

Board of Directors Minutes, Date: 05/24/ 2018, Time: 5:00 p.m.

Member Present	Absent	Staff Present	Also Present
Mai Vang	Sia Lo	May Ly	Jenny Abbs, Financial Manager, BerganKDV
Pao Yang		Maychy Vu	
Kazoua Yang			
Andy Grover			
Mirannda Mellstrom			
John Yang			

Call to Order: 5:06 p.m. a quorum was present. With no current Chair, Andy served as Acting Chair.

Approval of Agenda

The agenda was approved with the following added under the Consent Agenda:

- FY 2018-19 LANCER's Contract (Food Vendor).
- BerganKDV's contract for the next three years (Financial Consultant).

Pao moved.	Mirannda seconded.	Motion passed.
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Approval of 04/26/2018 Minutes

The minutes was approved as is.

Mai moved.	Kazoua seconded.	Motion passed.
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Community Comments

None

Consent Agenda

- 1) Seating of new Board Members
 - John Yang, Community Member
 - Mai Vang, Parent Member

A motion was made to approve the seating of John Yang and Mai Vang.

Pao moved.	Kazoua seconded.	Motion passed.
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- 2) Board Officers Election

- Andy asked if anyone had an interest to take over the chair board member position?
 - Mirannda announced that she is resigning her teacher position; therefore, she is also resigning her teacher member position on the board. She was offered a job in another district. Andy will recruit a teacher to fill her board position.

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- No one volunteered. Andy and Kazoua nominated Mai for the chair position.
 - Mai voiced her concern on whether a parent member could serve as Chair. Maychy checked the bylaws and there wasn't any conflict.
 - Maychy also read the description for the Treasurer and the Secretary positions.
 - Maychy announced that May asked to resign as the minutes taker for board meetings. Brief discussion followed on the importance of having a non-board member to take notes and write up the minutes, so a board member can be more engaged in the discussions without having to take notes at the same. It was recommended that May either continue in her role as the minutes taker for the board meetings or the school finds a replacement for her.

The following members were elected to serve as the Board Officers for the 2018-19 School Year:

- Chair: Mai Vang
- Treasurer: Pao Yang
- Secretary: Andy Grover

A motion was made to approve the above-elected positions.

Mirannda moved.	Kazoua seconded.	Motion passed.
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3) UST Contract from July 1, 2018-June 30, 2021 (three years)

The board discussed the UST notice of contract renewal letter and the Charter School/Authorizer Agreement. The conversations were centered around the following topics:

- UST notice of contract renewal letter, page 5 (area highlighted in bold):
The board need to issue a resolution acknowledging that they have read and understand the deadlines and reporting requirements included in the school's contract with UST and quarterly report guidelines on or before July 1st, 2018.
Outcome: The board will issue the resolution tonight.

UST Resolution Acknowledgement

A resolution from the school board was made to acknowledge that they have read and understand the deadlines and reporting requirements included on the school/authorizer contract with UST and quarterly report guidelines on or before July 1, 2018. A letter was drafted and signed by the board members. Maychy will contact Sia to review the UST notice of contract renewal letter, the Charter School/Authorizer Agreement and to sign the UST Resolution Acknowledgement. Maychy will send the UST Resolution Acknowledgement to UST.

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- Charter School/Authorizer Agreement
 - Page 18 (attachment 1): Maychy will submit the new mission and vision statements to the authorizer.
 - Page 28-29 (section 2 and 3): States the judgment from UST on the school's financial viability and organization effectiveness which has an impact on the overall score.
 - Page 36 (section 1.6): Moving forward the NWEA and the MAP testing will be replaced by the FASTBridge tests for reading and math.
 - Page 37 (section 1.8): The school's mission-specific academic goal(s) is going to remain the same.
 - Page 39-40 (Financial Viability): The school will continue to track the budget and keep it in good standing.
 - Page 60 (the school bylaws): The board will create a master calendar of specific tasks and deadlines the board is required to fulfill yearly.

Question(s)/Comment(s):

- Is this the final version that the school will be submitting to UST? Yes, it will be.
- Page 21 (Charter School/Authorizer Agreement, attachment1) How does the school identify the gifted students? Maychy sent a team to the Young Scholars Program. The program is designed to target the same student demographic that HOPE is servicing. The team met several times but the school does not have a formal assessment to identify the gifted and talented students. The school is still working to establish a solid foundation.
- Page 23: One of Morgan's goals during his time on the board was to secure a 5-year contract renewal with UST. Unfortunately, that did not happen, but Page 23 outlines the requirements. Let's continue this goal and work hard to accomplish it. Maychy is going to make this document available and intentional to the staff.
- Page 81: Regarding the trip to Laos and Thailand, there is nothing that the school and the board can do in regards to the scrutiny of other schools. However, the board and the school will review this issue again if the school decides to do another trip abroad.
- Bond Covenant: The board agreed to send a written response to UST to address their concerns regarding HOPE's Bond Covenant.
- Page 82 (Categorical Program Specialist Role): The assistant director role has been redefined to include elements such as assessment data analysis, curriculum and instruction alignment, professional development, and teacher observation and coaching. The school will be hiring for this position.

4) SY2018-19 Teacher Contracts

Ahrens, Staci
Amoh, Nina
Barrett, Amy
Benecke, Brooke
Carlson, Alyssa
Corcoran, Theresa

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Demorett, Tracy
Dochniak, Laura
Elthon, Crystal
Erickson, Anne
Fonkert, Deborah
Grover, Andy
Head, Albert Kevin
Heuer, Mary
Kaehler, Joeleen
Lee, Zuag
Lor, GaoJoua
MacLachlan, SueAnn
Matykiewicz, Lea
Olson, Kirstin
Pierce, Jennifer
Riley, Elisabeth
Ronning, Cathy
Satterlie, Andrew
Sims, Sarah
Skalicky, Andy
Stark, Joy
Van Dell, Elizabeth
Van Heel, Rebecca
Vang, Nikita
Vyvyan, Brent
Wade, Ashley
Warner Katherine
Wisniewska, Aneta
Xiong, Aly
Xiong, Dia
Yang, Lao Pao
Yang, Yer

5) Vendor Contracts

- a. Lancer (Food Vendor): The contract increased by 2%. It is a year-to-year contract.
- b. BerganKDV: The contract increased by 3%. It is a three-year contract.

A motion was made to approve the consent agenda.

Mirannda moved.	Pao seconded.	Motion passed.
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Committee Reports

- Executive Committee
The Executive Committee did not meet.

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- Board Operations Committee
 - Policies Recommendations from School Attorney: Mai reported in reviewing the clarifications made by the school's attorney in the second round, there are three policies Maychy and Mai need the school's attorney's assistance to bring the policies into compliance. Maychy will follow-up to get a clear response.
 - 2018 Annual Meeting: The annual meeting was held on May 17th, and the board and school recognized Morgan for his work as Chair. The attendance was not great, but it was good. However, more needs to be done to attract more parents.
 - BOC goals: Mai reported that based on our conversation from last month's meeting, she has drafted a text for a Maintenance Policy for the committee's review. The committee agreed that the draft Maintenance Policy was sufficient and outlined what the committee was trying to accomplish. The Maintenance Policy will be included in the final draft for approval and will go to the Board for approval.
- Finance Committee
 - 1) Financial Statements Overview: The budget projection is 525 ADM; the current is 528 ADM.
Fund Balance: At the start of the 2017-18 year was \$2,821,577. Based on the approved budget, the net income at the end of the 2017-18 school year will be \$54,659, which would bring the fiscal year-end fund balance to \$2,876,236, or 39.6% of total expenditures.
Revenues: The revenues are currently below the projected budget. The expenditure balance overall is running below the approved budget for the point of the year.
Cash: The current cash and investments balance us \$2,667,779. The projected Days cash on Hand at year-end is 135 days. The bond covenants require a minimum of 45 days cash on hand. The unaudited Debt Service Coverage Ratio is projected to be at 116% by year-end. The bond covenants require a minimum of 111%.
Provided within these statements are checks that were written during the month, credit card activity details, outstanding checks, cash receipts entered this month, and journal entries recorded this month.

A motion to pass was made to approve the April Financial statements.

Mirannda moved.	Pao seconded.	Motion passed.
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2) 2017-18 Revised Budget ~ followed by a brief discussion.

A motion to pass was made to approve the revised 2017-18 budget.

Andy moved.	Pao seconded.	Motion passed.
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- 3) 2018-19 preliminary budget ~ followed by a brief discussion.
Other financial items: Also, reflected in this budget are the staff bonuses and the cost of replenishing an ELL curriculum “On our Way to English by Mc-Graw-Hill” for students who are new to the country. The cost for the curriculum is \$27,000.

A motion to pass was made to approve the 2018-19 preliminary budget.

Mai moved.	John seconded.	Motion passed.
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Executive Director’s Report

1) Forecast for the end of the school year

- May 28th: No school
- May 29th, 30th, 31st: Three days of celebrations
 - May 29th: Moving on up ~ the students will get a chance to visit their classroom for next year.
 - May 30th: If it rains, the activities will be moved indoors.
 - Field day/Carnival ~ 1st-4th grades = 8:15-10:15 am; 5th-middle school = 10:30 am-12:30 pm.
 - K graduation ~ 1:30-2:30 pm.
 - 8th grade graduation ~ 6:00-8:00 pm.
- May 31st: Last day of school. If it rains the activities will be moved indoors. The ice creams are a donation from Josh Yang (LANCER’s main cook at HOPE).
 - 1:00-2:30 pm: K Field day/Carnival ~ followed by snack and ice cream social.
 - 1:00-2:30 pm: 1st-4th Fun Walk at Swede Hollow Park~ follow by snack and ice cream social.
 - 1:00-2:30 pm: 5th-8th Students tournament at Weida Park.
- June 1st: Contracted day for staff (training on the new curriculum and returning materials).

2) UST Contract Renewal Status ~ See the “UST Letter of Renewal,” “Accountability System,” & “Contract for SY2018-2021”

- The items were discussed under the consent agenda.

3) Quality Compensation (Q Comp) Program Report SY2017-18 submitted to MDE

- The report was completed by Anne Erickson (Q Comp Coordinator). For more details, see the report.
 - Dr. David Peterson worked with Anne Erickson on the Q-Comp program this year.
 - This year the teachers were evaluated on domain 3-Instruction. Teachers worked to improve student engagement, questioning and discussion techniques, responsiveness, assessment, communication, and reflection. Using these domains teachers increased student achievement by improving on their instructional goals and aligning professional goals to school-wide focuses.

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- 84% met the standard to earn performance pay for observations (total of 3 observations per year).
 - 98% of all licensed teachers met their individual professional goal.
- 4) Strategic Planning (Final Draft) ~ See the strategic master plan for the details. Discussion followed.
- All of the inputs were gathered from the following stakeholders by doing a survey or a group session by Mimi Palen-Clare (Executive Growth Advisor): parents survey, HUB leadership survey, students group session, staff group session and the community stakeholder survey.
 - Page 1: It states the vision and the strategies of the strategic plan for the next 3 years.
 - Page 2: It states the key performance indicators and the progresses that will need to happen in order to be achieved for year 1. Maychy will include the dates on the final draft and will present to the board at the August board meeting.

Question(s)/Comment(s):

- The strategies are set for 3 years. However, on page 2, only one year is indicated to achieve the KPIs and milestones. These KPIs and milestones will be reviewed monthly via the dashboard to ensure that HOPE is working toward accomplishing those goals. Each year, the KPIs and the milestones are reviewed and revised to reflect the most updated progress in each area of the strategic plan.
- How will the progress be tracked on dashboard? Maychy and Mimi will develop the dashboard tool. The tool will be available online. Each Month, Maychy will present the progress on the strategic plan using the dashboard tool at board meetings.

Maychy asked the board for a motion to approve the strategic plan.

Pao moved.	John seconded.	Motion Passed.
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- 5) HOPE Parent Survey Report Status ~ See the survey for details.
- Overall it is very positive.
 - It was suggested to change the date of the parents' survey to meet the requirement of the Saint Thomas review. ~ followed by a brief discussion. More details to come.

Question(s)/Comment(s):

- How did the families visit go? The HUB leadership team members did the visits. The school sent a letter to ask the families for their permission to visit them at their house. The school provided some cultural trainings to the staff who went on the visits; so that they can have a better understanding of the Hmong and the Karen cultures. The school's intent is to get to know the families better. When the team visited the families they brought something to share with them.
- Mai volunteered to be a part of the home visit. Overall, she reported that it was a positive outcome. The visit lasted for more than 1 hour.

Delta(s)/Plus(es)/Other(s):

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- The board is sad to see that Mirannda is leaving. Andy will be taking the lead to recruit a teacher to replace the vacant position.
- The board found two community members to replace Morgan's position and fill-in for Scott's position.
- Most of the teachers' contracts are signed.

Other(s)/Reminder(s)

- The board retreat is going to be on Saturday, August 25, 2018.

The meeting adjourned at 7:47 p.m.

Next Board Meeting: Thursday 06/28/2018

Time: 5:00 p.m.

Location: Conference Room

Note: This meeting will be cancelled closer to the meeting date if there is no business to discuss.