

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

**Board of Directors Meeting**  
**Wednesday, November 15, 2017, 6:50-8:05**

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

**6:50 P.M. WELCOME FROM BOARD CHAIR**

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

Members absent: Dr. Tamany AbouAiad, Amina Mohamed

STEP Academy: Dr. Mustafa Ibrahim, Mohamed Abdurahman

Guest Innovative Quality Schools (IQS) : Paul Scanlon

Guest: Mahmood Afey

**6:55 ROLL CALL**

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

**6:58 APPROVAL OF AGENDA**

The Agenda was approved unanimously approved by roll call vote.

**7:00 APPROVAL OF MARCH BOARD MINUTES**

October 18th board meeting minutes were approved, seconded and carried.

**7:10 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim**

Enrollment is currently at 410 students for K-12. There are only a few openings in the elementary program and the rest of the grades are full. STEP has purchased academic services from IXL (Math/Reading), Lexia (Reading), APEX (credit recovery), and Reading A-Z/RAZ Kids (Leveled Reading). Students have completed FAST Assessments in math and reading. The 8<sup>th</sup> and 10<sup>th</sup> graders completed ACT ASPIRE test and results will be available later in the year. Practice tests for the MCA will be administered in November and December. The library has been organized and new books are shelved ready for students to check them out.

**7:25 OCTOBER 2017 FINANCIAL REPORT: Mahmood Afey and Dr. Mustafa Ibrahim**

Mahmood Afey was present to go over the finances with the board. We read the financial report and went over the statements. The statements looked good and were accurate. The school is in good viable position. We discussed the format of the finances and the board agreed that we would like to continue to keep the same format as we move forward with a new business

manager. A motion was made to approve the October 2017 financial report, it was seconded, and all present approved.

**7:40 IQS REPORT: Dr. Mustafa Ibrahim and Paul Scanlon**

The report from Innovative Quality Schools (IQS) was read and discussed with the board. STEP has a very good ranking and our score has increased from a 3.2 last year to 3.51 this year. When we compare our school to other schools we have a strong board, very unique program, and measurable opportunities for students. The five areas looked at are: School Model, Governance, Performance, Finance, and Operations. Our PSEO program is very established and successful and our STEM opportunities are a good addition.

**7:57 BLUE RIBBON SCHOOLS: Dr. Mustafa Ibrahim**

Dr. Mustafa presented information on how to obtain Blue Ribbon status for our school. We looked at the criteria and discussed how we could focus on attaining this goal. The leadership team will discuss how to achieve this status and what it would take.

**8:05 ADJOURN**

The meeting was adjourned at 8:05 pm by unanimous vote.