

**STEP ACADEMY**  
**Science, Technology, and Engineering Preparatory Academy**  
**Board of Directors Meeting**  
**Monday, October 19, 2015, 6:45-8:45 P. M**

**STEP ACADEMY's Campus**  
**4100 East 66<sup>th</sup> Street**  
**Inver Grove Heights. MN 55076**

**6:45 P.M. WELCOME FROM BOARD CHAIR:** Two parents, and IQS Cadre Paul Scanlon were introduced.

**6:50 P.M CALL TO ORDER AND ROLL CALL:**

**Members present:** Dr. Sandra Olmsted, Khadar Yassin, Dr. Tamany AbouAiad, Dr. Mohamed Aden, and Amena Abdullah

**Members Absent:** Abdirahman Hassan

**Administration:** Dr. Mustafa Ibrahim and Dawn Madland

**Guests:** Paul Scanlon from IQS, Hassan Ege (parent); Ashor Ashorguray (parent)

**6:55 P.M. APPROVAL OF THE AGENDA**

**7:00: P.M. APPROVAL OF THE SEPTEMBER, 2015 BOARD MINUTES**

September minutes approved without corrections.

**7:05 P. M. SEPTEMBER 2015 FINANCIAL REPORTS**

**(Prepared by Tracey Fiereck) and Mustafa Ibrahim**

Cash balance discussed. **Mustafa Ibrahim:** Audit was done by Chuk Rinkey (**Chuck Rinkey, CPA 5775 Wayzata Blvd, Suite 990, Minneapolis, MN 55416**) and submitted. Details to come, after final numbered are finished and the report submitted to the state. **September financial** statements were carefully reviewed and approved unanimously by all board members. Balances are normal and the school is in excellent financial condition.

**7:30 P. M. ENROLLMENT, ANNUAL REPORT AND ACADEMIC REPORT.**

**Dawn Madland** went through annual report. Current enrollment is approx. 240 students.

Discussed talking points including parent satisfaction, teacher satisfaction, MCA proficiency reports. Discussed RTI and AVID programs.

STEP needs to see improvement in MCA proficiency. Discussed focus on STEM, Marvels of Engineering projects. Science Olympics, community partnerships (MN ZOO STEM lab, Museum of electricity, Science museum, Century Link class room grants) as ways to compensate for the lack of laboratory and other science spaces in our present building. Discussed after school program for tutoring. Dr. Tamany described the after school program. After school sports was also discussed. ACT Explore/ACT Plan. RIT score at 39 percentile jumped to 63 percentile. Mean score gained 12 points.

Motion to approve Annual Report was brought by Dr. Sandra, seconded by Dr. Tamany.

Approved by all members present.

**7:45P.M. OTHER BUSINESS:**

**2015-16 Staffing** The board requested details regarding staff to approve hiring at the next meeting. The Board ultimately must approve all contracts.

**Lease Aid** MDE requested a letter from Landlord stating rent discount for STEP lease.

Requested through Cindy Lavorato to communicate directly with MET.

**Pre-K to 5<sup>th</sup> Grade expansion application.** Letter of Intent to be drafted and submitted within the next two weeks to IQS. School data is needed. (Ibrahim, Olmsted, Aden)

**Parents on the Board:** Decision made to keep looking for board members, with an ideal number of 3 parents on the Board. All those interested are to submit a resume and cover letter to Dr. Mustafa. All will be considered at the next Board meeting.

**Motion to begin negotiations of lease** with Sacred Heart church landlord approved unanimously by all board members present.

**8:35 P.M. ADJOURNMENT** Meeting was adjourned at 8:35pm