

Gateway STEM Academy Charter School

Corrective Action Plan

September 05, 2025

Areas of Focus: Governance, Operation and Leadership, Finances, and Academics

Effective Date: September 2, 2025

Probation Period: September 2, 2025 – June 30, 2026 (minimum)

Background

On July 25, 2025, Gateway STEM Academy Charter School (“Gateway”) was served with a Notice of Intent to Terminate Charter Contract (“Notice”) by the administration of Pillsbury United Communities’ Office of Public Charter Schools (“PUC-OPCS”). The Notice outlined numerous deficiencies in the governance of Gateway by its board and administration. Pursuant to the Notice, Gateway requested an “informal hearing” as allowed by the charter contract between Pillsbury United Communities (“PUC”) and Gateway and Minn. Stat. 124E.10, Subd. 4.

The informal hearing requested by Gateway was conducted on Wednesday, August 20, 2025 via video conference. Thereafter, the board of PUC met and approved a resolution placing Gateway on probationary status subject to a corrective action plan for a minimum of one (1) year while its governance and overall performance is monitored by PUC-OPCS.

The time lapse between the date of the PUC board meeting (August 20, 2025) and the effective date of this Plan is due to the time spent by OPCS staff to prepare this Plan.

Purpose

This Corrective Action Plan (“Plan”) outlines the steps Gateway STEM Academy Charter School must take to address deficiencies in five key operational areas: Governance and Open Meeting Law, Financial Management, Operational Leadership & Communication, academic performance and Privacy & Data Protection. The Plan is intended to bring Gateway into full compliance with statutory requirements, authorizer expectations, and best practices for charter school operations.

I. Governance and Open Meeting Law

Identified Issues:

- Lack of board oversight and accountability
- Low board member engagement and training deficiencies
- Insufficient transparency in board operations

- Lack of compliance with the Minnesota Open Meeting Law

Corrective Actions:

Action Item	Responsible Party	Timeline	Expected Outcome
Take steps to revise bylaws and board policies to align with legal requirements and best practices.	Board Governance Committee.	By Nov. 30, 2025.	Updated governance framework.
Expand the board to at least the statutory minimum of 5 members, ensuring representation from parents, teachers, and community members as required by Minn. Stat. 124E.07. Aspire to increase the board membership to greater than 5.	Board Chair & Nominating Committee.	Completed by Oct 15, 2025.	Increased capacity and stakeholder input.
Develop and implement a Board Development & Training Plan, including annual training required by Minn. Stat. 124E.07, Subd. 7.	External Consultant + Board.	Plan completed by October 31, 2025; Training requirements are ongoing.	Improved governance capacity.
Post board agendas, minutes, and policies publicly and consistently on Gateway website and other required locations.	Board Secretary.	Immediate and ongoing.	Increased transparency and accountability.

Provide board training on Open Meeting Law requirements (notice posting, agendas, closed sessions, minutes). October 2025.	External charter school board governance trainer.	By October 31, 2025.	Board members demonstrate understanding and compliance with Minnesota Open Meeting Law, ensuring lawful and transparent governance practices.
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II. Operational and Leadership

Identified Issues:

- Lack of effective leadership and management structures, resulting in operational inefficiencies, unclear roles and responsibilities, and inconsistent decision-making.
- Inconsistent and inadequate communication between the school and its authorizer.
- Failure to provide PUC-OPCS with notice and information regarding significant governance and operational situations including, but not limited to, lack of Certificate of Occupancy at Burnsville facility; Gateway move from Burnsville facility to St. Paul and dispute with landlord in Burnsville resulting the non-payment of rent and utilities and unilateral termination of lease with Burnsville landlord.

Corrective Actions:

Action Item	Responsible Party	Timeline	Expected Outcome
Provide training and support for school leaders to build capacity in strategic planning, team management, and operational oversight.	Gateway Board of Directors.	Starting Sept 2025 and ongoing.	Develop school leaders with training, experience and judgment to operate Gateway and implement policies enacted by the Gateway board.

Schedule regular check-ins (monthly at minimum) with the Pillsbury United Communities Office of Public Charter Schools (“PUC-OPCS”) to discuss school progress, challenges, and compliance updates.	School Director.	Immediate and ongoing.	Identify gaps in leadership operations and seek viable solutions. Recognize problems and deficiencies and address them effectively.
Establish a system for monitoring performance of Gateway school leadership, which requires regular reports to the Gateway Board of Directors.	Board of Directors.	Immediate and ongoing.	Establish a system where the Gateway board evaluates the administrative leadership of Gateway to ensure board policies are implemented and administered.
Establish a system requiring Gateway to notify PUC-OPCS, in a timely manner, any potential legal issues to which Gateway may be subject, including but not limited to disputes with contractors or landlords, disputes regarding payment of rent and other costs or significant changes in Gateway operation such as school location, student transportation or financial situation(s).	Board of Directors and School Director.	Immediate and ongoing.	Establish a system where PUC-OPCS as Gateway’s authorizer, will receive timely notification and updates concerning changes to the administration and operation of the school.

III. Financial Management

Identified Issues:

- Lack of transparency in discussing and presenting contracts related to Gateway and sharing those contracts with the authorizer, PUC, as necessary and required.
- Present a comprehensive financial report to the Gateway board of directors on a monthly basis.

Corrective Actions:

Action Item	Responsible Party	Timeline	Expected Outcome
Create monthly financial dashboard and forecasts for board review.	Business Manager and Gateway accounting consultant.	Immediate and ongoing.	Increased financial visibility and planning.
Present and discuss all potential contracts, agreements and leases with the board of directors for approval.	Executive Director and Business Manager.	Immediate and ongoing.	Authorizer compliance; ensure notification to PUC.

IV. Academic Performance

Identified Issues:

- Low proficiency rates in reading and math.
- Low proficiency rates in reading and math for ELL students

Corrective Actions:

Action Item	Responsible Party	Timeline	Expected Outcome
Conduct “root cause” analysis of academic underperformance.	Academic Leadership Team.	Immediate and ongoing.	Identify barriers and instructional gaps.
Implement an Academic Intervention Plan, targeting students below grade level.	MTSS / Academic Coordinator & Teachers.	Immediate and ongoing.	Increased student growth in core subjects.
Provide targeted professional development in literacy, math, and data use.	Instructional Coaches.	Monthly sessions from Sept 2025 – May 2026.	Improved teacher practice and student outcomes.
Establish academic progress monitoring reports for the board and authorizer.	School Director.	Quarterly beginning with start of 2025-26 school year.	Transparent reporting of student academic growth trends.

V. Privacy & Data Protection

Identified Issues

- Inconsistent compliance with Minnesota Government Data Practices Act (**Minn. Stat. Ch. 13**).

Corrective Actions

Action Item	Responsible Party	Timeline	Expected Outcome
Designate a Data Practices Responsible Authority as required by statute.	Executive Director.	September 2025 and ongoing.	-Meets statutory requirements for data governance. -Ensures Gateway identifies a “go-to” person for data requests, data breaches, and privacy questions.
Conduct annual staff training on student data privacy and FERPA.	School Leadership.	By November 30, 2025.	-Staff understand their legal responsibilities and best practices around handling student data.
Develop and board-approve data protection protocols.	Executive Director and Board of Directors.	By November 30, 2025.	-Clear, documented protocols for collecting, storing, sharing, and protecting data.

Monitoring and Reporting

- **Monthly Updates:** A status update on compliance with this Plan must be provided at each regular monthly meeting of the Gateway board.
- **Quarterly Reports:** Comprehensive progress reports regarding compliance with this Plan must be submitted to PUC-OPCS at least every quarter (Quarter 1 – October 31, 2025; Quarter 2 – December 31, 2025; Quarter 3 – March 31, 2026; May 31, 2026).
- **Final Review:** A full Corrective Action Plan evaluation will be conducted by PUC and PUC-OPCS in **June 2026** to determine compliance and the ongoing operation of Gateway.

PUC Rights of Oversight

While this Plan is in effect, PUC reserves the right to request the production of any data, at any time, that will allow PUC-OPCS to determine the extent to which Gateway is progressing toward compliance with the Plan. PUC reserves the right to amend the requirements of this Plan and/or to extend the term of this Plan beyond June 2026 in accordance with the law and the charter contract between PUC and Gateway. PUC has the sole discretion to determine the extent to which Gateway is in compliance with and progressing towards the goals of this Plan. PUC further reserves the right to take any additional action during the term of this Plan to remediate Gateway's conduct and/or performance or to terminate the charter contract in accordance with the law and the PUC/Gateway charter contract.

PUC's initiation of this Plan arises solely out of its role as an authorizer pursuant to Minn. Stat. 124E.10 and does not constitute PUC being subject to liability by any third parties for Gateway's deficiencies.

Conclusion

It is anticipated and expected that Gateway STEM Academy Charter School will be committed to meeting high standards of excellence in its performance of governance, finance, and academic functions. This Corrective Action Plan represents a focused and strategic response to Gateway's existing deficiencies and challenges, and provides accountability measures in order to ensure progress and compliance.

For Pillsbury United Communities Office of Public Charter Schools:



Leona Charisma Diggs, M.Ed., B.S.

Director of the Office of Public Charter Schools

Date: 09/05/2025

For Gateway STEM Academy Charter School



Name Abdirahman Muichtar

Board Chair

Date: xx/xx/xxxx 09/08/2025