

**STEP ACADEMY**  
**Science, Technology, and Engineering Preparatory Academy**  
**Board of Directors Meeting**  
Monday, February 22<sup>nd</sup> 2021, @5:30 Pm  
**STEP ACADEMY's Campus( Via Zoom)**  
**835 East 5 th Street**  
**St Paul, MN 55106**

<b>Board Member Names</b>	<b>Present</b>	<b>Absent</b>
Rahima Ahmed	X	
Amina Mohamud	X	
Abdulrazzaq Mursal	X	
Abdiladif Sanbul		X
Mohamed Shuriye	X	
<b>Guests</b>		
<b>STEP Academy Leadership:</b> Dr. Mustafa Ibrahim, Traci Moore, Mohamed Mohamoud, Emma Olson, Kathryn Martin and Ahmed Mursal		
Paul Scanlon, Dave Bakke and Rochel Manders from IQS		
<b>5:30- Call to order</b>		
Abdulrazzaq Mursal. Board Chair		
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.		
<b>5:32: Declaration of Conflict of Interest if any</b>		
Board members attested that there are no conflicts of interest at this time		
<b>5:32: Approval of the Agenda</b>		
<b>Motion</b>		
A motion was made to approve the February 22 <sup>nd</sup> 2021 Agenda		
<b>Made by:</b> Rahima Ahmed		
<b>Seconded by:</b> Mohamed Shuriye		

**Vote:** The agenda was approved by all board members

**5:35 APPROVAL OF MINUTES from December 21<sup>th</sup> Board Meeting**

**Motion**

A motion was made to approve the January 25<sup>th</sup> 2021 minutes

**Made by:** Rahima Ahmed

**Seconded by:** Amina Mohamud

**Discussion:**

**Vote:** The minute from 01/25/2021 board meeting was approved by all board members

**5:40. Public Comment**

No public comment

**5:45 PM:00 FINANCIAL REPORTS: Mike Pocrnich- TAG.**

Michael Pocrnich (TAG) presented the January and February 2021 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. The school administration and TAG are working on the 2021-22 budget and will present to the board on May 2021 board meeting.

**Motion**

A motion to approve the January and February financial statements was made by Amina Mohamud.

Seconded by: Rahima Ahmed .

**Vote:** The January and February 29021 financial reports was approved by unanimous vote.

**6:00. Distance Learning Plan Report by Leadership Team**

**Enrollment:** ) As of 1/22/2021. STEP Academy Elementary 247 students. STEP Academy Secondary 378 students

**2021-2022 Application.** Every Friday the office staff has been sending the enrollment sheets for the 2021 school year enrollment to Keeley Tholen. So far we got over fifty new applications. We plan to keep doing every Friday until the on time-enrollment period ends (03/31/2021)

We had 92% attendance at our elementary conferences on February 4-5. Elementary teachers reported that it was great to see students and parents. This is a higher turnout than most conferences we have, but parents also picked up materials for the third quarter so that could have had something to do with the increased turn out. Secondary conferences will be held February 24-26 as scheduled conferences instead of drop in.

This is being done in order to maintain a smaller group on site at a given time. If parents have a need to see a particular teacher, we are going to do our best to accommodate them. We have scheduled an eight hour Cultural Competency Training through Marilyn Hathaway, a Minnesota Department of Education certified trainer, for all staff during multiple sessions this spring.

This training is required for teachers on a lower tiered license as well as highly recommended as the training to use to fulfill relicensing for all teachers. Two of our teachers, Andy Tholen and Freedom Hunt, conducted a training on Differentiated Learning (meeting all students' needs) on February 17th.

This will be a monthly occurrence in order to build teachers' skills in meeting all students' needs. We identified this as a professional development need through the weekly data that we collect on student achievement.

Our added Friday advisory period has paid off. Parents are receiving heightened communication as advisors call home for any students who have missing assignments each week.

**On Site Program.** The student success team has identified 10 "at-risk" students whose needs will be met by working with a teacher on site. Some of the factors the Student Success team will take into account when identifying "at-risk" students will be attending and failing grades. Criteria for exiting the program will be that the student is caught up on their missing work and can successfully operate their schedule independently.

At-Risk Students Support Proposal Purpose:

As STEP Academy Leadership Team continues to develop its systems and processes for Distance Learning, one area of need that has been identified is providing an additional level of support to our most "at-risk" students. The leadership team is proposing that **as many students** (based on their academic needs) per day (Monday-Thursday) be allowed on site to attend their classes and work on missing work. In allowing our most at-risk students to work from school, the Student Success Team is able to broaden their approaches of support and intervention during distance learning

The Board discussed strategy to prioritize in-person learning for all Kg-12 students and overall options available for STEP Academy students for Quarter four (March 22-May 29<sup>th</sup>). After consideration of the STEP Academy Leadership Team's input, the Board voted unanimously to remain in distance learning for quarter four for all elementary students.

**Motion.**

A motion was made to continue with distance learning for all STEP Academy students for Q4

and allowed on site learning **as many students** (based on their academic needs) per day (Monday-Thursday) was

**Made by:** Rahima Ahmed

**Seconded by:** Abdulrazzaq Mursal

**Vote:** The motion was approved by all board members.

### **Special Education**

Active IEPs: 32

Moved: 2

In-Process Initial Evals: 1

Parents Refused: 3

Graduated: 1 (Jan. 2021)

Work Experience Program: Currently have 4 students taking the Pre-ETS class within the new Work Experience Program.

Grow Your Own (GYO) Program: The intent of this legislation and MDE is to provide grant funds to create pathways for teacher candidates of color and American Indian candidates primarily. Current grantees range approximately 40-80% participants of color in their programs.

2 Pathways towards Licensure:

1. Paraprofessional pathway to teacher licensure.
2. Any already licensed teachers in other areas of education.

NEED: For the Face-To-Face Learning Model: The SpEd Dept. needs two (2)

Paraprofessional / Personal Care Assistants (PCAs).

1 - Kindergarten (student needs 3 tube-feedings while at school; state mandates PCA)

1 - 1st Grade (student currently exceeds 2 seizures per month; state mandates PCA)

#### Qualifications Required:

ParaPro Assessment Tested/Certified OR Associates degree or higher

PCA Certification Required

Somali speaker; preferred

**MAJOR RESPONSIBILITIES AND DUTIES:** The Special Education Para / PCA provides assistance to students, school nurses, and teachers in providing an appropriate, safe learning environment to students enrolled in special educational programs. Some students may have challenging behaviors and medical needs in which you will receive specific training. Based on some special education student needs, we are requesting from the board to create two positions of PCA.

#### **Motion.**

A motion was made to create two Personal Care Assistants (PCAs) was made by Mohamed

Shuriye

**Seconded by:** Rahima Ahmed

**Vote:** The motion was approved by all board members.

**7:00 PM Motion to adjourn the meeting.**

**Motion Made by:** Rahima Ahmed

**Seconded by:** Mohamed Shuriye

**Vote: All board members voted yes**

Next Board Meeting: March 15<sup>th</sup> 2021.