

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy
Board of Directors Meeting
Monday, May 16th, 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 Drew Baillargeon - Dean of Students Emma Olson - Special Education Coordinator Guests: Jeanne Brino (TAG)		

5:32 PM CALL TO ORDER, Welcome, and Roll Call: 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.

5:32 PM CONFLICT OF INTEREST CHECK

Board members attested that there are no conflicts of interest.

5:34 PM APPROVAL OF AGENDA

Discussion: No discussion

Motion: Motion was made to approve May 16th, 2022 agenda

Made by: Rahima Ahmed

Seconded by: Abdulrazzaq Mursal

Vote: Unanimous Vote-Approved

5:38 PM APPROVAL OF MINUTES from April 18th 2022 Board Meeting

Discussion: No discussion

Motion: Motion was made to approve the April 18th, 2022 minutes

Made by: Abdulrazzaq Mursal

Seconded by: Mohamed Shuriye

Vote: Unanimous Vote- Approved

5:39 PM PUBLIC COMMENT

No Public Comment

5:40 PM APRIL 2022 FINANCIAL REPORTS Jeanne Brino- 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: **\$1,457,458** includes the State payments to date.
 - Due from the State: **\$1,205,563** 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: **\$348,019** 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: **83%**
 - ❖ **STEP's cash balance is expected to remain stable during fiscal 2022**
- 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 revenue as a percent of budget: **81%** based on estimated enrollment estimates of **585ADM**.
- YTD expenses as a percent of budget: **86%** 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 April 2022

Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: Unanimous Vote- Approved

5:49 PM 2021-22 SCHOOL REPORT: LEADERSHIP TEAM

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

- **Enrollment**
 - **623** students enrolled
 - ❖ **241 Elementary Students**
 - ❖ **382 Secondary Students**
 - Currently **117** New students enrolled at **2022-2023 Academic Year**
 - Currently **52** students on the **waiting list**
- **Expansion Update**
 - Meeting with Burnsville City Council on 5/17/2022
 - In touch with all groups related to the building
 - Still hoping for 2022-2023 school year

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

- **Curriculum**
 - Finalizing curriculum purchases for **2021-2022** in process; these include:

❖ **Secondary Math**

❖ **Secondary ELA**

- Expenditure requests will follow in **June**.
- **Assessment**
 - All assessments have been completed for the school year.
 - Fast testing will be finished on the week of **05/16/2022 - 05/20/2022**.
 - Reading is expected to gain this year; still conducting a thorough data review in math due to lack of improvements in grades **3-11**.
 - New elementary math curriculum seeing marked gains in math in grades **K-2** Fast testing (almost half of students below level in the fall improved to at or above level in the spring).
 - A strategic plan for math improvement will be included in the **June Board Report**.
- **Professional Development**
 - Plans for professional development in the fall are coming.
 - This planning includes:
 - ❖ **Multiple math training**
 - ❖ **Classroom behavior management**
 - ❖ **Training on special populations (ELL/special education)**

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

- Averaged about 12 per day during April which was a decrease from March.
- End of Year Incentive Trips:
 - **K-5** students went to the **Park** to celebrate positive behavior
 - **6-12** will be going to **Valley Fair** as an incentive on **June 1st**
- All school track and field days at the end of **May**.
- Planning to update handbook this summer

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

- **As of May 13, 2022:**
 - Active IEPs = **44**
 - In-Process Initial Evaluations: **7**
 - SpEd PSEO students graduating this year : **3**
 - On **June 1, 2022**, projected total IEPs = **48** which is **8%** of our total school population.
- **SpEd Department Staff**
 - Current # of SpEd Teachers: **6**
 - Current # of SpEd Paraprofessionals: **7**
- **Fall 2022 - 2023 School Year:**
 - The Student Success (Intervention) Team has referred: **13** students for a SpEd evaluation for Fall 2022-23 school year
 - Projected active IEPs by **January 2023** is **61 (10%)**.
 - **SpEd Teachers Needed: 7**

➤ **SpEd Paraprofessionals Needed: 9**

Community and Parent report by Family Coordinator (**Mohamed Mohamoud**)

● **May 2022 PTO Meeting**

- The monthly PTO meeting goals are to update the parents about STEP Academy's progress and upcoming events, and to have a dialogue with the parent about how they can help their children's education.
- The topic discussion of this month was: **How do we improve our children's academic performance, basic parenting skills and update the school activities.**
 - ❖ Feedback from parents was very positive.
- The common parenting skills are plan to be discussed during the upcoming PTO meetings to encourage parents to have a good relationship with the school.

Motion: Motion to approve the leadership report of April 2022

Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: Unanimous Vote- Approved

6:10 PM OTHER BUSINESS

2022-2023 School Calendar include in the minutes

[STEP Academy 2022/2023 Year At A Glance](#)

Motion: Approve school calendar 2022-2023

Made by: Rahima Ahmed

Seconded by: Mohamed Shuriye

Vote: Unanimous Vote- Approved

6:16 PM ADJOURN

Motion Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: Unanimous approval

Next meeting: 06/20/2022 5:30 PM