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June 28, 2021, Board of Directors Meeting Minutes  
TIME: 5:00 PM at Conference Room Zoom

#### I. Call to Order, Roll Call, and Gateway Mission Statement

The mission of Gateway STEM Academy is to be a K-8 Charter school that prepares a diverse community of students for academic success by providing an enriching and focused learning environment in science, technology, engineering and math.

Present: Mukhtar Shariff, Abdisalan Osman, Sadia Wasuge

Non-Board Members Present: Ed Fellows, Jenny Fellows, Mohamed Sahal, Kyle Knutson

PUC Present: Samantha Diaz, Kristen Robert

Absent: Abdirahman Mukhtar

II, Approval of Agenda: Motion to approve agenda – Muhktar Shariff, seconded – Abdisalan Osman All in favor.

#### III. Consent Agenda

1. Introduce new board member and complete oath of office statements
2. Approve Board of Directors Schedule days and times of future board meetings starting July 2022-June 2023
3. Board Meeting Minutes May
4. Approve May Financial Report

#### IV. Public Comment

The board of directors welcomes input from community members and staff.

## V, Reports

### 1. Executive Director

- A. Summer Student Recruitment Plan
- B. Update of staffing for 2022-2023 School Year
- C. Present messaging being shared with Gateways families
- D. School Board Training Dates

### 2. Director of Curriculum Update on Summer School

### 3. Pillsbury United Communities share proposed contract goals for Gateway Stem Academy

Samantha, Director of PUC for Charter Schools acknowledgement of progress:

#### **Improvement seen**

- Governance of Board functions is functioning to best capacity
- Overall operational structures
- Positive Environment
- Contract renewed for three years: year one probationary

#### **Academic Goals**

- A. Academic Goal 1
  - At least 50% of students in grades K-5 meet their annual growth goal in Reading
- B. Academic Goal 2
  - At least 50% of students in grades 6-8 will meet their annual growth in Reading
- C. Academic Goal 3

- At least 50% of students in grades K-5 will meet their annual growth goal in Math
- D. Academic Goal 4
  - At least 50% of students in grades 6-8 will meet their annual growth goal in Math
- E. Academic Goal 5
  - At least 50% of students will show progress from Pre-test of school's standards aligned science curriculum
- F. Academic Goal 6
  - At least 95% of GSA students will present on at least two STEM-focused projects annually
- G. Academic Goal 7
  - GSA will identify, develop and implement an SEL curriculum for all GSA students

### **Non-Academic Goals**

- A. Mission Alignment Goal 1
  - Staff will participate in at least two professional development (PD) opportunities annually related to culturally competent Emerging Multilingual Learners (EML) academic best practices
- B. Governance Goal 1
  - 100% of GSA Board members will complete the annual training
- C. Governance Goal 2
  - Board will review all major contracts between the school and outside vendors for contracts >\$25,000 annually
- D. Governance Goal 3
  - The GSA Board will complete a draft of the new GSA Strategic Framework by the end of the second year of the contract term (June 30, 2024)
- E. Finance Goal 1
  - For each year of the contract, the school will make progress towards earning the MN Department of Education's Finance Award
- F. Operations & Leadership Goal 1
  - At least 25% of the applicant pool for instructional positions that require 2- or 4-year degrees will consist of locally-based, East African community members

### Annual Contract Goal Evaluation

Contract goals are evaluated on an annual basis and scored utilizing the chart below. Following the scoring of each goal based on performance, PUC-OPCS calculates goal attainment on a percent (0-100%) scale, both in terms of Academic and Non-Academic performance as well as overall performance. Please refer to the Annual Contract Goal Reporting document for more details.

Goal Attainment Level	Points
Exceeds Expectations	1.5 Points
Met Expectations	1 Point
Approaching Expectations	0.5 Point
Of Concern	0 Points

### Probationary Measures: Governance

- 1) The GSA Board must complete no less than six hours of board training through the School Board Academy program with PUC-OPCS staff. This is to be completed by December 30, 2022.
- 2) The GSA board must develop a board member recruitment and retention plan, including but not limited to: annual board trainings, recruitment strategies, best practices on retention, etc. This is to be completed by December 30, 2022.
- 3) The GSA Board must develop a succession plan for the Board Chair and Executive Director positions. This is to be completed by April 1, 2023.
- 4) PUC-OPCS will conduct four (4) meetings on a quarterly basis during the first year of the GSA contract with the GSA Board Chair and at least one (1) additional GSA Board member. These meetings will be conducted from July 1, 2022 to June 30, 2023.

## **Probationary Measures: Operations**

1) The GSA Executive Director will develop a clear organization chart for all staff members, including the Executive Director position. The organization chart should also include job descriptions and must delineate the standard day to day operations for each staff member. This is to be submitted by September 1, 2022.

PUC-OPCS will conduct four (4) meetings on a quarterly basis during the first year of the GSA contract with the Executive Director and at least one (1) additional member of the GSA leadership team. These meetings will be conducted from July 1, 2022 to June 30, 2023.

### Vi. Business

#### 1 . Fiscal and Compliance Manager

1. Inform Board of the current finances status: presented by Kyle Knutson of The Anton Group

- Updated ADM count 208, budget approved for 200 ADM
- Cash flow in good shape

Motion on admissions policy to reflect Gateway current practices to update for MDE

Abdisalan Osman made motion, Sadia Wasuge seconded. All in favor Aye

VII, Adjourn: Ed make motion to adjourn, Abdisalan seconded. All in favor Aye