

SciTech Academy

The Board of Directors' meeting was held Friday, **May 19, 2023**

100 West 66th Street. Richfield MN 55423: room 100

Virtual meeting location:

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

1. Call to Order School Board Business Meeting Chairman Dr. Warfa @ 6:05 Pm.

Roll Call to Establish Quorum:

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

- **Absent Members:** Said Idd
- **Nonvoting members:** Director Abdulle, Joe Aliperto.
- **Board Aid:** Hani Abdi - board note taker,
- **Guest:** none

Declaration of conflict of interest statement: Mr. Ibrahim, if you have any conflict of interest, you must declare it now. No conflict was Declared.

1.1 Motion to accept the Agenda as presented by Chairman and seconded by Mohamoud. *Ibrahim- yes, Mohamoud - yes, Dr. Warfa- yes, and Suad - Yes. Motion carried.*

1.2 [April Board meeting minutes](#) - motion to approve March Board Meeting minutes, by Mohamoud, second by Suad. (The Chair, any discussion)? No discussion was entered.

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

Public comments / Stakeholders - 6:15 No Public present or requested online.

2. Old Business Items:

- 2.1. Board has both governance and finance training this year. Finance was the last training in the April board meeting.
- 2.2. The facility has no new updates. Brixmore offered five years lease with the condition of 6-month notice for early cancelation effective June 30: with no rights on the Academy's for early termination. Director Abdulle, Said that is not enough time to prepare to move to a new location or find one. We need at least 12 months' notice with the right to early termination.
- 2.3. MMKR Auditors, Finalized their general and single Audit in March. MMKR Report regarding Correcting Deficiency in Internal Control over Financial Reporting) Upon identifying the deficiency, The board immediately addressed it through a collaborative process involving with administration staff, leading director Abdulle and the Academy's Board. This joint effort allowed the team to develop a comprehensive plan that focuses on rectifying the deficiency and

improving the business office's internal control systems.

The Board formally adopted this report today, 5/19/23:

Motion to accept the Audit reports [Annual financial statement](#), [management Report](#), [Federal Single Audit](#), and [Institution CAP](#), presented by Chairman and seconded by Mohamoud.

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

3. New Business items that need to be Approved:

- 3.1. Kilimanjaro student nutrition - Contract renewal** - *motion to approve Kilimanjaro - Contract, by Mohamoud, second by Suad. (The Chair, any discussion)? A discussion was entered.* Ibrahim asked; this is not a new company, right? Dr. Warfa, all these providers are current, and all contracts are set for annual renewals, This is not new. They have been serving students since the start of the Academy. *The Chair, any discussion? No further discussion:*

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

- 3.2. Student Transportation Services companies - Minnehaha Transportation and Dayib Transportation:** *motion to renew contracts for both Minnehaha and Dayib Transportation services FY24, by Ibrahim, second by Suad.*

The Chair, any discussion? A discussion was entered.

Dr. Warfa, Director Abdulle, took many hours this year and consulted with the board on the best way to reduce the transportation cost. Many ideas are on the table to reduce the cost. An area the academy is exploring is to identify stations / remote hubs where the school buses stop for pick-ups and drop-offs.

Director Abdulle emphasizes the need to reduce the cost of transportation. The enrollment office implementing a geographic area where the academy's transportation will reach next school year. All others who wish to enroll in Scitech will be informed of the lack of transportation, and families will be responsible for transportation. Families will inform of the transportation situation prior to the admission process starting. Again Mr. Abdulle, The academy's goal is to reduce 30-38% of its current transportation cost, which will be reflecting the FY24 Budget projections.

The Chair, any other discussion? No further discussion:

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

- 3.3. [Bylaw](#), [Bullying Prevention, and Response](#), [Admission Policies](#):** Dr. Warfa Requestion a motion to add admission policy to the list and combine all four items into one vote since the board is aware of the proceeding of MN Guild's request for reviewing and revising; Second Ibrahim. *No discussion was entered. Directors voted this way:* Ibrahim -yes. Suad - yes. Warfa, yes. Mohamoud - yes. ***Motion carried.***

4. School & finance update Director - Joe & Abdi: [April financial Report](#) was reviewed. Joe explained the steps. The school has an enrollment of approximately 310 students with ADM = 280 ADM. The State is currently paying the school off of 260 ADM and any differences will be reconciled and paid as part of the audit process and holdback payments. The working budget is referred that has been discussed all year. The Finance committee will meet 2nd Friday of each month. They Met today to establish/formalize the date. See [notes from the committee](#).
 - 4.1. [Fy23 Budget](#) - The board was monitoring this fy23 budget since it was approved in June 2022. *A motion to approve FY23 final revision by Dr. Warfa, second by Ibrahim. The Chair, any discussion? No discussion was entered. Directors voted this way:* Mohamoud -yes. Suad - yes. Warfa, yes. Ibrahim - yes. **Motion carried.**
 - 4.2. [Fy24 Budget projections](#): The budget needs more work and was tabled for June Board Meeting. T
 - 4.3. Clarification of Budget report , Apr 28, 2023 [March Financials](#), updated [ADM March financial](#) Joe, I updated the overview updating the ADM. The budget or working budget is referred fy23 that was discussed all year which the board approved a few minutes ago. There are multiple ways to outline a budget: for example, the approved budget next to the working budget. We have been using the actual budget every month last few months.
- ~~5. Facility Lease/ updates - Director Abdille,~~
6. Guild MN - Renewal Application statutes. Dr. Warfa_ The application is almost complete. Statutory purpose, Bylaw, Academic goals, and program overview has been submitted. Director Abdille met with Cidy Murphy today to overview the PIP program Improvement plan. When the plan is finalized, It will communicate with the members.
7. **Add on Agenda:**
Admission policy- A motion to add admission policy to the agenda and combine all four items into one vote by Dr. Warfa, second by Ibrahim. **Directors voted this way:** Mohamoud -yes. Suad - yes. Warfa, yes. Ibrahim - yes. **Motion carried.**
8. *A motion to adjourn the meeting by Ibrahim, seconded by Mohamoud.*

Adjourned this meeting at: 7:16 Pm