

STEP ACADEMY
 Science, Technology, and Engineering Preparatory Academy
 Board of Directors Meeting
 Monday, April 15th 2024, 5:30 PM
 STEP ACADEMY BURNSVILLE SITE
 14450 Burnhaven Dr, Burnsville, MN 55306

Board Member Names	Present	Absent
Dr. Rahima Ahmed	X	
Dr. Abdulrazzaq Mursal	X	
Abdiladif Sambul	X	
Awil Omar		X
Mohamed Shuriye	X	
Guests		
Mustafa Ibrahim, STEP Tracy Quarnstrom- IQS		

6:00 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.

6:05 PM CONFLICT OF INTEREST CHECK

Board members attested that there are no conflicts of interest.

6:10 PM APPROVAL OF AGENDA

Motion: Abdul made the motion to approve the April 15th 2024 agenda and Rahima seconded. All were in favor of the motion and none opposed. Motion approved.

6:15 PM APPROVAL OF MINUTES from March 18th Board Meeting

Discussion: No discussion

Motion: Motion was made to approve the March 18th 2024 Board minutes

Made by: Abdiladif

Seconded by: Rahima

Vote: Unanimous Vote- Approved.

6:20 PM PUBLIC COMMENT

None

6:25 PM FINANCIAL REPORT for the month of March 2024. Designs for Learning

Sent from – Designs for Learning

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND – 01 As of March 31, 2024 the school has received in Fund 01 a total of \$8,410,493 of current Fiscal Year State, Federal, and Local revenues which is 68% of its current budgeted amount.

As of March 31, 2024 the school has expended in Fund 01 \$8,201,513 which is 66% of its current budgeted expense. STEP Academy ended March 2024 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$208,979.

FOOD SERVICE FUND - 02

As of March 31, 2024 the school has received in Fund 02 a total of \$402,473 of current Fiscal Year State, Federal, and Local revenues which is 75% of its current budgeted amount.

As of March 31, 2024 the school has expended in Fund 02 \$578,149 which is 108% of its current budgeted expense. STEP Academy ended March 2024 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$175,676).

FINANCIAL STATEMENT OVERVIEW-BALANCE SHEET

STEP Academy had a total cash balance of \$289,777 at the end of March 2024 reflected across all funds. STEP Academy had a balance of (\$9,888) in accounts receivable at March 31, 2024. There was a balance of \$472,125 in current liabilities for general accounts payable and payroll liabilities at March 31, 2024. 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 \$1,835,848 at June 30, 2023 which includes its investments in fixed assets.

FINANCIAL STATEMENT OVERVIEW-BUDGETING AND OTHER FINANCIAL INFORMATION

The Adopted Budget is based on 900 ADM or approximately 1005 pupil units. Currently being paid on 1004 pupil units. Revenue activity listed on the Summary Income Statement are reflections of current year actual amounts and do not include calculations for revenue earned during the school year but not yet received. These amounts are calculated at year end as part of the audit preparation process. Expenditures included in the Summary Income Statement are reported on actual activity and known accounts payable activity. Amounts unpaid but included in the statements will be paid for in the following month. Accounts Payable and Salary Accrual amounts are calculated at year end as part of the audit process. Information reflected in these statements are based on data provided by school leadership and/or state and federal entities. These Statements are prepared for internal purposes and do not reflect audited data.

Motion: Motion made to accept March 2024 financial report.

Made by: Mohamed Shuriye

Seconded by: Abdulrazzaq

Vote: Unanimous Vote- Approved.

6:55 PM 2023-24 SCHOOL REPORT: LEADERSHIP

Enrollment: St. Paul: **621** and Burnsville: **298 Total : 919**

Weakley financial review meeting with Lisa (DL)

Review on staffing and operation expanses and overall school financial status

St. Paul Academics Board Report

MCA Testing begins 4/16 and goes through the first week of May, we have been preparing all year and are feeling confident about the tests!

-PRIDE Field Trips took place in early April for all grade levels and were great incentives for our students

-Observations are continuing to take place for all staff and are utilized to help coach staff in their educational journey -3rd Quarter Academic and PRIDE Recognition took place 4/15 for our secondary during lunch time

-Staff are planning end of the year activities including Kindergarten Graduation, 8th Grade Graduation, Senior Party, and High School Graduation

-Culture Night is planned for the evening of May 9

Burnsville Academics Board Report

Khadar, Dr. Mustafa, Drew, and Rani attended the Career Fair at Shakopee High School on April 1. We interviewed 9 candidates for various positions and collected 18 names and resumes. We will continue to interview candidates to fill positions for the 2024-2025 school year.

MCA preparation is going strong as we move into our next testing season soon. Teachers and students are creating goals based on last year's MCA scores. The testing schedule is set and we will begin testing the week of April 15.

Plans are underway for next year. Our plan includes the following (still our goals for 2024-2025):

- Add a second 5th grade classroom
- Add a second class for both 7th and 8th grade
- Add one 9th grade class
- Build a playground
- Explore options for a gym space for Middle School students

7:00 PM STEP and IQS : Corrective Action Plan Update.

The board shared with its members the status of the corrective actions submitted to the IQS. The board chair mentioned that he followed all the guidelines presented by the IQS. He also added that, at this time, STEP Academy is waiting for further direction from the IQS regarding the corrective actions.

7: 15 Approval of STEP Academy Policy of Disability and Non- Discrimination

Motion was made e by: Abdulrazzaq

Seconded by: Rahima

Vote: Unanimous Vote- Approved.

7: 17 Pm: 6: 20 Approval of STEP Academy Policy of Public and Private Personal Data

Motion was made by: Abdulrazzaq.

Seconded by: Rahima

Vote: Unanimous Vote- Approved

7:18 PM. Other Business.

7:20 PM ADJOURN

Motion: Adjourn Monday, April 15th 024 Board Meeting

Made by: Abdulrazzaq

Seconded by: Mohamed Shuriye

Vote: Unanimous Vote- Approved.

Next meeting: May 20th 2024 5:30 PM @ Burnsville site.