

**STEP ACADEMY**  
**Science, Technology, and Engineering Preparatory Academy**

**Board of Directors Meeting**  
Monday, December 21<sup>st</sup> 2020, 7:06 pm  
**At STEP ACADEMY's Campus( Via Zoom)**  
**835 East 5 th Street**  
**St Paul, MN 55106**

Board Member Names	Present	Absent
Rahima Ahmed	X	
Amina Mohamud	X	
Abdulrazzaq Mursal	X	
Abdiladif Sanbul	X	
Mohamed Shuriye	X	
Guests		
<b>STEP Academy Leadership:</b> Dr. Mustafa Ibrahim, Traci Moore, Mohamed Mohamoud, Emma Olson, Kathryn Martin and Ahmed Mursal		
Mike Pocrnich, The Anton Group (TAG)		
Paul Scanlon from IQS		
5:31- Call to order		
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.		
5:32: Declaration of Conflict of Interest if any		
Board members attested that there are no conflicts of interest at this time		
5:33: Approval of the Agenda		
Motion		
A motion was made to approve the December 21 <sup>st</sup> 2020 agenda		

**Made by:** Rahima Ahmed

**Seconded by:** Amina Mohamud

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

**5:40 APPROVAL OF MINUTES from November 16<sup>th</sup> Board Meeting**

**Motion**

A motion was made to approve the November 16<sup>th</sup> 2020 minutes

**Made by:** Amina Mohamud

**Seconded by:** Mohamed Shuriye

**Discussion:**

**Vote:** The minute from 11/16/2020 board meeting was approved by all board members

**5:50. Public Comment**

No public comment

**6:00. ANNUAL AUDIT REPORT. For the Year Ended June 30, 2020. ABDO, EICK & EYERS, LLP TEAM.**

**Justin Nilson, ABDO, EICK & MEYERS**, auditor, went over the Financial Statements for the year end of June, 30 2020. He stated that everything looked fine and STEP Academy has exceeded the goal of the minimum fund balance for the General Fund. The school is in really good financial situation. Following the financial statements are some highlights that go into management's and discussion. There were no findings that caused the auditor to believe that STEP Academy failed to comply with the provisions of the Minnesota Legal Compliance Audit for Charter Schools. Mohamed Shuriye made a motion to accept the audit report, Amina Mohamud seconded the motion and all present approved.

**6:30 FINANCIAL REPORTS: Mike Pocrnich- TAG.**

**Motion**

A motion was made to approve the November 2020 Financial Report.

**Made by:** Moahmed Shuriye

**Seconded by:** Amina Mohamud

**Discussion:** Michael Pocrnich (TAG) presented the November 2020 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.

**Vote:** The November 2020 financial report was approved by unanimous vote.

#### **6:45** Distance Learning Plan Report by Leadership Team

The Academic Leadership Team is working on a plan for a schedule modification for third quarter. This modification will extend class periods by 30 minutes and pair content teachers together during those class periods. This change will allow for more collaboration among teachers, guided work time for students, and the opportunity for teachers to provide small group support to students struggling to manage their own work time.

Attendance continues to be strong at the elementary and secondary level. That being said, there have been several students who have reached the 15 day maximum number of absences set by MDE. Several phone calls and meetings have taken place prior to missing 15 days. With little sign of improvement, the behavior team will be entering into the next phase of interventions for these students.

Special Education. Current numbers: 29 students and 11 students in Initial Evals/IEPs process.

**Motion.**

A motion was made to continue with distance learning and study the possibility for elementary students to come back for Q3 was:

**Made by:** Amina Mohamud

**Seconded by:** Rahima Ahmed

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

The Board also discussed Governor Walz's strategy to prioritize in-person learning at the elementary level and overall options available for STEP Academy students for Quarter Three (January 18-March 19, 2021). After consideration of the STEP Academy Leadership Team's input, the Board voted unanimously to remain in distance learning for the third quarter for all middle and high school students.

**Motion.**

A motion was made to continue with distance learning for Middle and high school students for Q3 was:

**Made by:** Amina Mohamud

**Seconded by:** Mohamed Shuriye

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

**7:00. Other New Business:**

**HS Language Arts Teacher contract.  
Executive Director Office Renovation.  
CleanerEnviro Disinfection Services  
Communication phones for the Executive Director and Assistant Director**  
The board discussed these matters in detail and all their questions were answered by the Director.  
Motion to approve all these matters.  
Motion made by: Abdilatif Sandul.  
Seconded by: Mohamed Shuriye  
Vote: All board members voted yes

**7:15 Motion to adjourn the meeting.**

**Motion Made by:** Rahima Ahmed

**Seconded by:** Amina Mohamud.

**Vote:** All board members voted yes