

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

**Special Board of Directors Meeting with IQS**  
**Monday, June 16, 2020, 6:10-7:05 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	
Matt Greene-DeLanghe	X	
<b>Guests:</b>		
Dr. Mustafa Ibrahim, STEP Academy Executive Director		
Laurie Schroeder, IQS		
Tom Tapper, IQS		
<b>Due to COVID-19 and the current pandemic, the Board meeting was held via Zoom.</b>		
<b>Welcome from Board Chair</b>		
<b>By: Dr Sandra Olmsted</b>	<b>Time: 6:10</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>Tom Tapper, IQS: Purpose of Meeting and Background Information</b>		
<b>Purpose of Meeting:</b> To discuss steps the Board needs to take to follow to resolve items addressed on the SIP that IQS has identified with the probationary status.		
<b>Background information on IQS:</b>		
Innovative Quality Schools (IQS) is a 501C3 organization that authorizes 30 schools and is one of the larger authorizers in Minnesota. Currently, four of the IQS Board members have been with IQS for ten years. Tom Tapper and Laurie Schroeder have been with IQS for five years. Mr. Tapper indicated that Rochel Manders will be the primary contact between IQS and STEP Academy as we move forward.		
Mr. Tapper discussed the most important step for the Board which is Board training. It should be specific to the deficiencies in Board Governance and Finance as well as the normal training.		
The Board reported that it has decided to use The Anton Group (TAG) as a resource for Board training. Abdul Mursal has agreed to contact TAG and discuss scheduling a time for TAG to come to STEP to train the Board in Finance and Governance. Abdul will contact Mike at TAG and ask him to share the content of the training with Tom Tapper and Laurie Schroeder.		

**Mr. Tapper indicated that the Board is responsible for decisions made and that the Director reports to the Board. The Board needs training in order to properly oversee all of the decisions that are made.**

Mr. Tapper indicated there were multiple reasons for the probation, such as: the response to the School Improvement Plan (SIP) needed more detailed responses to directions given to the Board; the Board was late in submitting it; and it appeared that the Board was not taking it seriously.

Mr. Tapper outlined the next steps the Board needs to take in evaluating the Executive Director. Executive Director's Evaluation should be completed by Personnel Committee before August 17:  
1<sup>st</sup> – Board has a meeting with Executive Director (a closed meeting that is recorded). In this meeting discuss the successes, challenges, and goals for the upcoming school year.  
2<sup>nd</sup> – Written Report of Summary of the evaluation is shared at the next Board meeting (August 17, 2020).

**July 1<sup>st</sup> Progress Report:**

**A Google Doc has been 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>. The Progress Report will be shared with IQS on June 16<sup>th</sup>.**

**IQS will review the July 1<sup>st</sup> Progress Report and give feedback to the Board.**

**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