

HOPE Community Academy
Board of Directors Minutes
01/25/ 2018
5:00 p.m.

Member Present	Absent	Staff Present	Also Present
Mai Vang	Morgan Thao	May Ly	Jenny Abbs, Financial Manager, BerganKDV
Mirannnda Mellstrom		Maychy Vu	Mimi Palen-Clare
Pao Yang		Elizabeth Riley	
Kazoua Yang		Sarah Sims	
Andy Grover			

Call to Order: 5:11 p.m. a quorum was present. **In Morgan’s absence, Andy served as Acting Chair.**

Approval of Agenda

The agenda was approved as is.

Pao moved.	Mai seconded.	Motion passed.
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Approval of 11/16/2017 minutes

The minutes were approved as is.

Mai moved.	Mirannnda seconded.	Motion passed.
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Community Comments

- 1) Hub Model Presentation: “Student Academic Group Protocol” by Elisabeth Riley, Gr. 3 Reading Specialist and Sarah Sims, Gr. 3 English Language Specialist. See the power point presentation for more details.
 - Since 2015, the teachers have been working closely with Joe Gusman on the implementation of the HUB model at HOPE.
 - The reading specialist and the EL specialist gave a description of the process on how to group the students and to create a profile for each student in 3rd grade.
 - It was a lengthy process but it was worth it.
 - The teachers gathered data such as: MCA scores, ACCESS scores, HLQ form, Student’s Cum File, math/reading Fountas, Pinnell levels and the student family background.
 - The goal is for each student to move from one level to another level.
 - Base on the student’s data and the HUB model the students are placed in the following categories:
 - NCEL-Newcomer English Learner
 - NPEL-Normatively Progressing English Learner
 - LTEL-Long Term English Learner
 - SPED-EL Special Education English Learner
 - Non EL-English first language or English proficient

- As a result, a student learning plan is created for each category.
- Once the process was done; the reading specialist and the EL specialist brought the result back to the 3rd grade team to group the students.

Other(s)/Comment(s)/question(s)/concern(s):

- Does every student have this individual plan? Yes, every student and including non-ell has an individual plan.
- Is each plan share with the PLC team? No, It is shared with the grade level team: all grade level teachers, the bilingual staff, the reading teacher, the EL specialist and the specialist teachers.
- Is this shared with the parents? It is a new process. It will be shared with the parents at a later time.

When you put all the categories together; at some point you will have limited data and resources. Do you have a safety net? The school does have a safety net. If it is not a language issue then it may be a learning issue. If a student is not making progress then the student will be referred to the SST, PST then CST.

- Truly it starts with the student story and the cultural aspect of it. The school relies on the bilingual specialist for the cultural aspect. Sometimes, it might be a simple medical issue such as the student needing a pair of glasses to read.
- Are there any local charter schools who are implementing what you are doing? As far as we know, we are the only school who is doing this. However, this is nothing new to our educators. It is just simply aligning all of the programs to focus on each child. Maychy's vision is to show case the HUB model at the National Charter School Conference.

Consent Agenda

1) Teacher Contracts:

- Tracy DeMorett
- Ashley Wade
- SueAnn MacLachlan

2) Dakota Academic Consulting, Inc.

Background: Consultant provides services with respect to making application to the Schools and Libraries Division ("SLD") of Universal Service Administrative Company ("USAC") for Universal Service Fund discounts for educational facilities affiliated with HOPE for SLD Funding Year 2017. Completion of all forms necessary in the initial process of obtaining E-Rate funds.

3) Boy Scouts Sponsorships for 2018

- Pack 3060
- Troop 3060
- Crew 3060

Pao moved.	Mirannnda seconded.	Motion passed.
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Committee Reports

- **Executive Committee**

The committee met to talk about the 360 review for Maychy. We will discuss it during the closed session after tonight's regular Board meeting.

- **Board Operations**

- The committee met on December 12, 2017 and January 9, 2018 to discuss the policies recommendations from the school attorney. More details to come.
- The BOC proposes to hold the Annual Meeting on 05/17/18. A brief discussion followed.

A motion to approve this year's Annual Board Meeting to be held on May 17, 2018 was made.

Mirannnda moved. Kazoua seconded. Motion passed.

- **Finance Committee**

The Budget Projection was 525 ADM. The current is 534 ADM. The ADM is very strong. HOPE's fund balance at the start of the 2017-2018 year was \$2,821,577. Based on our approved budget, HOPE's net income at the end of the 2017-2018 school year will be \$54,659, which would bring our fiscal year-end fund balance to \$2,876,236, or 39.6% of total expenditures. Our revenues are currently running below our projected budget. HOPE's Lease Aid application was just approved so that revenue will start to flow. Our expenditure balance overall is running below our approved budget for this point in the year.

The school's current cash and investments balance is \$2,441,598. HOPE's projected Days Cash on Hand at yearend is 161 days. The bond covenants require a minimum of 45 days cash on hand. HOPE's unaudited Debt Service Coverage Ratio is projected to be at 142% by year-end. The bond covenants require a minimum of 111%.

Also provided within these statements are checks that were written during the month, credit card activity detail, outstanding checks, and cash receipts entered this month. There were no journal entries recorded this month. These reports are intended to inform the administration and board members of the activity of the school's financial records.

The bills paid for the month of November was also reviewed since the school did not meet in December.

Other(s)/Comment(s)/question(s)/concern(s):

- Why is postage so high? It was discussed during the Finance Committee meeting today. Sandy will look into it. More details will be given at the next meeting.
- Food program: The Finance Committee's goal is to reduce the food deficit by \$5,000.
 - The main reason why there is a deficit is because HOPE is supplementing a deficit. A brief discussion followed.
 - How would the deficit get changed? A brief discussion followed. The following ideas were suggested:
 - i. Encouraging the kids to eat the meals.
 - ii. Having a breakfast schedule. In the past the breakfast schedule was staggered, the students actually sat down and had a nice breakfast. This is something that the ACT would like to bring back.
 - iii. Looking to increase the breakfast time from 7:20 a.m.-8:00 a.m.

- iv. Having some tables in the gym. However, the custodian will need time to clean the gym.
- v. Implementing the breakfast in a bag. However, the school will have an increase in trashes. The custodian will have more items to clean (classroom and food recycling). On the other hand, the kids can also use it as life skills or class room work managements (something similar to what was observed from the school in Thailand).

Pao moved. Mirannda seconded. Motion passed.

New Business: Executive Director's Report

1. Announcements
 - January 24, UST Renewal Site Visit
 - January 26, Title I staff development day- No school for students
 - February 19, No school/ Presidents' Day
 - February 22, Board Meeting
2. On 01/24/18, the school's authorizer came to visit. Dana Peterson is the contact person for HOPE now.
 - Parents showed up for the interview with UST. Two elementary and four middle school teachers were interviewed. The parents were selected based on gender, race and ethnicity to reflect the school demographics.
3. Dr. Za Blong Xiong's research study: Each member received a copy of the study. The research looks very informative.
4. Update on the school closing on Monday 01/22/18. The school did not close because the storm did not come until late in the morning. At noon, the school sent a message to the parents. The school also sent an email to the bus company to come early so the school can be dismissed promptly at 2:50 p.m. The following incidents happened:
 - The school had a student here until 8:00 p.m. due to a special circumstance.
 - The school is holding the bus company accountable for the following:
 1. The bus dropped off a student at a recreational center which the center was closed due to the snow storm. This student got home around 7:45 p.m. This incident is resolved.
 2. The bus driver let a Kindergarten student off the street to let him walk by himself /herself to his/her house because the bus could not drive to the student's street. The school is investigating this incident.
5. Maychy will be on leave starting January 31, 2018 to February 23, 2018. However, she will be attending the February Board meeting.
6. Maychy plans to bring a staff member every month to do a presentation to the school board.

Other(s)/Comment(s)/question(s)/concern(s)

- Mai asked about an update on the following items:
 - Is there an update on the board development plan? TBD
 - The board self-assessment is due in March. The School Board needs to work on it.

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- Has the 2016-17 Annual Report been finalized? Yes, but it still needs to be posted on HOPE's website.
- The Finance Committee provided some documents at the November Board meeting that we did not get a chance to go over. Any updates? The documents reflect the discussion we had under the Finance Committee update.
- We need to post the Board and committee meetings on the website as well.
- Miranda asked when will we know whether St. Thomas will renew our authorizer contract? Maychy reported that St. Thomas did their on-site renewal visit yesterday, so we won't know until we hear back from them. She expects it to be sometime in April.
- Andy reported he had attended one board training and will be doing the other one this Saturday.
- Kazoua reported she attended all of her trainings and will scan a copy of her certificate and send it to Maychy to save on Drop box.

Delta/Plus: NONE

The meeting adjourned at 6:44 p.m.

Next Board Meeting: Thursday 02/22/2017

Time: 5:00 p.m.

Location: Conference Room