



September Board Meeting Agenda

Skyline Math and Science Academy
2600 26th Ave S suite 100, Minneapolis, MN 55406
Phone: (612) 200-9916 Website: www.sklyinemsa.org

September 25, 2023
5:00 PM

Important Public Notice:

We will have the board meeting via Google Hangout Meet. If you want to join, please use the login info below.

Join with Google Meet

meet.google.com/onb-vmsk-ggg

Join by phone

(US) +1 413-829-7110 PIN: 228 864 456#

Mission:

Our mission is to provide a high-quality academic environment in a twenty first century school setting which creates and improves student learning, closes the achievement gap and partners directly with students and their families.

Vision:

Our vision is to create learning opportunities and to bridge the gap for underprivileged students regardless of their socio-economic differences. Our ultimate objective is to produce students who are educated, prepared and who can contribute to American society and become global citizens.

Call to order: _____ called the meeting to order at _____ PM on _____ .

I. Attendance (Secretary)

Board Members Present or Absent:



| Name | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | Apri | May | June |
|-------------------|------|-----|---------|-----|-----|-----|-----|-----|-------|------|-----|------|
| Abdirhman Abdulle | | | Present | | | | | | | | | |
| Mohamed Muse | | | Present | | | | | | | | | |
| Noor Abdilahi | | | Present | | | | | | | | | |
| Yonis Abdi | | | Present | | | | | | | | | |
| Khalid Warsamec | | | Present | | | | | | | | | |
| Asad Muse | | | Absent | | | | | | | | | |

Guests and Community Members Present:

| Name | Position/Role |
|--------------|--|
| Jim Zacchini | The MN Guild Authorizer Executive Director |
| | |
| | |
| | |

II. Declaration of Conflicts of Interest

III. Public Comment

IV. Approval of Agenda

Action Item: Approval of September 25, 2023, Board Meeting Agenda

Motion: To Approval of Agenda

Made by: Y. Abdi

Seconded by: M. Muse

Discussion:

- The board chair asks if there is any Conflict of Interest hidden or apparent.
- The board chair asks if there is any Conflict of Interest hidden or apparent.
- The board chair asked if there are any real or perceived conflicts of interest pertaining to Skyline amongst board members for the school.
- All board members affirmed that there isn't any conflict of interest.

Vote: 4 Yea: 4 Nay: 0 Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|----------------|-----------------|
|----------------|-----------------|



| | |
|---|-----|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

V. Approval of Minutes

Action Item: Approval of June 26, 2023, Board Minutes

Made by: Y. Abdi

Seconded by: M. Muse

Discussion:

Vote: 4

Yea: 4

Nay: 0

Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

VI. Reports/Presentations/Updates/Discussions

| | |
|-------------------|--|
| Subject/Presenter | Academic Report : MCA summary |
| Discussion | MCA Summary: The Executive Director discussed the data and scores from the MCA in the 2022-2023 school year. |
| Subject/Presenter | Abdi, Executive Director |
| Discussion | |
| Subject/Presenter | |
| Discussion | |

VII. New Business



A. Review and Approve Board Development Plan

Action Item: Approve Board Development Plan

Motion: To Review and Approve Board Development Plan

Made by: Y. Abdi

Seconded by: M. Muse

Discussion:

- The board discussed the review and approval of the board development plan.
- It was decided that since this is the PIP requirement, it should be adopted and implemented as soon as possible.

Vote: 4 Yea: 4 Nay: 0 Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

B. Review and Approve Board Calendar

Action Item: Approve Board Calendar

Action Item: Approve Board Development Plan

Motion: To Review and Approve Board Calendar

Made by: Y. Abdi

Seconded by: M. Muse

Discussion:

- The board reviewed and approved the board calendar.
- The board calendar details the board meeting in this year.

Vote: 4 Yea: 4 Nay: 0 Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

C. Review and Approve Parent Satisfaction Survey

1. Parent survey satisfaction surveys will be shared and completed during the Parent Night scheduled for in October and during Parent Conferences scheduled For November 2 and 3.
2. We will request parents to provide their names and their childrens' names.



The school will send home a paper copy of the survey to any parent that did not complete the survey at either of these events. The goal is to have 80-90% of parents complete the survey and to have a 75% or higher satisfaction rate.

Action Item: Approve Parent Satisfaction Survey

Motion: To Approve Parent Satisfaction Survey

Made by: Y. Abdi Seconded by: M. Muse

Discussion:

- The board discussed the questions above.
- There weren't any changes to the questions.

Vote: 4 Yea: 4 Nay: 0 Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

D. Review and Approve Professional Development Plan for School Leader

Action Item: Approval of Professional Development Plan for School Leader

Motion:

Made by: Y. Abdi Seconded by: M. Muse

Discussion:

- The board reviewed and approved the PD plan for the school leader.
- This plan will be used for the 2023-2024 school year.
- The board will hold the school leadership accountable for this plan.

Vote: 4 Yea: 4 Nay: 0 Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

E. Review and Approve Annual School Leader Evaluation Process

Action Item: Approval of Annual School Leader Evaluation Process

Motion: To Review and Approve Annual School Leader Evaluation Process



Made by: Y. Abdi

Seconded by: M. Muse

Discussion:

Vote: 4 Yea: 4 Nay: 0 Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

F. Review and Approve Annual Teacher Evaluation

Action Item: Approval of Teacher Evaluation

Motion: **To Review and Approve Annual Teacher Evaluation.**

Made by: Y. Abdi

Seconded by: M. Muse

Discussion:

- The board approved annual teacher evaluations.
- The need was there for this approval.
- The director explained the need for this policy and procedures.

Vote: 4 Yea: 4 Nay: 0 Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

VIII. Executive Directors Report

A. Enrollment Update

B. Staffing Update

C. Annual Report Update (Draft needs to be approved at October meeting)

D. Other/General:

1. Teacher evaluations are being updated for the current school year.



2. A Board website compliance review has been conducted. Any missing documents have been sent to Luli, our website designer, to upload.

IX. Financials Report and Update

A. Approve Financials Report

Action Item: Review and approve the financial report for June, July, and August.

Motion: **To Approve June, July and August Financials.**

Made by: **Y. Abdi**

Seconded by: **M. Muse**

Discussion: Abdi Abdulle; Executive Director summarized the school's financial status in the month of September and all activities in the month of September. Abdi summarized and reviewed to the board of directors of Skyline accounts payable, key points in the executive summary and fund balance for the end of fiscal year 23.

- Board members asked questions including budget, FY23 balance and ways to minimize expenses and salaries.

Vote: **4**

Yea: **4**

Nay: **0**

Abstain: **0**

| Roll Call Vote | Yea/Nay/Abstain |
|---|-----------------|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

X. Policy Review

A. Review/approve policies for adoption: Board Election Policy, Open Meeting Law Policy, Federal Funds Procurement Policy, Policy Review Policy, and Financial Policy

Action Item: Review and approve policies

Motion: **To Postpone Policies to Next Board So the Board Can Review the Policies and Adopt Next Board Meeting.**

Made by: **Y. Abdi**

Seconded by: **M. Muse**

Discussion:

- Board discussed the policies and decided to postpone it for the next board meeting.

Vote: **4**

Yea: **4**

Nay: **0**

Abstain: **0**

| Roll Call Vote | Yea/Nay/Abstain |
|----------------|-----------------|
|----------------|-----------------|



| | |
|---|-----|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision:

XI. Board Training

A. Roles and Responsibilities: Adopting a World's Best Workforce Plan and Data Privacy

B. Orientation of New Board Members:

| New Board Member | Met Requirement? Took the first training within 6 months of being seated and continued all 3 meetings within 12 months of being seated. | | |
|-------------------------|---|--|--|
| | | | |
| Continuing Board Member | Met Requirement? Continuing Board members need to receive at least one training annually. | | |
| Asad Muse | ALL | | |
| Mohamed Muse | ALL | | |
| Noor Abdilahi | ALL | | |
| Yonis Abdi | ALL | | |
| Khalid Warsamec | ALL | | |

XII. Announcements

XIII. Adjournment

Motion: to adjourn the meeting at 6:00 PM

Made by: Y. Abdi

Seconded by: M. Muse

Discussion:

Vote: 4

Yea: 4

Nay: 0

Abstain: 0

| Roll Call Vote | Yea/Nay/Abstain |
|----------------|-----------------|
|----------------|-----------------|



| | |
|---|-----|
| 1. Yonis Abdi (Chair, Parent) | YEA |
| 2. Mohamud Muse (Treasurer, Community Member) | YEA |
| 3. Noor Abdilahi (Community Member) | YEA |
| 4. Khalid Warsamic (Secretary, Teacher) | YEA |

Decision: