

**Rochester STEM Academy
Personnel Committee
AGENDA
Thursday, Mar. 15th, 2011
1:00p.m.
Rochester Math and Science Academy**

Members Present: Jill Leet-Otley, Abdulkadir Abdalla, Sarah Stodola

Members Excused: Mohamoud Hamud

Guest(s):

<u>AGENDA ITEM/TIME</u>	<u>SUMMARY OF DISCUSSION</u>	<u>ACTION/DECISION/ COMMUNICATION</u>	<u>PERSON(S) RESPONSIBLE/ DATE DUE</u>
<p>1. Jill's Updates (5 min) -Jonathan -Sarah</p>	<ul style="list-style-type: none"> • Jill reminded us that the board had asked her to contact Cecilia Cannon with MDE to determine how we could proceed in terms of contracting with Jonathan Krown. She talked with Cecilia and it was explained that Jonathan's work on the grant application and then as a potential contractor would not qualify under the emergency clause. Jill notified Jonathan that the board would not support paying him or having him contract with RSA because of the ethics involved. He suggested that RSA take out a loan. This is not something the school would necessarily be able to or willing to do. It has been suggested that we support Jonathan's continued work with RSA and agree that we will do anything possible to take money from general funds once our school opens to compensate him for his work for the school. Abdulkadir made a motion to continue accepting Jonathan's service to the organization with the idea that RSA will pay him from general funds when possible. The committee voted and the motion passed unanimously. • It is explained in the federal regulations that a potential contractor cannot offer services to RSA as a favor if they intend to contract with the organization. This would create an unfair advantage. Sarah explained to 	<ul style="list-style-type: none"> • The personnel committee will bring this decision to the full board in case there is a need for discussion. 	<ul style="list-style-type: none"> • Jill on 3/16/11

	<p>Jill that before she had been asked to contract with RSA she had volunteered some of her time to organize incoming applicant information in order to provide everything to the board. Her work likely did not exceed 10 hours. Jill spoke with Cecilia and it was determined that Sarah would not fall into a conflict of interest with RSA due to this fact. Jill will provide necessary documentation to Cecilia and will bring this to the attention of the board.</p>		
<p>3. Community recruiter search update (8 min) -update on the two gentleman identified for the position at the previous meeting -update on communication with The Diversity Council and the Intercultural Mutual Assistance Association -other discussion regarding these positions/next steps</p>	<ul style="list-style-type: none"> Abdulkadir explained that he has been in contact with multiple members of his community who are potential candidates for the community recruiter position in terms of recruiting for the Somali population. He explained that he and Mohamoud would take care of recruiting and selecting individuals for that position. He expects that two candidates will likely begin their work for RSA on March 20th. Sarah suggested that she should create basic start-up materials for these individuals so that they know exactly what our school will offer students and families. 	<ul style="list-style-type: none"> Recruit, interview, and select community recruiters for our potential Somali families. Create “Why RSA?” document 	<ul style="list-style-type: none"> Abdulkadir and Mohamud by 3/20/11 Sarah by 3/20/11
<p>4. Marketing/Recruitment position (15 min) -review notes about the candidates interviewed -determine next steps</p>	<ul style="list-style-type: none"> Sarah gave a summary of 4 finalists (see attached notes). Abdulkadir reminded Sarah that the board has given her the role and responsibility of presenting her number one candidate for any position to the board. She will be supported because this is what she is contracted to do for the organization. The top candidate is Karen Edmonds. Personnel Comm. voted unanimously to approve Karen Edmonds. 	<ul style="list-style-type: none"> Sarah will present Karen Edmond’s application to the board on 3/16/11 	<ul style="list-style-type: none"> Sarah on 3/16/11
<p>5. Website Designer position (5 min) -review notes about the candidates interviewed -determine next steps</p>	<ul style="list-style-type: none"> Sarah gave a summary of the 2 finalists (see attached notes.) The top candidate is Mursal Osman. Personnel Comm. voted unanimously to approve Mursal Osman. 	<ul style="list-style-type: none"> Sarah will present Mursal Osman’s application to the board on 3/16/11 	<ul style="list-style-type: none"> Sarah on 3/16/11
<p>6. Discussion of Financial accounting firm choice (20)</p>	<ul style="list-style-type: none"> The four proposals we received were from Designs for Learning, School Business Solutions, BKDA and cmERDC 	<ul style="list-style-type: none"> The personnel committee will share with the board that 	<ul style="list-style-type: none"> Personnel committee on 3/16/11

<p>min) -review proposals</p>	<ul style="list-style-type: none"> Abdulkadir shared that Rochester Science and Math Academy used Designs for Learning as a business management firm for multiple years, but they were too expensive (\$50,000/year). He has been working with School Business Solutions for the past three years. They are cheaper, trustworthy, and have a positive reputation among other schools like the Lighthouse Academy of Nations. Additionally, Abdulkadir shared that it is important for us to consider how many schools each of the business management firms works with. It may be better to work with an organization that has more school clients as this means they will have the operations to effectively support Rochester STEM. Jill made a motion to accept School Business Solutions as Rochester STEM Academy's business management firm. The motion carried unanimously 	<p>they are suggesting that we work with School Business Solutions as our accounting firm beginning on April 1st for one year.</p> <ul style="list-style-type: none"> Sarah will meet with School Business Solutions to work out all of the details of the business contract. Sarah will invite School Business Solutions to the next finance committee meeting. 	<ul style="list-style-type: none"> Sarah by 3/22/11 Sarah by 3/22/11
<p>7. Discussion: (5 min) -What are the next roles we intend to fill? -Nation wide director search?</p>	<ul style="list-style-type: none"> It was discussed that there are approximately 12 school director applications at the present time. It is outlined in the NEO checklist that a nationwide search will be conducted in order to recruit the school director. Jill mentioned that Craigslist is national. Jill also reminded the committee that we may be obligated to have our school director fully in place by April. Abdulkadir also suggested posting the director position with the Minnesota Association of Charter Schools, the Minnesota Charter School Network, and Minnesota 20/20. Sarah explained that she would also post the position again to Teach For America's alumni job board. Finally, Jill suggested that we reach out to the University of Minnesota graduate school of education to ask faculty where administrators may be looking for jobs. 	<ul style="list-style-type: none"> The director position at the previously described websites and organizations 	<ul style="list-style-type: none"> Sarah by 3/18/11
<p>8. Other thoughts? Next Meeting? (5 min)</p>	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> none