

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy
Board of Directors Meeting
Monday, April 18th, 2022, 5:30 PM
STEP ACADEMY's Campus (Via Zoom)
835 East 5th Street
St Paul, MN 55106

Board Member Names	Present	Absent
Rahima Ahmed	X	
Amina Mohamud	X	
Abdulrazzaq Mursal	X	
Abdiladif Sambul	X	
Mohamed Shuriye	X	
Guests		
STEP Academy Leadership: Mustafa Ibrahim - School Director Traci Moore - Assistant Director of Academics Drew Baillargeon - Dean of Students Emma Olson - Special Education Coordinator Julian Wu - Administrative Assistant Communications Guests: Jeanne Brino (TAG)		

5:36 PM CALL TO ORDER (Abdulrazzaq Mursal)
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.

5:37 PM DECLARATION OF CONFLICT OF INTEREST
Board members attested that there are no conflicts of interest.

5:40 PM APPROVAL OF AGENDA
Discussion: No discussion

Motion: Motion was made to approve April 18th, 2022 agenda

Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: Unanimous Vote-Approved

5:47 PM APPROVAL OF MINUTES

Discussion: No discussion

Motion: Motion was made to approve the March 21th, 2022 minutes

Made by: Rahima Ahmed

Seconded by: Abdiladif Sambul

Vote: Unanimous Vote- Approved

5:48 PM PUBLIC COMMENT

No Public Comment

5:55 PM FINANCIAL STATEMENT AUDIT REPORT, TAG

Jeanne Brino (TAG):

- Balance Sheet: The School's balance sheet reflects the school liquid assets and liabilities. The primary focus of the balance sheet is the cash balance and any material liabilities. Additionally, attention should be paid to the amount of the YTD state hold back. The highlights from the balance sheet are:
 - Cash balance as of the end of the month: **\$1,671,485** includes the State payments to date.
 - Due from the State: **\$1,110,614** represents the difference between State Revenue Earned for the current year and the prior year holdback still owed, as compared to what the state has paid the school.
 - Accounts payable and salaries payable balance as of the end of the month: **\$365,397** summer salaries and benefits and open invoices as of end of month.
 - Current short-term line of credit balance: \$0.
- Income Statement: The focus of the School's income statement is to monitor the ongoing revenues and expenses of the various programs. Monthly review of the actual spent vs. budget as well as taking into consideration the percentage of the fiscal year completed is imperative. Yet, also understanding how each individual line item functions will help the overall analysis. The highlights from the income statement are:
 - Percent of fiscal year completed: **73%**
 - ❖ Venture's cash balance is expected to remain stable during fiscal 2022.
 - YTD revenue as a percent of budget: 73% based on estimated enrollment estimates of **585ADM**.

- ❖ Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood. Budgeted
- ❖ **ADM: 585 ADM**
- ❖ **Actual ADM: 585 ADM.**
- YTD expenses as a percent of budget: **77%** which includes expenditures to date and for invoices received at month-end.
- Other Items to Note:
 - Detailed check register is attached. Please review, any questions are welcome

Motion: Motion to approve the financial report of March 2022

Made by: Abdulrazzaq Mursal

Seconded by: Mohamed Shuriye

Vote: Unanimous Vote- Approved

6:20 PM LEADERSHIP REPORT: STEP Academy Leadership Team

School Report by School Director (**Mustafa Ibrahim**)

- **Enrollment**
 - **631** students enrolled
 - ❖ **247 Elementary Students**
 - ❖ **384 Secondary Students**
 - Currently **106** New students enrolled at **2022-2023 Academic Year**
 - Currently **25** students on the **waiting list**
- **Expansion Update**
 - Last Friday, we got a message that maybe a location in Burnsville. It could be available in early July.
 - Mask Requirement: It was discussed in the leadership meeting this week that we would like to recommend to the board to lift the mask mandate.
- **Face Coverings now optional effective**
 - April 20,2022, for the staff and students of STEP Academy while in school building or on school bus.

Academic Report by Assistant Director of Academics (**Traci Moore**)

- **Curriculum**
 - STEP Academy is processing a quote for a **Five-year** elementary math curriculum license for Math Expressions from publisher, Houghton Mifflin.
 - This curriculum was adopted in grades **K-2** this year and we have seen marked growth in students as a result.
 - This five year license cost is **\$48, 113.**
 - Currently working on securing quotes for **secondary math** (our six year license sunsets this year) as well as secondary ELA.

- **Assessment**
 - Reading **MCA** testing begins at the week of **04/18 - 04/22/2022** (This week).
 - Teachers have guided students to set goals for themselves in addition to the work they have done to prepare academically.
 - **Math** testing will be on the week of **04/25 - 04/29/2022** (Next Week).
 - **MCA's Science testing will finish in May.**

- **Professional Development**
 - STEP Academy has begun working on scheduling training for the opening weeks of school next year (2022-2023).
 - Teachers will be updated with their August schedule prior to departing for the summer.

- **Other Projects**
 - We have begun to receive notifications of a few staff members who will not be returning next year, and we are beginning the posting and interviewing of candidates for 2022-2023.
 - Teachers are previewing the 2022-2023 revised block schedule.
 - ❖ **Proposing to move from a three block A/B, 100 minute period day with an advisory and home room to a four block A/B, 90 minute day with advisory and homeroom combined into one period first thing in the morning.**
 - ❖ This change is based on lessons learned during our schedule this year. We continue to examine feedback from teachers, students, and families to arrive at the best academic results for students. Needs as a result of the new schedule:
 - An additional classroom is needed, which Dr. Mustafa Ibrahim has already discussed with the church.
 - The additional classroom will be the room next to the reflection room in the basement that needs to be remodeled and outfitted as an art room; it will be ideal if **sink capability** can be applied..
 - Staffing needs:
 - ❖ **Secondary Reading Intervention teacher (Identified)**
 - ❖ **Additional staffing needs may be needed when course assignments are finalized**
 - Benefits of the four block system
 - ❖ **Length of the hour is more appropriate for instruction.**
 - ❖ **Addition of a second math period for middle school students.**
 - ❖ **Expanded College and Career Readiness to middle school and eleventh grades.**
 - ❖ **Additional high school electives.**
 - ❖ **Able to accommodate more required courses in a year prior to PSEO allowing students to focus more on their college requirements and prerequisites once they are in PSEO.**

Behavior Report by Dean of Students (**Drew Baillargeon**)

- Planning End of Year Incentive Field Trips for students showing PRIDE
- Average **14** referrals per day during the month of March
- Continue to provide behavior intervention for students at all levels following distance learning
- Will be participating in PRIDE Bingo at elementary level this week
- Continue to teach students at all levels Social Emotional Learning skills

Special Education Report by SPED Coordinator (**Emma Olson**)

- **40 total SPED students currently.**
 - **12 students K-5.**
 - **28 students 6-12.**
 - **Initial Evaluations Currently Being Conducted: 8**
 - **Schedule Permission Meetings with Parents: 6**
 - **Total for End of 2021-22 SY If all students qualified for services: 54**
- SpEd Department Staff
 - Due to growth in the number of new special education students and new initial evaluations in process, we will need to employ **another SpEd Teacher and 2 more Paraprofessionals.**

Motion: Motion to approve leadership report along with the **five year license, add on staffing needs** and **optional face covering effective on Wednesday, April 20th, 2022**

Made by: Rahima Ahmed

Seconded by: Abdulrazzaq Mursal

Vote: Unanimous Vote- Approved

6:40 PM Other Business

Curriculum: Approval

The board is proposing to create an enrollment committee.

Request for a staff member for Reading Intervention (Added FTE 1.0).

Request for a staff member for a SPED Teacher (already exists) and 2 paraprofessionals (1 add and 1 replace). 1 Paraprofessional added as FTE 1.0.

Motion: Motion to approve the board election timeline

Made by: Rahima Ahmed

Seconded by: Abdulrazzaq Mursal

Vote: Unanimous Vote- Approved

6:42 PM MOTION TO ADJOURN

Motion Made by: Abdulrazzaq Mursal

Seconded by: Abdiladif Sambul

Vote: Unanimous approval

Next meeting: 05/16/2022 5:30 PM