

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy
Board of Directors Meeting
Monday, April 17th 2023, 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	
<i>Amina Mohamud (Resigned)</i>	/	/
Dr. Abdulrazzaq Mursal	X	
Abdiladif Sambul	X	
Mohamed Shuriye	X	
Guests		
STEP Academy: Dr. Mustafa Ibrahim - Superintendent Traci Moore - Assistant Superintendent of Academics Ahmed Mursal - Assistant Superintendent of Operations Rani Hayden - Burnsville Coordinator Drew Baillargeon - Dean of Students Mitsy Harbeck - Special Education Coordinator Julian Wu - Administrative Assistant Communications Guests: Lisa Hasledalen (Design Of Learning - Finance) Paul Kinsley (IQS) Rochel Manders (IQS)		

5:33 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.

5:35 PM CONFLICT OF INTEREST CHECK

Board members attested that there are no conflicts of interest.

5:36 PM APPROVAL OF AGENDA

Discussion: No discussion

Motion: Motion was made to approve April 17th agenda

Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: Unanimous Vote-Approved

5:40 PM APPROVAL OF MINUTES from February 2023 Board Meeting

Discussion: No discussion

Motion: Motion was made to approve the March 2023 minutes

Made by: Abdiladif Sambul

Seconded by: Rahima Ahmed

Vote: Unanimous Vote- Approved.

5:42 PM PUBLIC COMMENT

No Public Comment

5:49 PM March 2023 FINANCIAL REPORTS Design Of Learning

Lisa Hasledalen (Design For Learning):

The board carefully examined the financial report and discussed the specifics in each of the sessions of the report. Deficit 1 million, Assets 166, no comments on these. Negative on the food service fund, Burnsville got revenue and will help out. The budget will be revised and therefore there are no comments at this time. Financials are expected to be on the lower end due to opening the Burnsville site, but we should be getting more revenues down the line.

Discussion: No discussion

Motion: Motion was made to approve the March 2023 financial reports.

Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: Unanimous Vote- Approved.

6:15 PM STEP ACADEMY REVISED BUDGET FOR FY23

Lisa Hasledalen (Design For Learning):

Budgets are not entirely ready to be adapted, but it could be. The revenue and the federal grants are lowered. Expenditures increased by a million and contracted services went up as well as utilities went up because of the Burnsville site. Salaries and benefits went up as well. At this moment we are spending more than the revenue. The revenue and spending needs to be reviewed in order to conduct more exact data.

The board would like to give Ms. Lisa Hasledalen more time to look at all the costs including summer school costs.

6:45 PM 2022-23 SCHOOL REPORT: LEADERSHIP

Enrollment: Total: 741 students (Saint Paul: 640 Students; Burnsville: 101 Students)

Waiting list: 97 students

The Middle school English Language Arts curriculum for next year is still being finalized.

Ms. Traci Moore is working with the vendor on specifics and pricing. Curriculum orders for the new Burnsville location will be put together with regular orders for current classes for next year. 46 Active & Enrolled; 3 of those are Speech only students, 1 of those students is Physically Impaired (PI). The rest fall into the categories of: SLD, OHD, EBD, DCD 4 students are currently in Evaluation with due dates at the end of April and mid May. Tenth grade students took the Pre ACT before spring break, and the eleventh graders took the ACT on Tuesday, April 11, 2023.

Reading MCA testing begins this week. Math testing will be next week, and MCAs will finish with science testing the first week in May.

We have begun working on scheduling trainings for the opening weeks of school next year.

Job posting and interviewing of candidates for 2023-2024 has begun.

The 2023-2024 lottery was completed over spring break. We are preparing application packets to be sent to students who were accepted via the lottery and communication about waitlisted students will also be sent in the next week.

Positive behavior field trips will be taking place for students in late April & May; students are required to show positive behavior and passing grades in order to earn the trip. Weekly PBIS incentives continue.

Teachers at all levels had discussion with the behavior team regarding current behavior of students at STEP and made some updates and changes based on teacher feedback.

Teachers and staff are encouraged to reteach expectations after the Spring Break to update students on expectations.

Burnsville enrollment of 2023-2024 so far is 209 students.

Burnsville site is still seeking multiple positions both in Elementary and Middle School.

Potential E-learning plan (4 days onsite, 1 day virtual) is discussed; still need to consult authorizer, parents and for possibilities and get MDE approval.

Board Request: Provide estimation of the cost of curriculum and furniture orders and consult Ms.Lisa Hasledalen with FY24 budget.

6:45 PM OTHER BUSINESS:

Approve engagement letter from School Attorney

Review STEP Academy Policies

Proceed Board Member Applications

Motion: Approve the engagement letter from Craig A. Kepler (School Attorney)

Motion Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: Unanimous Vote- Approved.

Review of STEP Academy Policies:

218 Conflict of Interest Policy

401 Equal Employment opportunity

402 Disability Nondiscrimination Policy

Proceed board member position applications:

Motion: Ms.Rahima Ahmed and Mr.Abdiladif Sambul will interview the candidates for the board member position and report back at 05/15/2023 board meeting.

Motion Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

6:51 PM ADJOURN

Motion: Adjourn the 04/17/2023 Board Meeting

Made by: Abdulrazzaq Mursal

Seconded by: Rahima Ahmed

Vote: The 04/17/2023 Board meeting is adjourned

Next meeting: 05/15/2023 5:30 PM