



School Board Meeting Minutes

TCIS Mission

Twin Cities International Schools will prepare all students for future success in both school and life. With a rigorous standards-based curriculum that challenges every student, we hold our community to high expectations in the pursuit of excellence. We help our students persevere and overcome obstacles that may get in their way. Through involvement in the community our students develop the character traits needed to become active and engaged citizens who will be ready to meet dynamic global challenges.

TCIS Vision

Twin Cities International Schools (TCIS) recognizes that all children are unique and bring their special qualities with them as students. We welcome and value students from all cultures and embrace the background, skills, knowledge and creativity each brings, while allowing them to retain their unique cultural heritage. TCIS works as a community to provide a safe, supportive, engaging and collaborative learning environment. Working together with students, parents, teachers and staff, TCIS prepares students for a lifelong love of learning and academic success.

Date	Time	Location
12/18/25	4:00 PM	TCIS Board Room #200

Role / Representative	Name	Attendance
Board Chair (Community)	Mr. Warsame Shirwa	Present
Treasurer (Parent)	Mr. Abdirazak Botan	Present
Director (Community)	Mr. Jimmy Engler	Present
Director (Parent)	Mr. Yusuf Samatar	Present
Director (Teacher)	Ms. Heidi Tesfaye	Absent
Ex-Officio (Executive Director)	Mr. Abdirashid Warsame	Present
Ex-Officio (Director of Finance & Operations)	Mr. Ismail Ahmed	Absent

Visitors Present
<ul style="list-style-type: none"> ● Mr. Roby Thomas, Thomas & Company, CPA, PA ● Mr. Travis Berends, Accountant and Senior Advisor, Creative Planning Services ● Ms. Bethany Griffith, Board Clerk

1. Call to Order

The Board Chair called the December 2025 school board meeting to order at 4:00 PM. He acknowledged a quorum was present. Mr. Warsame welcomed everyone to the meeting and thanked them for attending.

2. Open Agenda

Subject	Open agenda for comment or questions.
Discussion	The Board Chair acknowledged the Open Agenda. No public comments or questions were posed to the Board.

3. Agenda

Subject	December 2025 Agenda					
Discussion	The Board Chair proposed that item number 6 “Audit Report” and the “November 2025 Year-to-Date (YTD) Report” be moved to item number 4 on the agenda.					
Motion	Approve the December 2025 Agenda with the edit of moving item number 4 “Audit Report” and the “November 2025 YTD Report” to item number 4.					
	Made By:	Mr. Jimmy				
	Seconded:	Mr. Abdirazak				
Vote	Yea	4	Nay	0	Abstained	0
Decision	The motion passed unanimously.					

4. Finances

Subject	4.1 Audit Report (June 30, 2025)
Discussion	<p>The Board Chair welcomed Mr. Roby Thomas, Thomas & Company, CPA, PA to present the Audit Report.</p> <p>Mr. Roby thanked the board for having him present at today’s meeting. He mentioned that this is his second year of conducting the annual audit report for TCIS. He noted the following information:</p> <ul style="list-style-type: none"> • TCIS received a clean unmodified opinion overall. • There were no financial or compliance findings during the audit. • Examined the school’s legal compliance in the state of MN. No issues were found. • The single audit is due on March 31st, 2026 so that will be completed within the next few months. • The expiration of many COVID-19 related funds has impacted the revenue of TCIS. For instance, TCIS will receive less funding from the government due to the expiration of the ESSER funds. This results in a \$1.2 million dollar loss which will impact the general fund. He noted that this has been a common result with all of the schools he is auditing. • While there was a decline in total revenue, the amount was partly offset by a boost in investments. • There is a positive net change in the Food Service Fund of \$178,981 so that fund is being managed very well. • There was a negative change in the school’s net position of \$479,543. He explained that it is important to note that all schools will have a negative change in their net position at some point. Due to the strong financial planning of TCIS, this negative change will have a relatively small impact on the school’s financials overall.

	<ul style="list-style-type: none"> • The current cash balance is up, but this is a snapshot in time and financials can change on a monthly basis. • He explained that the main way to increase revenue is to increase enrollment. Most schools do not need a large operating margin. A margin of 1-2% is acceptable. TCIS had a negative operating margin of -2.80% last year, however, most years were well above the 1-2% benchmark. The goal is to avoid having multiple years of deficits. • The fund balance for 2025 was 40.62% which is very healthy. MDE requires schools to have a fund balance between 20-25% so TCIS is well above that requirement. • There were no issues or disagreements during the audit. • He explained that the net pension liability needs to be factored into the financials, however, there would be no impact if the school closes. • Mr. Roby concluded by complimenting Mr. Travis Berends and the TCIS administrative team in submitting all required financial documents in a timely manner. Overall, TCIS has strong financial management and is still performing well even in a year with a negative change in the net position. <p>No questions were posed to Mr. Roby by the Board.</p>						
Motion	Approve the Audit Report from 2024-2025						
	Made By: Mr. Abdirazak						
	Seconded: Mr. Jimmy						
Vote	<table border="1"> <tr> <td>Yea</td> <td>4</td> <td>Nay</td> <td>0</td> <td>Abstained</td> <td>0</td> </tr> </table>	Yea	4	Nay	0	Abstained	0
Yea	4	Nay	0	Abstained	0		
Decision	The motion passed unanimously.						

Subject	4.2 July 2025 – November 2025 Year-to-Date (YTD) Report
Discussion	<p>The Board Chair welcomed Mr. Travis Berends, Creative Planning Services, to present the July 2025 – November 2025 YTD Report.</p> <p>He noted the following:</p> <ul style="list-style-type: none"> • The budget is based on an ADM of 882. • The school’s working budgeted surplus for the year is \$108,847. • The projected cumulative fund balance is \$5,664,433 or 33% of expenditures at fiscal year-end. • Projected “Days Cash on Hand” for the projected fiscal year-end is 119 days. This is above the 30 days minimum bond covenants. • Projected Debt Service Coverage Ratio at fiscal year-end is 1.33. • 42% of the year is complete with revenues tracking at 39% and expenditures tracking at 37%. The fund balance is tracking at 43%. • The cash balance is \$5,277,499 which is lower than the previous month. • The current year holdback estimate is \$763,986. • All invoices are being paid on time. • The amounts listed in the Food Service fund are lower than the actual amounts due to reimbursements being completed 30-60 days after invoices are received. This fund is currently trending at having a surplus of \$89,000. He shared that most schools lose money because they cater their meals so this is a big asset to TCIS. • There will be a revision to Title II funds due to it tracking at 113.2%.

	<ul style="list-style-type: none"> Mr. Travis explained that he received an email from the bond holder expressing concern with the projected debt service coverage ratio being higher than the amount agreed upon in the lease which is .59. He shared that TCIS has had good financial stewardship in the past and is on track for fiscal year 2026. He is continuing to work with the bond holder to supply financial information and will update the Board as needed moving forward. <p>Mr. Abdirashid asked what could be a potential next step if the bond holder continues having concerns after working with Travis.</p> <p>Mr. Travis shared that there is a chance the bond holder may require TCIS to hire an outside consultant. However, he hopes that will not be necessary once he is able to explain the situation and share all necessary financial documents.</p> <ul style="list-style-type: none"> Mr. Travis concluded his presentation by sharing that TCIS has strong and steady financials. 						
Motion	Approve the July 2025 – November 2025 YTD Report						
	Made By: Mr. Jimmy						
	Seconded: Mr. Abdirazak						
Vote	<table border="1"> <tr> <td>Yea</td> <td>4</td> <td>Nay</td> <td>0</td> <td>Abstained</td> <td>0</td> </tr> </table>	Yea	4	Nay	0	Abstained	0
Yea	4	Nay	0	Abstained	0		
Decision	The motion passed unanimously.						

Subject	4.3 Request from the Board for \$80,000 for Targeted Tutoring for Students and Parent Engagement and Participation in the Parent Academy from the Fund Balance.						
Discussion	<p>Mr. Abdirashid shared that the state is requiring TCIS to provide extra tutoring services for students in the Special Education program for the next 3 years due to the North Star Report findings. In addition, TCIS will need to provide more support for parent engagement and participation in the Parent Academy. The school would like to utilize \$80,000 from the fund balance in order to cover the costs of these extra services and support. This would be a one-time withdrawal of funds.</p> <p>Mr. Abdirashid asked Mr. Travis if the funds can be withdrawn from the fund balance.</p> <p>Mr. Travis explained that this request would need to be discussed at a finance committee meeting. He shared that the school is unable to borrow from the fund balance unless it is deemed to be an “extraordinary item” which would need to be approved by the auditor. He asked for the documentation from the state to be shared with him so he can connect with the auditor to identify if this would qualify as an “extraordinary item.”</p>						
Motion	Approve the Request for \$80,000 Targeted Tutoring for Students and Parent Engagement and Participation in the Parent Academy. The source of the funding will be determined at a later date once conversations with the auditor are complete.						
	Made By: Mr. Jimmy						
	Seconded: Mr. Abdirazak						
Vote	<table border="1"> <tr> <td>Yea</td> <td>4</td> <td>Nay</td> <td>0</td> <td>Abstained</td> <td>0</td> </tr> </table>	Yea	4	Nay	0	Abstained	0
Yea	4	Nay	0	Abstained	0		
Decision	The motion passed unanimously.						

5. Minutes

Subject	Regular Meeting Minutes from November 20, 2025 Emergency Board Meeting Minutes from December 4, 2025					
Discussion	Board members took time to review the minutes from 11/20/25 and 12/4/2025.					
Motion	Approve the November 20, 2025, Regular Board Meeting Minutes and the December 4, 2025, Emergency Board Meeting Minutes.					
	Made By:	Mr. Jimmy				
	Seconded:	Mr. Abdirazak				
Vote	Yea	4	Nay	0	Abstained	0
Decision	The motion passed unanimously.					

6. Business Arising from December 4, 2025

Subject	Business Items Arising from December 4, 2025
Discussion	All business items arising from the 12/4/25 board meeting are included in the agenda.

7. Authorizer Updates

Subject	Updates and Important Information Regarding Authorizer (PUC)
Discussion	There was no Authorizer Representative present at today’s meeting. Mr. Abdirashid shared that TCIS has not received approval to begin a preschool program. The school is currently working on community outreach to increase enrollment in the middle school grades.

8. Director’s Report

Subject	Director to Present Updates to the Board
Discussion	<p>Mr. Abdirashid Warsme, Executive Director, noted the following:</p> <ul style="list-style-type: none"> • Enrollment Update: District 898 (K-5 576; MS 322) • Mon. 11/24 - Capti ReadBasix gr 4-8 (during ELA 6-8); Tues. 11/25 - Capti ReadBasix grades 4-8 (during ELA 6-8) • Wed. 11/26 - No School - Winter Storm • Thur. 11/27 - No School – Thanksgiving • Fri. 11/28 - No School • The State requires students to attend school for at least 165 days each school year. We are now down to 167 student contact days, which means we only have 2 days to flex. In the event we need an additional day, we would start by making Monday, April 27, a student contact day. <p><u>Upcoming Events - December</u></p> <ul style="list-style-type: none"> • Mon & Tues 12/8 & 12/9 -- SFA Coaches Here • Tues. 12/9 – aReading Testing • Tues. 12/16 – aMath Testing • Mon. 12/22-1/1 – Winter Break

	<ul style="list-style-type: none"> • MN Paid Time Off law: Email and attachments were sent out by HR on Friday, 11/28/25. Staff were expected to sign a notice of acknowledgement that they have been informed of the new law at our all-staff meeting on Monday, 12/1/25 at 3 pm. • The school has identified about 40 students to be referred to further remediation/intervention using our community tutoring program. The program will run from January to March 2026. Also, to continue and enhance our parent engagement and participation with the community-based Somali Parent Academy. • MN Association of Charter Schools Membership discussion (subscription fee). • Annual General Meeting & Board of Directors Elections 2026. The meeting and elections will be held on May 16th, 2026 at 10:00 AM. More specific details will be available in 2026. <p><u>Any other Business:</u> Non-Academic Goals Achieved: SFA Coaching</p>						
Motion	Receive the Director’s Report and Approval of the Date and Time for the Annual General Meeting and Elections.						
	Made By: Mr. Abdirazak						
	Seconded: Mr. Jimmy						
Vote	<table border="1"> <tr> <td>Yea</td> <td>4</td> <td>Nay</td> <td>0</td> <td>Abstained</td> <td>0</td> </tr> </table>	Yea	4	Nay	0	Abstained	0
Yea	4	Nay	0	Abstained	0		
Decision	The motion passed unanimously.						

9. Governance

Subject	9.1 First Policy Readings: 413, 506, 522, and 524						
Discussion	The Board Chair reminded the Board that these policies are a first reading.						
Motion	Approve policies 413, 506, 522, and 524 as first readings.						
	Made By: Mr. Jimmy						
	Seconded: Mr. Yusuf						
Vote	<table border="1"> <tr> <td>Yea</td> <td>4</td> <td>Nay</td> <td>0</td> <td>Abstained</td> <td>0</td> </tr> </table>	Yea	4	Nay	0	Abstained	0
Yea	4	Nay	0	Abstained	0		
Decision	The motion passed unanimously.						

Subject	9.2 Final Policy Readings: 410, 532, 535, and 606.5.						
Discussion	The Board Chair shared that these policies were initially reviewed by the Board at the November Board meeting and are due for a final review.						
Motion	Approve policies 410, 532, 535, and 606.5 as final readings.						
	Made By: Mr. Yusuf						
	Seconded: Mr. Abdirazak						
Vote	<table border="1"> <tr> <td>Yea</td> <td>4</td> <td>Nay</td> <td>0</td> <td>Abstained</td> <td>0</td> </tr> </table>	Yea	4	Nay	0	Abstained	0
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Decision	The motion passed unanimously.						

Subject	9.3 Board Goals: Academic and Non-Academic Goals
Discussion	Academic and Non-Academic Goals were highlighted during the Director's Report.

10. Adjournment

Subject	Adjourn the December 18, 2025, school board meeting.					
Discussion	The Board Chair reminded members that the next board meeting will be held on 1/15/26.					
Motion	Approve the adjournment of the December 18, 2025, school board meeting.					
	Made By:	Mr. Abdirazak				
	Seconded:	Mr. Jimmy				
Vote	Yea	4	Nay	0	Abstained	0
Decision	The motion passed unanimously. The meeting concluded at 4:57 PM.					