

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Wednesday February 15, 2017, 6:50-8:55 P. M

STEP ACADEMY's Campus
835 East 5th Street
St Paul, MN 55106

6:50 P.M. WELCOME FROM BOARD CHAIR

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

Members absent: Dr. Tamany AbouAiad

STEP Academy: Dr. Mustafa Ibrahim, Mohamed Abdurhman

Guests: Chuck Rinkey (Chuck Rinkey LTD.), Tracey Fiereck (cm ERDC), Mary Jo Wager (cm ERDC)

6:51 ROLL CALL and introduction of visitors:

Dr. Sandra Olmsted opened the meeting by welcoming all board members and guests that were present.

6:52 APPROVAL OF AGENDA

The Agenda was unanimously approved by roll call vote.

6:54 APPROVAL OF JANUARY BOARD MINUTES

January 18th board meeting minutes were reviewed by all members present. A motion was made to approve the meeting minutes, Khadar Yassin seconded the motion, and they were unanimously approved.

7:00 2016 AUDIT PRESENTATION: Chuck Rinkey

Chuck Rinkey, auditor, went over the Financial Statements for the year end of June, 30 2016. He stated that everything looked fine and STEP Academy has exceeded the goal of the minimum fund balance for the General Fund. The school is in really good financial situation. Following the financial statements are some highlights that go into management's and discussion. There were no findings that caused the auditor to believe that STEP Academy failed to comply with the provisions of the Minnesota Legal *Compliance Audit for Charter Schools*. Khadar Yassin made a motion to accept the audit report, Abdirhaman Hassan seconded the motion and all present approved.

7:22 BUDGET REVISIONS and 2017 JANUARY FINANCIAL REPORTS: Tracey Fiereck

Tracy Fiereck explained January 2017 financial reports. Financial reports were looked at thoroughly and no discrepancies were found. The balance sheet report stated that we have a cash balance in our account. The school is in a viable financial condition. Budget revisions report showed that the enrollment numbers were higher than we anticipated and we ended up budgeting for more students. The budget shows that we will be ending in the black this year. Deborah Bartlett made a motion to approve January financials and budget revisions, Khadar Yassin seconded, and all members present approved.

7:55 ENROLLMENT and ACADEMIC REPORTS: Mustafa Ibrahim

Dr. Mustafa Ibrahim showed the board members the new signs for the building for STEP Academy. The signs are large and will get mounted on the building to advertise our school and program. Enrollment is currently at 280 students. All OLPA testing has been completed. The ACCESS test will be administered for ELL students starting in March. The staff has participated in two professional development sessions; one that was a training for content area reading and one on integrating STEM into the curriculum. A guest student, Asha Hurreh, spoke to the board about ideas to improve STEP Academy students with writing skills and preparing students for PSEO. A motion was made to accept the Academic Report from the director by Deborah Bartlett, Mustafa Hurreh seconded the motion, and all members present approved.

8:30 OTHER BUSINESS: Board Application

An application for the board was submitted by Amina Mohamud. The board members present looked over the application and discussed the application. A motion was made to accept Amina Mohamud to the board of directors by Dr. Sandra Olmsted, it was seconded and all members present approved.

The next board meeting will be the fourth Wednesday of the month, which is March 22, 2017.

8:45 Board Officers: Dr. Sandra Olmsted

There was a discussion about the positions held by members of the board of directors. We currently have a Chair: Dr. Sandra Olmsted, Secretary: Deborah Bartlett. The position of Treasure was accepted by Khadar Yassin.

8:55 ADJOURN

The meeting was adjourned at 8:55pm by unanimous vote.