

**ROCHESTER STEM ACADEMY
BOARD OF DIRECTORS MEETING
FEB. 4, 2011 5:30 PM CANNON FALLS, MN
AGENDA**

Agenda Items:

- Call Meeting to Order
- Review and Approval of Agenda
- Review and Approval of Jan. 21st Board Minutes
- Go over NEO Readiness- to-Open and Start-Up lists and timelines

Review Immediate Tasks to meet state and other requirements:

- Undertake background checks for new board members and notify the MDE;
- Change Board Chair designation on OGAN
- Talk about federal process and additional federal funds – *review federal grant forms*
- Issues regarding autonomy
- Begin 501c3 non-profit application
- Secure Fiscal Agent (Charter School Partners or another non-profit)
- Design Brochure
- Interview for a Business Service Consultant
- Undertake a national search for school leader
- Put together board policy books
- Order checks (with 2 signature lines)
- Move forward with school website
- Obtain board liability insurance
- Line of Credit

COMMITTEE REPORTS:

- Facilities Committee
- Personnel Committee
- Other reports

BOARD MOTIONS/BOARD ACTION REQUESTED:

- 1) Approve revised federal budget (this slightly revised version includes additional community recruiter funding and payment of an authorizer fee to NEO, and it must be reapproved by the MDE. (Review billing from NEO).

- 2) Review and approve the following policies:

- check writing/signing
- vendor policies
- conflict of interest policy

3) Approve the Personnel Committee's undertake the hiring/contracting of all vendors in compliance with the revised approved federal grant.

4) Nominate and vote on a Board Treasurer

5) Amend Articles of Incorporation (from generic to specific)

➤ Meeting Schedule

➤ Adjournment

Board Meeting Notice – Friday, Feb. 4th, 5:30 PM, Country Kitchen, Cannon Falls

Note that both Facility and Personnel Committee meetings will be held separately previous to the board meeting beginning at 4 pm.

Here is the material for the board meeting on RSA at 5:30 on Friday. I have attached:

- Minutes from the previous board meeting
- The Agenda for Friday's meeting based on the checklists below, in order to meet Minnesota Department of Education and federal grant requirements.
- The "Charter School Start-Tasks and Timeline" recently sent by our authorizer, Novation Education Opportunities (NEO), containing all the things we need to have completed prior to school opening. This will serve as our guide and to-do list for opening the school and many of these tasks have to be completed quite soon. Our next steps will entail choosing the person responsible for each task listed and a timeline for completion.
- A "Charter School Ready-to-Open Checklist," also just sent by NEO, which is the checklist our authorizer will complete before giving us final permission to open.
- A one-page revised Executive Summary
- A revised Federal Grant budget with 2 changes in red