**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 |  |
| Dr. Abdulrazzaq Mursal | X |  |
| Abdiladif Sambul | X |  |
| Mohamed Shuriye | X |  |
| **Guests** |  |  |
| **STEP Academy:**  Dr. Mustafa Ibrahim - Superintendent  Traci Moore - Assistant Superintendent of Academics  Rani Hayden - Burnsville Coordinator  Drew Baillargeon - Dean of Students  Mitsy Harbeck - Special Education Coordinator  **Guests:**  Lisa Hasledalen (Design Of Learning - Finance)  Laurie Schroeder (IQS)  Rochel Manders (IQS)  Craig Kepler (BEST & FLANAGAN |  |  |

|  |
| --- |
| **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 May 15th 2023 agenda  **Made by:** Abdulrazzaq Mursal  **Seconded by:** Rahima Ahmed  **Vote:** Unanimous Vote-Approved |
|
|
|

|  |
| --- |
| **5:40 PM APPROVAL OF MINUTES from April 17th Board Meeting** |
| **Discussion:** No discussion  **Motion:** Motion was made to approve the April 17th minutes  **Made by:** Rahima Ahmed  **Seconded by:** Abdulrazzaq Mursal  **Vote:** Unanimous Vote- Approved. |
|
|
|

|  |
| --- |
| **5:42 PM PUBLIC COMMENT** |
| Mitsy Harbeck and Rani Hayden advocated for the appointment of a teacher who possesses qualities and experiences needed to serve on the school board. |

|  |
| --- |
| **5:49. Affiliated Building (ABC) Discussion. Craig Kepler** |
| A number of charter schools has been advocating to establish an Affiliated Building Company (ABC's) to construct or purchase and renovate facilities for Charter Schools. Charter schools then leases from its Affiliated Building Company. Craig presented the compelling advantages of establishing the ABC Nonprofit Organization for STEP Academy. The establishment of ABC Nonprofit will not only solidify our school's reputation as a beacon of excellence but also ensure the long-term sustainability of our educational mission. Craig also mention that there is $600 flat fee to complete the ABC application. Top of Form  Bottom of Form  **Motion:** Motion was made to work with Craig Kepler to apply for the ABC Nonprofit organization. **Made by:** Abdulrazzaq Mursal  **Seconded by:** Rahima Ahmed. **Vote:** Unanimous Vote- Approved. |

|  |
| --- |
| **5:49 PM March 2023 FINANCIAL REPORTS Design Of Learning** |
| **Lisa Hasledalen** (Design For Learning):  As of April 30, 2023 the school has received in Fund 01 a total of $7,419,885 of current Fiscal Year State, Federal, and Local revenues which is 76% of its current budgeted amount. As of April 30, 2023 the school has expended in Fund 01 $9,224,143 which is 76% of its current budgeted expense.  STEP Academy had a total cash balance of $222,678 at the end of April 2023 reflected across all funds. STEP Academy had a balance of $57,818 in accounts receivable at April 30, 2023. There was a balance of $337,601 in current liabilities for general accounts payable and payroll liabilities at April 30, 2023. A portion of the liability is for payroll withholdings on the last day of the month which are not paid until the first days of the next month, thus they are reflected on the current balance sheet. STEP Academy had an overall audited fund balance of $3,177,489 at June 30, 2022 which includes its  investments in fixed assets.  The Budget has been revised to 690 ADM or approximately 750 pupil units. Currently being paid on 730 ADM or 790 pupil units. Current ADM is 639 or 690 pupil units. The food service deficit keeps increasing and this could change the ending fund balance**.**  **Motion:** Motion was made to approve the March 2023 financial reports.  **Made by:** Abdulrazzaq Mursal  **Seconded by:** Rahima Ahmed  **Vote:** Unanimous Vote- Approved. |

|  |
| --- |
| **6:45 PM** **2022-23** **SCHOOL REPORT: LEADERSHIP** |
| **Enrollment:** St. Paul: 637 Students. Burnsville: 99 Students. Total: 736  2023-224 School Year. St. Paul Admitted: 105. Waiting list: 131.  2023-2024 STEP Academy Calendar Approval  Staff update:  New hire: Naheed Merchant Elementary Specialist- Burnsville  Resigned: Keely Hollis. Elementary Specialist.  **Request for an Increase in Grade Classroom from 5 to 8 Students per Grade**  As the school Superintendent, I strongly believe that this change would benefit our school community in general.  Increasing the grade size would allow us to accommodate more students in each grade, which would help us serve a larger portion of our community. With growing enrollment in our area, this change would enable us to better meet the needs of families seeking quality education for their children.  I understand that this change may require adjustments to our current classroom configurations. I am committed to working with the Board to ensure that this adjustment is implemented in a way that is beneficial to our students and our school community.  The Bureau of Educational and Cultural Affairs at the State Department, informed us that STEP Academy has been selected to host a Fully Funded teacher of Arabic Language as part of the 2023-2024 Teachers of Critical Languages Program. |

|  |
| --- |
| **6:45 PM OTHER BUSINESS:** |
| **Line of Credit application from Propel Nonprofits.**  Having a line of credit will allow us to manage our cash flow more effectively, meet our expenses in a timely manner, and ensure that our school continues to provide quality education to our students. We believe that a line of credit will be instrumental in addressing our financial needs and help us maintain our financial stability.  **Motion:** To approve a Line of Credit application for STEP  **Motion Made by:** Abdulrazzaq Mursal  **Seconded by:** Abdiladif Sambul  **Vote:** Unanimous Vote- Approved.  **Approval of Board Vacancy**  Ms.Rahima Ahmed and Mr.Abdiladif Sambul interviewed the candidates for the board member position and reported back to the board.  After discussion, questions and answers, Abdiladit Sambul moved a **motion** to appoint Fadumo Mohamed to the STEP Academy Board.  **Seconded by:** Rahima Ahmed.  **Vote:** Unanimous Vote- Approved.  **2023 STEP Academy Board Election.**  The board discussed the notice of the upcoming election of members of the board of directors of STEP Academy. Elections will be held between May 29th and June 15th 2023. Result of the election will be present to the board on June 26th Board meeting |

|  |
| --- |
| **6:51 PM ADJOURN** |
| **Motion:** Adjourn the May 15th /2023 Board Meeting  **Made by:** Abdulrazzaq Mursal  **Seconded by:** Abduladit Sambul  **Vote:**  Unanimous Vote- Approved.  Next meeting: June 26th 2023 5:30 PM |
|