

Twin Cities German Immersion School
Charter District 4152
Board Meeting Minutes, September 6, 2005, 7:00 p.m.
1399 Eustis Street
Saint Paul, MN 55108

A. Call To Order, Opening Remarks, and General Business

Board Chair Dr. Thelka Rura-Polley called the meeting to order at 7: p.m. Board members Michael Sampson, James Pearson, Dietmar Schlei, Ingrid Kvaal, Evelyn Engle, Boje Siebels, Gretchen Nessel, Chris Eliassen and Sabine Engel were present. Board member Ken Greener was excused. TCGIS Director of Operations, Mary-Fred Bausman-Watkins, Director of Curriculum, Marcy Zachmeier-Ruh, and Office Manager, Brian Schnese were also present.

Visitors present were Tom Meyer, Chet Mulholland, Jim Jackels, and Elissa Klueker.

B. Apologies

C. Concerns, Comments, Questions

Mr. Meyer expressed “first day” concerns about recess and lunch. Mr. Sampson explained the proper procedure and chain of command for parental concerns. Dr. Rura-Polley assured that the concerns would be responded to by the appropriate administration. Mr. Mulholland expressed positive feedback concerning the first day of school.

D. Approval of September 6th 2005 Agenda

(???) to approve the September 6th 2005 agenda. Motion carried 9 – 0.

E. Approval of August 9th 2005 Minutes

The following revisions to the August 9th 2005 minutes were suggested: add a list of approved policies to the minutes; add a new format to the bottom of minutes for signoff by secretary. Mr. Sampson moved, Mr. Pearson seconded, to approve the August 9th 2005 minutes with aforementioned revisions. The motion carried 9 – 0.

F. Approval of August 16th 2005 Minutes

Ms. Engel recommended adding full sentences and outcomes of discussions to the format of minutes. The following revisions to the August 16th 2005 minutes were suggested: add a list of approved policies to the minutes; add a new format to the bottom of minutes for signoff by secretary. Dr. Rura-Polley moved, Mr. Sampson seconded, to approve the August 16th 2005 minutes with aforementioned revisions. The motion carried 9 - 0.

G. Reports

a. Acceptance of Ms. Engle’s and Mr. Schlei’s resignations from the board

Dr. Rura-Polley requested that Mr. Schlei remain on the board of directors for 1 to 2 more board meetings. She also expressed her sincerest thanks to Ms. Engle and Mr. Schlei for their hard work and help.

b. Proposal to hold Happy Hour for Business Community on September 20th

Many board members asked to have the wording, “Happy Hour” changed. Dr. Rura-Polley explained that board members and staff would not be required to be there. Ms. Engel expressed her support for this event. Mr. Sampson moved, Mr. Schlei seconded, to approve the proposed event. The motion was carried 9 - 0.

c. Proposal to change committee structure

Dr. Rura-Polley proposed that the Hiring and Curriculum committees cease to exist as board initiated committees and be established on a needs basis as school committees or task forces. Mr. Pearson moved, Mr. Eliassen seconded, to approve Dr. Rura-Polley’s committee structure change as proposed. The motion carried 9 - 0.

d. Proposal to hold special board meeting on October 18th to discuss auditor’s report

Ms. Bausman-Watkins proposed to hold a special board meeting on October 18th to discuss auditor’s report. See Item e.

Action Item: Ms. Bausman-Watkins and Mr. Schnese should include a copy of the auditor’s report with the next board information packet.

e. Consideration to move the October 4th meeting to October 11 due to Rosh Hashanah and the beginning of Ramadan

Mr. Sampson moved, Mr. Pearson seconded, to combine proposals in items d. and e. and hold one meeting on October 18th 2005. The motion carried 9 – 0.

Other Comment and Discussion:

The use of the building outside of school hours was determined not to be a board issue. Budgeted hiring issues were also determined not to be board issues. Mr. Schlei recommended creating contracts for our contract workers/ hourly workers (i.e. part-time teachers, etc.).

Action Item: Ms. Bausman-Watkins should propose a contract for hourly/contract/part-time employees.

H. Financial Oversight

The Check Register discussion was tabled until next meeting. It was suggested that categories be added to all pages on the cash flow template.

There was a discussion about the financial implications of the current Kindergarten class size.

Action Item: Administration should monitor class sizes for the first weeks and months of the school year.

Action Item: The Finance Committee should forward suggestions for earning interest on our financial assets.

Donations: Dr. Rura-Polley moved, Mr. Pearson seconded, to accept donations as proposed. The motion carried 9 – 0.

I. Strategic Planning

a. **Establishing Strategic Alliances**

Dr. Rura-Polley reported on setting up a non-profit entity separate from the school in order to raise funds and own property. Suggestions included a trust and a foundation.

Action Item: Mr. Sampson and Dr. Rura-Polley should work with the Business Advisory Committee in order to research and determine the best options available.

Action Item: All board members, committees, and administration should brainstorm a name for the proposed entity.

Other strategic alliances were discussed including the North St. Paul Neuss Partnership. No action was taken.

b. **Setting Board Goals for 2005-06**

Board members discussed extensively their goals for 2005/2006. Dr. Rura-Polley summarized the discussion into the following categories of goals:

- 1.) Community Building
- 2.) Ensuring Stability
- 3.) Successfully finishing the year financially, academically, and with staff satisfaction.
- 4.) Strategic Partnerships

The board discussed the intricacies of the relationship between TCGIS and the Eustis St. building owners. Suggestions followed on the best way to maintain a positive relationship with the owners of the building.

Grand opening – what did we discuss here? Is it noteworthy?

Action Item: Ms. Bausman-Watkins and Ms. Zachmeier-Ruh should schedule Grand Opening event.

Action Item: Mr. Siebels should create and forward a list of **politicians and others** to invite to the Grand Opening event.

Mr. Pearson suggested that Ms. Bausman-Watkins and Ms. Zachmeier-Ruh set the agenda from now on. He explained that staff members at the front lines of issues and concerns should also be able to guide what is discussed at board meetings. **No official action was taken. Ms. Bausman-Watkins and Ms. Zachmeier-Ruh accepted responsibility of setting the agenda.**

Conflict of Interest forms were distributed and signed by all board members. The beginning of the school year will serve as the annual signing date.

Action Item: Ms. Bausman-Watkins should research business cards for school and staff.

Action Item: Ms. Engle should renew school information with the IRS and secretary of state.

Action Item: Mr. Siebels should continue researching school crosswalk options.

Action Item: Ms. Bausman-Watkins should follow up with Mr. Belden concerning the Pioneer Press article.

Action Item: Mr. Sampson should send a letter of condolence.

J. Updates

K. Summary and Closing Remarks

The next board meeting will take place on October 18th 2005 at Twin Cities German Immersion School, 1399 Eustis St., St. Paul, MN.

Action Item: Ms. Bausman-Watkins should create a proposal for staff travel.

Mr. Siebels asked about the implication of and public reaction to two resigning board members. Ms. Nessel and Mr. Sampson outlined a number of methods for handling the situation positively. (Jim is this necessary?)

Mr. Schlei moved, Mr. Sampson seconded, to adjourn the board meeting. The motion carried 9 – 0.

The board meeting adjourned at 9:00 PM.

TCGIS Board Secretary

By: _____

Signed: _____

Date: _____

Date September 6th 2005 Minutes Approved by TCGIS Board:

Date September 6th 2005 Minutes sent to MN Dept. Education:
