

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Monday, June 17, 2019, 5:20-10:20pm.

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

5:20 P.M. WELCOME FROM BOARD CHAIR

Members Present: Dr. Sandra Olmsted, Abdirahman Hassan, Dr. Tamany AbouAiad, Amina Mohamed, Abdulrazzaq Mursal, Deborah Bartlett

STEP Academy: Dr. Mustafa Ibrahim, Exec. Director; Traci Moore, Academic Dean, Keeley Tholen, Assistant Academic Dean, Mahmoud Afey

Guests: STEP Academy teacher: Matt Greene, Sacred Heart Church – Trustees: Evelina Calderon and Jerry Lowe, School Management Systems (SMS) – Judith Darling, Mike Duscher

5:20 ROLL CALL

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

5:25 APPROVAL OF AGENDA

The Agenda was approved and unanimously approved by roll call vote.

5:30 APPROVAL OF MAY 29th BOARD MINUTES

May 29th board meeting minutes were amended approved by unanimous vote.

5:40 SACRED HEART CHURCH UPDATE

Evelina Calderon and Jerry Lowe lead a discussion regarding Sacred Heart's plan to build an expansion. The church asked if STEP will need to use the basement after the 2019-20 and 2020-21 school years are up and we are unable to give a firm decision as we do not know what the needs will be in the future. When Sacred Heart Church builds (which will take about a year before construction begins), the windows of the two classrooms by the gym – on the parking lot side will be blocked.

Permission has been granted by the Sacred Heart Church for STEP Academy to begin building the playground. Leo will contact Langer Construction and let them know that the project can begin as soon as possible. Ms. Calderon and Mr. Lowe will bring it to the committee at Sacred Heart to see if the church will use the playground and help contribute funds to build it.

6:00 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim, Exec. Director and Traci Moore, Academic Dean

Traci Moore shared two documents with the board that shows the test results from STEP Academy for 2019 MCA testing and FAST Testing. This is preliminary information. The results are used to

determine what could be done to help STEP Academy's students improve. This past school year, students had two classes of Language Arts in order to boost reading scores. Each year STEP Academy gets better at using this information to adjust teaching for the students. We would like to improve on challenging students that are gifted and talented.

6:35 MAY 2019 FINANCIAL REPORTS and 2018-19 Budget Revision and 2019-20 Budget Presentation

Mahmoud Afey presented the May 2019 Financial Statement and explained 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 May 2019 financial report, and it was approved by unanimous vote.

Mahmoud Afey presented the 2018-19 Budget Revision document. Staff, salary, and benefits were revised. The Board carefully examined the Budget Revision document and the specifics of the report. A motion was made and seconded to approve the 2018-19 Budget Revision Report, and it was approved by unanimous vote.

The FY20 Proposed Budget was presented and carefully examined. There was a discussion about the number of students that STEP Academy would grow for 2019-20. The approval of the FY20 Proposed Budget will be delayed until after the Board can meet and discussed at a Special Meeting meeting on Monday 6/24/19.

8:05 Presentation of Financial Service Bids - Bergan KDV– Judith Darling, Mike Duscher

Judith Darling and Mike Duscher, from Bergan KDV, presented packets that described their services. They provide Human Resources, Payroll, Technology, Special Education, and Financial Management. They can provide a team of four people. Bergan KDV works with 50 charter schools. Typically, the team of four includes: Manager, Assistant Manager, Payroll, and Accounts Payable. They do not come to the school site very often and prefer not to attend Board Meetings. Bergan KDV provides Board training and a Board member presents the financials during Board meetings. New hires and put into the Krono System and they use Smart System. Preparing for the audit does not have an extra fee. The fee includes Financial Services only. Bergan KDV also can write policies that is included in the proposal.

After their presentation, a proposal from School Management Services (SMS), and the previous contract with Designs for Learning were distributed for comparison. Board members were asked to read these as information, and proceed to a public posting of these needs for bids.

8:35 PERSONAL COMMITTEE REPORT –

Dr. Mustafa presented a summary of the highlights of his last 3 years at STEP Academy.

8:45 – CLOSED MEETING

A motion to close the meeting was made to discuss the Executive Director's contract, seconded, and approved by unanimous vote. Dr. Sandra provided a revised Executive Director's Contract and job description that had been thoroughly discussed by the Personnel Committee and recommended to the Board for final details.

10:15 – Open Meeting

A motion was made to approve Dr. Mustafa to continue as the Executive Director with a 2 -year contract beginning 2019-20 school year was made, seconded and passed.

A motion to give the personal committee to authorize the personnel committee to finalize the contract for Dr. Mustafa as the Executive Director was made, seconded and passed.

10:20 ADJOURN The meeting adjourned at 10:20pm by unanimous vote.