



**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.

**INNOVATION ACADEMY BOARD MEETING MINUTES - DATE: 4/19/20**

<b>Board Member Names</b>	<b>Present</b>	<b>Absent</b>
Ms. Sara White-Chair	x	
Dr. Adebimpe Diji-Vice Chair	x	
Ms. Angela Phillips-Community Member	x	
Ms. Peace Sinyigaya-Treasurer	x	
Ms. Kim Johnson-Secretary	x	
<b>Others Present</b>		
Dr. Omotoke Olatoye-Executive Director-Ex-Officio		
Ms. Esther Vang-Community Specialist		
Ms. Mary Hunn-NEO Advisor		
<b>1. Call to Order</b>		
By Sara White	Time 1:06 PM	
<b>2. Community Comment</b>		
<b>3. Declaration of Conflict of Interest if any</b>		
<b>4. Approval of the Agenda</b>		
<b>Motion:</b>		
Motion to approve the agenda for today's emergency board meeting.		
<b>Made by:</b> Sara White	<b>Seconded by:</b> Peace Sinyigaya	
<b>Discussion:</b>		
Sara shared the agenda items for today's emergency board meeting.		
<b>Vote; motion moved</b>		
<b>5. NEO's Observations</b>		
<b>Motion</b>		
<b>Made by:</b>	<b>Seconded by:</b>	
<b>Discussion</b>		
On the observation from the last meeting, there was a note about documents not being sent ahead of time. Dr. O and Ms. Mary will email to clarify that comment. Ms. Mary did not need to share anything further at this time.		

<b>Vote; motion moved,</b>	
<b>6. Updates on the Draft Lease</b>	
<b>Motion</b>	
<b>Made by:</b>	<b>Seconded by:</b>
<p><b>Discussion</b></p> <p>The realtor sent an email explaining his meeting with the leasing manager. The leasing manager is not willing to negotiate on the 160 student enrollment, the 1st year. In the event the school is not willing to be locked into the 160 students in the 1st year, the landlord suggested 90 students the first year with a possibility to increase to 150 students in subsequent years.</p> <p>The concerns of the board are that the school will not be able to expand if the landlord (1) insists on the ten year lease for this smaller square footage and (2) brings in another tenant, thus hindering the expansion of the school.</p> <p>These concerns and agreement on the reduction in the projected enrollment are expected to be conveyed to the realtor who will go back to the table with the leasing manager. The board awaits the outcomes of the meeting of the leasing manager with the realtor. Dr. O will email the realtor on the board decision.</p>	
<b>Vote: motion moved</b>	
<b>7. Revision of the Projected Enrollment</b>	
<b>Motion</b>	
<b>Made by:</b>	<b>Seconded by:</b>
<p><b>Discussion</b></p> <p>Dr. O. shared the projected enrollment and what it will look like when we reduce it. Our initial projected enrollment was 172 students in the 1st year, etc. As stated above, we are looking at revising enrollment down to 90 students in the 1st year, etc.</p>	
<b>Vote: motion moved</b>	
<b>8. Revision of the Budget Assumptions</b>	
<b>Motion</b>	
<b>Made by:</b>	<b>Seconded by:</b>
<p><b>Discussion</b></p> <p>If our enrollment changes as we are assuming, that will affect our school budget. We will have to revise our budget according to the actual number of students we are enrolling. Once the budget is revised, the board will discuss and vote on the updated budget. The updated budget will be sent to NEO and MDE for approval.</p>	
<b>Vote: motion moved,</b>	
<b>9. Procurement</b>	
<b>Motion</b>	

Motion to discuss hiring a financial team to help us handle payroll, HR, finance and special education services.

**Made by:** Sara White | **Seconded by:** Kim Johnson

**Discussion**  
The board reviewed and discussed the proposals from 3 firms. The 3 firms are Designs for Learning, cmERDC and BerganKDV.  
**BerganKDV** offers Financial, HR, Payroll services and Special Education related paperwork such as writing the grants.  
**cmERDC** : offers Financial, HR, Payroll services and Special Education related paperwork such as writing the grants.  
**Designs for Learning** : offers Financial, HR, Payroll and Special Education services including personnel (Special Education Director, social worker, psychologist).

**Vote:** Board voted to approve Designs for Learning 5:0

**9. Identify Items for Next Month's Agenda (view past year's minutes and board calendar)**

**Discussion**  
Updates on lease  
Revision of budget  
Recruitment and enrollment  
Board training  
Ready to open checklist

**10. Adjournment**

**Motion**  
Motion to adjourn this emergency board meeting.

**Made by:** Sara White | **Seconded by:** Peace Sinyigaya

**Discussion**

**Vote:** motion moved, 5:0

**Meeting adjourned at 1:53 PM**