



100 West 66th Street | Richfield MN 55423 | 612- 800- 2036 | [www.scitechacademymn.org](http://www.scitechacademymn.org)

**March 17th, 2023**

**Board of Director's Meeting Agenda**

**Call to Order:** by Dr. Warfaa @ call to order at 6:00 Pm

Meeting Location: 100 West 66th Street. Richfield MN 55423: Conference room 100

Virtual meeting location:

<https://meet.google.com/ziw-ooca-hiu>

**Roll Call to Establish Quorum:**

Abdirisak Warfa, Mohamed Mohamoud, Ibrahim Mohamed, and Suad Abdirahman.

**Absent Members:** Said Idd

**Nonvoting members:** Director Abdulle, Joe Aliperto.

**Others Board Aid:** Hani Abdi - board note taker

**Guest:** none.

**Declaration of conflict of interest statement:** Dr. Warfa, if you have any conflict of interest, you must declare it now. No conflict was Declared.

**SciTech Mission:** SciTech Academy is committed to empowering and educating students to achieve academic success through Science, Technology, Engineering, and Mathematics so they can compete effectively in a global economy. SciTech Academy will provide all students with the opportunity to attain successful careers and fulfilling lives by preparing them for high school, college, and careers.

The Board's role is to set the vision and goals of the school, create and adopt policies that achieve those goals, and maintain fiscal responsibility.

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**Public comments / Stakeholders - 6:15** No public comments .  
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**1. Action items that need to be Approved:**

- ☐ [February Board meeting minutes](#) - Dr. Warfa - Can I have the motion to approve the February Board of Directors meeting minutes? Mr. Mohamoud, I moved a motion to approve the February board meeting Minutes. Mr. Ibrahim seconded the motion. The Chair, any discussion? No discussion was entered.

**Directors voted this way:** Mohamoud - Yes. Ibrahim - yes. Ms. Abdirahman -yes. Warfa, yes.  
**Motion carried.**

- ☐ [Revised Bylaw](#) unanimously approved.

*Dr. Warfa, Can I have the motion to approve the Revised BYLAW?*

*Suad, I moved a motion to approve the Revised Bylaw. Mr. Ibrahim seconded the motion. The Chair, any discussion? No discussion was entered.*

**Directors voted this way:** Ibrahim - yes. Mohamoud -yes. Suad - yes. Warfa, yes. **Motion carried.**

- ☐ [Unpaid Lunch \( CP 2\) MDE/ Student Nutrition](#) unanimously approved.

*Dr. Warfa, Can I have the motion to approve the Unpaid Meal Charge debt collection guideline?*

*Mohamoud, I moved a motion to approve the policy (unpaid Meal Charge debt collection). Suad seconded the motion. The Chair, any discussion? No discussion was entered.*

**Directors were voted this way:** Ibrahim - yes. Mohamoud -yes. Suad - yes. Warfa, yes. **Motion carried.**

- ☐ [2023-2024 School Year Calendar](#) unanimously approved.

*Dr. Warfa, Can I have the motion to approve the 2023-2024 District Calendar?*

*Suad, I moved a motion to approve the 2023-2024 District Calendar. Ibrahim seconded the motion. The Chair, any discussion? No discussion was entered.*

**Directors were voted this way:** Ibrahim - yes. Mohamoud -yes. Suad - yes. Warfa, yes. **Motion carried.**

## **2. School finance updates Finance Director - Joe & Abdi.**

- 2.1. Currently, the school has an enrollment of approximately 312 students, and the state ADM numbers were recently updated to paid off 260 ADM. These financials reflect an ADM of 306, which is from the Original Budget that was approved last spring.
- 2.2. The school has a reconciled cash balance of \$501,899 at the end of February 2023.
- 2.3. Currently, we are 67% of the way through the budget year and have received 53% of our Revenue, and have spent 54% of our Expenditure budget.
- 2.4. The single Audit was concluded, and no issues were raised. You all have the report electronically. If anyone needs a hand copy, We have two copies at the director's office.
- 2.5. FY23 Revised final budget draft(It was tabled for future meetings) - We had decided not ready to bring the revised budget due to the busy schedule of the board members. Board had training tonight. Also, Revision was necessary prior to the enrollment shortage period. Now that we have favorable enrollment, we are working on the ESSERs grants to spread through this year and the

next school year of 2024.

- 2.6. Fund Balance: Originally, the estimate was around 14.5% but with a tax credit, we are projection more than 20% of the fund balance at the end of this FY23.

Dr. Warfa, Can I have the motion to adopt the February financials?

Ibrahim, I move a motion to approve the February financials. Mohamoud seconded the motion. Dr. Warfa, any discussion - Dr. warfa asked the finance committee - *Are you saying we will be getting the tax credit? And after that, will we reach the 20% fund balance?* Joe -yes. Most schools are getting the checks already, and we expect to receive the credit soon. Dr. Warfa, Any other discussion? No further comments were entered.

**Directors voted this way:** Mohamoud- yes. Ibrahim - yes. Suad-yes & Warfa - yes. **Motion carried.**

3. Facility Lease/ updates - Director Abdille: Brixmor Properties proposed a 59-month extension with 90 days' notice to vacate. This is a year-to-year lease. The proposal was sent back to Management, asking for 360 days of notice. **We have no new updates.**
4. Guild MN - Renewal Application statutes and feedback letter response.
  - 4.1. MN Guild Board Chair Lynn Nordgren called Director Abdulle and requested a follow-up meeting with Me ( Board Chair and Director Abdulle). MN Guild Board Chair Lynn Nordgren, MN Guild Director Jim Zaccini, and MN Guild Consultant Cindy Morphy met with us on March 6, 2023: and we had a very productive meeting. They confirmed that they need what is best for the SciTech Academy community. We have to work on improvements/ compliance to meet statutory satisfaction before they offer the renewal contract terms. We are waiting to hear back from them on the next step.
5. FY23 New and Returning Board of Directors Training - (School Governance Training was today, March 17th, 5-6 pm. The Training was provided by Curtis Law Firm LLC. Finance is scheduled for 4/28/2023 with finance director Joe Aliperto.
6. Revised Bylaw Dr. Warfa. Mention - The MN Guild was okay with changes made to the Bylaw. The two areas were committee requirements: Language was changed from "Shall" to "May) making the committee options - We agree that the school will need only two active committees (Finance & Academic), which we believe is necessary.
  - 6.1. Establishing Stagger term - The election will be hosted by September 30, 2023, to establish the Stagger term, and  $\frac{2}{3}$  members will be elected by September 30, 2023.

**Dr. Warfa** - Can I have the motion to approve the Revised Bylaw? Suad, I move the motion to add these to the items. Mohamoud, I seconded the motion. Ibrahim, yes. Suad, yes. Mohamoud, yes. Dr. Warfa, yes. Motion carried.



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### **Add on Agenda:**

Dr. Warfa - Can I have the motion to add the agenda (numbers 7 & 8) topics? Suad, I move the motion to add these to the topics. Mohamoud, I seconded the motion. Ibrahim, yes. Suad, yes. Mohamoud, yes. Dr. Warfa, yes. Motion carried.

7. Establishing Stagger term and Hosting election this fall (in accordance with revised Bylaw).
  - 7.1. Dr. Warfa and Mr. Mohamoud, who were the only staying two members of the founders of SciTech Academy, agreed to go election in September, ending their term in September 2023. They will run, and whoever gets elected will start a new term. This will help the Academy to establish stagger terms per Bylaw prerequisites.
  - 7.2. Board member vacancy information, election procedures, and notice to voters will be posted on the school website and available at the school office starting August 2023. According to the Organization's Bylaw election must occur by September 30.
8. April Board meeting to Move Last Friday due to Muslim Holiday (Eid Mubarak).
  - 8.1. April Board meeting is scheduled 21 which is Eid (Muslim Holiday) and Board mmebers request to move April 28 from April 21.

*Dr. Warfa, Can I have the motion to approve the meeting Date Change from 21 to 28 of April.*

*Mohamoud, I moved a motion to approve the meeting Date Change from 21 to 28 of April. Suad seconded the motion. The Chair, any discussion? No discussion was entered.*

Directors voted this way: Mohamoud -yes. Suad - yes. Ibrahim - yes. Warfa, yes. **Motion carried.**

Dr. Warfa, Can I have the motion to adjourn?

Ibrahim, I enter the motion to adjourn the meeting. Suad 2nd the motion.

Chair, the meeting is adjourned.

*adjourned this meeting at 7.08 PM*