

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Tuesday, January 14, 2020, 6:00-8:00 pm

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)			
Rochel Manders, IQS representative			
Hebba Aburia			
Omar Ali			
Abeer Aburia			
1. Call to Order			
By: Dr Sandra Olmsted	Time:		
	6:00		
School Mission Statement: STEP Academy will empower students to use their personal attributes and acquired knowledge to lead productive lives and become contributing members of the global community.			
2. Declaration of Conflict of Interest if any			
Board members attested that there are no conflicts of interest at this time.			
3. Approval of the Agenda			
Motion A motion was made to approve the agenda as written.			
Made by: Deborah Bartlett	Seconded by: Dr. Sandra Olmsted		
Discussion:			
Vote			
	Yea	Nay	Abstain
	6	0	0
4. Approval of December 16, 2019 Minutes			
Motion A motion was made to approve the December 16, 2019 minutes.			
Made by: Abdulrazzaq Mursal	Seconded by: Amina Mohamud		
Discussion			

Vote			
	Yea	Nay	Abstain
	6	0	0
5. Public Comments			
6. Financial Report:			
Motion			
A motion was made to approve the December 2019 Financial Report.			
Made by: Abdulrazzaq Mursal		Seconded by: Mohamed Shuriye	
Discussion			
Michael Pocrnich (TAG) presented the new format of the financial report and explained acronyms. He presented a short training session in school finance, which will be part of each month's presentation. He also described details of how financial instruments will be handled at the school and by whom. Abdulrazzaq signed for the second signature for the STEP Academy financial services, TAG.			
(Vote numbers recorded however, if there is a split vote on an appropriation of money, names are recorded)			
Vote:	Yea	Nay	Abstain
	6	0	0
7. Director's Report (organized by the qualifications required for evaluation of leadership)			
Dr Mustafa reported on each of the following items:			
Instruction and student achievement:			
Enrollment stands at approximately 625 students.			
Teachers have started preparing for the ACCESS test in the ELL department.			
All Math, Reading, Science teachers in MCA tested grade levels have begun preparing students for the tests.			
Professional development – Teachers have spent time during PLC time on data review, student intervention and vocabulary techniques.			
HR and Personnel management:			
There were several resignations/terminations:			
Hebba Aburia (Office Manager) 1-3-2020: Office Manager position eliminated			
Rikki Anhorn (4 th Grade Teacher) 1-6-2020: Leaving STEP Academy			
Molly Mcguire (Building Sub) 1-9-2020: Leaving STEP Academy			
Courtney Baugher (Elem. STEM Teacher) Effective 1-23-2020: Leaving STEP Academy			
A paraprofessional was interviewed for the special education department and we are looking at hiring this person.			
Mustafa was asked to explain his reasoning in eliminating the position of Office Manger held by Hebba Abduria. Mustafa explained that Hebba's duties were sent to Sadiq Mohamed who has taken over the safety and security responsibilities. The HR is being taken care of by TAG and Designs for Learning. There was an overlap of HR services so the Office Manager position was eliminated.			
Effective Communication:			

Legal and Compliance Management: Continuing discussion regarding legal counsel for STEP Academy. In December, Attorney, Jonathan Norrie, (Bassford Remele), gave a presentation to the Board describing what a relationship with his firm would look like, at the December meeting. We currently use the services of Maggie Wallner (Kennedy & Graven). Alex Ivan of Kennedy & Graven will present today. 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.

8. Board, Authorizer and Community Relationships: School Improvement Plan Update and Review of Progress Toward IQS Contract Goals

The Board reviewed the IQS School Improvement Plan established at the December meeting, which proposed how STEP will remedy the issues from the Letter of Deficiency. The methods and responsibilities assigned to various committees, with specific tasks and deadlines for these groups, have been received by Rochel Manders, from IQS, who provided feedback and suggestions. The document is due to be submitted by January 15, 2020. Progress reports specified must be brought back to the Board with updates and recommendations as they become available, by their due dates, for any vote by the full Board as required.

9. Board Training

Description: Reminder: Available January 15, 2020 (9:00 am - 4:00 pm) through MACS Hyatt Regency Minneapolis, 1300 Nicollet Mall, Minneapolis

Dr. Mustafa Ibrahim, Amina Mohamud, Mohamed Shuriye, Dr. Sandra Olmsted will be attending.

Other Board Training opportunities?

10. Other New Business

(a) **Anti-Bullying Policy** Provided by Traci Moore:

(b) **A STEP Academy Student Bullying Policy was presented to the Board and a motion was made to approve the document by Dr. Sandra Olmsted, seconded by Abdulrazzaq Mursal, and approved by all members present.**

Motion made to close the meeting was made by Dr. Sandra Olmsted and seconded by Rahima Ahmed, and approved by all members. Time: 8:15pm.

A motion to close the meeting under “Minnesota Statutes Section 13D.05, subdivision. 2 (b) for preliminary consideration

A motion was made to open the meeting by Amina Mohamud, seconded by Abdulrazzaq Mursal, and approved by all members present. Time: 8:50pm.

11. Identify Items for the February 2020 Agenda; date of meeting and time:

(a) Approve February ____, 2020 agenda; approve January 14, 2020 Minutes; Allow for public comments; Receive January 2020 Financial Report from TAG;

(b) Results from Teacher Survey Fall 2019 presented at the December meeting will be discussed

(c) Receive current Academic Report from Dr Mustafa Ibrahim

(d) Review past *year’s* Minutes and Board Calendar: what yet needs to be done and when?

(e) Receive reports (and assignments for future work) from Finance Committee, Contracts Committee, and Personnel Committee.

(f) Invite additional attorney(s) to interview — re: recommendations from Contracts Committee for hiring Counsel for STEP Academy

12. Adjournment - 8:50			
Motion to adjourn Abdulrazzaq Mursal			
Made by: Abdulrazzaq Mursal		Seconded by: Amina Mohamed	
Discussion			
Vote			
	Yea	Nay	Abstain
	6	0	0

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