

Rochester STEM Academy  
District #4204  
**BOARD MEETING MINUTES**  
March 16, 2011 6:00 p.m.  
Mills Tavern Restaurant, Cannons Falls, MN

**Call to order:** Jill Leet-Otley, called the meeting to order at 6:20 p.m.

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

**Absent:** Louise Covert and Ken Alexander

**Others present:** Jonathan Krown, Sarah Stodola and Jeanne Parker

**Introductions:** Jeanne Parker has been contracted to assist Sarah with start-up coordinator duties. Jeanne has a BA in education and a Masters in Business Administration. She has done an extensive amount of work with personnel and budget management and has a high interest in STEM education.

**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 –There was no objection to the agenda - Unanimously approved.

**Approval of Prior Meeting Minutes** Motion to approve with the following changes: 1).We will not be applying for a membership with the Minnesota School Board Association at this time and may reconsider this at a later date. 2). An accountant is not mandatory before we begin spending money, but it is strongly suggested that we have one in place before spending large sums of grant money. There were no objections- Unanimously approved.

**COMMITTEE REPORTS:**

- Facilities Committee: Due to Ken Alexander's sudden resignation the facility committee did not have a lot of new information to report. Sarah had talked to Jim Clark, a local Realtor that is interested in working with us. He would like us to sign an exclusive contract with him before showing us any real estate. At this time we have declined an exclusive contract with any Realtors.
- Personnel Committee: Presented by Jill Leet-Otley. Jeanne Parker has been contracted as a co-coordinator to work with Sarah on start-up procedures. There were 4 candidates for the Marketing/Recruitment position. One of the candidates withdrew her name, another one was eliminated by the committee and two others were interviewed by phone and have been invited to interview in person with the personnel committee.
- Finance Committee: Presented by Sarah Stodola. The finance committee has approved that 4 board/committee members will visit Baltimore Poly-Technical Institute on March 23rd-24<sup>th</sup>, 2011 and will report on their findings. The Web-design applicant that was decided on by the committee, withdrew his name.
- Policy Committee: Nothing to report at this time. Jonathan will share generic policies that can be changed and added to according to our needs.
- Start-up coordinator updates:
  - Plane tickets, hotel reservations etc. have been purchased for 4 board/committee members to visit Baltimore Polytechnic Institute.
  - A computer was purchased for Sarah
  - The bill from the Post-Bulletin has been received for the advertisements of all the positions.
  - Jeanne Parker is waiting for a reply from 3 insurance brokers about School Board Liability Insurance.
  - School Business Solutions is the business management firm that was decided on, but after further discussion at the board meeting we instead decided that more information was needed to be gathered from each of the agencies who had submitted a proposal regarding the support they would be able to provide in obtaining a line of credit because of the 30% holdback of our funding that we will face during the 2011-2012 school year.

Other items discussed:

- We would to create a good working relationship with the Diversity Council and IMAA
- Make sure Stephanie Olsen is getting copies of the minutes
- Add Jeanne Parker to our board member/committee contact list
- Continue to advertise for a school director-focus on state-wide

➤ **Board Motions/Actions**

- Acceptance of Ken Alexander’s Resignation

<b>Motion:</b> Move to accept the resignation of Ken Alexander from the board.			
<b>Made by:</b> Jill Leet-Otley		<b>Seconded by:</b> Farhan Hussein	
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> 6	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Approve unanimously			

- Facility Committee Chair

<b>Motion:</b> Move to approve that Agin Mu’ath Muqtasid be the chair of the facility committee in place of Ken Alexander.			
<b>Made by:</b> Jill Leet-Otley		<b>Seconded:</b> Farhan Hussein	
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> 6	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Approve unanimously			

- School Board Insurance

<b>Motion:</b> Move to approve that Sarah and Jeanne have the power to contract with an insurance agent.			
<b>Made by:</b> Jill Leet-Otley		<b>Seconded by:</b> Mohamoud Hamoud	
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> 6	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Approve unanimously			

**Comments from Community Members:** None.

**Motion to Adjourn:** Farhan Hussein, Agin Mu’ath Muqtasid 2<sup>nd</sup> at 8:00 pm

**Next Meeting:** April 6<sup>th</sup> 5:00 pm Rochester Math and Science Academy