

**Rochester STEM Academy District #4204 BOARD**  
**MEETING 5:00 pm Wednesday, February 19th, 2019**  
**Rochester STEM Academy-415 16th Street SW, Rochester MN**  
**55902**

**Vision**

*A community focused school providing a rigorous STEM education.*

**Mission**

*The mission of Rochester STEM Academy is to provide a highly supportive learning environment for minority, immigrant, and other students currently underserved in traditional area high schools and greatly underrepresented in Rochester's STEM (Science, Technology, Engineering and Mathematics) industries through a challenging program that emphasizes creativity, accountability, ongoing assessments, college preparation, and high academic achievement.*

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**AGENDA**

1. Call Meeting to Order 5:00:05 PM
  - a. Introduction of guests (Community Comments)
    - Corlis Hicks (SPED Teacher/ Rochester STEM Fencing Coach)
    - Finance Team (Franklin Fletcher; Robert Procaccani)
    - Chuck Speiker (NEO Authorizer)
    - Keelan Curtis School Lawyer Curtis Law Firm
    - Sarah Schlake Interim Executive Director
  - b. Roll call; Hamud; Zacharda; Abdikadir; Ayan; Mustaf
  - c. Request for conflict of interest 5:01:31 PM
  - d. Review and approval of agenda
    - Request from Board Chair to postpone Board Development Plan and add “personnel issues” to the agenda.
    - Vote to approve meeting agenda 5:02:45 PM
  - e. Review and approval of minutes from January 15, 2020 5:04:14 PM
    - Vote to approve minutes from Board Meeting on January 15<sup>th</sup> 5:05:51 PM
2. Financial Report
  - a. Review and approve financials from January 2020
    - Explanation of how to read each financial report given by Robert 5:07:16 PM
      - It was noted the school is budgeting for 128 and currently have approximately 128 students.
    - Finance team notes the lease has not been approved for this year (FY '19-20) yet. In addition, the school did receive the lease aid from last year (FY '18-19).
    - Noted MDE has a small holdback of 10%
    - It was noted the school must have 45 days cash on hand. Currently the school has 36.4 cash on hand.
    - It was noted Rochester STEM Academy is just above its requirements for the debt service ratio 5:12:46 PM
    - The finance team recommends Rochester STEM Academy should keep adding to the fund balance
    - The finance team noted the necessity to approve this year's budget (FY '19-20) and next years budget (FY '20-21) by June 30<sup>th</sup>
    - It was noted by the finance team that most of the school's assets are cash
    - It was noted by the finance team that MDE will plan on doing an accrual

- The Board Chair requests debit card be stopped and for Rochester STEM Academy get credit card instead 5:16:39 PM
    - The finance team recommended the school ensure a school credit card is linked to the school and not a person.
  - Query from Board Chair into debit card purchases 5:18:29 PM
    - Director Schlake noted she submitted receipts for her purchases
    - It was noted that most of the outstanding purchases are from the previous directors tenure.
      - The finance team recommended the former director be contacted to see if any receipts can be located.
  - The finance team continued the review of school financial statements 5:22:30 PM
  - It was noted that Rochester STEM Academy does not charge for lunches, so statements are about month behind.
  - Query by board chair into financial losses from food service. 5:29:28 PM
    - The board request the finance team look into the discrepancy between last years (FY '18-19) and this years (FY '19-20) school lunch financial statements
  - It was noted the school cannot use school funds to benefit only one person.
  - It was noted that last years lease aid was received at the same time as the adjustment for current enrollment by MDE.
  - The finance team concluded their presentation of budget 5:34:43 PM
  - Vote to approve January Financials 5:35:17 PM
- b. Review and approve revised budget (Postponed at the request of the board chair)
- c. Annual Board Training: School Budgets and Revision Process
- Keelan Curtis (School Lawyer) Presenting
    - Provided a brief board training FAQ 5:40:39 PM
    - It was noted special board meetings must be provided by 3 days
    - It was noted emergency board meeting may be within 24 hours 5:47:05 PM
    - It was noted the board must provide Professional Development for license renewals
      - Board Member Abdulkadir left briefly 5:50:51 PM
      - Board Member Abdulkadir returned 5:51:10
    - It was noted new board members must begin training within six months, and complete training within 12 months.
    - Conclusion of board training presentation 5:51:13 PM
3. Director's Report 5:51:17 PM
- a. Enrollment Update 5:51:21 PM
- It was noted the current student enrollment is 126 students
  - Query by board chair into NEO Performance Framework 5:52:15 PM
    - It was noted the director is fixing issues with tracking graduates
    - Performance Framework is over 3 years 5:54:50 PM
- ~~b. 2019-2020 Board Development Plan ( Removed at request of the Board Chair and approved by board vote.)~~

- c. Personnel Issues (Added at request of board chair and voted on by the board)
    - Query by the board chair into the results of the school background checks
      - It was noted by Director Schlake that the background checks were conducted and everyone passed.
      - The board chair requested a spreadsheet be created with the pass/fail status of each employee be listed.
  - d. Motion to adjourn the meeting Ayan 2<sup>nd</sup> Zacharda all yay 5:58:31 PM
4. Other Business
5. Next Meeting-5:00 pm Wednesday, March 18th, 2020

**Approval of Agenda:**

<b>Motion:</b> To approve meeting agenda for February 19 <sup>th</sup> , with edits requested.			
<b>Made by:</b> Abdulkadir		<b>Seconded by:</b> Daniel Zacharda	
<b>Discussion:</b> Board Chair requested the board development plan be postponed till the next meeting (March 18). The Board chair also requested “personnel issues” be added to the agenda, at the end of the Directors report.			
<b>Vote:</b> 5:03 PM	<b>Yea:</b> 4	<b>Nay:</b> 0	<b>Abstain:</b> 1
<b>Decision:</b> Motion Carries 4-0-1			
<b>Yea Votes:</b> (Abdulkadir; Ayan; Hamud; Mustaf)			
<b>Nea Votes:</b> (None)			
<b>Abstentions:</b> Zacharda			

**Approval of Minutes:**

<b>Motion:</b> To approve minutes from January 15th			
<b>Made by:</b> Abdulkadir		<b>Seconded by:</b> Daniel Zacharda	
<b>Discussion:</b> N/A			
<b>Vote:</b> 5:05 PM	<b>Yea:</b> 5	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Motion carries unanimously			
<b>Yea Votes:</b> (Abdulkadir; Ayan; Hamud; Mustaf; Zacharda)			
<b>Nea Votes:</b> (None)			

**Board Motions/Actions:**

<b>Motion:</b> To approve Rochester STEM Academy Financials from January			
<b>Made by:</b> Abdulkadir		<b>Seconded by:</b> Ayan	
<b>Discussion:</b> The school finance team provided a detailed analysis of the school budget and financial statements. The board requested the finance team look into discrepancies between last years (FY '18-19) food vendor statements and this years (FY '19-20) food vendor statements. The board also discussed the desire for a school credit card over a school debit card.			
<b>Vote:</b> 5:35 pm	<b>Yea:</b> 5	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Motion Carries Unanimously			
<b>Yea votes:</b> (Abdulkadir; Ayan; Hamud; Mustaf; Zacharda)			
<b>Nay votes:</b> (none)			

<b>Motion:</b> To adjourn meeting			
<b>Made by:</b> Ayan		<b>Seconded by:</b> Daniel Zacharda	
<b>Discussion:</b> To adjourn meeting and conclude board business.			
<b>Vote:</b> 6:01 pm	<b>Yea:</b> 4	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Motion carries unanimously			
<b>Yea votes:</b> (Abdulkadir; Ayan; Hamud; Mustaf; Zacharda)			
<b>Nay votes:</b> (none)			

Meeting Schedule 2019-2020

Rochester STEM Academy School Board meets on the following Wednesdays at 5:00 pm, in the Rochester STEM Academy Conference Room:

August 15, September 18, October 16, November 13, December 18, January 15, February 19, March 18, April 15, May 20, June 17, July 15, August 12

