

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Monday, March 11, 2019, 7:00-9:00pm.

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, Mustafa Hurreh, Deborah Bartlett, Abdirahman Hassan, Dr. Tamany AbouAiad, Amina Mohamed, Abdulrazzaq Mursal

Members absent: Mustafa Hurreh

STEP Academy: Dr. Mustafa Ibrahim, Exec. Director

7:00 ROLL CALL

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

7:10 NEW BOARD MEMBER

The Board discussed the Letter of Intent to join the STEP Academy Board from Abdulrazzaq Mursal. Abdulrazzaq attended the February meeting and was introduced to the Board. The scheduled February Board meeting did not have a quorum and the time was used to get acquainted with each other. A motion was made to accept Abdulrazzaq to the Board and approved by unanimous vote. He was subsequently sworn in.

7:15 APPROVAL OF AGENDA

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

7:22 APPROVAL OF JANUARY BOARD MINUTES

January 17th board meeting minutes were approved by unanimous vote.

7:28 JANUARY AND FEBRUARY 2019 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 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 January and February 2019 financial reports, and it was approved by unanimous vote.

8:27 ENROLLMENT and ACADEMIC REPORT: Dr. Mustafa Ibrahim, Exec. Director

Next week is our spring break for students. We are preparing for the MCA tests that will occur next month. The math and reading teachers are giving extra efforts on teaching students skills they need for this assessment. PSEO students return to STEP to take the MCA test.

We are going over applications for 2019-20 school year. There are 121 new applications for the fall. These are applications for students that do not attend STEP Academy. The projected enrollment for the fall of 2019-20 is 545 students.

Plans are being made for the high school graduation which is Saturday, June 1st from 11:00-2:00 at O'Shaunessy Hall. STEP Academy has invited the Mayor of St. Paul to attend the high school graduation.

8:40 SALARY SCHEDULE UPDATE: Dr. Sandra Olmsted, Board Chair

A committee was formed to look at the current staff and determine if the proposed salary schedule would fit the budget. Dr. Sandra Olmsted, Deborah Bartlett, and Abdulrazzaq Mursal agreed to be on the committee.

8:49 BEREAVMENT

The Board discussed three staff members that had family members die and were given 5 days of bereavement. The Board will look into a policy to put into the STEP handbook and discuss this at next month's meeting.

9:03 ADJOURN The meeting adjourned at 9:03pm by unanimous vote.