

Dugsi Academy Charter School
School Board Meeting
Thursday, June 20, 2013
4:30 PM

Minutes

Present: Saed Fahia, Abdisalam Adam, Shukri Hassan and Abdullahi Sheikh,

Ex-Officio: Abdulkadir Osman and Larry McKenzie

Absent: Ahmed Elmi

1. Call for Order

The chairman called for order for the meeting at 4:55 pm

2. Approval of Agenda

Motion to approve the agenda for the day's meeting moved by Abdisalam Aden and seconded by Shukri Hassan

3. Approved of May 2013 Minutes. Abdisalam moved the motion to approve the May 2013 minutes and seconded by Saed

4. School Financial Updates for May 2013

Summary income Statement

Detailed Income Statement

Summary Report

Period balance Report

Bank Reconciliation Report

Journal Entry Report

Payment (In Any) Register

At the end of May 2013 Revenue were greater than the expenses by \$9,627.

General Fund - 01

- Fund 01 had a balance of \$44,137
- Dugsi has received 77% of budgeted revenue and spent 82% of budgeted expense.
- The Revised budget is based on ADM of 360 but Dugsi recently reported ADM of 393.

Food Service Fund – 02

- Fund 02 had a deficit balance of (\$34,510).
- Dugsi has received 102% of budget revenues and spent 110% of budgeted expenses.

Balance Sheet

- Dugsi has a cash balance of \$1,558,373 inclusive of balance in two checking accounts as well as the amount required by the bank to be reserved for the line of credit.
- Open invoices totaled \$84,735.

Motion to approve the school financial up-date on it by Abdisalam Aden and seconded by Saed Fahia

5. School Budget for FY 2014: School Budget for Fiscal Year 2014 has been studied

all funds Revenue of 4,903,284

all funds Expenses of 4,567,935

All funds Revenue less expenses 335,349

Motion to approve the FY 14 Budget was moved by Abdisalam Aden and second by Abdullahi Sheikh

6. School Calendar: FY 14 school calendar was approve and motion moved by Saed Fahia and second by Abdisalam

7. Salary Policy revision: Salary need to be revised in order to retain or hired a teacher and adjust market price. Starting salary from 32,000 to 32,400 and seniority should be from 3 years to 5 years. motion moved by Saed Fahia and second by Abdullahi Sheikh

8. Space for expansion: after the Board of Directors presented by the director of Dugsi Academy the need for more space. the director was given permission to negotiate with Wellington management for more 2,000 square feet for office and bull-out rooms and staff bathroom. the motion was approved by Saed Fahia and second by Abdullahi Sheikh.

8. Director's Report:

- Enrollment - 419, some of the students left the town before the end of the school year and are planning to come back to the school by the fall.
- Ten new teachers will be posted and interviewed by July for the fall.

10. Adjourn – Board meeting was adjourned at 5:40 pm, motion to adjourn moved by Abdisalam Aden and seconded by Saed Fahia and second.

END

Dugsi Academy Charter School
School Board Meeting
Thursday August, 27th 2013

Present Board Members:

Abdullahi Sheikh, Shukri Hassan, Saeed Fahia

Absent: Abdisalam Adam, Ahmed Elmi

Ex-Officio: Abdulkadir Osman

1. Meetings Call to Order

The Chairman Saeed Fahia called the meeting was called to order at 3:30 pm.

2. Approval of Agenda

Call to Order

3. Approval of minutes

The minutes of last meeting of June 20th, 2013 were approval. The motion to approve was moved by Shukri and seconded by Abdullahi Sheikh

4. School Financial Updates for June 2013.

Summary income Statement

Detailed Income Statement

Summary Report

Period balance Report

Bank Reconciliation Report

Journal Entry Report

Payment (In Any) Register

At the end of May 2013 Revenue were greater than the expenses by \$531,318.

General Fund - 01

- Fund 01 had a balance of \$532,327
- Dugsi has received 18% of budgeted revenue and spent 7% of budgeted expense.

Food Service Fund – 02

- Fund 02 had a deficit balance of (\$1,009).

Balance Sheet

- Dugsi has a cash balance of \$2,137,854 inclusive of balance in two checking accounts as well as the amount required by the bank to be reserved for the line of credit.
- Open invoices totaled \$124,805

The board members scrutinized the school finances and since the accounting finance – Pm Young was not present, the school finance was adopted and approved as it is with motion moved by Shukri and seconded by Abdullahi Sheikh

5. Community Comments;

There was no community activity reported.

6. New board member, Ms. Jennifer Sherman, a teacher was welcomed and all members felt her present was needed given the fact that, there is no voice that can represent the interest of the teacher.

Motion to approve her membership was moved by Abdullahi Sheikh and seconded by Shukri.

7. Directors Report

a) Enrolment waiting list for every class

b) Approval of new employees: A total of 23 new employees for FY14 was approved with motion moved by Saeed and seconded by Shukri.

8: Other Business

Shukri argued the school administration to do more and make a more concerted effort on the part of engaging the students around academic enrichment/improvement and suggested field trips... more enforcement of discipline and academic in English, math and science.

The motion to approve this component was moved by Saed Fahia and seconded by Abdullahi Sheikh

9. Adjournment;

With no any other business for discussion, the chair called for adjournment of the meeting till September 19th.

The motion to adjourn was moved by Shukri and seconded by Jennifer..

**Dugsi Academy Charter School
School Board Meeting
Thursday October 17, 2013**

Present Board Members:

Abdisalam Adam, Ahmed Elmi and Jennifer Sherman

Absent: Abdullahi Sheikh, Shukri Hassan, Saeed Fahia

Ex-Officio: Abdulkadir Osman

1. Meetings Call to Order

The Chairman Acting Ahmed Elmi called the meeting was called to order at 4:10 pm.

2. Approval of Agenda

Call to Order

3. Approval of minutes

The minutes of last meeting of August 29, 2013 were approval. The motion to approve was moved by Abdisalam and seconded by Jennifer Sherman

4. School Financial Updates for August 2013.

Summary income Statement

Detailed Income Statement

Summary Report

Period balance Report

Bank Reconciliation Report

Journal Entry Report

Payment (In Any) Register

At the end of August 2013 Revenue were greater than the expenses by \$531,318.

General Fund - 01

- Fund 01 had a balance of \$532,327
- Dugsi has received 18% of budgeted revenue and spent 7% of budgeted expense.

Food Service Fund – 02

- Fund 02 had a deficit balance of (\$1,009).

Balance Sheet

- Dugsi has a cash balance of \$2,137,854 inclusive of balance in two checking accounts as well as the amount required by the bank to be reserved for the line of credit.
- Open invoices totaled \$124,805

The board members scrutinized the school finances and since the accounting finance – Pm Young was not present, the school finance was adopted and approved as it is with motion moved by Jennifer and seconded by Abdisalam

5. Approval of the new employees

- Ms. Hibo Ali - EA
- Mr. Abdilatif Mohamed- Para
- Mr. Abdihamid Jibrell – EA
- Ms. Sally - ELL ITA (part time)
- Ms. Sally - ELL ITA (part time)

The new employee hiring was approval. The motion to approve was moved by Ahmed Elmi and seconded by Abdisalam. The motion passed

6. Community Comments;

Ms. Jennifer updated the board about the service learning program at Dugsi

- WE DAY Minnesota
- Start of the service learning club

Mr. Osman updated the board about MAS Minnesota, using School Gym Fridays between 1:00 – 2:00 pm until the end of October 2013

7. Directors Report

a) General School information – for FY 14 new school year: the board discussed the school climate. Mr. Osman and Ms. Jennifer commented on how positive the atmosphere is. The discipline improved compare to the previous years

- Caught Ya's
- Stars

b) Enrollment is 365 Mr. Osman asked that next meeting we consider changing a policy about when to drop students off the list. So we can open the waiting list.

8: Other Business

The board discussed changing the Kindergarten entry dat. Board will revisit at the next board meeting on November

9. Adjournment: 5:00 PM

The motion to adjourn was moved by Jennifer and seconded by Abdisalam.

**Dugsi Academy Charter School
School Board Meeting
Thursday November 21, 2013**

Present Board Members:

Shukri Hassan, Abdullahi Sheikh, Ahmed Elmi and Jennifer Sherman

Absent: Saeed Fahia

Ex-Officio: Abdulkadir Osman, Pam Young

1. Meetings Call to Order

The Chairman Acting Shukri Hassan Elmi called the meeting was called to order at 3:40 pm.

2. Approval of Agenda

Call to Order, the agenda was approved, the motion to approve was moved by Jennifer and seconded by Abdullahi Sheikh

3. Approval of minutes

The minutes of last meeting of October 17, 2013 were approval. The motion to approve was moved by Jennifer and seconded by Shukri

4. Audit Report:

Tom Hodnefield from HLB Tautges Redpath, LTD presented the audit report for FY 13. The motion to approve the audit report was moved by Jennifer and seconded by Abdullahi

5. School Financial Updates for September and October 2013.

Summary income Statement

Detailed Income Statement

Summary Report

Period balance Report

Bank Reconciliation Report

Journal Entry Report

Payment (In Any) Register

At the end of **September 2013** Revenue were greater than the expenses by \$605,675.

General Fund – 01

- Fund 01 had a balance of \$628,859
- Dugsi has received 27% of budgeted revenue and spent 14% of budgeted expense.

Food Service Fund – 02

- Fund 02 had a deficit balance of (\$1,009).
- No revenue Received but spent 8% of the budgeted expense.

Balance Sheet

- Dugsi has a cash balance of \$2,256,708 inclusive of balance in two checking accounts as well as the amount required by the bank to be reserved for the line of credit.
- Open invoices totaled \$64,080

At the end of **October 2013** Revenue were greater than the expenses by \$234,011.

October: General Fund - 01

- Fund 01 had a balance of \$282,766
- Dugsi has received 28% of budgeted revenue and spent 22% of budgeted expense.
- The State's economic forecast improved enough by October to allow it to return the school holdback to 10% and restore charter schools to 24 payment schedule. Because charter schools had been paid since July based on 13.6% holdback and 13 payments they had been overpaid as of September 30. As a result MDE adjusted charter school payments to recover the overpayments so Dugsi received no 2014 aids payment on October 15 Or 31 and will receive a partial payment to November 15.

Food Service Fund – 02

- Fund 02 had a deficit balance of (\$48,755).
- Dugsi received 0% of the budgeted revenue and spent 16% of the budgeted expense.

Balance Sheet

- Dugsi has a cash balance of \$2,379,883 inclusive of balance in two checking accounts as well as the amount required by the bank to be reserved for the line of credit.

- Open invoices totaled \$65,724

The school finance for September and October 2013 was adopted and approved by the board, the motion moved by Jennifer and seconded by Abdullahi Sheikh

6. Kindergarten Entry date: it should stay September 30th as it was approved by the board before. But, the new kindergarten should be tested by the resident District if he did not go through pre-school, high five or Pre-K.

7. Director's Report

- **Approval of the new employees**
 1. Mr. Jameson Johnson – Fourth grade teacher
 2. Fatuma Mohamed – Educational Assistant

9. Other Business

- Dugsi is filling the application for **Positive Behavioral Interventions and Supports (PBIS)** which is due by mid-January 2014 but, before that the staff will vote on November 27.

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. A prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

- English Language Learners: , since the number of the ELL student are over 213 and more ELL students are enrolling the board approved the request of the direct to hire ELL teacher and EA for the ELL Class. The motion to approve was moved by Ahmed and seconded by Jennifer

10. Adjournment: 5:00 PM

The motion to adjourn was moved by Jennifer and seconded by Ahmed.