

**Twin Cities German Immersion School Board Meeting
Charter District 4152
September 25, 2007, 6:30 p.m.
1399 Eustis Street
Saint Paul, MN 55108**

Opening Remarks

Board Chair Dr. Michael Dorneich called the meeting to order at 6:35 pm. Board members Michael Sampson, Chris Eliassen, Dr. Kenneth Greener, Dr. Stefan Knep, Gretchen Nessel, Dr. Jurgen Konczak, Rebecca Hauth-Schmid, and Scot Stephenson were present.

No Board members were absent.

TCGIS Director of Operations, Mary-Fred Bausman-Watkins, and TCGIS Director of Curriculum, Marcy Zachmeier-Ruh were also present.

A. Approval of September 25, 2007 Agenda

The treasurer's report and MDE grant report were added under agenda item E Financial Oversight. Board director update and parent liaison update were added under agenda item F Other Business. The agenda item E.c. Audit report feedback will be tabled until the next meeting. Agenda item E.d. Budget revision will be removed, and the feedback to the draft will have to be done via email once the draft is ready. The annual report feedback will go out on email.

Dr. Dorneich moved, Mr. Sampson seconded, that the September 25, 2007 agenda be approved. The motion carried 9 - 0.

B. Consent Agenda

The proposed consent agenda for this month contained the following items:

- a. Approval of August 30, 2007 Minutes
- b. Donation Register
- c. Payment Register – found in SBS packet

The August 30th minutes will be revised to account for minor corrections.

Dr. Dorneich moved, Mr. Sampson seconded, that the consent agenda be approved pending revision of the August minutes. The motion carried 9- 0.

C. Financial Oversight

a. Enrollment/Recruiting Update:

The current number of enrollments as of 09/19/07 at TCGIS is 129 students total. Kindergarten – 43 (with one on the waiting list), first grade – 40 (one student will be lost in two weeks, one on the waiting list), second grade – 23 (with 3 on the waiting list), and third grade – 23 (with 2 on the waiting list).

The new third grade teacher has signed a contract and is expected to arrive October 15.

b. Treasurer's Report

The cash flow projection shows a negative balance scheduled for early June. To combat this, we are doing two things which will bring us back to a positive flow:

- o Using our lease deposit to pay for the final month's rent, and
- o Removing the optional \$11,000 earmarked for additional Amity hours.

We are working with SBS to add narrative options with the Budget Performance Analysis. This will let us know the 'why' behind if we are ahead/behind schedule on the budget (by category).

A general discussion of the fund balance ensued. Mr. Sampson suggested that the professional personnel trainer, Mr. Murney, would have some valuable insight for the Director Search committee, and the Board decided to allocate some budget to allow for consultation should the Board find it applicable after he presents at the next Board meeting.

The new grant (see next item) will need to be factored into the budget revision. That will be worked on at the next Finance Committee Meeting, and a budget will be brought to the October Board Meeting.

Action Item: Mr. Eliasen

Determine how much is left from the original professional development (Mr. Murney) budget allocation.

Action Item: Mr. Eliasen or Ms. Bauman-Watkins

Send the full detail budget revision to all Board members for review before the next Board meeting.

c. MDE Grant Report:

We have just received news that TCGIS won the world language program grant, which will mean \$100,000 over the next two years to begin in October. The majority of the money will pay for language instruction training for the teachers and community outreach, but a small portion will help us with materials.

A bid for the assessment database has been posted, and Silke Moeller will submit a bid. Two parents, Drs. Andrew Oxenham and Mary Zellmer-Bruhn, will join the committee.

Dr. Dorneich moved, Mr. Knep seconded, that we accept the world language program grant contingent on award and successful negotiation of terms. The motion carried 9-0.

D. Academic Oversight

a. New School Year Check-in:

The third grade team is managing well. The program could be more rigorous, but they are doing well given the circumstances. There is a lot of English being used in the classroom. First grade is experiencing behavior and adjustment issues. These are being addressed. Second grade is doing well. The library is up and running, and the computer program check-out system is working well. The kindergarten class seems to be a lovely new group. The new gym teacher has a wonderful program set up for the students. Attendance at the curriculum night was lower than expected due to the severe weather conditions, but still over half of the families were represented. Plans are being discussed to help the new third grade teacher transition into the classroom. A separate teacher orientation for teachers coming from Germany would be helpful in the future.

E. FLAP: SOPA results:

Ms. Zachmeier-Ruh started the student assessment necessary for the FLAP grant. The SOPA, HLT Hamburger Lese, and Zahlenbuchs should be finished by the end of the week. The English reading assessments will start next week. The students seem to be experiencing some discomfort and hesitancy testing with unfamiliar adults. A final report of baseline results will be presented at the next Board meeting.

F. [8:30] Strategic Planning

a. Director Search Update (approve job description):

The position announcement was distributed. Some wording revisions were suggested. Some new people have joined the committee. The rubric will soon be finalized. Mr. Murney has some suggestions for interviewing and envisioning the new director.

b. Facilities Update (want to secure an address):

Mr. Sampson is cautiously optimistic about our lease negotiations with IHM. Macalester is interested in purchasing the property, but they may be willing to take it with a tenant, and the decision to sell is not imminent. The parish council is meeting this week and is expected to give us some feedback soon.

G. Other Business

a. Directorship update:

The solution to directors' roles devised this summer seems to be working well. Mr. Murney's impression is that both directors are pleased with the changes.

b. Parent Liaison update:

Some parents are concerned about the inability to access the building after school. A communication will be sent out in the next Elternbrief. The parent liaison's role will also be communicated to the community.

H. Adjourn

Dr. Dorneich moved, Ms. Hauth-Schmid seconded, that the meeting be adjourned. The motion carried 9 – 0.

The meeting was adjourned at 9:02 PM.

The next Board meeting will be held Tuesday, October 27, 2007 at 6:30 PM.

Twin Cities German Immersion School Board Secretary

Name: Rebecca Hauth-Schmid

Signed: *Rebecca Hauth-Schmid*

Date: _____

Date September 25, 2007 Minutes Approved by TCGIS Board:

Date September 25, 2007 Minutes sent to MN Dept. Education:
