

Twin Cities International Schools

School Board Meeting

Minutes of the School Board Meeting held on Thursday February 18, 2021 at 4:00 pm, at the International Education Center, 277 12th Ave. N, Room #200, Minneapolis, MN, 55401

MEMBERS PRESENT:

Chair Mr. Warsame Shirwa
Parent Representative Abdirizak Botan
Community Representative Abdi Elmi
Teacher Representative Heidi Tesfaye
Teacher Representative Mr. Cyprian Marubi
Teacher Representative Ms. Marian Aden

ABSENT:

Community Representative Mohamed Mumin

EX-OFFICIO MEMBERS PRESENT: Ex-Officio Members Mr. Abdirashid Warsame and Mr. Ismail Ahmed

ALSO PRESENT: Ms. Kelli Smith, Board Clerk Ms. Justine Vavra and Accountant Mr. Abdulkadir Salah

1.0 Call to Order

Mr. Warsame opened the meeting at 4:05 pm. Mr. Warsame acknowledged a quorum was present, and thanked all for attending the meeting.

2.0 Open Agenda

Mr. Warsame acknowledged the Open Meeting.

3.0 Approve Agenda

Mr. Abdi Elmi motioned for the Agenda to be approved. The motion was seconded, and the motion carried.

4.0 Minutes from the Previous Meetings

4.1 Minutes from the Previous Meetings of January 21, 2021

Ms. Heidi motioned for the Board Meeting Minutes of January 21, 2021 to be approved. The motion was seconded, and the motion carried.

5.0 Business Arising from the Minutes of January 21, 2021.

No Business Arising from the Minutes of January 21, 2021.

6.0 Treasurer's Report

6.1 July 2020-January 2021 YTD Report

Mr. Abdulkadir presented the July 2020- January 2021 YTD Report.

Mr. Abdi Elmi motioned for the July 2020-January 2021 YTD report to be received. The motion was seconded, and the motion carried.

7.0 Authorizer's Report

Item Tabled

8.0 Director's Report

Mr. Abdirashid reported

1. Enrollment Total: 1067

K-4: 595

5-8: 472

2. PUC GOAL UPDATES: Elementary Winter Math Baseline data. TCIS K-4 is using this data in place of the NWEA data this year due to the logistics of proctoring the assessment given the distance learning instructional model. The chart below represents the % of students who scored above 60 on the Savvas (EnVisions) math baseline assessment during Winter 2020-21.

Grade	Assessment	Winter Percent Proficient
Kindergarten	Number Recognition - ESGI	57%
1st Grade	Savvas: Baseline Assessment	37%
2nd Grade	Savvas: Baseline Assessment	54%
3rd Grade	Savvas: Baseline Assessment	23%
4th Grade	Savvas: Baseline Assessment	19%

The Goal is to increase the percentage of students at each grade level by 2% during the spring assessment window.

3. We have been filling up in-person classes to our max of 20 students as parents have requested those open spots for K-4 and in-person 5-8 spots. We are now full across all grades for in-person learning. At this time we will continue to place students on a waitlist for In-Person spots through the remainder of Tri II. Families currently on distance learning will be surveyed the week of March 1st for a potential enrollment change to In-person for Trimester III. Staffing will be adjusted accordingly and as available based on that survey. **This will be the final enrollment choice window for the 2020-21 school year. We will not host a waitlist following this enrollment choice window.**

4. K-5 have been in person learning and so far it is going well. There were lots of logistical growing pains during the first week but we have now settled into a routine. We have limited class sizes to 20-21 for all in-person classes during Tri II. 6th-8th grade begins in-person next Monday.

5. TCIS Directors are proposing a one year amendment to the Banked Time policy. Due to COVID-19, many staff have not used their 10 PTO days. Currently staff would need to use or lose at least 5 of those days before June 10th, 2021. We are suggesting the following policy change to help incentivise staff to only use those days if necessary for illness or quarantine as best possible for the remainder of this 2020-21 school year.

4.3 BANKED TIME (page 26 TCIS Handbook)

An employee may bank a maximum of ~~five (5)~~ **ten (10)** sick days at the end of ~~each contract~~ **the 2020-21 school year**. Banked time is separate from sick and is not added onto the employee's 10 days accrued for the following year. Banked time can be used for the following examples: FMLA, temporary disability absences, or to extend a serious medical illness not covered under FMLA or short term disability. Banked time can be used ONLY after all current year sick time (10 days) has been used. The Director may choose not to allow an employee to use banked time if the absence of the employee would be detrimental to the educational program for the School or create unnecessary hardships on the other School personnel. Leaves using banked time must be requested at least one week in advance, except in emergency situations, and require the employee to receive prior approval from the School Director on the Leave of Absence form. Half days are not paid out. The bank can have a maximum of 30 days.

If the employment with Twin Cities International Schools is ~~terminated~~ **separated upon resignation or termination by the employer or employee**, the employee will be paid for his/her balance of accrued unused sick time up to ~~five (5)~~ **ten (10)** days and any banked time he/she may have, at the rate of \$100 per day, not to exceed a thirty (30) day maximum * The accrued unused sick and banked time will not be paid to the employee if he/she does not give proper notice of resignation or is terminated for misconduct. Any unused sick and banked time will be disbursed in a separate check and included with the employee's final payroll check. Half days are not paid out. Vacation time for year round employees does not apply for payout.

***For the 2020-21 school year, banked and additional PTO days above the thirty (30) day maximum will be paid out at the rate of \$100 per day with the June 30th, 2021 pay period.**

Example 1. Employee currently has a full bank of 30 days available. Employee does not use any of ten (10) PTO days by end of school year. Employee would be paid \$1,000 for ten (10) unused unbankable PTO time.

Example 2. Employee currently has 26 bank days available. Employee does not use any of ten (10) PTO days by end of school year. Employee would put 4 days in bank (30 total) and be paid \$600 for six (6) unused unbankable PTO time.

Example 3. Employee currently has 12 bank days available. Any remaining PTO days (1-10) are added to the bank.

6. ACCESS testing is underway for all in-person students at this time. We are working on a plan to offer in-person testing to those students who have opted for distance learning. There is no online/distance assessment option for the ACCESS for ELs or MCAs. We will share

additional detail about this plan in the discussion and action item for the calendar. The State and Federal Government have stated that assessments should take place this year but that there may be an option for states to waive the use of those results for accountability. We expect more information from the new Secretary of Education in the coming month.

Mr. Cyprian motioned for the Director's Report to be approved. The motion was seconded, and the motion carried.

9.0 Other Reports, Discussion, and Action Items

9.1 First Policy Readings for the month of February 2021

9.1.1 520 Student Surveys and Public Notice Form

9.1.2 524 Internet Acceptable Use Policy

9.1.3 725 General Records Retention

Ms. Marian motioned for Policies 520, 524, and 725 to be approved as first readings. The motion was seconded, and the motion carried.

9.2 Final Policy Readings for the month of February 2021

9.2.1 505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees

9.2.2 514 Bullying Prohibition

9.2.3 522 Student Sex Nondiscrimination

9.2.4 534 Early Entrance Policy

Mr. Cyprian motioned for Policies 505, 514, 522, 534 to be approved as final readings. The motion was seconded, and the motion carried.

9.3 2019-2020 School Year Calendar Update

Ms. Kelli presented changes to the current 2020-2021 school calendar. Admin is proposing the idea of adding a week of distance learning after spring break to build in a quarantine period after spring break travel. It would also allow those who do not travel to come into the building and take MCA assessments during this time. There were a few other minor changes as well and discussion around the changes.

Ms. Heidi motioned for the changes to be approved. The motion was seconded and the motion carried.

9.4 Board Goals

9.5.1 Academic Goals- discussed in Director's Report

9.5.2 Non-Academic Goals- Director's Report

10.0 Adjournment

Mr. Abdirizak motioned for the meeting to adjourn, noting the time at 4:52 pm. The motion was seconded, and the motion carried.