

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

**Board of Directors Meeting**  
**Monday, June 15, 2020, 5:30-7:55 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)			
Fadumo Mohamud, STEP Academy Office Staff			
Omar Fiqi, STEP Academy Teacher			
Abdiladif Sambul, Community Member			
<b>Call to Order</b>			
<b>By: Dr Sandra Olmsted</b>		<b>Time: 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>Declaration of Conflict of Interest if any</b>			
Board members attested that there are no conflicts of interest at this time.			
<b>Approval of the Agenda</b>			
<b>Motion</b> A motion was made to approve the agenda.			
<b>Made by: Dr. Sandra Olmsted</b>		<b>Seconded by: Abdulrazzaq Mursal</b>	
<b>Discussion:</b> The agenda was approved.			
<b>Vote</b>			
	Yea	Nay	Abstain
	6	0	0
<b>Approval of May 26th, 2020 Minutes</b>			
<b>Motion</b> A motion was made to approve the May 26 <sup>th</sup> minutes.			
<b>Made by: Abdulrazzaq Mursal</b>		<b>Seconded by: Mohamed Shuriye</b>	
<b>Discussion</b>			
<b>Vote</b>			

	Yea	Nay	Abstain
	6	0	0
<b>Public Comments</b>			
There were no public comments			
<b>Board Election Results</b>			
Fadumo Mohamud presented the Board with the results of the Board election. 1 – Rahima Ahmed – 82 votes 2 – Matt Greene-DeLanghe – 78 votes 3 – Abdiladif Sambul – 77 votes			
<b>(Note: There were other candidates. These should also be listed with their vote totals. Also, the file with all ballots collected should have been given to the Board Secretary.)</b>			
<b>Financial Report: Mike Pocrnich, TAG</b>			
<b>Motion</b> A motion was made to approve the May 2020 Financial Report.			
<b>Made by: Deborah Bartlett</b>		<b>Seconded by: Abdulrazzaq Mursal</b>	
<b>Discussion</b> Michael Pocrnich (TAG) presented the May 2020 financial statements to the Board. The fiscal year is 92% complete. He explained the reports and indicated that the school is doing well and has a solid financial base. The Board carefully examined the financial reports 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 May 2020 financial reports, and it was approved by unanimous vote.  The Board discussed FY21 Budget with Mike Pocrnich and there will be some additional funding because of the COVID-19. Mr. Pocrnich has revised the FY20 budget as some expenses were taken out from Distance Learning.			
<b>Motion to:</b> <b>Approve revised FY 20 budget and FY 20/21 budget</b>			
<b>Made by: Abdul Mursal</b>		<b>Seconded by: Amina Mohamud</b>	
<b>Director's Report:</b>			
Dr Mustafa Ibrahim reported on the following:  <b>Instruction and student achievement:</b> The current enrollment is 609 students. The waiting list has 108 students.  There was a graduation for families with seniors on June 6 <sup>th</sup> . Each student was assigned a ten-minute time slot to enter the school, cross the stage to receive his or her diploma, and participate in a photo booth. Each graduate was allowed to bring four guests to the event.  A playground is being built by Langer Construction Company, together with MN WI Playground. The deadline to complete the project is the end of July.  Dr. Mustafa reported that he has not completed the new Intervention Plan as requested by the Board at the May Board meeting. He said he had a lot to do with the Chromebook return process and Graduation Day.			

He will work on the new Intervention Plan by reviewing other school's Intervention Programs and discuss it with the Leadership team. The Board reminded him that this plan was overdue.

**HR and Personnel management:**

Currently, administrators are conducting interviews for the 2020-21 school year.

**Legal and Compliance Management:**

**Board, Authorizer and Community Relationships:** The Board plans to meet with IQS in a separate meeting on June 16th. There will be a discussion regarding steps the Board needs to take to follow to resolve items addressed on the SIP that IQS has identified with the probationary status.

**Board Training**

**Description:** The Board discussed using TAG as a resource for Board training. Abdul has agreed to contact TAG and discuss scheduling a time for TAG to come to STEP to train the Board in Finance and Governance.

**10. Other Business**

a. The Board reviewed the School Improvement Plan (IQS) and discussed the items that had been resolved and addressed. A Google Doc will be drafted by Deborah Bartlett and shared with the Board to use as a Progress Report to submit to IQS for July 1<sup>st</sup>.

**12. Identify Items for the August 2020 Agenda;**

- (a) Approve August, 2020 agenda; approve June 15th, 2020 Minutes; Allow for public comments; Receive June and July 2020 Financial Reports from TAG;
- (b) Finance committee: FY20/21 budget
- (c) Contract Committee Report on vendor contracts that were renewed/changed
- (d) Academic Report: Year End
- (e) Enrollment Fall 2020; Presentation of, and Discussion of the Reading and Math Intervention Plans
- (f) New/Unfinished Business

**12. Adjournment**

**Motion to adjourn**

**Made by: Deborah Bartlett**

**Seconded by: Abdulrazzaq Mursal**

**Vote**

	Yea	Nay	Abstain
	6	0	0

**Authorizer:**

Innovative Quality Schools (IQS)  
6616 Brittany Road  
Minneapolis, Minnesota 55436

