**STEP ACADEMY**

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

**Board of Directors Meeting**

**Thursday, December 20, 2018, 7:00-9:00pm.**

 **At STEP ACADEMY’s Campus:**

**835 East 5th Street**

**St Paul, MN 55106**

**7:00 P.M. WELCOME FROM BOARD CHAIR**

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

Members absent: Abdirahman Hassan, Dr. Tamany AbouAiad

STEP Academy: Dr. Mustafa Ibrahim, Exec. Director

Guest: Mahmood Afey, STEP Academy Business Manager

**7:00 ROLL CALL**

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

**7:00 APPROVAL OF AGENDA**

The Agenda was approved with an addition of the strategic planning meeting notes and unanimously approved by roll call vote.

**7:05 APPROVAL OF NOVEMBER BOARD MINUTES**

November 15th board meeting minutes were approved by unanimous vote.

**7:08 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim, Exec. Director**

The school year is going very well. Next week starts the winter break and school resumes January 2nd. The end of the first semester is January 18th. Enrollment is at 490 students. There is a waiting list for grades 1-5. Applications for the 2019-20 school year will be available after January 31st.

STEP Academy has submitted the additional information requested by MDE for our request for expansion, and addition of the pre-school application, by the December 11 deadline, and is waiting to hear from MDE.

Members of the St. Paul Police Department have been assisting in implementing our school safety plan, which includes lock down drills, giving staff and students helpful feedback on how to have a safer campus, and how to be prepared in any emergency.

The Board expressed congratulations to Dr. Mustafa Ibrahim on the important accomplishment of completing his MN Principals Licensure program. He is now waiting for the Board of Teaching to send his certificate. He expects to also complete the requirements for the MN Superintendents License by the end of summer 2019. This will satisfy the professional development plan stated in his current three-year contract.

**7:35 NOVEMBER 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 of the report. 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 November 2018 financial report, and it was approved by unanimous vote.

**8:05 BOARD POLICIES: Dr. Sandra Olmsted**

The board policy packet was distributed to all in attendance. The board discussed Section 2.9 (Anti-Nepotism Policy) and a motion was made to approve, seconded and approved by unanimous vote. A Board Policy Review Committee was formed (Dr. Sandra Olmsted and Amina Mohamed) to go over policies and make recommendations to the Board at the January meeting,

**8:20 STRATEGIC PLANNING NOTES: Dr. Mustafa Ibrahim**

Dr. Mustafa Ibrahim presented the Strategic Planning Meeting Notes. This Planning Team consisted of the Leadership Team of the school (Tracy Moore, Matt Lupen, Deb Bartlett, Dr Tamany AbouAiad, Chris Walter, and Keeley Tholen), which met in retreat to revise the statement of this school’s core values, mission, and vision, which has not been updated since 2011.

A new vision statement was developed and was presented to the Board for approval. The Board thanked them for their hard work.

**8:35 OTHER BUSINESS: Dr. Sandra Olmsted**

The board discussed reimbursement of the cost for Dr. Mustafa Ibrahim’s principal license which he completed at the University of Minnesota in December 2018. In the Board Policy Handbook it states: “If the Executive Director does not hold a valid administrative license, the Board and the Executive Director shall develop a professional development plan.” (No. 2.7.) The professional development plan developed by the Board, included completion of the principal licensure at the University of Minnesota, and allows him to take two extra courses towards the superintendent license. Dr. Mustafa Ibrahim’s contract states that STEP Academy will pay the tuition of these programs as a part of his professional development. A motion for STEP Academy to affirm covering the costs of tuition for the principal’s license and two courses towards the superintendent license which will take place in the summer of 2019 was made, seconded and approved by unanimous vote.

**8:40 ANNOUNCEMENT: Khadar Yassin**

Khadar Yassin announced that he has enrolled in a program to further his education and will need to step down from the board, effective in January of 2019. He commented that he has enjoyed being a part of the board and will miss not being a part of the board. The board wishes him well with his future education.

**8:45 JANUARY AGENDA ITEMS:**

MDE report on application for site expansion and preschool addition; Job description review for Ex. Director, Academic Dean, and other administrators; possible new administrative position(s); report and recommendations from Salary Schedule Committee; report and recommendations from Board Handbook committee.

**9:00 ADJOURN** The meeting adjourned at 9:00pm by unanimous vote.