

**STEAM ACADEMY BOARD MEETING
AGENDA/MINUTES 06/16/2021**

School Name	STEAM Academy	
Charter Number	#4270	
Date	06/16/2021	
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	
Board Members Absent		
Tamer Sharafeldin	Board member	
Mahdi Nur	Board treasurer	
Community members present		
Luli Axbijaj	Startup Coordinator	
Scott Brown	TAG	
Robin Pikal	TAG	
Wendy Swanson-Choi	NEO	
Call to Order	By	Time
	Hamada Aboubakr	7:01 pm
School Mission Statement		
<p>Mission: 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>Vision: 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>		

Community Comment			
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:			
<p>Congratulations from Wendy on reaching enrollment target! Also, a thank you for the continued due diligence in meeting readiness to open requirements.</p>			
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.			
Approval of the Agenda			
Motion	Motion made at 7:07 pm		
Made by: Hamada Aboubakr		Seconded by: Joe Lopez	
Discussion			
	Yea	Nay	Abstain
	3	0	0
Agenda			
<ul style="list-style-type: none"> - Approve the last meeting minutes - Finance & CSP reimbursement update - Lease Agreement approval and update - Board Training requirement - Student Recruitment / Enrollment Projection Report to MDE - NEO's Approval to Open - CMO Contract Agreement - Hiring the school leader and other Staffing Update - Policies - Charter School Assurances 			

1. Review and approve the last meeting minutes.
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Motion	Motion made at 7:13pm		
Made by: Joe Lopez		Seconded by: Sarah Chebli	
Discussion	As amended		
	Yes	Nay	Abstain
	3	0	0

2. Treasurer report (Finance/CSP reimbursement update)

Discussion ensued.

3. Lease agreement and approval update

Motion	Motion made at 7:34 pm to approve the Lease Agreement		
Made by: Hamada Aboubakr	Seconded by: Sarah Chebli		
Discussion	Went over lease, no questions about it.		
	Yes	Nay	Abstain
	3	0	0

4. Board Training Requirement**5. Student Recruitment / Enrollment Projection Report to MDE****6. NEO approval to open****7. CMO Contract Agreement**

Motion	Motion made at 8:12 pm		
Made by: Joe Lopez	Seconded by: Sarah Chebli		
Discussion	Give Hamada the authority to sign the contract with the CMO after the review of the contract by NEO.		
	Yes	Nay	Abstain
	3	0	0

8. Hiring School Leader/Staffing Update

Motion	Motion made at 8:26 pm		
Made by: Hamada Aboubakr	Seconded by: Sarah Chebli		
Discussion	Amina Adan has been approved as the school director. As she is a new school leader, the board will work with the management company to ensure she has the support to transform the qualified teaching staff into highly effective teachers for the students that we are serving.		
	Yes	Nay	Abstain
	3	0	0

9. Policies

Motion	Motion made at 8:38pm to approve the lease.		
Made by: Hamada Aboubakr		Seconded by: Joe Lopez	
Discussion	Review of terms. Approved and may be amended as needed once the board does a walkthrough of the school with the executive director.		
	Yes	Nay	Abstain
	3	0	0

10. Charter School Assurances

11. Other Items

Adjourn Meeting			
Motion	Motion to adjourn meeting made at 8:42pm		
Made by: Hamada Aboubakr		Seconded by: Sarah Chebli	
Discussion	none		
	Yes	Nay	Abstain
	3	0	0

1. Approve the last meeting minutes
 - a. Minor spelling changes and grammatical additions were made

2. Finance & CSP reimbursement update
 - a. Received approval from Minnesota Department of Revenue for tax exempt purchases with MT-3 form. Looking ahead, the lease aid application needs to be submitted as soon as possible. We have not received funds to the checking account for CSP. MDE has however approved requests. Most recent request was sent on April 1st and it was approved. The checking account should be updated soon as the payment has been submitted by MDE. Sarah will be added on to the bank account so that both her and Hamada are on the checks going out.

3. Lease Agreement approval and update
 - a. It took about 2 weeks to get the lease agreement signatures. 35k for utilities and common area maintenance. 160k per year for the lease. Lease is for only 1 year. Some AC units may need to be purchased. We need to have board approval for the lease agreement. It should also be noted that if we need to increase enrollment, the landlord will be flexible in adding classrooms as needed. Occupancy E Permit and Fire Marshal report has been obtained. Motion to accept the lease contract, the lease contract is approved.

4. **Board Training requirement**
 - a. Luli sent out a link to all of the board members that has video training. The board members are expected to complete all of the videos and take the assessments that follow.
 - b. Take one mini course under the sections of Policies, Financial Management, and Board Roles and Responsibilities.
5. **Student Recruitment / Enrollment Projection Report to MDE**
 - a. Student enrollment report have initial estimates of:
 - i. K 13 Students
 - ii. 1st 27 Students
 - iii. 2nd 19 Students
 - iv. 3rd 19 Students
 - v. 4th 12 Students
 - vi. 5th 16 Students
 - b. 106 students, with an estimate of 80 ELL and 90 Free and reduced lunch. The board is expecting that 30% may not show up, based on other charter school reports throughout the state.
 - c. Our high budget was at 86 students, and our low budget was for 60 students.
6. **NEO's Approval to Open**
 - a. STEAM has been approved to open. Since STEAM was making progress with identifying the leader, NEO has been monitoring the progress with this readiness to open extension item that was originally planned for March.
7. **CMO Contract Agreement**
 - a. Luli has reached out to five different CMOs to submit the Contract proposals. Only two companies replied back showing interest with the proposals. The CMO contracts that are presented to the Board are: Students Prepared to Succeed (SPS) which is a local agency, and another agency that is out of state. The CMO contract is for a number of services.
 - b. NEO would like to look over the contract agreement for the CMO and alignment with NEO's policy for overseeing schools that contract with Management Organizations, and provide review and comment before the board approves it.
 - c. None of the CMO fees can be used with CSP money.
 - d. NEO will look over the contract and will get back to the board within one week. The board voted to give Hamada the authority to sign the contract with Students Prepared to Succeed (SPS) once NEO gives its feedback/notes, along with TAG's notes, unless there are major items of concern.
8. **Hiring the school leader and other Staffing Update**
 - a. The executive director position received 3 applications. From the 3 candidates, one declined. One of the applicants has much more experience as a school leader. The other applicant has only 1 year of experience. The applicant that has more experience lives very far away and may not have a strong recruitment background. The committee is recommending that the board hires Amina Adan as the executive director. Amina Adan has been approved as the school director. As she is a new school

leader, the board will work with the management company to ensure she has the support to transform the qualified teaching staff into highly effective teachers for the students that the school is serving.

9. Policies

- a. **Luli is putting together policies to be put in place. There are safety and fire, procedures that will be put in place that follows wording in the lease aide agreement.**

10. Charter School Assurances

- a. **Charter school assurances need to be signed by Hamada. The board will accept the current policies under the emergency action plan and amend as needed.**

11. Other items

- a. **The school address is still under Hamada's previous address. Now that the school has an address starting in July, we will need to change that address to the schools address 1330 Blair Ave, St. Paul, 55104**

STEAM Academy Authorizer:
Novation Education Opportunities (NEO), 3432 Denmark Avenue Suite 103. Eagan, MN.
55123.
Phone: 612-889-2103
Fax: 612-870-1200
Email: executive.director.email@gmail.com
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