

## SNA Board Meeting Minutes 09-19-2017

1562 Viking Blvd NE, East Bethel, MN

Call the Meeting to order at 6:34 PM by Chair Javed Mohammad

Board Members Present: Javed Mohammad, Kathryn Martin, Mohamed Omar, Ahmad Abuatieh

Board Members Absent: Abdul Khadeer, Abdul Ahmed

Others Present: Lulzim Axhijaj, Maureen Kroening, Matt Mayer, and Jean Newman (NEO)

Community Comment: 5-10 minutes

*Comment is the only open forum portion of today's meeting, and is an opportunity to present an issue or concern to the Board of Directors. There is a maximum of ten minutes set aside for Community Comment. Each presentation should be limited to no more than two minutes. If your item needs follow-up from the board and/or staff or will require research etc., a decision may not be made during today's meeting. Thank you for coming.*

### Adoption of Agenda and Addendum

Motion to approve meeting agenda by Abdul Abuatieh and Second by Mohamed Omar. Motion passes unanimously

Motion to approve meeting minutes from 08-15-2017 by Javed Mohammad and Second by Kathryn Martin. Motion passes unanimously.

### Discussion/Action Items

Item No.	Subject	Presenter	Time
1	<p><b>Audit Report</b></p> <p>The internal control was all clean. There was one finding on our audit for collateral and it happened for only couple days; the check was issued but it was not cleared yet. Lulzim will work with the bank to correct this finding.</p> <p>In comparison to our budget, Star of the North Academy came in above predicted revenue. Our spending over the course of the year came in a little higher than budgeted. However, our high revenue offsets this.</p> <p>Our goal of having a 20% fund balance was reached in our 3<sup>rd</sup> year of operation. From a financial standpoint, we have had a successful year.</p> <p>Motion to approve the audit report by Abdul Abuatieh and second by Mohamed Omar. Motion passes unanimously</p>	Matt Mayer	6:42-7:01

## SNA Board Meeting Minutes 09-19-2017

2	<p><b>Policies</b></p> <p>SNA wishes to make EFT for some payments during the school year. In order to be in compliance with the MN statute, SNA will follow a series of steps as listed in our policy.</p> <p>SNA's 808 Capital Asset Policy establishes the minimum cost value that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in SNA School's annual financial statements.</p> <p>Motion to approve 800 EFT Authorization Policy by Abdul Abuatieh and second by Mohamed Omar. Motion passes unanimously.</p>	Lulzim	7:01-7:15
3	<p><b>Financial Institution</b></p> <p>Our current financial institution is US Bank. SNA will continue to use US Bank as our financial institution.</p> <p>Motion to approve to continue to US Bank as our financial institution by Kathryn Martin and second by Javed Mohammad. Motion passes unanimously</p>	Lulzim	7:15-7:20
4	<p><b>Financial Update</b></p> <p>Our budget was created around an enrollment of 170 students. Our current enrollment is 141 students. Tracy will work with Lulzim to revise the budget based on our enrollment. The revised budget will be ready by our next board meeting. Overall, revenues are exceeding expenditures. Our fund balance is healthy.</p> <p>Motion to approve the financial report as presented by Tracy by Abdul Abuatieh and second by Mohamed Omar</p>	Tracy Fiereck	7:20-7:34
5	<p><b>Academic Update</b></p> <p>Our NWEA/MAP testing window has started. Curriculum night is on Wednesday, September 20<sup>th</sup>. There, parents will be informed on academics as well as behavior expectations.</p> <p>There will be 3 observations for teachers throughout the year. The observations will be completed by Maureen Kroening and Kathryn Martin.</p> <p>New student and staff core values were presented to</p>	Lulzim	7:34-7:42

## SNA Board Meeting Minutes 09-19-2017

	students and staff at the beginning of the school year. These core values will be used in correlation with our success point systems.		
6	<p><b>Enrollment Update</b></p> <p>Our current enrollment is 141 students. 3 students have not showed up yet. Most likely these students will be dropped from our list. Our enrollment is 78 students short of maximum capacity.</p>	Lulzim	7:42-7:54
7	<p><b>Transportation</b></p> <p>The board discussed putting a bus in Brooklyn Park.</p>	Lulzim	7:54-8:01
8	<p><b>Facility Update</b></p> <p>The agreement was that the elevator would be installed by the first day of school. The elevator was completed 2 weeks after the expected completion date. The elevator still needs to be approved to be able to use. The elevator will be re-inspected on September 20<sup>th</sup>.</p>	Lulzim	8:01-8:07
9	<p><b>Board background check &amp; annual training</b></p> <p>Board members must complete a board background check.</p>	Lulzim	8:07-8:10

### Adjournment

Motion for adjournments made by Javed Mohammad and second by Kathryn Martin. Motion passes unanimously. Meeting adjourned at 8:11