

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

**Board of Directors Meeting**  
**Tuesday, February 18, 2020, 5:30-8:30 pm**

**At STEP ACADEMY's Campus:**  
**835 East 5<sup>th</sup> Street**  
**St Paul, MN 55106**

<b>Board Member Names:</b>	<b>Present</b>	<b>Absent</b>	
Dr. Sandra Olmsted	X		
Abdulrazzaq Mursal	X		
Deborah Bartlett	X		
Amina Mohamud		X	
Rahima Ahmed	X		
Mohamed Shuriye		X	
<b>Guests:</b>			
Dr. Mustafa Ibrahim, STEP Academy Executive Director			
Mike Pocrnich, The Anton Group (TAG)			
Paul Scanlon, IQS representative			
Chuck Rinkey,			
<b>1. Call to Order</b>			
<b>By: Dr Sandra Olmsted</b>	<b>Time:</b>		
	<b>5:30</b>		
<b>School Mission Statement:</b> 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.			
<b>2. Declaration of Conflict of Interest if any</b>			
Board members attested that there are no conflicts of interest at this time.			
<b>3. Approval of the Agenda</b>			
<b>Motion</b> A motion was made to approve the agenda with moving Chuck Rinkey on the agenda to closer to the beginning of the meeting.			
<b>Made by: Dr. Sanda Olmsted</b>		<b>Seconded by: Abdulrazzaq Mursal</b>	
<b>Discussion:</b>			
<b>Vote</b>			
	Yea	Nay	Abstain
	4	0	0
<b>4. Approval of December 16, 2019 Minutes</b>			
<b>Motion</b> A motion was made to approve the January 14, 2020 minutes.			
<b>Made by: Dr. Sandra Olmsted</b>		<b>Seconded by: Deborah Bartlett</b>	
<b>Discussion</b>			

<b>Vote</b>			
	Yea	Nay	Abstain
	4	0	0
<b>5. Public Comments</b>			
There were no public comments			
<b>6. FY19 AUDIT REPORT: CHUCK RINKEY</b>			
<b>Motion</b>			
<b>A motion was made to accept the FY19 audit</b>			
<b>Made by: Abdulrazzaq Mursal</b>		<b>Seconded by: Rahima Ahmed</b>	
<b>Discussion</b>			
Chuck Rinkey discussed the analysis of STEP Academy Charter School’s financial performance and provided an overall review of financial activities for FY19. The analysis focuses on school financial performance as a whole. The school is in a good financial position and has a strong fund balance.			
<b>7. Financial Report: Mike Pocrnich, TAG</b>			
<b>Motion</b>			
A motion was made to approve the January 2020 Financial Report.			
<b>Made by: Dr. Sandra Olmsted</b>		<b>Seconded by: Abdulrazzaq Mursal</b>	
<b>Discussion</b>			
Michael Pocrnich (TAG) presented the January 2020 financial statement to the Board. 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 2020 financial report, and it was approved by unanimous vote.			
The Board discussed getting proposals from other audit firms with Mike Pocrnich. Mike will provide audit firms and Request for Proposals (RFPs) templates and the Board will post them.			
(Vote numbers recorded however, if there is a split vote on an appropriation of money, names are recorded)			
<b>Vote:</b>	Yea	Nay	Abstain
	4	0	0
<b>8. Director’s Report (organized by the qualifications required for evaluation of leadership)</b>			
Dr Mustafa Ibrahim reported on			
(a) <b>Instruction and student achievement:</b>			
Enrollment stands at 634 students.			
We have been getting enrollment applications for the 2020-21 school year and have 48 applications so far. The expectation is that we will have a waitlist again for the next school year.			
The recommendation is to have three 9 <sup>th</sup> grade sections for 2020-21 and two 10 <sup>th</sup> grade sections for 2020-21.			
Access testing for ELL students are almost finished.			
Teachers have been meeting in PLCs (Professional Learning Communities).			
Kathryn Martin, Dean of Students, wrote and submitted a grant to MDE for Social Emotional Curriculum. The grant is a two-year program for \$35,000.			

STEP Academy is on the list for the MDE 2020 Initial Eligibility List for Charter School Expansion/Replication.

The 2020-21 School calendar was distributed and the Board approved the calendar with the changes of Board meetings being documented as being held on Mondays. A motion to approve the 2020-21 School Calendar was made by Dr. Sandra Olmsted and seconded by Abdulrazzaq Mursal and was approved by unanimous vote.

**HR and Personnel management:**

There were five new hires Elementary STEM, Special Education Teacher, Special Education Assistant, ELL Teacher, and Fourth Grade Teacher.

**(c) Effective Communication:**

Sacred Heart Church has had some changes for instances: they have a new Priest and Leo has had health issues. Since the new leaders have been in place the church has sent the contract for the 2019-20 school year.

**(d) Legal and Compliance Management:**

**(e) Leadership Training**

A motion to approve expenses for Dr. Mustafa Ibrahim to attend ASCD Empower 2020 conference March 13-16, 2020 was made by Dr. Sandra Olmsted and seconded by Abdulrazzaq Mursal and was approved by unanimous vote.

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

The Board will review the IQS School Improvement Plan at the Board retreat on April 4, 2020.

**10. Board Training**

**Description:**

**The Board will plan a retreat for Saturday, April 4<sup>th</sup> from 8:00am – 2:00pm.**

The items we will discuss at the retreat: IQS feedback on School Improvement Plan, Board Policies, Staff Contracts, Team Building activities.

**11. Other Business**

- (a)** The Board is still looking at Legal Service providers. The firms that we have proposals from are Kennedy and Graven and Bassford Remele.

**12. Identify Items for the March 2020 Agenda; date of meeting and time:**

- (a) Approve March 16, 2020 agenda; approve February 18, 2020 Minutes; Allow for public comments; Receive February 2020 Financial Report from TAG;
- (b) Finance committee report on FY2021 budget
- (c) Discussion on Legal Services

<b>12. Adjournment</b>			
<b>Motion to adjourn</b>			
<b>Made by: Deborah Bartlett</b>		<b>Seconded by: Abdulrazzaq Mursal</b>	
<b>Discussion?</b>			
<b>Vote</b>			
	Yea	Nay	Abstain
	4	0	0

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