

STEP ACADEMY
 Science, Technology, and Engineering Preparatory Academy
 Board of Directors Meeting
 Monday, May 20th 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 Bob Wedl- Consultant Laurie Schroeder- IQS Heather Johnson Ross- IQS		
5:30 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.		
5:40 PM APPROVAL OF AGENDA		
<p>The Board discussed the May 20th agenda, corrected the date of the April 15th Board minutes, and added the Revised FY 24 Budget as an agenda item.</p> <p>Motion: Abdul made the motion to approve the May 20th 2024 agenda and Abdiladif seconded. All were in favor of the motion and none opposed. Motion approved.</p>		

5:45 PM APPROVAL OF MINUTES from April 15th Board Meeting

Discussion: No discussion

Motion: Motion was made to approve the April 15th 2024 Board minutes

Made by: Abdulrazzaq

Seconded by: Shuriye

Vote: Unanimous Vote- Approved.

5:48 PM APPROVAL OF MINUTES from May 3rd Special Board Meeting

Discussion: No discussion

Motion: Motion was made to approve the May 3rd 2024 Special Board minutes

Made by: Abdulrazzaq

Seconded by: Rahima

Vote: Unanimous Vote- Approved.

5:49 PM PUBLIC COMMENT

None

6:00 PM FINANCIAL REPORT for the month of April 2024. Designs for Learning

Sent and presented – Designs for Learning. Lisa Hasledalen

FINANCIAL STATEMENT OVERVIEW-INCOME STATEMENT

GENERAL FUND - 01

As of April 30, 2024 the school has received in Fund 01 a total of \$9,360,610 of current Fiscal Year State, Federal,

and Local revenues which is 75% of its current budgeted amount. As of April 30, 2024 the school has expended in Fund 01 \$9,226,507 which is 74% of its current budgeted expense. STEP Academy ended April 2024 with a current fiscal year to date Fund 01 positive balance (revenues received less expenditures incurred) of \$134,103.

FOOD SERVICE FUND - 02

As of April 30, 2024 the school has received in Fund 02 a total of \$482,041 of current Fiscal Year State, Federal,

and Local revenues which is 90% of its current budgeted amount. As of April 30, 2024 the school has expended in Fund 02 \$567,948 which is 107% of its current budgeted expense. STEP Academy ended April 2024 with a current fiscal year to date Fund 02 deficit balance (revenues received less expenditures incurred) of (\$85,907).

Motion: Motion made to accept April 2024 financial report.

Made by: Abdulrazzaq

Seconded by: Abdiladif

Vote: Unanimous Vote- Approved.

6:12 PM Revised FY 24 Budget - Designs for Learning. Lisa Hasledalen

Sent and presented – Designs for Learning. Lisa Hasledalen

Lisa presented the revised FY 24 budget to the board, reporting that everything looks good and aligns well with the adopted budget. She emphasized that the revisions reflect current financial conditions and maintain consistency with the board's fiscal goals and priorities. The board appreciated her thorough review and clear presentation, confirming their confidence in the updated financial plan.

Motion: Motion made to accept the Revised FY 24 Budget financial report.

Made by: Abdulrazzaq

Seconded by: Abdiladif

Vote: Unanimous Vote- Approved.

6:20 PM 2023-24 SCHOOL REPORT: LEADERSHIP

Enrollment: St. Paul: **612** and Burnsville: **293 Total : 905**

Weakley financial review meeting with Lisa (DL)

Review on staffing and operation expenses and overall school financial status

Interviewing and hiring for next school year is continuing and we are busy filling positions

Academic Board Report

-Updating Student & Family Handbook and would like it discussed & approved at the June board meeting so we can have it out to families and staff for 2024-25 School Year

-Summer School planning is underway and will be offered for 6 weeks this summer for KG-5th grade students

-End of Year planning is taking place; Senior Party, Senior Graduation, Kindergarten Graduation, 8th Grade Graduation

-MCA and Fastbridge Testing has wrapped up for the school year and was a success

-Working on updating and submitting our Literacy Plan to MDE in accordance with the new READ Act

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

Behavior Team Board Report:

- 1) PRIDE End of the Year Field Trips are planned and students are excited to attend which helps with incentivizing student behavior and assignment completion.
- 2) Student Success Team has recommended 13 students to receive SPED evaluations and 10 of them have qualified and are currently receiving services.
- 3) Out of class behavior has improved throughout the year and the behavior team is proud of the progress the students have made in these areas of the school.
- 4) Weekly PRIDE incentive programs have continued and have improved student behavior across all areas of the school.
- 5) Tier II Interventions (Behavior Charts, Punch Cards, Structured Breaks) have helped students who need extra support have been effective.

Current STEP Academy Special Education Students:

55 Special Ed Students are Active & Enrolled: 41 are in St. Paul, 14 are in Burnsville
+ 1 more qualified, awaiting eval/iep parent signature on IEP in Burnsville- Soon they will have 15.
+ 2 more IEP's ARE DONE- waiting on signatures
+ 5 more IEP's currently being written and parent permissions are expected
+2 are currently in evaluation and they WILL LIKELY qualify and parent permission is expected

Parent and Community Coordinator

On May 2, 2024, we held the last PTO meeting of the 2023-2024 school year. Attendance was modest, and the discussion focused on an overview of the school year and the PTO's plans for the coming year.

During the overview, we discussed the importance of standardized tests and the Fast Reading tests, which we administer three times a year. These tests provide insights into a student's academic level and skills. As partners in our students' success, we remind parents that creating a conducive learning environment at home, establishing a daily routine, designating a place for homework, and maintaining a consistent bedtime can significantly contribute to a student's success.

For the PTO's plans for the coming year, we have decided to establish the STEP Parent Academy, which will offer courses on parent education. We have prepared the curriculum for the next school year, dividing it into seven sessions. Each session will be a two-hour discussion, and participants will receive a certificate upon completion.

6:30 Approval of STEP and IQS's Memorandum of Agreement and 2024-2025 Authorizer Agreement.

Bob Wedl, a consultant to STEP Academy, presented a detailed overview of the Memorandum of Agreement between STEP Academy and IQS, including specific timelines and key components. The presentation was thorough and covered all critical aspects of the agreement.

Following the presentation, the STEP Academy Board engaged in a comprehensive discussion, posing several insightful questions regarding the memorandum. These questions addressed various concerns and sought clarification on specific points.

An IQS representative attended the meeting and provided detailed answers to all questions raised by the Board members, ensuring clarity and understanding of the agreement.

After the discussion, the Board proceeded to vote on the approval of the Memorandum of Agreement and the 2024-2025 Authorizer Agreement with IQS.

By approving the Memorandum of Agreement and the 2024-2025 Authorizer Agreement with IQS, the Board acknowledges that it has read this MOA and that it understands and agrees it is legally bound by all terms of the MOA.

Motion was made by: Abdulrazzaq

Seconded by: Shuriye

Vote: Unanimous Vote- Approved.

7:15 PM. Hiring External Consultant.

After thorough discussion and careful consideration, the STEP Academy Board has unanimously agreed to hire an external consultant. This decision underscores our recognition of the critical importance of this position in advancing our academy's goals and enhancing our operational effectiveness. STEP Board is confident that the expertise and insights provided by the consultant will be invaluable in driving our strategic initiatives and supporting our commitment to excellence.

Motion: A motion was made by Rahima to delegate the task of hiring the new external consultant to chair Mursal

Seconded by: Shuriye.

Vote: Unanimous Vote- Approved.

7: 20 CSP Grant Application.

The STEP Academy Board discussed the CSP grant and was pleased to learn that STEP Academy has been recognized as a high-quality school based on the MDE review. The Board has directed the superintendent to gather more information on the CSP grant.

7:37 PM ADJOURN

Motion: Adjourn Monday, May 20th 2024 Board Meeting

Made by: Abdulrazzaq

Seconded by: Abdiladif

Vote: Unanimous Vote- Approved.