

Twin Cities German Immersion School Board Meeting  
Charter District 4152  
October 18, 2005, 7:00 p.m.  
1399 Eustis Street  
Saint Paul, MN 55108

**1. A. Opening Remarks and General Business**

Board Chair Dr. Thekla Rura-Polley called the meeting to order at 7:02 p.m. Board members Michael Sampson, James Pearson, Ken Greener, Ingrid Kvaal, Evelyn Engle, Boje Siebels, Gretchen Nessel, and Chris Eliassen were present. Board members Dietmar Schlei and Sabine Engel were absent. TCGIS Director of Operations, Mary-Fred Bausman-Watkins, TCGIS Director of Curriculum, Marcy Zachmeier-Ruh, and TCGIS Office Manager, Brian Schnese were also present.

Kern, DeWenter, Viere (KDV) representative, Matt Mayer was also present.

Dr. Rura-Polley expressed positive feedback concerning the transition between the start-up phase of the school and the operational phase. She urged board members and directors to stay proactive as procedures improve and problems arise.

**B. Concerns, Comments, Questions**

Mr. Sampson asked if parental concerns raised at previous board meetings have been addressed. Ms. Zachmeier-Ruh and parents Mr. Pearson, Mr. Sampson, and Ms. Nessel responded that parental concerns have been dealt with promptly and that accommodations have been made where needed.

**C. Approval of October 18<sup>th</sup> 2005 Agenda**

Ms. Rura-Polley asked to remove the report from the October 11<sup>th</sup> GAI executive committee meeting because the meeting was canceled. Ms. Rura-Polley also requested that the revised budget discussion be tabled until the next board meeting. Ms. Rura-Polley moved, Mr. Pearson seconded, to approve the October 18<sup>th</sup> 2005 agenda as amended. The motion carried 9 – 0.

**D. Approval of September 6<sup>th</sup> 2005 Minutes**

Mr. Greener moved, Mr. Sampson seconded, to approve the September 6<sup>th</sup> 2005 minutes. The motion carried 9 – 0.

**1. E. Financial Oversight**

- a. Audit results presented by Matt Mayer of Kern, DeWenter, Viere.

Mr. Mayer presented the financial audit report results to the board with the clarification that the audit report simply verifies financial statements and does not report the financial standing of the organization. The presentation included an explanation of the audited financial statements and the management letter, which provided findings and recommendations. Mr. Mayer fielded general questions from the board and directors.

Ms. Bausman-Watkins thanked Ms. Engle for laying the groundwork that provided such a positive audit.

Mr. Greener moved, Ms. Engle seconded, to approve the audit findings. The motion carried 9 – 0.

b. Review of revised financial reporting documents.

Ms. Bausman-Watkins explained that Ms. Rura-Polley's request to have vendor names removed from the check register was not possible with SmartFinance software. Ms. Bausman-Watkins indicated that she would examine why third party payroll checks were duplicated on the check register and she said that she would have the revised check register ready to discuss at the next board meeting.

The Board considered the donations that had been made from 8.31.2005 thru 10.7.2005. Mr. Greener moved, Mr. Sampson seconded, to approve donations as presented. The motion carried 9 – 0.

c. Consideration of finance committee recommendation to finance \$20,000 down payment from the Walton Family Foundation grant.

The board agreed to table this item until the budget discussion has taken place.

d. Presentation and discussion of revised FY 2006 budget.

Presentation and discussion of the revised budget was tabled until the next board meeting.

e. Consideration of finance committee recommendation to increase number of persons with check signing authority to include Mr. Chris Eliassen, Dr. Thekla Rura-Polley and Mr. Michael Sampson, and to allow single signing privileges of up to \$499.99 to Ms. Mary-Fred Bausman-Watkins.

The board discussed what limitations of purchase power could or should be put on Ms. Bausman-Watkins with respect to the writing and signing of checks and the use of the school debit card.

Ms. Engle moved, Mr. Eliassen seconded, to add Mr. Eliassen, Ms. Rura-Polley, and Mr. Sampson to the list of approved check signers and remove Ms. Engle from the list. The motion carried 9 – 0.

Ms. Engle moved, Mr. Eliassen seconded, to allow Ms. Bausman-Watkins to sign check amounts of up to \$500.00 and make debit purchases that do not exceed \$500. The motion carried 9 – 0.

**2. F. Reports**

- a. Consideration of German government support and membership in Weltverband Deutscher Auslandsschulen, e. V.

Mr. Pearson indicated that he would support pursuing this membership, but asked that the immediate needs of the school be prioritized ahead of gathering the necessary information.

- b. Proposal to establish GIEF, German Immersion Education Foundation.

Mr. Sampson provided a detailed description of the options explored by Dr. Rura-Polley and himself. Mr. Sampson explained how a fund could be established within the Minneapolis Foundation and alternatively what would be necessary to establish an independent foundation. Mr. Pearson summarized the discussion by stating that it appeared that the board supported establishing an independent foundation, but that the establishment of a foundation cannot be acted upon by the TCGIS board, because its formation will be done independently from the TCGIS Board. Mr. Pearson inquired about the ramifications of current board members being associated with an independent foundation and asked that each of the board members think about how it will affect the future composition of the TCGIS Board.

**G. Policy Approval**

- c. Discussion of new policies

Ms. Rura-Polley moved, Ms. Engle seconded, to accept the expense reimbursement policy as presented. The motion was carried 9-0.

Ms. Rura-Polley moved, Mr. Sampson seconded, to approve the school age enrollment policy as presented. The motion carried 9 – 0.

**H. Updates**

**I. Summary and Closing Remarks**

The board agreed to move the November 1st board meeting to November 8<sup>th</sup>.

Mr. Eliasen moved, Mr. Siebels seconded, to adjourn. The motion carried 9 – 0. The meeting ended at 9:49PM.

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**TCGIS Board Secretary**

By: \_\_\_\_\_

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

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

Date October 18<sup>th</sup> 2005 Minutes Approved by TCGIS Board:

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Date October 18<sup>th</sup> 2005 Minutes sent to MN Dept. Education: \_\_\_\_\_