

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Tuesday, May 15, 2018, 6:55-8:45pm.

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

6:55 P.M. WELCOME FROM BOARD CHAIR

Members Present: Dr. Sandra Olmsted, Khadar Yassin, Deborah Bartlett, Mustafa Hurreh, Amina Mohamed, Dr. Tamany AbouAiad

Members absent: Abdirahman Hassan,

STEP Academy: Dr. Mustafa Ibrahim, Exec. Director

Guest: Mahmood Afey, STEP Academy Business Manager

6:55 ROLL CALL

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

6:55 APPROVAL OF AGENDA

The Agenda was approved unanimously approved by roll call vote.

7:00 APPROVAL OF MARCH BOARD MINUTES

April 18th board meeting minutes were approved by unanimous vote.

7:10 APRIL 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 board discussed the cost of transportation and the overage on that line item. The plan is to increase the transportation budget next year.

The lunch service provider, Lancer, was discussed as well and the decision has been made by the administration to continue with the same lunch provider. A survey was completed with the students regarding lunch service and the menu will be adjusted for the next school year as a result of the survey.

The school is found to be on target and on budget and we are in a good viable position. A motion was made and seconded to approve the April 2018 financial report, and it was approved by unanimous vote.

7:45 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim, Exec. Director

There are only a couple of weeks left of the school year and this has been a wonderful year. The last PTO meeting was last week and more than 50 parents attended the meeting. There were

potential families here to look at the school during the PTO meeting. We have strong support from families at STEP Academy.

Parents of the current elementary grade children have indicated that they plan to send their children to STEP Academy for the 2018-19 school year. Most of the grades are full for the fall and many grades have a waiting list.

FAST testing for the end of the school year will be over the next two days. The FAST tests assess gains in reading and math throughout the school year. The results are used for planning in the fall.

The teacher contracts have been signed and returned to the director. We have 95% of the staff returning to STEP in the fall.

Schedule for graduation:

Kindergarten – May 25th at STEP @ 11:00am.

Eighth grade – May 30th at STEP @ 1:00pm.

Seniors – June 2nd at St. Cates @ 11:00am.

- Students graduating with 48 college credits or more will get a Mac Book Air at the graduation ceremony.

8:20 REPORT ON TEACHER CONTRACTS, PAY SCALE: Dr. Tamany AbouAiad

The sub-committee for the salary schedule met and presented a proposed teacher salary schedule for STEP Academy. The sub-committee had reviewed salary schedules from 3 schools; two public districts and a charter school. The sub-committee looked at the scales and compared them to try to put together something that would be competitive in terms of compensation. The board discussed the proposed salary schedule and decided that we need to get more information in order to decide if this will be a good salary schedule for our school. A motion was made for the board chair to obtain additional information on similar charter schools, determine the actual vs. proposed salary schedule, and investigate budget implications. Background information is needed to be obtained in order to create a salary schedule that will fit the budget both now and in years to come. We will also need to determine a policy with respect to discrepancies and hard to find teachers. The issue of end of the year bonuses was discussed. The Board has learned from our General Counsel that this practice must be replaced by a contractual, Merit Based system of compensation, with defined criteria and amounts. It can no longer be discretionary, and must be anticipated within the proposed budget for each fiscal year. The Board will continue this discussion.

8:45 ADJOURN The meeting was adjourned at 8:45pm by unanimous vote.