

### Meeting Minutes 11/26/2021

School Name	STEAM Academy	
Charter Number	#4270	
Date	11/26/2021	
Address	Via Zoom <a href="https://zoom.us/j/99230597772">https://zoom.us/j/99230597772</a> Meeting ID: 992 3059 7772	
<b>Board Members Present</b>		<b>Role</b>
Hamada Aboubakr		Board Chair
Sarah Chebli		Board Vice-Chair
Mahdi Nur		Board Member
<b>Board Members Absent</b>		<b>Role</b>
Tamer Sharafeldin		Board Treasurer
Joseph Lopez		Board Secretary
<b>Community Members Present</b> Luli Axbijaj Amina Aden Robin Pikal Jean Neuman Magdy Rabeaa Maryam Arab		Startup Coordinator School Director TAG NEO Community Member Community Member
<b>Call to Order</b>	<b>By</b>	<b>Time</b>
	Hamada Aboubakr	5:05 pm

**School Mission Statement**

**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.

**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 a greater understanding of profound issues through collaboration, critical thinking, and problem-solving. We believe this is possible when learning is done with purpose.

**Community Commitment**

Public Comment is an open forum portion of the meeting and is an opportunity to present an issue, concern, or other statements 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.

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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.

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No conflicts were declared with any agenda item.

**Approval of Agenda**

**Motion**

To approve the meeting's agenda

<b>Made</b>	Motion made by Hamada at 5:10 pm	
<b>Seconded</b>	Motion Seconded by Mahdi	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0

**Agenda Items**

1. Approve the Agenda
2. Approve the Previous Meeting Minutes
3. Financial Reports
4. CSP Grant Update
5. Academic & Operations Update
6. Charter School Assurances
7. Lease & Lease Aid Application
8. Board Training
9. Contracts
10. Board Member Status
11. Other Suggested Agenda Items
12. Adjourn

<b>Approve the Previous Meeting Minutes</b>	
<b>Motion</b>	Motion to approve previous meeting minutes made by Mahdi at 5:22 pm
<b>Made By</b>	Mahdi
<b>Seconded By</b>	Hamada
<b>Discussion</b>	August 5, 2021 - Meeting Minutes

	Some corrections will be made by Joe Lopez	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0

<b>Approve Special Meeting Minutes</b>		
<b>Motion</b>	Motion to approve special meeting minutes as amended made by Hamada at 5:32 pm	
<b>Made By</b>	Hamada	
<b>Seconded By</b>	Sarah	
<b>Discussion</b>	<p>October 8, 2021</p> <p>Address needs to be corrected.</p> <p>Tamer's last name needs to be corrected</p> <p>Remove "by" in the statement "Motion made by at"</p> <p>The motion made needs to be made clear</p> <p>Clarify the discussion on the letter sent by the authorizer</p> <p>Fix the name "Abdo," not Abdul</p>	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0

<b>Financial Reports</b>	
<b>Motion</b>	Motion to approve the financial statements made by Hamada at 5:51pm.

<b>Made By</b>	Hamada
<b>Seconded By</b>	Mahdi
<b>Discussion</b>	<p>Robin Pikal: Financial highlight: The cash balance is \$111,000. Even though our cash balance looks good, there are bills that need to be dealt with. Currently, the School is being paid on 58 ADM, as compared to a working budget of 60 ADM. Robin went through the financial report for October 2021.</p> <p>We have some adjustments to make. There are updates on the building lease cost. If the lease amount is reduced, we will end the year with more cash flow. If we do have expenditures we want to allocate now, we can make the adjustments in our books.</p> <p>We removed the revenue and expenditure for possible summer programs since we will no longer be holding those programs.</p> <p>There is a lag time between asking for reimbursements and when CSP Grant gives us the money, hence why we have outstanding invoices.</p> <p>If we stick to the budget, we will end the year with a positive cash flow.</p> <p>Possibly looking for a line of credit to account for the lag between reimbursements from CSP. However, if the lease does decrease, then we won't need the line of credit and will be able to pay our bills on time.</p> <p>Hamada: Are the monthly financial documents shared on the STEAM Academy Shared Folder?</p> <p>Amina: We will be creating a new folder for STEAM Academy and it will be shared with all of the Board members.</p> <p>Hamada: Should these financial reports be available to the public?</p> <p>Luli: The documents are public because these board meetings are open to the public. They have access to the report by listening to the financial report given.</p> <p>Jean (NEO): Luli is correct that these meetings are open to the</p>

	<p>public. And some schools do share financial reports on their websites, but it is not required.</p> <p>Robin: These reports are not audited. So we can post our audited financial reports on the websites to alleviate questions about the changes and the monthly reports. Transparency comes from the audited report.</p> <p>Luli: Monthly is too detailed to post on the website each month, but we make it available for those who attend the meetings. And then the audit report will be on our website.</p> <p>---</p> <p>There was review and discussion of the role of the Treasurer.</p>	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0

<b>Status of Board Members</b>	
<b>Motion</b>	Motion to accept Hamada stepping down as board chair and to be the vice chair made by Mahdi at 5:58 pm
<b>Made By</b>	Mahdi
<b>Seconded By</b>	Sarah
<b>Discussion</b>	<p>Hamada: Since my job transfer, my availability has changed and hinders my ability to keep on top of the paperwork. So I will be stepping down as the Board Chair and asking if anyone on the board wants to volunteer to be the Board Chair.</p> <p>Mahdi: My suggestion for Sarah to become Board Chair and Hamada to become Board Vice-Chair.</p> <p>Hamada: I would not want to be Vice Chair because I am very busy. And I cannot hold the responsibilities of Vice-Chair</p> <p>Mahdi: We are all busy, but I highly recommend that you</p>

	<p>become Vice-Chair. We need the Vice Chair position to be filled.</p> <p>Hamada: One of our members is out of state, and he is on the board until someone else joins the team. I also plan to step out of the board, not now, but soon. I am okay to serve as Vice-Chair temporarily.</p> <p>Sarah: I am willing to be Board Chair</p>	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0

<b>Status of Board Members</b>		
<b>Motion</b>	Motion to make Sarah Chebli become the Board Chair made by Mahdi at 6:00 pm	
<b>Made By</b>	Mahdi	
<b>Seconded By</b>	Sarah	
<b>Discussion</b>	This decision will apply at the end of this meeting.	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0

<b>Contracts</b>		
<b>Motion</b>	Motion to revise the contract dates with NEO due to the later start than originally projected to allow for the full 5-year contract term. All the board members will sign the agreements that are part of the contract electronically. The motion was made by Hamada at 6:04 pm.	
<b>Made By</b>	Hamada	
<b>Seconded By</b>	Mahdi	
<b>Discussion</b>	NEO Contract	

	NEO has had a 5-year contract with STEAM Academy. Since we did not open last year, they will start the five years from this year per MN Statutes. There are documents that need to be signed by the entire board. They were sent by Adam (NEO).	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0

<b>Academic &amp; Operations Update</b>	
<b>Discussion</b>	<p>Amina:</p> <p>We are K - 5, we have 62 students. We had some increases recently. We have met the 60 ADM of the financial. We have 3 licensed teachers and 2 unlicensed assistants. We are hoping by December, we will be able to have a special ed. team. We are having our first round of evaluations for our teachers. Our teachers are growing and adapting. Some are seasoned teachers and some are new. We have had great work with our K to 3. Our kindergarten class is our most thriving class. We are almost ready with our science lab.</p>

<b>Lease</b>	
<b>Discussion</b>	We changed it to 58 ADM and so our lease has decreased.

<b>Charter School Assurances</b>	
<b>Discussion</b>	We are submitting our Charter School Assurances with Dr. Hamada's signature.

<b>Board Training</b>	
<b>Discussion</b>	<p>Amina: Take 10 to 15 minutes during each board meeting to help meet initial and ongoing training requirements.</p> <p>Luli: There needs to be at least three training sessions in each area.</p>



<b>Contracts</b>	
<b>Discussion</b>	<p>Extending the contract of Luli</p> <p>-----</p> <p>Magdy: Luli helps with a lot of technology work and helps with the paperwork needed by the authorizers. He visits the school twice a week, has a good relationship with the vendors and the landlord. Helped get the lease negotiated. He has delivered on his contracted work.</p> <p>Luli: I also negotiate contracts and manages CSP grant. Also like they said, I was able to get the lease lowered based on current ADM.</p> <p>SPS Team: \$160,000 grants.</p> <ol style="list-style-type: none"> <li>1. Tutoring grant for after schoolactivities</li> <li>2. Grant to pay for staff computers and student computers</li> </ol>

<b>Adjourn Meeting</b>		
<b>Motion</b>	Motion to adjourn made Hamada by at 6:23 pm	
<b>Made By</b>	Hamada	
<b>Seconded By</b>	Sarah	
<b>Discussion</b>	<p>We need to find volunteers to join this great team.</p> <p>We will not be meeting in December. Our next board meeting will be on January</p>	
<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
3	0	0