

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Monday, December 16, 2019, 5:36-8:29pm

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

Board Member Names:	Present	Absent	
Dr. Sandra Olmsted	X		
Abdulrazzaq Mursal	X		
Deborah Bartlett	X		
Amina Mohamud	X		
Rahima Ahmed	X		
Mohamed Shuriye		X	
Guests:			
Dr. Mustafa Ibrahim, STEP Academy Executive Director			
Mike Pocrnich, The Anton Group (TAG)			
Mahmoud Afey, STEP Academy Business Manager			
Jonathan Norrie, Bassford Remele			
1. Call to Order			
By: Amina Mohamud	Time:		
	5:36		
School Mission Statement			
Review of mission statement and any applicable updates related to it. Sometimes board members share observations or information about ways the mission is applied in the school community.			
2. Community Comment			
There were no public comments this month.			
3. Declaration of Conflict of Interest if any			
Board members attested that there are no conflicts of interest at this time.			
4. Approval of the Agenda			
Motion			
A motion was made to approve the agenda as presented.			
Made by: Dr. Sandra Olmsted		Seconded by: Abdulrazzaq Mursal	
Discussion:			
none			
Vote			
	Yea	Nay	Abstain
	5	0	0
5. Approval of November 18, 2019 Minutes			
Motion			
A motion was made to approve the November 18, 2019 minutes.			
Made by: Dr. Sandra Olmsted		Seconded by: Abdulrazzaq Mursal	
Discussion			
Vote (Numbers recorded however, if there is a split vote on an appropriation of money, names are recorded)			
	Yea	Nay	Abstain
	5	0	0

6. Financial Report: Mahmoud Afey, STEP Academy Business Manager			
Motion			
A motion was made to approve the November 2019 Financial Report.			
Made by: Dr. Sandra Olmsted		Seconded by: Abdulrazzaq Mursal	
Discussion			
Mahmoud Afey thanked the Board for the opportunity to serve as the Business Manager for the past 2 years. His last day will be 12/31/2019 and the TAG group will be taking over. He has worked with TAG over the past month to have a smooth transition. The Board thanked Mahmoud for his work and wished him the best as he moves on.			
The Board examined the November 2019 Financial Statement as Mahmoud Afey explained the documents. The Board discussed the specifics of the report. The school is on target and on budget and we are in a good viable position. The Board noted that we are still waiting for Federal reimbursements on several accounts, including Food Service.			
Vote:	Yea	Nay	Abstain
	5	0	0

7. Director's Report (organized by the qualifications required for evaluation of leadership)			
Dr Mustafa reported on			
(a) Instruction and student achievement: Enrollment stands at 611; FastBridge testing, which measures student's academic growth in reading and math, is underway; MDE Special Education audit is also underway as of 12/16/19, which is done every five years. On 12/12/19, STEP held a pre-college night event with students visiting with representatives from 5 community colleges and the University of MN. PSEO programs were explained and explored by a good turnout of parents and students.			
(b) HR and Personnel management: a second fulltime, in-house substitute teacher (Erica Sycora) has been hired, and STEP is still looking for one ELL and two EA positions to fill; STEP is also advertising for a part-time school nurse, since we currently have a nurse on site only two days per week, and an office assistant who handles health-related paperwork. We also asked the Administration to look for First Aid training and CPR classes for our staff.			
(c) Effective Communication: A summary of results from Teacher Survey Fall 2019 was presented and will be discussed at the next Board meeting in February.			
(e) Legal and Compliance Management: Attorney, Jonathan Norrie, from Bassford Remele, gave a presentation to the Board describing what a relationship with his firm would look like. The Board will invite other attorneys to meetings. The Board will decide at a later date which of these to hire as our legal representative. (Previously we have used the services of Maggie Wallner (Kennedy and Graven).			
The Board thanked Dr Mustafa for his report.			

8. Board, Authorizer and Community Relationships: Strategic Plan Update and Review of Progress Toward IQS Contract Goals			
The Board discussed at length the IQS School Improvement Plan, and formed, and assigned specific tasks and deadlines to these groups. They are: Contracts Committee (dealing with outside vendors to the school), Personnel Committee, and Finance Committee. These will report back to the Board with updates and recommendations as they become available, for a vote by the full Board.			

10. Board Training			
Description: Available January 15, 2020 (9:00 am -4:00 pm) through MACS Hyatt Regency Minneapolis, 1300 Nicollet Mall, Minneapolis			
Notify Mustafa if you will be attending.			
12. Identify Items for Next Month's Agenda			
(a) Approve agenda; approve last month's Minutes. Receive Financial Report from TAG			
(b) Review past <i>year's</i> Minutes and Board Calendar: what yet needs to be done and when?			
(c) Results from Teacher Survey Fall 2019 presented at the January meeting will be discussed			
(d) Invite additional attorney(s) to interview — re: recommendations from Contracts Committee for hiring Counsel for STEP Academy			
(e) Receive current Academic Report from Mustafa			
(f) Receive reports (and assignments for future work) from Finance Committee, Contracts Committee, and Personnel Committee.			
13. Adjournment			
Motion – A motion to adjourn			
Made by: Abdulrazzaq Mursal		Seconded by: Amina Mohamud	
Discussion			
Next Board meeting Tuesday, January 14, 2020 at 6:00pm. This is a change in regular time due to the Martin Luther King holiday January 21.			
Vote			
	Yea	Nay	Abstain
	5	0	0

Authorizer:
Innovative Quality Schools (IQS)
6616 Brittany Road
Minneapolis, Minnesota 55434

