

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

**Board of Directors Meeting**  
**Thursday, January 17, 2019, 7:10-9:00pm.**

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

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

Members Present: Dr. Sandra Olmsted, Mustafa Hurreh, Deborah Bartlett, Abdirahman Hassan,  
Members absent: Dr. Tamany AbouAiad, Amina Mohamed  
STEP Academy: Dr. Mustafa Ibrahim, Exec. Director  
Guests: Paul Scanlon, Innovative Quality Schools; Mahmood Afey, STEP Academy Business  
Manager; Maryam Osman, Parent

**7:10 ROLL CALL**

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

**7:10 APPROVAL OF AGENDA**

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

**7:15 APPROVAL OF DECEMBER BOARD MINUTES**

December 20th board meeting minutes were approved by unanimous vote.

**7:15 DECEMBER 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 lease aid was approved for STEP Academy and funds should be deposited by Minnesota Department of Education in the upcoming month. 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 December 2018 financial report, and it was approved by unanimous vote.

**7:50 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim, Exec. Director**

We are in the middle of the school year and the enrollment is at 490 students. There are a few spots available in the high school. Calls are being made to families with students on the waitlist and they are able to start at the new semester. Applications for the 2019-20 school year will be available after January 31<sup>st</sup>.

STEP Academy's request for expansion and addition of the pre-school application was not approved by Minnesota Department of Education. There has been a shift with how MDE provides feedback on this process and this has impacted the decision on this matter. IQS is resubmitting the applications and requesting a re-examination of the applications.

There was an enrollment meeting to develop the process for new applications and the lottery process. Applications for the 2019-20 school year will be available after January 31<sup>st</sup>.

Winter FAST testing is complete for all grades. The results have been posting in a data bank to be used for developing RTI services and tracking academic growth.

“Stop The Bleed” training for the staff was provided by healthcare professionals on Friday, January 11<sup>th</sup>. This training helped staff to be prepared to provide first aid in case of an emergency at school, were there to be trauma and severe injuries.

#### **8:25 COMMITTEE REPORTS: Dr. Sandra Olmsted, Board Chair**

The salary committee provided two proposed salary schedules for the board to review.

An updated mission and vision statement was provided to all members to review.

#### **8:44 STAFF UPDATE: Dr. Mustafa Ibrahim, STEP Academy Director**

Traci Moore, Academic Dean, plans to attend ASCD Empower 19 conference in Chicago in March. A conference to provide educators with proven and practical strategies, connects educators with peers and experts, and invigorates practice.

Dr. Mustafa Ibrahim, Director, plans to go to AERA Conference in April located in Toronto, Canada. He will also attend the National Charter School Conference in July in Las Vegas.

A motion to reimburse Dr. Mustafa Ibrahim for the cost of these conferences as a part of his professional development was made, seconded, and approved by unanimous vote.

**8:55 ADJOURN** The meeting adjourned at 8:55pm by unanimous vote.