**STEP ACADEMY**

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

**Board of Directors Meeting**

**Thursday, November 15, 2018, 7:00-9:40pm.**

**At STEP ACADEMY’s Campus:**

**835 East 5th Street**

**St Paul, MN 55106**

**7:00 P.M. WELCOME FROM BOARD CHAIR**

Members Present: Dr. Sandra Olmsted, Abdirahman Hassan, Dr. Tamany AbouAiad, Khadar Yassin, Deborah Bartlett, Amina Mohamed

Members absent: Mustafa Hurreh

STEP Academy: Dr. Mustafa Ibrahim, Exec. Director

Guest: Mahmood Afey, STEP Academy Business Manager

**7:00 ROLL CALL**

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

**7:00 APPROVAL OF AGENDA**

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

**7:05 APPROVAL OF OCTOBER BOARD MINUTES**

October 20th board meeting minutes were approved by unanimous vote.

**7:10 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim, Exec. Director**

“Adopt a Classroom” visited STEP Academy on Tuesday, November 12th and presented the school with a $10,000 check. This was a surprise visit for the teachers and staff as only the School Director and Academic Dean knew about the visit. The funds will be split among the classroom teachers and it will fund classroom supplies. Parent/Teacher conferences were held today and will be tomorrow as well. There were many parents that attended the conferences. A fourth grade teacher assistant was hired today to replace the previous teacher assistant. This week we received a letter from MDE asking STEP Academy to clarify and modify our application for site expansion and pre-school program. The revisions need to be completed and submitted to MDE by Dec. 11th.

**7:15 OCTOBER 2018 FINANCIAL REPORT: Mahmood Afey, Business Manager**

Mahmood Afey presented the documents explaining STEP Academy’s current finances. The Board carefully examined the financial report and discussed the specifics in each of the sections 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 2018 financial report, and it was approved by unanimous vote.

**7:30 CLOSED SESSION: Maggie R. Wallner, Kennedy and Graven, Chartered**

A motion to close the meeting for a closed session for attorney-client privileged communications on threatened litigation, pursuant to an exception to the Open Meeting Law, Minnesota Statues Section13D.05, subd. 1 (a)(d) was made by Deborah Bartlett and seconded by Dr. Sandra Olmsted, and approved unanimously.

Maggie explained the terms for the proposed settlement agreement to the board members present.

A motion to open the meeting was made by Dr. Sandra Olmsted and seconded by Amina Mohamed, and it was approved by unanimous vote.

**9:30 MEETING OPENED**

A motion to approve the proposed settlement agreement was made by Dr. Sandra Olmsted and seconded by Dr. Tamany AbouAiad, and it was approved by unanimous vote.

**ADJOURN** The meeting adjourned at 9:40pm by unanimous vote.