

STEP ACADEMY
Science, Technology, and Engineering Preparatory Academy
Board of Directors Meeting
Monday, August 16, 2021, 5:30 PM
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		
STEP Academy Leadership: Dr. Mustafa Ibrahim, Traci Moore, Emma Olson, Mohamed Mohamoud, Ahmed Mursal, Julian Wu, Kara Sime, Mike Pocrnich		
No visitors from IQS		

5:35- 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.
5:38: Declaration of Conflict of Interest if any
Board members attested that there are no conflicts of interest at this time.

5:44: Approval of the Agenda
Motion A motion was made to approve the August 16 th agenda
Made by: Rahima Ahmed

Seconded by: Abdiladif Sanbul

Vote: The agenda was approved by all board members

5:50 APPROVAL OF MINUTES from June 21st 2021 Board Meeting

Motion

A motion was made to approve the June 21th 2021 minutes

Made by: Abdiladif Sanbul

Seconded by: Mohamed Shuriye

Discussion: The Board has reviewed and discussed the August 21st Minutes

Vote: The minute from June 21st 2021 board meeting was approved by all board members

5:55. Public Comment

No public comment

5:43 PM:00 FINANCIAL REPORTS: Mike Pocrnich- TAG.

Michael Pocrnich (TAG) presented the June July financial statements to the Board. We are preparing for the audit. Number enrollment is approximately 585 as projected. State paybacks should be coming in soon, so we will start seeing the capital increasing. He explained the reports and indicated that the school is doing well and has a solid financial base. Balance sheet wise, we are doing well. We have a conservative viewpoint on the current sheet.

The Board had no questions on the June budget. Current numbers are an estimate until the auditor finalizes/approves them, but they should be close. June and July are cash low points in the budget year, and we are in good share. State holdbacks will be 90% paid by the end of July. Ninety days of cash on hand is recommended. We will have 127 days at the end of the fiscal year.

Abdul inquired about the follow up audit and annual audit progress. Our annual audit is scheduled for August 30th.

Motion

A motion to approve the June and July financial statements

Made by: Mohamed Shuriye

Seconded by: Rahima Ahmed

Vote: The June July 2021 financial reports were approved by unanimous vote.

6:00 Staff Handbook review presented by Kara Sime from Designs for Learning

- Harassment policy updated for more clarity
- Professional boundaries with examples of appropriate and inappropriate behaviors
- Requisition and reimbursement policy
- Violence in the workplace and weapons policy
- Flexible work policy- New
- Absenteeism & tardiness more specific
- Holidays- clarified wording
- Leaves of absence are detailed
- PTO pay out at the end of the year

Attorney Cindy Lefarado is reviewing the handbook and will suggest changes.

Tabled until September pending attorney's feedback

6:13 Vendor Contracts

MDE recommendation is to keep current contracts in place. MDE gave a one year waiver for transportation and food vendors.

- **Teachers On Call:** Substitutes- solid vendor
- **Lancer**-Food service management- next year will open for bids
- **Designs for Learning**- School services
- **Billie Bus**- next year will open for bids
- Special Education Services:
 - DHH (Jason)
 - Occupational therapist
 - Dr. John (audiologist)
 - Word of Mouth (speech/language pathologist)
 - Carly Smotkowski (nursing consultation)
- Abdul asked about TAG. We are still in contract with them for three years.

Motion: Approve all vendor contracts for one year for 2021-2022.

Motion Made by: Amina Mohamud

Seconded by: Rahima Ahmed

6:22 Gym Floor Project

- Total is \$23,940. They need half upfront then they can start their work.
- Two bidding- the other one could not do it before school started.
- Information was shared by Traci regarding other bids and concerns about the timeline of the project.
- Chair Abdul stated that the need of the gym floor supersedes the concerns regarding the timeline for this situation and recommended approval of the project.

Motion: In the future the Board will not approve projects to happen so closely to the school year. They would like proposals for projects in April or May. Approval of the gym project for \$23,940.

Motion Made by: Abdiladif Sanbul

Seconded by: Mohamed Shuriye

6:42 Mustafa shared information about first weeks' professional development. We had 15 new staff members, and 10 students left the school. Masking proposal to have all students and staff wear masks except in cafeteria and recess. Mustafa and Traci both stated today was a positive day. Traci said we might consider adding physical education to the exempted area per staff feedback today. Mohamed Mohamoud and Emma Olson echoed the positivity of the first day back with teachers.

Motion: Addition to the Safe Learning Plan : Masks are required for everyone in the building except in the gym and the cafeteria.

Motion Made by: Rahima Ahmed

Seconded: Amina Mohamud

Vote: Unanimous approval

Motion: Motion to approve the Safe Return to School Plan

Motion Made by: Amina Mohamud

Seconded: Abdiladif Sandul

Vote: Unanimous approval

6:58 Meeting closed to the public to review the Executive Director's contract at employee's request per Minnesota Statute Section 13D.01, Subdivision 3.

6:58 pm on 8/16/2021 "Abdul moved that the board conduct a closed meeting under the provisions of MN Stat.13D, Subd.3 to evaluate Dr. Mustafa Ibrahim's contract as school director for the 2021-22 school year." Amina "second that motion" and a vote was taken all of board members present vote in the affirmative. The meeting was immediately closed.

Meeting minutes to report the board's conclusions:

The board conducted the annual summative evaluation of Dr. Mustafa Ibrahim, School Director. The board-approved Director's job description formed the basis of the evaluation. The director provided the board with written and verbal descriptions of the activities and milestones accomplished in each area of the job description, survey data from stakeholders was reviewed by the board, and strengths and opportunities for continued professional growth and development were identified that will included in the director's professional development plan. The board expressed its appreciation for Dr. Ibrahim's continued commitment to STEP ACADEMY and commended him for very effective organization, follow-through, and communication with all stakeholders. Particularly significant was Dr. Mustafa's success in

leading the school in its quest for increased and sustainable student enrollment and improved financial and academic outcomes. Dr. Mustafa's employment contract is renewed for two years, effective August 1, 2021 to July 31, 2023. Dr. Ibrahim is encouraged to continue his efforts to seek opinions and ideas from a wide range of sources as he develops plans of action and implements initiatives. Dr. Mustafa Ibrahim is a valued asset to STEP ACADEMY charter school.

At 7:19 pm on 8/16/2021 a second motion and vote to return to Open Session was made by Abdul, seconded by Mohamed, approved by all board members.

7:20 pm: A motion to adjourn the meeting was made by Mohamed, seconded by Amina. The meeting was adjourned by unanimous vote.