

**STEAM ACADEMY BOARD MEETING
AGENDA/MINUTES 8/5/2021**

School Name	STEAM Academy	
Charter Number	#4270	
Date	08/5/2021	
Address	1330 Blair Ave, St. Paul, MN 55104	
Board Members Present		Role
Hamada Aboubakr		Board Chair
Joseph Lopez		Board Secretary
Mahdi Nur		Board treasurer
Board Members Absent		
Tamer Sharafeldin		Board member
Sarah Chebli		Board Vice Chair
Community members present		
Luli Axhijaj		Startup Coordinator
Amina Aden		School Director
Scott Brown		TAG
Robin Pikal		TAG
Magdy Rabeaa		CMO
Adam Myhand		NEO
Call to Order	By	Time
	Hamada Aboubakr	6:41 pm
<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:

The specific things for NEO:

Continue submission of evidence for:

- 1. Enrollment
- 2. The website updates and all of the required policies
- 3. Charter school assurances
- 4. Lease aide
- 5. Curriculum and scope and sequence
- 6. Technology invoices
- 7. Development plans
- 8. School leader

Also the school needs to review their safe learning plan for alignment with current state and federal guidelines. The WWF plan and associated committee are being reviewed.

How to apply to be an online service provider may need to be done as well. 30 days of distance learning is allowed, but that can be avoided if the school gets permission to become an online provider+.

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 was declared with any agenda item.

1. Approval of the Agenda

Motion	Motion to approve the previous meeting minutes made by at 6:50pm.
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Made by: Hamada Aboubakr	Seconded by: Joe Lopez
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Discussion	<p>There was discussion to add a parent on the board. That will be postponed until the next meeting.</p> <p>Also, discussing Tamers continuation on the board and role of start-up coordinator in the coming months.</p>
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	Yea	Nay	Abstain
	3	0	0

Approved Agenda Items

- 1- Approve last meeting minutes
- 2- Finance & CSP reimbursement update
- 3- Lease aid update
- 4- IoWA
- 5- Policies and Assurances
- 6- Student Recruitment / enrollment update
- 7- Board Training
- 8- Staffing update
- 9 - Contracts
- 10- Curriculum update
- 11- Role of start-up coordinator in the coming months
- 12- Continuation of Tamer on the board
- 13- Other suggested agenda Items

1. Review and approve the last meeting minutes.

Motion	Motion made to approve the last meeting minutes as amended made by HamadaAboubakr at 6:58 pm		
Made by: Hamada Aboubakr	Seconded by: Joe Lopez		
Discussion	There are a few typos to be fixed.		
	Yes	Nay	Abstain
	3	0	0

2. Treasurer report (Finance/CSP reimbursement update)

Discussion ensued.

3. Lease Aid update

4. IoWa

5. Policies and Assurances

Motion	Motion to approve all of the policies including the admission and early admission policy made by Joe Lopez at 7:23 pm		
Made by: Joe Lopez	Seconded by: Hamada Aboubakr		
Discussion	All of the policies are approved		
	Yes	Nay	Abstain
	3	0	0

6. Student Recruitment

7. Board Training

8. Staffing Update

Recent hires

Motion	Motion to approve recent hires made by at 7:50 pm.
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Made by: Joe Lopez	Seconded by: Hamada Aboubakr
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Discussion	Kindergarten 1st grade 2nd grade 3rd grade PE Office Manager
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Vote was unanimous

	Yes	Nay	Abstain
	3	0	0

9. Contracts

10. Curriculum updates

For school logo

Motion	Motion to approve the school logo with the lion in the middle made by at 8:03 pm
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Made by: Mahdi Nur	Seconded by: Joe Lopez
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Discussion	none
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Vote was unanimous

	Yes	Nay	Abstain
	3	0	0

11. Role of start-up coordinator

Extend contract for startup coordinator/CSP grant manager			
Motion	Motion to extend contract for Luli Axhijaj made by Joe Lopez at 8:10 pm.		
Made by: Joe Lopez		Seconded by: Mahdi Nur	
Discussion			
Vote was unanimous			
	Yes	Nay	Abstain
	3	0	0

12. Other Suggested Items

Motion	Motion to adjourn meeting made by at 8:16 pm.		
Made by: Hamada Aboubakr		Seconded by: Joe Lopez	
Discussion	none		
Vote was unanimous			
	Yes	Nay	Abstain
	3	0	0

- 2. Approve last meeting minutes
 - a. Notes in the discussion section
- 3. Finance & CSP reimbursement update
 - a. Update was sent back in July and they are continuing to keep a rolling list of reimbursements. The most recent ones were approved on July 7th. The most recent checks were sent to a different address and will now be sent to the schools address. The next checks will be submitted via direct deposit.
 - b. The amount to be reimbursed is still \$175,720.
 - c. State aid payments are coming in. As we continue to learn more about our expenses the budget will continue to be fluid.
 - d. The forms for lease aid need to be signed either in person or electronically. Tamer will sign the forms electronically.
 - e. There were quotes from certain vendors and at least 3 proposals from each vendor. The vendors that were chosen for electronics were chosen based on the lowest prices we were given from each vendor. For each case that is not the cheapest one we must make sure there is justification for the reasons behind each vendor choice. Amina will follow up with these tasks with Luli.
 - f. TAG is still waiting to hear from the bank before direct deposit is completed but there is hope to get that done as soon as possible.
 - g. The school will need a school card urgently and Hamada has not received one yet. Scott from TAG will request one to get ASAP.

- h. The credit card was just approved and the debit card was also approved and will be sent immediately.
- 4. Lease Aid update
 - a. Lease aid application forms have been signed by all present board members and will be signed electronically by board members that are absent.
- 5. IoWA for STEAM Academy
 - a. The Board has Authorized Amina Ada as the IoWA for STEAM Academy. All of the documents have been signed and taken care of to give her the Authority.
- 6. Policies and Assurances
 - a. Look into the health insurance policy
 - b. All of the policies have been approved with the updated admission and early admission students.
- 7. Student Recruitment / enrollment update
 - a. The school still has 106 students enrolled. There is also a vendor, employees and a group of volunteers that is being used to work on a Facebook page and other recruitment. One of the marketing ideas brought forth is to start tutoring at the school to get families involved in the month of August.
 - b. Hamada's phone number will be changed immediately online so families will now call the school for enrollment questions.
 - c. Two big signs will also be made for the school.
 - d. The school will also be prepared in case the Delta Variant makes the school go into Distance Learning.
- 8. Board Training
 - a. It is required that all board training is completed online.
 - b. Luli will resend the link.
- 9. Staffing update
 - a. Board approval for all staff that was hired. There is still a need for ELL and Sped positions.
 - b. All of the procedures and policies have been followed in hiring staff.
 - c. Our CMO will advertise for the ELL and sped position. The school can contract with teachers on call if needed.
- 10. Contracts
 - a. None
- 11. Curriculum update
 - a. Purchase order for In To Reading
- 12. School Logo
 - a. The Board voted on choosing the School logo from different options provided.

13. Role of start-up coordinator.

The 5% of the grant can be used to keep Luli on as the CSP Coordinator. This will be re-evaluated once the new year begins.

The board will extend Luli's contract until 9/30. He will also support the operations.

14. Other suggested agenda items