

**STEAM ACADEMY BOARD MEETING  
AGENDA/MINUTES 4/21/2021**

School Name	STEAM Academy	
Charter Number	#4270	
Date	4/21/2021	
Address	1250 Fifield Ave, Falcon Heights, MN 55108 Via ZOOM. A ZOOM link was provided to the public.	
Board Members Present	Role	
Hamada Aboubakr	Board Chair	
Joseph Lopez	Board Secretary	
Mahdi Nur	Board treasurer	
Board Members Absent		
Sarah Chebli	Board Vice Chair	
Tamer Sharafeldin	Board member	
Community members present		
Luli Axbijaj	Startup Coordinator	
Scott , Robin (TAG)		
<b>Call to Order</b>	<b>By</b>	<b>Time</b>
	Hamada Aboubakr	6:38 pm
<b>School Mission Statement</b>		
<p><b>Mission:</b> STEAM Academy’s mission is to provide a student-centered learning environment where all of its students, families, and communities apply the civic skills needed to wisely meet the common good through personal and public education. Our school strives to answer the question, “Why do I need to know this?” from diverse perspectives: culturally responsive, critical thinking, life-long learning, gender neutral, community informed, cross generational, and any other viewpoint that produces a greater public good.</p> <p><b>Vision:</b> STEAM Academy embraces a multidisciplinary curriculum with an emphasis on Science, Technology, Engineering, Arts, and Mathematics (STEAM) to provide a learning-for-understanding environment which values personal and community accountability, creativity, diversity, critical thinking, and multiculturalism. We believe that schools can prepare their students for greater understanding of profound issues through collaboration, critical thinking and problem solving. We believe this is possible when learning is done with purpose.</p>		
<b>Community Comment</b>		
Public Comment is an open forum portion of the meeting and is an opportunity to present an issue, concern, or other statement to the Board of Directors. Individuals wishing to address the Board must sign up prior to the Call to Order and will be allotted three (3) minutes. Total		

public comment will be limited to twenty one (21) minutes:

No comment

**Declaration of Conflict of Interest if any**

Board members read the agenda and disclose if they have any real or perceived conflict of interest with any agenda item.

No conflict of interest

**Approval of the Agenda**

**Motion** Motion made by at 6:44 pm

**Made by: Hamada**

**Seconded by: Mahdi**

**Discussion**

	Yea	Nay	Abstain
	3	0	0

**Agenda**

- Approve the last meeting minutes
- Finance update
- Budget FY 2022
- Bank account update
- CSP Grant and reimbursement
- Facility update
- Special Education Director
- Website update
- Student Recruitment Plan
- NEO-School Data Sharing Agreement (Student Tracker)
- Staffing and Hiring
- Purchase technology, furniture, and curriculum
- Other suggested agenda items

**1. Review and approve the last meeting minutes.**

**Motion** Motion made by Hamada Aboubakr at 6:53 pm

**Made by: Joe Lopez**

**Seconded by: Mahdi Nur**

**Discussion** Changes included why a principal hire is necessary.

	Yes	Nay	Abstain
	3	0	0

**2. Treasurer report**

**3. Budget FY 2022**

<b>Motion</b>	Motion made by Hamada at 7:25 pm		
<b>Made by: Joe Lopez</b>	<b>Seconded by: Mahdi Nur</b>		
<b>Discussion</b>	Scott has stated that he will provide us with both the approved budget and a working budget at each meeting in the future. The board was concerned that we would not be able to change it. However, it can be changed as needed. After learning this the board decided to approve the budget.		
	Yes	Nay	Abstain
	3	0	0

**4. Bank Account Update****5. CSP Grant and Reimbursement****6. Facility Update****7. Special Education Director**

<b>Motion</b>	Motion made by 7:44 pm		
<b>Made by: Hamada</b>	<b>Seconded by: Joe Lopez</b>		
<b>Discussion</b>	The board gives permission to Luli to sign the contract with Indigo Education for a special education director.		
	Yes	Nay	Abstain
	3	0	0

**8. Website update****9. Student Recruitment plan****10. Neo data sharing agreement****11. Staffing and hiring**

<b>Motion</b>	Motion made by 7:54 pm		
<b>Made by: Hamada</b>	<b>Seconded by: Joe Lopez</b>		
<b>Discussion</b>	To start the committee to post, interview, and hire the staff for the school.		

	Yes	Nay	Abstain
	3	0	0

**12. Purchase Technology, Furniture and curriculum**

**13. Other suggested items**

<b>Adjourn Meeting</b>			
<b>Motion</b>	Motion to adjourn meeting made by at 7:58 pm		
<b>Made by: Hamada</b>		<b>Seconded by: Joe Lopez</b>	
<b>Discussion</b>			
<b>Vote was unanimous</b>			
	Yes	Nay	Abstain
	3	0	0

1. Review and approve the last two meeting minutes.
2. Treasurer report.
  - a. Luli suggests starting a finance committee asap with a board member, board chair, and someone with TAG.
3. Budget FY 2022
  - a. Scott and Robin from TAG are working with Luli to get the finances up and running. The 2021-2022 budget needs to be approved by June 30th. The budget can be changed at any time as necessary once approved. The budget proposed from TAG is for 86 potential students in potentially K-3. The average is a 2% increase in state aid. Compensatory revenue is for students receiving free and reduced lunch. The numbers provided are for a 80% free and reduced lunch. These numbers fluctuate based on the number of students who receive free and reduced lunch. Title and special ed money is allocated as necessary. This is based on the student population and other bills being discussed in Washington. How do we deal with students who do not qualify for free and reduced lunch? Eventually, a decision needs to be made if we provide food for all kids or charge families for lunches. Budgeting currently for 2 buses. Special education director contract. Do we outsource to other companies? The current budget is at 48k for utilities, which is for a smaller location. One of the buildings we are currently looking at is 90k per year for utilities. Currently the starting salary at Success Academy is at 41k, health insurance, and other benefits.
4. Bank Account Update
  - a. Quick update. Robin appreciates the swiftness of the board. Luli also opened up the bank account at %American National Bank+which is located in St. Paul and has other locations. %American National Bank+has been working with charter schools since the 90s and has a lot of experience in working with charter schools. There may be some other documents that still need to be signed.
5. CSP Grant Reimbursement
  - a. The budget was revised. Luli and TAG have submitted for the first reimbursement. Luli's invoices submitted need to be addressed as the budget

was approved post his initial contract agreement. TAG is working with MDE and taking care of that situation.

6. Facility Update
  - a. The Virginia address school is looking to sell the building rather than leasing it. Luli has approached some buyers to see if possible to buy the building so that we can lease it. However no one purchased it. St. Columba Building that Luli is talking about is going to be vacant and is still available. If we lease the building we will need 9 months notice for the 2nd year. Also, the owners removed our 25k proposal for utilities. The owners would like utilities shared. The location is very ideal for this school.
7. Sped Director
  - a. Required by NEO for critical tasks. Indigo education gave a proposal to Luli for 25k per year for special education services for 2021-2022 school. The Board authorized Luli to sign the contract per requirements and submit the SPED Assurances.
8. Website Update
  - a. Luli has spent many hours on updating the website as a Marketing tool and as required. The website has the student application available for download and also parents can enroll the students online. It looks great
9. Student Recruitment plan
  - a. NEO is asking for student enrollment numbers. We need to recruit a certain amount per week to reach the goal by June 1<sup>st</sup>. Our recruitment plan has been created by Luli and will be shared by Hamada once the meeting concludes. Hamada has a few families who are interested in attending the school. Mahdi would like to hire a recruiter to find families within the community. The student enrollment plan has this included and will be addressed at the next meeting.
10. NEO data sharing agreement
  - a. Basecamp has a student tracker spreadsheet, however, the board chair needs to sign the data sharing agreement between NEO and STEAM Academy so that NEO can track and verify enrollment.
11. Staff Hiring
  - a. Hamada would like to start a committee for hiring teachers and staff. Luli, Joe, Hamada, and potentially Sarah will be on the committee. A committee was voted and formed.
12. Tech/Furniture/Curriculum purchases
  - a. The averaging is about 30k for furniture, curriculum, technology, and other purchases. Luli has mentioned that a lot of these materials were on backorder especially last year with the pandemic and schools going through hybrid and distance learning models.
13. Other suggested Items
  - a. Tax exemption and tax filing. Luli said that the 501c3 and MN Tax ID for STEAM Academy have been approved. Robin from TAG has filed the sales tax exemption. That was sent out about 2-3 weeks ago. Once that is approved, anything that is purchased will be tax exempt.

<p>STEAM Academy Authorizer: Novation Education Opportunities (NEO), 3432 Denmark Avenue Suite 103. Eagan, MN. 55123. Phone: 612-889-2103 Fax: 612-870-1200</p>
---

Email: [executive.director.email@gmail.com](mailto:executive.director.email@gmail.com)  
<http://www.neoauthorizer.org>