

Rochester STEM Academy
District #4204
BOARD MEETING MINUTES

February 26, 2011 11:00a.m.
Cannon Falls Public Library, Cannons Falls, MN

Call to order: Jill Leet-Otley, called the meeting to order at 11:30 a.m.

Board Members Present: Jill Leet-Otley, Katie Cannons, Farhan Hussein, Mohamoud Hamud, Louise Covert, Agin Mu'ath Muqtasid

Absent: Abdulkadir Abdalla, Ken Alexander

Others present: Jonathan Krown, Sarah Stodola

School Mission Statement:

The mission of Rochester STEM Academy is to provide a highly supportive and academically challenging learning environment for minority, immigrant and other low-income students who are often underserved in traditional high school settings and greatly underrepresented in STEM fields (Science, Technology, Engineering, and Mathematics).

Approval of the agenda: Motion to approve –Farhan Hussein, Agin Mu'ath Muqtasid 2nd - Unanimously approved.

Approval of Prior Meeting Minutes Motion to approve with minor spelling changes and the addition of Ken Alexander as a board member that needs a background check- Farhan Hussein, Louise Covert 2nd - Unanimously approved.

COMMITTEE REPORTS:

- **Facilities Committee:** Presented by Katie Cannons. Members from the facility committee made visits to several facilities during the week of February 7, 2011. These visits included a church with attached classrooms, a large office building/warehouse on the north side of town that currently houses a childcare and small charter school, plus two other buildings that are currently used as office space, but could be reconfigured to accommodate classrooms. All board members are being encouraged to look for available buildings, schools, offices or warehouses that may be available and meet our needs. Katie Cannons and Abdulkadir Abdalla will contact the current landlord of Rochester Math and Science Academy to see if they can assist us with finding a building.
- **Personnel Committee:** Presented by Jill Leet-Otley. The personnel committee has met 4 times. During the first meeting interviews were conducted for the Start-up Coordinator position. Once the interviews were completed, it was decided that Sarah Stodola would be offered the position of start-up coordinator. She has since accepted the position. Jeanne Parker was another applicant for the Start-up Coordinator position and the personnel committee is considering a part-time position for her. They are considering all the positions that need to be filled and which ones would best suit her qualifications.
- **Finance Committee:** Presented by Sarah Stodola. The finance committee met on February 25, 2011 at Lighthouse Academy. The finance committee reviewed the federal grant budget and proposes the changes as follows:

UFARS Code	Category	Decrease	Increase	Changes
<u>303</u>	Accountability Expert	\$75/hour to \$65/hour		Increased hours by 6
	Start-up Coord. and Gr. Manager	\$35/hour to \$30/hour	\$4,500 Marketing/Volunteer Coord.	17.5 hours/week increased to 25 hours/week
	Stipends for Staff	\$2,500	\$1,250 Mark/Vol. \$1,250 Comm. Rec	100 hrs/mo. up to 108 hrs/mo. Total hours 262.5

<u>Moved to 401</u>	Staff Professional Dev. Training	\$5,000	\$5,000 Supplies and Materials Non-Inst	New Total \$6,200
<u>Moved to 470</u>	Consulting Services	\$5,400	\$5,400 Media Resources	New Total \$10,400 added 3 ELMO Projectors
<u>From 370-430</u>	Temp. office space	\$1,200	Supplies and Materials Non-Inst.	New Total \$17,200

The finance committee will reconvene in 2-3 weeks to continue its work on the budget and adopt all fiscal policies. Sarah Stodola will submit a budget modification request to MDE once the budget is completely updated. Farhan reported that MDE is encouraging us to start spending money now to help ensure additional funds in the future.

Ideas for spending money include the purchase of curriculum, supplies, computers and other media equipment. Rent office space for recruiters and to use for open houses. School Board insurance and a 501c application can now be purchased. We can also acquire a business service provider.

There have been 5 business service providers that have expressed interest in providing us with accounting services. Farhan has recommended Belz, Kes and Darling as they are associated with Venture Bank, the bank we have our accounts with and one of the only banks willing to open a line of credit to charter schools. An accountant should be in place before we begin spending large amounts of grant funds. We need 3 proposals before a decision can be made. See the motion below.

There was discussion about the purchase of curriculum and that it should be examined by several people before a decision is made to purchase. Sarah Stodola, Louise Covert, Jill Leet-Otley and Katie Cannons have volunteered to work together to find the best possible curriculum.

The Minnesota Department of Education has told us it is not possible to pay Johathan Krown, our Federal Grant writer with federal grant funds for his services, but because there were only 2 days in which the grant could be written and submitted, this may fall under an emergency situation and thus be an exception to their rule. Farhan Hussein and Jill Leet-Otley will contact MDE for further details.

➤ **Board Motions/Actions**

- Amend December 8th, 2010 Board Meeting Minutes

Motion: Move to amend and re-approve the minutes from our December 8 th , 2010 board meeting to include the motion and decision of the board to include Abdulkadir Abdalla as a voting board member. This motion was inadvertently excluded from the original minutes.			
Made by: Farhan Hussein		Seconded by: Jill Leet-Otley	
Discussion:			
Vote:	Yea: 5	Nay: 0	Abstain:
Decision: Approve unanimously			

- Accounting Firm

Motion: Move to approve the personnel committee has the power to contract with service providers including an accounting firm.			
Made by: Agin Mu'ath Muqtasid		Seconded: Farhan Hussein	
Discussion: Mohamoud Hamoud would like us to look at local accounting firms when making this decision.			
Vote:	Yea: 5	Nay: 0	Abstain:
Decision: Approve unanimously			

- Interview Procedures

Motion: To approve the interview procedures and questions of the personnel committee.			
Made by: Katie Cannons		Seconded by: Agin Mu'ath Muqtasid	
Discussion:			
Vote:	Yea: 5	Nay: 0	Abstain:
Decision: Approve unanimously			

- Committee Changes

Motion: Motion to remove Farhan Hussein from the personnel committee and add Ken Alexander.			
Made by: Jill Leet-Otley		Seconded by: Katie Cannons	
Discussion:			
Vote:	Yea: 5	Nay: 0	Abstain:
Decision: Approve unanimously			

1:00 pm Farhan Hussein was excused from the meeting.

1:15 pm Mohamoud Hamud was excused from the meeting

Comments from Community Members: None.

Motion to Adjourn: Louise Covert, Jill Leet-Otley 2nd at 1:39 pm

Next Meeting: TBA