

Twin Cities German Immersion School Board Meeting
Tuesday, June 4, 2009, 6:30 pm
Twin Cities German Immersion School, District 4156
1745 University Ave. St. Paul, MN 55104

Opening Remarks

Board Chair Dr. Michael Dorneich called the meeting to order at 6:30pm.

Board members Dr. Mary Zellmer-Bruhn, Dr. Michael Dorneich, Rebecca Hauth-Schmid, Stefan Knep, Scot Stephenson, were present.

Board member Dr. Andrew Oxenham, Dr. Jürgen Konczak, Ken Greener and Gretchen Nessel were absent.

School official Judi Ingison was present.

Also present were several parents.

A. Approval of June 4, 2009 Agenda

Dr. Dorneich mentioned that Doug Franzwa has resigned from the board, effective after the May 26, 2009 board meeting, due to family obligations. Thus the number of current board members is nine.

Dr. Dorneich moved, Ms. Hauth-Schmid seconded, that the Agenda be approved. The motion passed 5:0.

A. Financial Planning

a. Approve signature authorities

Ms. Ingison reported that she has successfully negotiated a line of credit (LOC) with Parks Midway Bank that would be authorized at \$90,000 or 75% of our projected state holdback. Any money we access from the LOC must be paid back to the bank by November 1, 2009. There are three holdback payments from the state that will be paid in the first three months of the school year (September, October, November). Upon successful repayment, Parks Midway will extend to the school the standard LOC thereafter. She recommended that we authorize the new LOC, and move our accounts (savings and checking) from our current bank, Bremer Bank, to Parks Midway Bank. She reported that Parks Midway Bank has been extremely helpful and easy to work with, and has good experience with charter schools.

Specifically, the authorizations being approved are the following:

1. Approve the issuance of an advancing line of credit from Park Midway Bank to TGCIS in the amount of \$90,000.00.
2. Designate Park Midway Bank as the official depository for TCGIS funds, subject to their furnishing collateral security and otherwise complying with provisions of M.S. 118A.03.
3. Approve the purchase of insurance through Park Midway Bank to insure deposits in excess of \$100,000.
4. Authorize the Board Chair (Michael Dorneich) and Director (Judi Ingison) to sign all documents for the purchase of insurance to insure deposits in excess of \$100,000.

5. Assign authority to the Board Chair (Michael Dorneich) and Director (Judi Ingison) to accept and release collateral.
6. Assign authority to the Board Chair (Michael Dorneich) and Director (Judi Ingison) to sign checks, signature cards and other forms and documents as required by Park Midway Bank.
7. Designate as signers on the school's primary checking account Board Chair (Michael Dorneich) and Director (Judi Ingison).
8. Designate as signers on the school's savings account Board Chair (Michael Dorneich) and Director (Judi Ingison).
9. Approve the use of electronic signatures on TCGIS checks.
10. Authorize Park Midway Bank to accept facsimile of signatures of the Board Chair (Michael Dorneich) and Director (Judi Ingison) upon checks from TCGIS funds in accordance with M.S. 47.41.
11. Assign authority to Board Chair (Michael Dorneich) and Director (Judi Ingison) to provide facsimiles of signatures for electronic placement of signatures on checks from TCGIS.
12. Delegate authority to Board Chair (Michael Dorneich) and Director (Judi Ingison) to make electronic funds transfers (wire transfers) as permitted by M.S. 471.38 and submit a list of such transfers at the next regular TCGIS School Board meeting after the transfers take place, as presented.
13. Approve electronic fund transfers to the Minnesota Department of Revenue and IRS for payroll purposes.
14. Authorize the use of a savings account and delegate authority to manually or electronically transfer funds to and from the school's savings account to the school's primary checking account to Board Chair (Michael Dorneich) and Director (Judi Ingison).
15. Authorize use of the advancing line of credit and delegate the authority to make transfers from the line of credit to the school's primary checking account to Board Chair (Michael Dorneich) and Director (Judi Ingison).
16. Authorize view access to all TCGIS accounts at Park Midway Bank to Mike Shapiro of School Business Solutions or his designee.
17. Authorize Shari Ramler of cmERDC or her designee access to the TCGIS primary checking account for payroll purposes including electronically submitting files to Park Midway Bank and processing payroll payments to TRA/PERA, IRS, United States governmental agencies and the Minnesota Department of Revenue.
18. Authorize Shari Ramler of cmERDC or her designee to submit electronic payments on the school's behalf to TRA/PERA, IRS, State of Minnesota, United States governmental agencies and the Minnesota Department of Revenue.

Dr. Dorneich moved, Dr. Zellmer-Bruhn seconded, that the financial authorizations be approved. The motion passed 5:0.

b. Hiring discussion

Dr. Dorneich explained why this section of the meeting would be closed. Since the candidates (Jennifer Nieters and Elena Heindl) for the positions under discussion are current employees, discussion of past performance and evaluations would be part of the conversation. Thus the discussion portion would be closed, and then the Board will open the meeting again to make the hiring decisions.

Dr. Dorneich moved, Mr. Stephenson seconded, to close the meeting. The motion passed 5:0.

Ms. Hauth-Schmid left the meeting at 7:10.

Dr. Dorneich moved, Dr. Knep seconded, to open the meeting. The motion passed 4:0.

Dr. Dorneich moved, Dr. Knep seconded, to hire Jennifer Nieters and Denise Stegmann together for the Special Education position at a maximum of 1.5 FTE, where the specific roles and responsibilities to be determined based on need. The motion passed 4:0.

Dr. Dorneich moved, Mr. Stephenson seconded, to hire Elena Heindl as the Kindergarten teacher at 1.0 FTE, should the position become available. The motion passed 4:0.

Ms. Ingison reported that the hiring committee was unanimous in its support for Natalia Kruck-Mettke for the position of Kindergarten teacher. She has experience in the International Baccalaureate curriculum and language transition for children.

Dr. Dorneich moved, Dr. Knep seconded, to hire Natalia Kruck-Mettke for Kindergarten at 1.0 Full-time-equivalent (FTE). The motion passed 4:0.

Dr. Dorneich briefly summarized the discussion in closed session. The hiring committee was spilt between how to proceed for the special education position. The core concerns centered on the question of whether to hire Jennifer Nieters as a special education teacher and Elena Heindl as the second Kindergarten teacher. Ms. Nieters is currently enrolled in a Special Education Masters degree program, and Ms. Heindl is in the process of finished her elementary education (to be completed by December). Thus both candidates would need to get special licensing. However it was the strong recommendation of our special education director that we should hire Ms. Nieters for the Special Education position, given her extensive classroom experience with children of special needs, which is invaluable in a special education position. This would create an opening in Kindergarten. The Board felt that Ms. Heindl will be an excellent teacher and that we would rather hire her a semester early than lose her a year later. Denise Stegmann is an experienced special education teacher. After a long discussion it was decided to hire Denise Stegmann and Jennifer Nieters as a team to fill the special education position, with the scope of duties and size (FTE) of the position to be determined by examining the special education needs versus qualifications of each candidate. If they accepted, then we would fill the Kindergarten position by hiring Ms. Heindl.

B. Other business

None

C. Adjourn


Dr. Dorneich moved, Dr. Knep seconded, to adjourn the meeting. The motion passed 4:0.

The meeting ended at 8:00 pm

Next Regular Board Meeting: June 23, 2009, 6:30 p.m.
Location: TCGIS School Building

Twin Cities German Immersion School Board Secretary

Name: Andrew J. Oxenham

Signed: 

Date: June 23, 2009

June 4, 2009 minutes approved by TCGIS Board: June 23, 2009

June 4, 2009 minutes sent to MN Dept. of Education: _____