

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

**Board of Directors Meeting**  
**Monday, November 18, 2019, 5:30-7:25pm**

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

**5:35 P.M. WELCOME FROM BOARD CHAIR**

Members Present: Abdulrazzaq Mursal, Deborah Bartlett, Amina Mohamud, Mohamed Shuriye, Dr. Sandra Olmsted, Rahima Ahmed

Members absent:

STEP Academy: Dr. Mustafa Ibrahim, Exec. Director; Mahmoud Afey, Business Manager; Traci Moore, Assistant Director of Academics;

Guests: Paul Scanlon, IQS; Abdulzak Mohamed, Parent

**5:35 ROLL CALL**

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

**5:40 APPROVAL OF AGENDA**

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

**5:45 APPROVAL OF October 21st BOARD MINUTES**

October 21st Board Meeting minutes were approved unanimously by roll call vote.

**5:50 CONFLICT OF INTEREST CHECK: Dr. Mustafa Ibrahim**

Board Members attested that there are no conflicts of interest at this time.

**5:55 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim, Exec. Director; Traci Moore, Assistant Director of Academics**

Conferences were held last week and there were approximately 100 parents that attended. There will be another chance for parents to meet with teachers this Friday afternoon. It was a very successful turn out. There are 619 active students at this time. There are 312 female students and 307 male students currently enrolled at STEP Academy.

Assessments have been completed in various areas: math and reading using the FAST test, ASPIRE test by ACT was administered to eighth and tenth grades.

Formal observations have begun by Traci Moore and Rani Hayden, Dean of Instruction/ELL Coordinator, conducting four per week.

A group of elementary and secondary teachers attended a training in Rochester called Fostering Inclusion by honoring Cultural Identities.

This upcoming Friday, the ELL team will be attending the Minnesota English Language Learner Conference in Minneapolis.

All teachers have set student focused goals for their content area. Literacy is the focus for these goals in all content areas.

Teacher Tiered Salary Schedule & Teacher Evaluation Model was presented to the Board. This document looks at the ways staff are evaluated and describes the measurement used for evaluation. The Board discussed the salary schedule for the next year and will consider the new salary schedule after the funds are determined from the State. The Board has concurred that the teacher evaluation will have an established three categories.

The 2018-19 Worlds Best Workforce Summary was presented to the Board by Traci Moore and we looked at the data closely. Several goals were met in the areas of *Career and College Ready by Graduation* and *Close the Achievement Gap*. The *All Students Graduate* area had a goal that did not meet as a result of one student not graduating. On April 2, 2020, at scheduled Parent Teacher Organization Meeting, STEP Academy will review the World's Best Workforce goals, outcomes, and strategies from the previous year.

#### **6:05 OCTOBER 2019 FINANCIAL REPORT: Mahmood Afey, Business Manager**

Mahmoud Afey presented the October 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 October 2019 financial report, and it was approved by unanimous vote.

#### **6:18 DISCUSSION OF LETTER FROM IQS: Dr. Sandra Olmsted, Board Chair**

The Board discussed a letter received from IQS responding to the audit report. There was a discussion regarding the steps that have been taken to respond to issues that need to be remedied. The Board clarified the duties and governance that needs to be in place. One of the first steps the Board moved forward on was to find a finance group for the school. The Anton Group (TAG) was the group the Board approved this 09/30/2019, and they will begin their contract on January 1, 2020. Bergan KDV, the company responsible of the audit, and our counsel, Maggie Walner (Kennedy and Graven) provided additional recommendations, which the Board briefly discussed and decided to table until the December meeting.

A motion was made to table the items on the agenda that the Board did not get to this month, it was seconded, and approved by unanimous vote.

#### **7:20 PUBLIC COMMENTS**

There were no public comments this month.

**7:25 ADJOURN** The meeting adjourned at 7:25pm by unanimous vote.