

**STEAM ACADEMY BOARD MEETING  
AGENDA/MINUTES 5/19/2021**

School Name	STEAM Academy	
Charter Number	#4270	
Date	05/19/2021	
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	
Sarah Chebli	Board Vice Chair	
Joseph Lopez	Board Secretary	
Mahdi Nur	Board treasurer	
Board Members Absent		
Tamer Sharafeldin	Board member	
Community members present		
Luli Axbijaj	Startup Coordinator	
Scott Brown	TAG	
Robin Pikal	TAG	
<b>Call to Order</b>	<b>By</b>	<b>Time</b>
	Hamada Aboubakr	7:05 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 comments			
<b>Declaration of Conflict of Interest if any</b>			
Board members read the agenda and disclose if they have any real or perceived conflict of interest with any agenda item.			
<b>Approval of the Agenda</b>			
<b>Motion</b>	Motion made by at 7:10 pm		
<b>Made by: Sarah Chebli</b>		<b>Seconded by: Hamada Aboubakr</b>	
<b>Discussion</b>	Add discussion of CMO for agenda item #9.		
	Yea	Nay	Abstain
	4	0	0
<b>Agenda</b>			
<ul style="list-style-type: none"> <li>1- Approve last meeting minutes</li> <li>2- Finance &amp; CSP reimbursement update</li> <li>3- School Calendar</li> <li>4- Lease update</li> <li>5- Board Training</li> <li>6- Student Recruitment / enrollment update</li> <li>7- Staffing update</li> <li>8- Curriculum</li> <li>9- Discussion of the CMO</li> </ul>			

<b>Motion to have Vice Chair lead meeting</b>
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<b>Motion</b>	Motion made by 7:06 pm		
<b>Made by: Hamada Aboubakr</b>		<b>Seconded by: Mahdi Nur</b>	
<b>Discussion</b>	Motion to have Sarah Chebli lead the meeting		
	Yea	Nay	Abstain
	4	0	0

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

<b>Motion</b>	Motion made by Hamada Aboubakr at 7:15 pm		
<b>Made by: Sarah Chebli</b>	<b>Seconded by: Hamada Aboubakr</b>		
<b>Discussion</b>	A few changes were made and are addressed below.		
	Yes	Nay	Abstain
	4	0	0

**2. Treasurer report (Finance/CSP reimbursement update)**

Discussion ensued.

**3. School Calendar**

<b>Motion</b>	Motion made by Hamada Aboubakr at 7:58 pm		
<b>Made by: Sarah Chebli</b>	<b>Seconded by: Hamada Aboubakr</b>		
<b>Discussion</b>	To approve the school calendar for 2021-2022		
	Yes	Nay	Abstain
	4	0	0

**4. Lease Update****5. Board Training****6. Student Recruitment**

<b>Motion</b>	Motion made by 8:15 pm		
<b>Made by: Mahdi Nur</b>	<b>Seconded by: Hamada Aboubakr</b>		
<b>Discussion</b>	To add 4th and 5th grade to our school in order to allow for increased enrollment and families.		
	Yes	Nay	Abstain
	4	0	0

**7. Staffing Update**

**8. Curriculum**

**9. Discussion CMO**

<b>Motion</b>	Motion made by Hamada Aboubakr at 7:51pm		
<b>Made by: Hamada Aboubakr</b>		<b>Seconded by: Sarah Chebli</b>	
<b>Discussion</b>	Giving Luli permission to develop the RFP and obtain proposals from at least three different CMO's that can support STEAM Academy and bring contract/s to the next board meeting.		
	Yes	Nay	Abstain
	4	0	0

<b>Adjourn Meeting</b>			
<b>Motion</b>	Motion to adjourn meeting made by at 8:32 pm		
<b>Made by: Sarah Chebli</b>		<b>Seconded by: Hamada Aboubakr</b>	
<b>Discussion</b>	none		
	Yes	Nay	Abstain
	4	0	0

1. Approve last meeting minutes
  - a. Some minor spelling errors were changed, along with defining the building St. Columba.
2. Finance & CSP reimbursement update
  - a. Board approved the budget at the April meeting. There is no additional information regarding that currently. Payroll and finance systems are continuing to be set up. PERA is set up along with TRA. CSP first submission updates, April 30th and is currently processing and still waiting confirmation for May. We need to set up login information for our school bank (American National Bank) account for online access. We have not received any communication from the bank yet. TAG will follow up with American National Bank tomorrow. American National Bank is currently undergoing a system change and that may be the reason for the delay. Hamada noted that he checked his email for any communication from the bank and himself and there is no confirmation from the bank. Again, TAG will follow up tomorrow with American National Bank. The new budget approved by the state may allow for an increase in budget, but that will be dependent on what the state approves in June.

3. School Calendar
  - a. The 2021-2022 School Calendar has been created, presented by Luli and approved by the Board. Starting the first school day after the Labor Day which will give us more time to recruit students.
4. Lease update
  - a. The lease has been submitted for review to all the Board members and Authorizer. The feedback from the authorizer was received. When the landlord looked up the school name and registration with the Secretary of State, STEAM Academy could not be found. It was only STEAM Academy Cooperation and STEAM Academy which was inactive. When we started, it was suggested that we use STEAM Academy Cooperation and now is causing a problem in leasing. Luli went ahead and worked on this and it was fixed. We are still waiting on the landlord to sign the lease. Luli is hoping that the lease agreement will come within the next week.
5. Board Training
  - a. Luli shared to the Board the mandatory Board Training which includes: Governance, Finance and HR. There are video courses that can be watched instead of having to attend the training. He will be providing the link and the resources to the Board.
6. Student Recruitment / Enrollment update
  - a. We are required to complete this by June 2nd. We must have 65 students. There are recruiters volunteering now. Cedar Riverside is closing and the volunteers are trying to find and connect with the families. It is recommended that we open to 4th and 5th grade in order to get more students and potential families.
7. Staffing update
  - a. Luli is posting the teaching position as K-5 instead of K-3 and more frequently following the Fair and Open Hiring Process. Recently there have been some teacher applications that Luli received for multiple classroom teachers. Soon, we will start doing interviews.
8. Curriculum
  - a. The curriculum is very expensive. Benchmark Education company set a proposal with a total cost of over 22k. Luli will go back to the curriculum company and get an updated quote for 4th and 5th grade also and perhaps lowering the quantity per each grade. There is about 1k that will be needed for teacher PD in using the curriculum. Luli will work on negotiating a price for all of this.
9. Update on CMO
  - a. CMO is an organization (Charter Management Organization). They provide services to schools. Luli will contact different organizations that the school can use to help with finding leadership and can work with a director. They can also help with finding an office manager, finance and accounting, and also support with academic performance. These companies can also help with marketing and enrollment which is very crucial. Mahdi is mentioning that he has worked with CMO before and feels they will be beneficial for us. Hamada asked if the CMO may apply their own view, mission, and vision to our STEAM academy. No, they will work with the school Board on the school's mission. How will we structure them financially? The contract proposals and discussions will be brought to the next Board meeting.

STEAM Academy Authorizer:

Novation Education Opportunities (NEO), 3432 Denmark Avenue Suite 103. Eagan, MN.  
55123.

Phone: 612-889-2103

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<http://www.neoauthorizer.org>