

Vision Statement: To develop globally conscious student inventors.

Mission Statement: Innovation Science and Technology Academy Charter School will develop talented student innovators using a cutting-edge curriculum with the collaborative support of staff, parents, and community. The collaborative culture and healthy school climate will foster personalized learning and ignite the power of imagination and creativity in our students who will grow to be critical thinkers, problem solvers, and agents of change.

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| INNOVATION ACADEMY BOARD MEETING MINUTES - DATE: July 12, 2020 |  |
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| **Board Members** | Present | Absent |
| Angela Phillips |  | x |
| Sara White | x |  |
| Adebimpe Diji | x |  |
| Peace Sinyigaya | x |  |
| Kim Johnson | x |  |
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| **Others Present** |
| Omotoke Olatoye-Executive Director-Ex-Officio |
| Luli Axhijaj -NEO Advisor |
| Abdi Naasir Ahmed-ELL Teacher |
| Delphine Ndikum-Parent |
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| **1. Call to Order** |
| **By: Adebimpe Diji** | **Time: 1:02 PM** |
| **2. Vision and Mission/Norms** |
| **Read the vision and mission statements.** **Read through the meeting norms.**  |
| **3. Adoption of the Agenda and Last Meeting Minutes** |
| **Motion:** Adopt the meeting minutes from June 22, 2020. |
| **Made by: Peace Sinyigaya** | **Seconded by: Kim Johnson** |
| **Discussion:** No changes needed to the previous minutes. |
| **Vote: Passed 3-0, approved.** |
| **4. Conflict of Interest** |
| None |
| **5. NEO Observations** |
| * Board materials should be sent out 3-5 days ahead of time so board members may be prepared for discussion
* Finance reports include check register, cash flow, budget to actual
* The board regularly develops and reviews procedures and policies
 |
| **6. Parent and Teacher Board Seats** |
| **Motion:** Motion to elect Delphine Ndikum to the vacant parent board seat and Abdi Naasir Ahmed to the vacant teacher board seat. |
| **Made by:** Adebimpe Diji | **Seconded by:** Kim Johnson |
| **Discussion:**  |
| **Vote: Approved 3:0, motion passes.** |
| **7.** Need for New Board Chair |
| **Motion:**  |
| **Made by:**  | **Seconded by:** |
| **Discussion:*** **No formal motion, but Angela Phillips has missed the last few meetings and has not returned messages, so we may need to elect a new board chair**
 |
| **Vote:**  |
| **8. Revision of the Budget to Reflect PreK-5** |
| **Motion:**  |
| **Made by:**  | **Seconded by:**  |
| **Discussion:*** Our original budget was for opening the school for grades K-3
* We are revising our budget to reflect that we are enrolling students in grades PreK-5
 |
| **Vote:**  |
| **9. Update on the Signed Lease** |
| **Motion:** |
| **Made by:** | **Seconded by:** |
| **Discussion:*** Have been able to enter the building with the leasing manager, but need to be able to access the building for cleaning and set up prior to the open house. Hopefully we will get the keys from the landlord soon.
* Hoping to exchange one classroom for one that has a sink because the science lab needs a sink.
* Dr. O is working on insurance for the school board so we are able to prepare the building and host school board meetings in the building.
 |
| **Vote:**  |
| **10. Recruitment and Enrollment** |
| **Motion:** |
| **Made by:** | **Seconded by:** |
| **Discussion:*** We have currently enrolled 86 students as of 7/11/20.
* We need to continue our recruitment and enrollment efforts so we have at least 100 students enrolled by September.
* Dr. O is going to send the report with our current enrollment to MDE.
 |
| **Vote:**  |
| **11. Curriculum (Educational Programs)** |
| **Motion:** Motion to adopt CORdvantage, ABC Mouse, Foss, STEMpedia and Seesaw to the Innovation Academy curriculum. |
| **Made by:** Adebimpe Diji | **Seconded by:** Peace Sinigaya |
| **Discussion:**1. CORdvantage and ABC Mouse
2. FOSS and STEMpedia
3. Seesaw -Online Platform
4. HMH? Pearson?

Have we looked into BrainPop? Sara is a certified trainer. We will add that to August PD.ELL curriculum-CORdvantage and ABC mouse have ELL featuresWe will discuss HMH, Pearson and BrainPop at our next board meeting. |
| **Vote: Approved 3:0, motion passes.** |
| **12. Procurement** |
| **Motion:** Motion to hire Designs for Learning, Leading Educational Services and Food and Nutrition Consulting Services. |
| **Made by:** Kim Johnson | **Seconded by:** Adebmipe Diji |
| **Discussion:**1. Designs for Learning-Tier I (payroll, HR, IT, Special Education services)
2. Leading Educational Services, LLC-Tier 2 (IT support)
3. Food and Nutrition Consulting Services

Dr. O is going to have a meeting with Mary to discuss |
| **Vote: Approved 3:0, motion passes.** |
| **13. Fair and Open Hiring** |
| **Motion:** |
| **Made by:** | **Seconded by:** |
| **Discussion:*** PreK teacher has been hired and has signed her contract, we are just awaiting the background check
* Posting for the Office Manger, Paraprofessional, Title I positions
* We want to make sure we are hiring diverse staff
* We have had some hiring challenges due to COVID-19, not being able to attend job fairs
 |
| **Vote:**  |

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| **14. Ready to Open Checklist** |
| **Motion:** |
| **Made by:** | **Seconded by:** |
| **Discussion:*** Dr. O uploaded the Statement of Assurances for Sped to MDE
* We need Fire Marshall inspection of the building, Certificate of Occupancy and continuing recruitment and enrollment. We need more families to complete the packet.
 |
| **Vote:**  |
| **15. Board Training** |
| **Description:*** Need to have training complete 6 months after school is open. As we are opening in September, all board members need to complete their training by February.
 |
| **Date:** |
| **Trainer:** |
| **16. School Sign** |
| **Motion:** Motion to select the sign for the school building. |
| **Made by:** | **Seconded by:** |
| **Discussion:*** Ms. Peace said the sign with the white background makes the name of the school stand out. Ms. Kim, Ms. Sara and Mr. Abdi Naasir agree that the white background is easier to read.
 |
| **Vote: Vote is 3:0 to adopt the school sign with the white background.** |
| **17. Other Matters** |
| **Motion:**  |
| **Made by:** | **Seconded by:** |
| **Discussion:*** Our school hours will be 9:15 am-4:15 pm
* The transportation company picks up students for multiple charter schools
* We will have half days on Fridays for professional development
* The board is in favor of half day Fridays, pending parental input
* Is that school day too long for PreK? Some parents may want a longer day because of work, we could maybe have a pick-up process for PreK families who want that option
* We currently don’t have plans for after school programs
* We will survey parents at open house to get their opinions about the schedule and find out if the schedule works for them
* Ms. Sara asked if having half days every Friday will allow us enough instructional hours for MDE
* Mr. Luli has worked helping other schools develop their calendar, and these schools still had enough instructional hours even with half day Fridays
* Teachers will be in the building on July 27 for curriculum mapping
* We are going to have an open house on August 5-6. We were going to have open house on August 3-4, but some parents thought it was a little close to Eid. Discussion about having the open house on August 10, but we felt that it was a little too close to the start of the school year to wait another week.
* Parents will be given information on the dress code and where to get school uniforms at the open house
 |
| **Vote:**  |
| **18. Identify Items for Next Month’s Agenda (view past year’s minutes and board calendar)** |
| * Community comment and Conflict of Interest
* Norms/Community building
* Revision of the budget
* Recruitment/Enrollment
* Open house
* Procurement
* Fair and open hiring
* Ready to Open Checklist
* Board training
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| **19. Adjournment** |
| **Motion*** Motion to adjourn the board meeting
 |
| **Made by: Adebimpe Diji** | **Seconded by: Kim Johnson** |
| **Discussion** |
| **Vote:**  |
| **Meeting adjourned at: 3:02 pm** |