

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Thursday, September 20, 2018, 7:40-9:10pm.

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

7:40 P.M. WELCOME FROM BOARD CHAIR

Members Present: Deborah Bartlett, Amina Mohamed, Dr. Tamany AbouAiad, Mustafa Hurreh, Khadar Yassin

Members absent: Dr. Sandra Olmsted, Abdirahman Hassan,

STEP Academy: Dr. Mustafa Ibrahim, Exec. Director; Traci Moore, Academic Dean

Guest: Mahmood Afey, STEP Academy Business Manager

7:40 ROLL CALL

Dr. Tamany AbouAiad opened the meeting by welcoming all board members and guests that were present.

7:40 APPROVAL OF AGENDA

After reviewing the Agenda, two items were added. The Agenda and was approved unanimously approved by roll call vote.

7:45 APPROVAL OF JUNE BOARD MINUTES

June 21st board meeting minutes were approved by unanimous vote.

7:45 ENROLLMENT and ACADEMIC REPORT: Traci Moore, Academic Dean

* STEP Academy has purchased a diagnostic reading program for grades K-10. Teachers have just finished assessing students with this program and know the reading level of all of their students.

* Elementary Engineering units are being taught to all students K-5. This is in addition to their regular science curriculum.

*The FAST testing is complete and intervention groups have been formed at every level. Benchmark testing for reading has been conducted

8:05 STEP ACADEMY FY18 REVISED BUDGET: Mahmood Afey, Business Manager

Mahmood Afey explained the increase in the FY18 budget from funds received from the CSP grant. The FY18 budget was adjusted accordingly. A motion was made by Dr. Tamany AbouAiad to accept the revised FY18 budget and seconded by Amina Mohamed and approved unanimously.

8:15 JUNE, JULY, and AUGUST 2018 FINANCIAL REPORTS:

Mahmood Afey, Business Manager

STEP Academy FY18 Revised Budget

Mahmood Afey presented the documents explaining STEP Academy's current finances which included reports from June, July, and August. The Board carefully examined the financial reports and discussed the specifics in each of the sections of the report. The school is found to be on target and on budget and we are in a good viable position. A motion was made and seconded to approve the June, July, August 2018 financial reports, and it was approved by unanimous vote.

8:55 PRE-K APPLICATION and SITE EXPANSION APPLICATION: Dr. Mustafa Ibrahim, Exec. Director

A Pre-Kindergarten application was completed last year and was not submitted because the deadline passed. The new deadline is Sept. 24th and STEP Academy would like to submit a Pre-K application to IQS. A motion was made to approve submitting an application for Pre-K to IQS, it was seconded, and passed unanimously.

There was a discussion about the current waitlist which is more than 200 students and submitting a site expansion application to IQS. STEP Academy has been growing every year and expects to continue much growth. If the site expansion application is approved STEP Academy has 3 years to implement the plan. The deadline for the application is October 1st. A motion was made to approve submitting a site expansion application to IQS, it was seconded and passed unanimously.

9:10 ADJOURN The meeting adjourned at 9:10pm by unanimous vote.