

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy

Board of Directors Meeting
Monday, April 20, 2020, 5:30-8:30 pm

At STEP ACADEMY's Campus:
835 East 5th Street
St Paul, MN 55106

Board Member Names:	Present	Absent	
Dr. Sandra Olmsted	X		
Abdulrazzaq Mursal	X		
Deborah Bartlett	X		
Amina Mohamud	X		
Rahima Ahmed	X		
Mohamed Shuriye	X		
Guests:			
Dr. Mustafa Ibrahim, STEP Academy Executive Director			
Mike Pocrnich, The Anton Group (TAG)			
Paul Scanlon, IQS representative			
Due to COVID-19 and the governor issuing a “Stay At Home” order, the Board meeting was held via Zoom.			
1. Call to Order			
By: Dr Sandra Olmsted	Time: 5:30		
School Mission Statement: 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.			
2. Declaration of Conflict of Interest if any			
Board members attested that there are no conflicts of interest at this time.			
3. Approval of the Agenda			
Motion A motion was made to approve the agenda.			
Made by: Dr. Sanda Olmsted	Seconded by: Abdulrazzaq Mursal		
Discussion: There was no discussion.			
Vote			
	Yea	Nay	Abstain
	6	0	0
4. Approval of February 18, 2020 Minutes			
Motion A motion was made to approve the February 18, 2020 minutes.			
Made by: Deborah Bartlett	Seconded by: Abdulrazzaq Mursal		
Discussion			

Vote			
	Yea	Nay	Abstain
	6	0	0
5. Public Comments			
There were no public comments			
Paul Scanlon commented that he has received the STEP Academy Distance Learning Plan and will read it and respond to us at a later date.			
6. Financial Report: Mike Pocrnich, TAG			
Motion			
A motion was made to approve the February and March 2020 Financial Reports.			
Made by: Dr. Sandra Olmsted		Seconded by: Abdulrazzaq Mursal	
Discussion			
Michael Pocrnich (TAG) presented the February and March 2020 financial statements to the Board. 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 February and March 2020 financial reports, and it was approved by unanimous vote.			
The Board discussed FY21 Budget with Mike Pocrnich and decided there may be changes as the COVID-19 may have an impact on school finances. Mr. Pocrnich is going to continue to work on the FY21 Budget and the Board will discuss it at the next month's meeting.			
(Vote numbers recorded however, if there is a split vote on an appropriation of money, names are recorded)			
Vote:	Yea	Nay	Abstain
	6	0	0
7. Director's Report (organized by the qualifications required for evaluation of leadership)			
Dr Mustafa Ibrahim reported on the following:			
Instruction and student achievement:			
The STEP Academy Distance Learning Academic Report was viewed by all Board members. STEP Academy was fortunate to have had the current technology infrastructure to support every student as each student received a Chromebook from Kindergarten to 12 th grade. March 30 th was the first day of Distance Learning and only four students from grades K-12 were "absent" on that day, meaning there was no contact with them on that day. This was because of the success of our staff, students, and parents. Teachers in grades K-2 have set up schedules where they either talk on the phone or do a Google Hangouts video call with each of their students every day. Teachers in grades 3-5 have Google Meets morning meetings mid-morning with their students. Teachers in grades 6-12 are using Google Classroom as their main platform for instruction delivery. They are holding some Google Meets class meetings, and also holding office hours where they are in a Google Hangout and during that time any student can come to the video chat and get help on their work. The Special Education Staff have dedicated their time and energy to learn the tools and transition to providing our students their IEP (Individual Education Plan) support minutes in the form of Google Meets and Hangouts video meetings throughout every school day. This team has collaborated with each other, their students, and their students' parents to create success for every student's lessons this week. Currently, there are 80 STEP Academy families who wanted food and the number is increasing every day. The total number of students who receive meals from the school are 201 students. We use four vans from Bille Bus Transportation to deliver meals to the families two times a week. (Mondays and Thursdays).			

Current enrollment is at 636 students. As of March 31st there were 158 new applications for the 2020-21 school year. There are 101 openings for the fall and they are already filled with 70 students on the waitlist.

HR and Personnel management: The “Intent to Return” letters are going out to teachers at this time and the contracts will be sent early next month.

Legal and Compliance Management: The Board reviewed the attorney information that was presented in the fall and will look at other proposals from attorneys at the Board retreat next week.

Leadership Training

Dr. Mustafa Ibrahim informed the Board that the ASCD Empower 2020 conference scheduled for March 13-16, 2020 was cancelled due to COVID-19.

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

The Board plans to review the IQS School Improvement Plan at the Board retreat next week.

9. Board Training

Description:

The Board will plan a retreat for April 27th.

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

10. Other Business

(a) Board Election

Dr. Mustafa reported that there are Board members whose term ends 6/30/2020.

There will be a Board Election and here is the Timeline:

Board Election Timeline:

April 21 Invitation to apply for nomination

April 28 (9:00 am) – May 12th (5:00 pm) Accepting applications

May 18th Ballots are mailed to parents, teachers, and other qualified voters.

May 25th 5:00 pm, the polls close. Ballots will be counted by a small group not connected with STEP .

June 15th The Board election results will be announced at the Board Meeting.

July 1, 2019 New Board members are installed.

(b) Committees

The Board identified the members for the Salary Committee – Dr. Sandra Olmsted, Deborah Bartlett, and Abdulraqqaq Mursal. Members of the Personnel Committee – Amina Mohamud, Abdulrazzaq Mursal, and Dr. Sandra Olmsted. Both committees plan to meet in the next two weeks.

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

(a) Approve May 18, 2020 agenda; approve April 20, 2020 Minutes; Allow for public comments; Receive April 2020 Financial Reports from TAG;

(b) Finance committee report on FY2021 budget

(c) Salary and Personnel Committee Report; Contract Committee report

(d) Academic Report			
(e) Enrollment Fall 2020 Discussion			
(f) New Business			
12. Adjournment			
Motion to adjourn			
Made by: Deborah Bartlett		Seconded by: Abdulrazzaq Mursal	
Discussion			
Vote			
	Yea	Nay	Abstain
	6	0	0

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

