



## 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
3/26/26	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	Absent
Director (Parent)	Mr. Yusuf Samatar	Absent
Director (Teacher)	Ms. Heidi Tesfaye	Present
Ex-Officio (Executive Director)	Mr. Abdirashid Warsame	Present
Ex-Officio (Director of Finance & Operations)	Mr. Ismail Ahmed	Present
Ex-Officio (Principal and Director of Academics & Assessments)	Ms. Kelli Smith	Present

Visitors Present
<ul style="list-style-type: none"> <li>● Ms. Bethany Griffith, Board Clerk</li> </ul>

### 1. Call to Order

The Board Chair called the March 2026 school board meeting to order at 4:07 PM. He acknowledged a quorum was present.

### 2. Open Agenda

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

### 3. Agenda

<b>Subject</b>	March 2026 Agenda					
<b>Discussion</b>	Board members reviewed the March 2026 Agenda.					
<b>Motion</b>	Approve the March 2026 Agenda.					
	<b>Made By:</b>	Ms. Heidi				
	<b>Seconded:</b>	Mr. Abdirazak				
<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously.					

### 4. Minutes

<b>Subject</b>	Regular Meeting Minutes from February 19, 2026					
<b>Discussion</b>	Board members took time to review the minutes from 2/19/26.					
<b>Motion</b>	Approve the February 19, 2026, Regular Board Meeting Minutes					
	<b>Made By:</b>	Ms. Heidi				
	<b>Seconded:</b>	Mr. Abdirazak				
<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously.					

### 5. Business Items Arising from February 19, 2026

<b>Subject</b>	Business Items Arising from February 19, 2026
<b>Discussion</b>	All business items arising from the 2/19/26 board meeting are included in the agenda.

### 6. Finances

<b>Subject</b>	6.1 July 2025 – February 2026 Year-to-Date (YTD) Report
<b>Discussion</b>	Mr. Ismail, Director of Finance and Operations, presented the YTD Report. He noted the following:

	<ul style="list-style-type: none"> <li>• The budget is based on an ADM of 895.</li> <li>• The school’s working budgeted surplus for the year is \$34,545.</li> <li>• The projected cumulative fund balance is \$5,590,131 or 32% of expenditures at fiscal year-end.</li> <li>• Projected “Days Cash on Hand” for the projected fiscal year-end is 83 days. This is above the 30 days minimum bond covenants.</li> <li>• Projected Debt Service Coverage Ratio at fiscal year-end is 1.23. Above 1.10 or 1.0 with 90 days cash on hand meets minimum bond covenants.</li> <li>• 67% of the year is complete with revenues tracking at 64% and expenditures tracking at 64%. The fund balance is tracking at 32%.</li> <li>• Cash balance as of the reporting period is \$4,879,779 which is down from the previous month.</li> <li>• The line item for Utilities (#330) is tracking at 78% which is above the benchmark amount of 66.7%. This increase is due in large part to the rise in electricity costs. The administrative team will also be reminding staff to ensure all lights are turned off at the end of the school day. In addition, the school will connect with CKC which provides the school’s meals to see if some of the electricity costs can be shared since they use the kitchen.</li> <li>• The line item for Supplies – Non-Instructional (#401) is tracking at 94% which is also above the benchmark amount of 66.7%. The administrative team is working on potential solutions for next year which may include having families donate money to TCIS, and then the school will purchase supplies for students in bulk. Purchasing in bulk will save both the school and the families money.</li> <li>• Ms. Kelli shared that the funding from the federal government for Title I, II, III, and IV programs will be decreasing by around \$160,000. This will be important for TCIS to take into consideration as future budgets are prepared.</li> <li>• The preliminary budget for 2026-2027 will be shared with the Board at the May 14<sup>th</sup> meeting.</li> </ul>					
<b>Motion</b>	Approve the July 2025 – February 2026 YTD Report					
	<b>Made By:</b>	Mr. Abdirazak				
	<b>Seconded:</b>	Ms. Heidi				
<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously.					

### 7. Authorizer Updates

<b>Subject</b>	Updates and Important Information Regarding Authorizer (PUC)
<b>Discussion</b>	There was no Authorizer Representative present at today’s meeting. Mr. Ismail shared that PUC held a meeting in March, however it was during the spring break for TCIS so he was unable to attend. As of now, there are no new updates.

### 8. Director’s Report

<b>Subject</b>	<b>8.1</b> Director to Present Updates to the Board
<b>Discussion</b>	Mr. Abdirashid, Executive Director, noted the following: <ul style="list-style-type: none"> <li>• Enrollment Update: District 903 (K-5 578; 6-8 325)</li> </ul>

	<ul style="list-style-type: none"> <li>• ACCESS testing is 100% complete. This is a big accomplishment given the number of interruptions to the school and the school community during January and February.</li> <li>• The Reading Olympics took place in February and it was a great success!</li> <li>• Spring Break took place from March 12 – March 20</li> </ul> <p>Ms. Kelli, Principal and Director of Academics and Assessments, shared the following:</p> <ul style="list-style-type: none"> <li>• The Art and Science Fair was held on Saturday, February 28<sup>th</sup> from 10AM-12PM. Artwork was shown around the school and selected science fair projects were displayed in the cafeteria. Parents were able to come to TCIS to view their students' work and gain a better understanding of what their children have been doing in school this year. The event was televised and it was a great way to showcase all of the wonderful ways students are learning and growing at TCIS!</li> <li>• Academic Calendar for 2026-2027 – Ms. Kelli shared that the preliminary Academic Calendar for next year has 170 student contact days. This is above the required amount of 165 to allow for potential school closures due to inclement weather. She shared that new calendar has 2 full weeks of workshops for staff that will take place in August. Students will start school on Monday, August 31<sup>st</sup>. There will also be a 2-week winter break in December. For spring break, the administrative team tried to be sensitive to staff needs for both religious and family reasons which led to two breaks during the month of March. The first break occurs during March 1<sup>st</sup> – 10<sup>th</sup> and includes a late start for 3 days, followed by 5 non-school days. The next break will take place March 29<sup>th</sup> – April 2<sup>nd</sup>. The administrative team hopes this will allow the school community the time it needs for religious observances, while also being sensitive to the scheduling needs of those with family members who have different school calendars.</li> </ul> <p><b>Any other Business:</b></p> <p>Academic Goals Achieved: Preparing for ACCESS Tests &amp; ACCESS Testing  Non-Academic Goals Achieved: SFA Professional Development; Parent Academy Saturdays held on 1/24/2026, 1/31/2026, and 02/07/2026. Community and Staff iftar 3/14/2026.</p>						
<b>Motion</b>	Receive the Director's Report and Approve the Academic Calendar for 2026-2027						
<b>Made By:</b>	Mr. Abdirazak						
<b>Seconded:</b>	Ms. Heidi						
<b>Vote</b>	<table border="1"> <tr> <td style="background-color: #d3d3d3;"><b>Yea</b></td> <td style="text-align: center;">3</td> <td style="background-color: #d3d3d3;"><b>Nay</b></td> <td style="text-align: center;">0</td> <td style="background-color: #d3d3d3;"><b>Abstained</b></td> <td style="text-align: center;">0</td> </tr> </table>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0		
<b>Decision</b>	The motion passed unanimously.						

## 9. Governance

<b>Subject</b>	9.1 TCIS Bylaws						
<b>Discussion</b>	Mr. Ismail Ahmed explained that the updates to the Bylaws were made due to requirements from the MN Association of Charter Schools. Most of the updates were regarding the qualifications for board members. Other updates included term start dates, term limits, and board composition.						
<b>Motion</b>	Approve the Updates to the TCIS Bylaws						
<b>Made By:</b>	Mr. Abdirazak						
<b>Seconded:</b>	Ms. Heidi						
<b>Vote</b>	<table border="1"> <tr> <td style="background-color: #d3d3d3;"><b>Yea</b></td> <td style="text-align: center;">3</td> <td style="background-color: #d3d3d3;"><b>Nay</b></td> <td style="text-align: center;">0</td> <td style="background-color: #d3d3d3;"><b>Abstained</b></td> <td style="text-align: center;">0</td> </tr> </table>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0		
<b>Decision</b>	The motion passed unanimously.						

<b>Subject</b>	9.2 Board of Directors Election Form (2026)					
<b>Discussion</b>	Mr. Ismail Ahmed shared that this form was created to notify stakeholders of the open positions on the Board, as well as give them the opportunity to nominate themselves if they are interested in becoming a candidate. The form will be shared with all stakeholders 30 days prior to the elections being held.					
<b>Motion</b>	Approve the Board of Directors Election Form (2026)					
	<b>Made By:</b>	Mr. Abdirazak				
	<b>Seconded:</b>	Ms. Heidi				
<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously.					

<b>Subject</b>	9.3 Election Ballot (2026)					
<b>Discussion</b>	Mr. Ismail Ahmed shared the Election Ballot template for 2026. Candidate names will be provided once people have nominated themselves for one of the open Board positions. The Election Ballot will be shared with all stakeholders prior to the General Election being held on May 16 <sup>th</sup> , so that people can vote early if they are unable to attend. People will be able to vote via in-person, mail, or fax.					
<b>Motion</b>	Approve the Election Ballot (2026)					
	<b>Made By:</b>	Ms. Heidi				
	<b>Seconded:</b>	Mr. Abdirazak				
<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously.					

<b>Subject</b>	9.4 First Policy Readings: 215 and 415					
<b>Discussion</b>	The Board Chair reminded the Board that these policies are a first reading.					
<b>Motion</b>	Approve policies 215 and 415 as first readings.					
	<b>Made By:</b>	Ms. Heidi				
	<b>Seconded:</b>	Mr. Abdirazak				
<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously.					

<b>Subject</b>	9.5 Final Policy Readings: 531, 806, and 806a					
<b>Discussion</b>	The Board Chair reminded the Board that these policies are a final reading.					
<b>Motion</b>	Approve policies 531, 806, and 806a as final readings.					
	<b>Made By:</b>	Ms. Heidi				
	<b>Seconded:</b>	Mr. Abdirazak				

<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously.					

<b>Subject</b>	9.6 Board Goals: Academic and Non-Academic Goals
<b>Discussion</b>	All Academic and Non-Academic Goals were discussed during the Director's Report.

### 10. Adjournment

<b>Subject</b>	Adjourn the March 26, 2026, school board meeting.					
<b>Discussion</b>	The next board meeting will be held on 4/16/26.					
<b>Motion</b>	Approve the adjournment of the March 26, 2026, school board meeting.					
	<b>Made By:</b>	Mr. Abdirazak				
	<b>Seconded:</b>	Ms. Heidi				
<b>Vote</b>	<b>Yea</b>	3	<b>Nay</b>	0	<b>Abstained</b>	0
<b>Decision</b>	The motion passed unanimously. The meeting concluded at 5:11 PM.					