

Twin Cities German Immersion School Board Meeting
Charter District 4152
November 24, 2009, 6:30 p.m.
1745 University Ave.
St. Paul, MN 55104

Call to Order and Attendance

Board Chair Andrew Oxenham called the meeting to order at 6:35 p.m.

Board Members Kim Kompel, Holly Wiste, Susanne Grimm, Mary Zellmer-Bruhn, Rebecca Hauth-Schmid, and Debra Haessly were present. Board member Jürgen Konczak arrived at 6:40pm. Board members Ken Greener and Gretchen Nessel were absent.

Also present were TCGIS Director Annika Fjelstad, volunteer clerk and TCGIS parent Lisa Friedman.

A. Approval of November 24, 2009 Agenda

Moved by Ms. Kompel, seconded by Ms. Haessly, to approve the agenda. Motion carried 7:0.

B. Consent Agenda

- a. Approval of October 27th, 2009 Minutes
- b. Donation register
- c. Payment register
- d. School and Board Committee Reports

Moved by Ms. Zellmer-Bruhn, seconded by Ms. Hauth-Schmid, that the consent agenda be approved. Motion carried 7:0.

Mr. Konczak arrived.

C. Financial Oversight

a. Audit Report

A representative from MMKR (certified public accountants and independent auditor) presented the results of the annual audit. The audit showed that the school is financially stable, its financial statements are accurate, and that it is generally adhering to accepted accounting principles. There were some findings regarding employment contracts and time sheets, reimbursement for employee cell phone use, and the need for greater clarity and separation of responsibilities in the policies pertaining to use of the school's debit card. Plans for resolving these findings are in progress. She commended the Board for successfully resolving last year's finding regarding collateral. In general the auditors felt that the school is on target and is paying close attention to its finances.

b. Treasurer's Report

Ms. Haessly presented a summary of the most recent Finance Committee meeting. Ms. Haessly and Ms. Fjelstad attended a meeting hosted by MACS that discussed the idea of creating a co-op for charter schools to purchase health insurance. TCGIS has expressed an interest in participating in such a plan and the next step will be to hear what the costs and specific coverage would be. Ms. Haessly addressed the audit findings. Updated policies and procedures are underway for the use of the debit card, which includes a system of checks and balances. It was suggested that we also create a policy or procedure regarding cell phone reimbursement. Ms. Fjelstad has corrected the specific issues related to the employment contracts and time sheets and is working toward updating the school's employment policies and contracts in general. TCGIS's previous director has been contacted twice via e-mail

regarding reimbursement of the disputed cell phone charges, but has yet to respond. The school is attempting in good faith to resolve the issue.

c. Approval of budget revision for 2009-2010 (FY2010)

Ms. Haessly presented the budget revision. The Finance Committee spent considerable time going through every line of the budget to make it clearer, to update previously estimated numbers with actual numbers, and to correct any errors. In addition, Ms. Fjelstad was able to refine the budgetary needs of the current school year. Two additions to the budget were for current and future unemployment liabilities and a request from Ms. Fjelstad for additional administrative support. The revised budget has money budgeted so that Ms. Fjelstad can hire short term help in the areas she needs until an administrative needs analysis can be completed to determine what kind of position would best meet the school's administrative needs. The analysis is currently underway and should be completed in early January. A permanent position would be considered in the FY 2011 budget. The school may need a small line of credit by the end of the year for cash flow, due to the 27% hold back. The projected fund balance will increase this fiscal year from 13.6% to 14.9% . The K-Plus program is projected to pay for itself this year.

Moved by Ms. Haessly, seconded by Mr. Konczak that the proposed 2009-2010 revised budget be approved. Motion carried 8:0.

D. Strategic Planning

a. Director's Report

Ms. Fjelstad reviewed the report included in the Board packet. Staff is effectively utilizing the early release time and it is appreciated and helpful. New staff members are continuing to acclimate and the staff is coming together. Health insurance issues have taken up more time than she anticipated. She is working toward effectively managing the special education program. She is striving to spend more time in classrooms. She is grateful for the committee working with Mr. Konczak on PR and materials for student recruitment, and the creation of a digital repository of documents promoting and providing facts about TCGIS.

b. Enrollment/Recruiting Update

Ms. Fjelstad reported the latest enrollment numbers. Our total enrollment is 195. We have lost two Kindergarteners, but not because the families were displeased with the school.

c. Annual Report

Mr. Oxenham reviewed the draft annual report included in the packet from Ms. Bausman-Watkins. Any typos or small changes that are noticed can be e-mailed directly to her. The Board had no substantial changes to offer. A final report will come to the Board for approval at the next Board meeting.

d. Professional Development Plan

Ms. Fjelstad reviewed her proposed professional development plan that is required by law. It will be considered for approval at the next meeting with the Annual Report.

e. Update on Graduate Volunteer Consultants Project (Initial part of the Strategic Plan)

Ms. Zellmer-Bruhn introduced Andrea Sven, who is the lead graduate student volunteer consultant at the Carlson Business School of Management. Ms. Sven provided an explanation of the GVC (Graduate Volunteer Consultants) program. Student teams will be formed by December. Projects will commence in January and will last 7 weeks. She presented the written project description that had been given to the students. Mr. Oxenham invited feedback to him by e-mail regarding the project objectives or if

anyone is interested in becoming part of the ownership team.

f. Opportunities to help with P.R. and Recruitment

Ms. Fjelstad provided dates for the TCGIS Open Houses and suggested that it might be helpful to have at least one Board member present at each. She also shared dates for other PR opportunities. There are training sessions planned for volunteers who will be giving school tours during the recruitment season.

g. Thank You Cards for Donations.

Ms. Fjelstad would like to personalize our relationship with our donors and asked that the board members sign thank you cards for all donors that gave during the MN Gives event.

h. Grants and External Relations Committee Report

Mr. Konczak reported that based on the required criteria, TCGIS would not be eligible to apply for a FLAP grant this year. The committee is researching alternatives. There is promising work on the goal of developing ongoing relationships with the larger German community. Members of the German American Chamber of Commerce (GACC), the Germanic American Institute (GAI), and the TCGIS have met and have a goal to work more closely with one another. It was discussed that for any of the events showcasing the school, press releases and invitations to legislators and congress people would also be considered.

i. Update from the Secondary Education Option Research Group

Ms. Hauth-Schmid reported that they hosted a meeting at TCGIS with MAIN (Minnesota Advocates for Immersion Network) and Tara Fortune. There are currently 11,000 students in immersion programs in Minnesota. There is a larger conversation about the possibility of a multi-lingual, international high school. The committee will still pursue its own research, but will continue to participate in this larger conversation.

j. Board Member Training

Mr. Oxenham reported that there have been some board member trainings offered. Ms. Kompel reported that MACS is working with the MDE on getting a training approval process in place.

E. Adjourn

Moved by Mr. Oxenham, seconded by Ms. Haessly to adjourn at 8:45pm. Motion carried 8:0.

Action Items:

Ms. Fjelstad: Provide copy of e-mails sent to previous director to SBS and cc Board Chair.

Ms. Haessly: Finance Committee should create policies for debit card use and cell phone reimbursement.

Mr. Oxenham: Research opportunities for lower interest rate credit lines available to schools.

Twin Cities German Immersion School Board Secretary

Name: Kimberly Kompel

Signed: [Signature]

Date: 1/24/10

Date November 24, 2009 minutes approved by TCGIS Board: 12/15/2009