



INNOVATION ACADEMY BOARD
MEETING MINUTES

1/12/2020

Ms. Sara White-Board Chair

Dr. Adebimpe Diji-Vice Board Chair

Ms. Esther Vang-Community Outreach

Ms. Kim Johnson- Secretary

Ms. Angela Phillips-Community Member

Attendees: Dr. Omotoke Olatoye (Startup-Coordinator), Esther Vang, Kim Johnson, Sara White, Angela Phillips

Absent: Dr. Adebimpe Diji

- Meeting called to order at 1:50 pm

[Minutes for the last meeting](#) were reviewed, and changes were made to needed areas.

Motion to approve the minutes from the Meeting:

- Motioned by Kim Johnson; 2nd by Esther Vang ; motion carries.

Motion to move the Agenda:

- Motioned by Kim Johnson; 2nd by Esther Vang; motion carried **Meeting Notes:**

1. Minutes of last meeting-5 mins

- See link above

2. Meeting Norms 3 mins.

- Be prepared, present, and open minded
- Treat each other with dignity and respect
- Listen first to understand
- Students first
- Be genuine with each other about ideas, challenges and feelings.
- Support and work as a team to achieve the school goals.
- Start and end on time.

3. Updates on School Location-5 min

- Esther emailed a flyer for a potential site in Maplewood, but the location is too small for our needs
- Site in Robbinsdale is for sale, Sara will inquire if it is possible to lease instead
- Ms. Wendy said we can explore sites in Mpls and St. Paul, but we need to provide information on need and demand for the community (i.e. list of families interested in the new site, market analysis that includes STEM/STEAM schools already in the area with their enrollment and achievement results to see if there is a community need for a new STEM school)
- Mr. Ken said that if we do ultimately decide to pursue other locations, we need to notify the Forest Lake school that we are no longer interested in the site

4. Grant Pre Approval- Next Steps 10 min.

- We got notice that we have been approved for the grant, but the information is not public yet
- Sara received an email on Friday with a list of action items from MDE that need to be finished by February 3

5. Recruitment and Reporting to State-libraries, farmer's market, social media, town meetings, online, flyers, 10 mins

- Networking with Teach for America for staff recruitment.
- Explore the Education Job Fair in April to recruit teachers
- We have created Innovation Academy Facebook and Twitter pages
- We need to have enrollment applications for 200 students to show MDE that we have enough student/family interest to open the school
- Had two outreach events at the YMCA in Forest Lake (January 4th and January 11th)
- Board can also explore family outreach at community centers, public locations like parks, setting up a table outside Wal-Mart or other shopping locations
- Continue to research school sites, student data/needs, and recruitment opportunities

6. Executive Coordinator Interviewing, 5 min

- Posted on Indeed and Edpost
- Interviews set up for 1/17/2020
- Closed on 1/11/2020
- Need to do Emergency Board Meeting to vote on Executive Director ● Executive Director was voted unanimously to hire Dr. Olatoye ● Three candidates were selected and interviewed.
- The candidates information were forwarded to board by the executive search committee and based on recommendation of the executive committee search team committee an emergency board meeting was called to vote on all the candidates.
- Based on the voting Dr. Omotoke Olatoye was selected as the Executive Director.

7. New School Checklist 60 min.

- Take online training about board member responsibilities
- New School Next Steps Document-NEO requirements
- Attend all MDE new school workshops (i.e. MARSS 101 workshop)
- Open a bank account
- Revise the budget as we start spending funds, monitor budget status
- Evidence of diverse recruitment (monthly)
- Motion to move the new school checklist; Motioned by Angela Phillips; 2nd by Kim Johnson; Motion carried

8. Other Items/Closing

- Parent involvement/volunteering to create strong school community
- The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board authorizes Dr. Omotoke Olatoye to act as the Identified Official with Authority (IOWA) for the **Innovation Science and Technology Academy 4282-07**.
- Today, we learned how to create the board development plan and meet training requirements, and planned for training.
- Motioned by Sara White; 2nd by Ms. Esther Motion carried

9. Meeting adjourned at 3:28 pm