500. The motion carried 5 – 0.

Mr. Pearson moved, Ms. Nettet seconded, to accept the 2006/2007 Director of Curriculum contract at a salary of \$34,500. The motion carried 5 – 0.

Ms. Bausman Watkins presented the proposal for a potential Kindergarten teacher on behalf of Ms. Zachmeier-Ruh. The board discussed in detail different possibilities concerning a financial package. It was determined that the school shall not deviate from its established pay scale under any circumstances. The board authorized Ms. Bausman-Watkins to meet and negotiate with the potential hire. She was also authorized to offer other jobs and duties outside of the teaching description that are already in existence. Mr. Greener noted his complete confidence in Ms. Bausman-Watkins to negotiate this contract.

## II. 2006-2007 School Calendar

Dr. Rura-Polley requested this item be tabled until the board receives more clarification concerning culture weeks and instructional days.

## III. Second Grade Curriculum

This item was tabled until the next board meeting.

### **H. Committee Reports**

Mr. Pearson, representing the Nomination Committee, proposed a strategy for board elections which included details on how the vote would take place as well what format the ballot would take.

The facilities committee report was tabled until the next board meeting.

### **I. Review Action Items**

Review of previous action items was tabled until the next board meeting.

### **J. Proposed meeting dates for remainder of 2006**

The board set the next board meeting for May 16<sup>th</sup>, 2006.

### **K. Other Business**

Ms. Bausman-Watkins reported that Office Manager, Mr. Schnese, has tendered his resignation. She has accepted the resignation and thanked Mr. Schnese for his service to the school.

Mr. Greener took leave at 9:21PM.

Ms. Rura-Polley said that she would like to step down as board chair but stay on as a board member for the remainder of her term.

### **L. Adjourn**

Dr. Rura-Polley moved, Mr. Pearson seconded, to adjourn. The motion carried 4 – 0.

The board meeting was adjourned at 9:43 PM.

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**Twin Cities German Immersion School Board Secretary**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date April 19, 2006 Minutes Approved by TCGIS Board: \_\_\_\_\_

Date April 19, 2006 Minutes sent to MN Dept. Education: \_\_\_\_\_

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