

**STEP ACADEMY**  
**Science, Technology, and Engineering Preparatory Academy**

**Board of Directors Meeting**  
**Wednesday December 21, 2016, 7:45-9:00 P. M**

**STEP ACADEMY's Campus**  
**835 East 5<sup>th</sup> Street**  
**St Paul, MN 55106**

**7:45 P.M. WELCOME FROM BOARD CHAIR**

Members Present: Dr. Sandra Olmsted, Mustafa Hurreh, Abdirahman Hassan, Khadar Yassin, and Deborah Bartlett

Members absent: Dr. Mohamed Hagi Aden, Dr. Tamany AbouAiad,

STEP Academy: Dr. Mustafa Ibrahim, Traci Moore, Mohamed Abdurahman

**7:00 ROLL CALL and introduction of visitors:** Dr. Sandra Olmsted opened the meeting by welcoming all board members and guests.

**7:02 APPROVAL OF AGENDA**

The Agenda was unanimously approved by roll call vote

**7:05 APPROVAL OF NOVEMBER 16 BOARD MINUTES**

November 16th board meeting minutes were reviewed and a small correction was made. A motion was made to approve the meeting minutes, Mustafa Hurreh seconded the motion and they were unanimously approved.

**7:12 ENROLLMENT AND ACADEMIC REPORTS Traci Moore**

Traci Moore presented the information on the 2016-2017 World's Best Workforce Goals which explained that STEP Academy had significant growth on the MCA's in Math, Reading, and Science. The goals for the 2016-2017 school year were for students taking AVID classes in 9<sup>th</sup> grade to look into career options and post-education plans and 10% of eleventh and twelfth graders will attend PSEO during the 2016-2017 year. New curriculum has been ordered: Novels for ELA classes and Project Citizen Curriculum, which promotes responsible citizen. Students have started taking the math OLPA tests and a few will finish the make-up tests soon. Traci Moore and Matt Nupen attended the TIES Conference to learn what is new and working in the area of technology. Traci Moore attended an information session on PBIS (Positive Behavioral Interventions & Supports) in hopes of getting STEP involved in this program. Enrollment is currently at 280 students. Our authorizer, IQS (Innovative Quality Schools), made a visit to STEP Academy and had a board meeting here. After the meeting, the IQS board toured the school and they were very impressed with the school and the programs offered here.

**8:50 October 7:40 2016 FINANCIAL REPORTS: Mustafa Ibrahim**

Tracy explained November 2016 financial reports. Financial statements were carefully reviewed and approved unanimously by all board members present by roll call vote. Everything looks normal for this time of the year. There was a yearly audit on the financials and it went well. A detailed report will be provided on the yearly audit. The school is in a viable financial condition. Dr. Sandra Olmsted made a motion to approve November financials, Khadar Yassin seconded, and all members present approved.

7:12look

**8:04 Update on MET and STEP Academy Legal Issue**

Mustafa Ibrahim shared with the board that there was a settlement with MET and we are done with the legal obligation between MET and STEP Academy.

**8:25 OTHER BUSINESS**

Letter of resignation from board member, Dr. Mohamed Hagi Aden, was shared by Dr. Sandra Olmsted. We are very sad to see him go and he will be missed.

**8:58 ADJOURN**

The meeting was adjourned at 8:58.p.m