

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Wednesday March 22, 2017, 6:50-7:55 P. M

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

6:50 P.M. WELCOME FROM BOARD CHAIR

Members Present: Dr. Sandra Olmsted, Mustafa Hurreh, Amina Mohamud and Deborah Bartlett

Members absent: Dr. Tamany AbouAiad

STEP Academy: Dr. Mustafa Ibrahim and Mohamed Abdurahman

6:55 ROLL CALL and introduction of visitors:

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

7:00 APPROVAL OF AGENDA

The Agenda was unanimously approved by roll call vote.

7:05 APPROVAL OF FEBRUARY BOARD MINUTES

February 15th board meeting minutes were approved as amended.

7:10 FEBRUARY 2017 FINANCIAL REPORTS: Tracey Fiereck

Tracy Fiereck explained February 2017 financial reports. Financial reports were looked at thoroughly and no discrepancies were found. The balance sheet report stated that we have a cash balance in our account. The school is in a viable financial condition. The budget shows that we will be ending in the year within the budget. A motion was made to approve the financial report, it was seconded, and all members present approved.

7:25 ENROLLMENT and ACADEMIC REPORTS: Mustafa Ibrahim

Dr. Mustafa Ibrahim presented a report from the expansion committee. The STEP K-5 school has 54 students enrolled. About 50 applications have been picked up by parents. It is expected to have one class per grade level and a wait list if necessary. Current enrollment is good and the numbers are increasing. Preview kits have been ordered for elementary school curriculum. A group of teachers went to visit St. Croix Prep and were able to learn about their structure and curriculum. It was a very beneficial visit. ACCESS tests for ELL students will be completed tomorrow. The ACT test was given to 11th graders yesterday. STEP has hired two teachers for the elementary school and we are continuing to recruit and interview other teachers.

7:40 OTHER BUSINESS: Board Election

Applications for the board were submitted. The board members present looked over the applications and discussed the process. The timeline is as follows:

- March 1 Invitation apply for nomination
- March 13 (9:00 am) – March 20 (5:00 pm) Accepting applications
- March 22 Board Meeting to interview candidates
- March 27 Parents notified by letter of the candidates (name and short bio)
- April 6 Parent-Teacher Conferences Evening; Candidates will be available to meet and greet the parents.
- April 17 Ballots are mailed to parents, teachers, and other qualified voters
- April 28, 5:00 pm, the polls close. Ballots will be counted by a small group not connected with STEP Academy. Names of successful candidates will be announced at the May 17 Board Meeting.
- July 1,2017 New Board Members are installed.

7:55 ADJOURN

The meeting was adjourned at 7:55pm by unanimous vote.