

Rochester Science Technology Engineering and Math Academy (RSA)
Cannon Falls Country Kitchen
No current building address
Board Meeting Minutes, December 8, 2010

CALL TO ORDER: Mr. Farhan Hussein at 6:07 PM

ROLL CALL: Members present: Farhan Hussein, Jill Leet-Otley, Katie Cannons **Missing:** Louise Covert and Mohamoud Hamud **Guests:** Johnathan Krown, Abdulkadir Abdalla and Kenneth Alexander

APPROVAL OF MEETING AGENDA:

After a review of the agenda a motion was made by Farhan Hussein, and seconded by Jill Leet-Otley to approve. All were in favor. Motion to approve was carried.

New Business:

Farhan made a motion to elect Jill Leet-Otley as the board chair and to elect Katie Cannons as the secretary of the board. Jill Leet-Otley seconded the motion. All were in favor. The motion carried. A treasurer has not been named at this time.

Updates on status of finalization of contract/charter with MDE, NEO, etc. –the need to finalize a contract between us and Novation Education Opportunity (NEO) is the most important next step. This includes obtaining a tax ID number, and a financial institute with a routing number with the ability to add funds electronically.

Carol Weissenborn has made a request to resign from the board. Farhan Hussein made a motion to accept her resignation. Katie Cannons seconded the motion. All were in favor. Motion passed.

There is \$180,000.00 worth of federal grant start-up funds available January 15th for the following positions:

- Start-up coordinator and Grant Manager
- Curriculum/Accountability Consultant
- Strategic Planning and Management Assistance Service Consultant
- Partnership Coordinator
- Attorney
- Board Liability Insurance(Temporary)
- School Director
- School Business/Finance Accounting
- Web page design

These positions all need to be advertized for and a board decision will be made from the applications and resumes that are submitted. Farhan Hussein made a motion to post the positions, Jill Leet-Otley seconded the motion. All were in favor. The motion passed.

We had a discussion about the establishment of a school bank account. Because of the hold back money for schools, we will need to establish an account in which we are given the flexibility to borrow money when needed. Venture Bank in Minneapolis is one of the few banks that loans money to schools. Also Farhan made the recommendation that we hire Beltz, Kes, Darling and Associates to handle the business management services. Jill Leet Otley made a motion to open an account with Venture Bank and to hire Beltz, Kes and Darling to handle the school's accounting needs. Farhan seconded the motion. All were in favor. The motion passed.

Farhan made a motion for us to have a minimum of two signatures for bank transactions. The signatures would be the board chair and the treasurer. Jill Leet-Otley seconded the motion. All were in favor. The motion passed.

Farhan made a motion to approve the bylaws. Jill leet-Otley seconded the motion. All were in favor. The motion passed.

The bylaws state that our board needs a minimum of 5 members. At this time our board has 5 members, but we discussed the need to add more members. We would like to have 7-9 members. Katie Cannons suggested that Abdulkadir Abdalla be invited to join the board. Mr. Abdalla has had extensive experience with the start up of several charter schools, he also has strong ties to the community, and he has school board experience. Johnathan Krown whom also has had extensive experience with start-up schools and wrote the application for this school and the grant application, thinks that it would be best for Mr. Abdalla to be on an advisory council. Jill Leet-Otley would like us to look for more parent involvement. After some discussion about the differing opinions, Katie Cannons made the motion to add Abdulkadir Abdalla as a temporary board member until our recruitment efforts increase involvement. Jill Leet-Otley seconded the motion. All were in favor. The motion passed.

We need to recruit a school director before we can re-apply for the Walton Foundation Start-up monies. The Walton Foundation Interview will be Feb. 1st, 2010. We need to secure a potential candidate. We need to advertize from a pool of candidates from across the country.

There was some discussion about applying for a full-time intern from Americorps for the 2011-2012 school year. These interns are paid a stipend through Americorps and we pay about \$1000.00 to have them work as tutors with struggling students. This would be a great addition to our team.

The time, place and day for future RSA board meetings will be decided after everyone checks their schedules.

Farhan Hussein made a motion to adjourn the meeting at 7:15 p.m. Jill Leet-Otley seconded the motion. All were in favor. Motion carried.