

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

**Board of Directors Meeting**  
**Thursday, April 18, 2018, 7:55-8:25pm.**

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

**7:55 P.M. WELCOME FROM BOARD CHAIR**

Members Present: Dr. Sandra Olmsted, Khadar Yassin, Deborah Bartlett, Mustafa Hurreh  
Members absent: Amina Mohamed, Dr. Tamany AbouAiad, Abdirahman Hassan,  
STEP Academy: Dr. Mustafa Ibrahim, Exec. Director;  
Guest: Mahmood Afey, STEP Academy Business Manager

**7:55 ROLL CALL**

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

**7:55 APPROVAL OF AGENDA**

The Agenda was approved unanimously approved by roll call vote.

**8:00 APPROVAL OF MARCH BOARD MINUTES**

March 29th board meeting minutes were approved by unanimous vote.

**8:05 MARCH 2018 FINANCIAL REPORT: Mahmood Afey, Business Manager**

Mahmood Afey presented the documents explaining STEP Academy's current finances. The Board carefully examined the financial report and discussed the specifics in each of the sections of the report. The check register page was changed to have the checks listed in numerical order for easier reading. The current finances looked good and there were no discrepancies. The school is on target and on budget and we are in a good viable position. A motion was made and seconded to approve the March 2018 financial report, and it was approved by unanimous vote.

**8:10 ENROLLMENT and ACADEMIC REPORT: Submitted by: Traci Moore, Academic Dean**

- STEP was awarded a TCLP Chinese teacher for the 2018-2019 school year. It was decided to continue the lease on the apartment where the current Chinese teacher is living. When the Chinese teacher for 2018-19 arrives in August he/she will be able to reside in the apartment as it is close to STEP Academy.
- The students are currently taking MCAs and the testing has gone well so far. MCAs will finish in mid-May with Science testing.
- This spring teachers will receive AVID training in order to prepare them to implement AVID's Focused Notetaking in the fall.

- The 7-12 master schedule for next year is completed and many students are already scheduled for first semester for the fall.

#### **8:15 STEP ACADEMY'S 2018-19 CALENDAR**

The school calendar for the 2018-19 academic year was read and discussed. The only change that was made was the date of the board meetings which was changed to the 3<sup>rd</sup> Thursday of each month. A motion was made, seconded, and approved by unanimous vote to accept the 2018-19 school calendar with the change made.

#### **8:15 DISCUSSION OF TEACHER CONTRACTS, PAY SCALE, MERIT PAY**

Before the next Board of Directors meeting the Teacher Contract sub-committee will meet and present a proposal for the board. The director will continue to prepare contracts to present to teachers in order to get contracts out in a timely manner.

**8:25 ADJOURN** The meeting was adjourned at 8:25pm by unanimous vote.