

**Board of Directors Retreat
Thursday, July 25, 2019
HOPE Conference Room
8:15 a.m.**

MINUTES

Present: Andy Grover, John Yang, Ka Zoua Yang, Mai Vang, Pao Yang, Sia Lo, and Zuag Lee

Staff: Maychy Vu and Chai Lee

Others: Eugene Piccolo, Executive Director, MACS

The meeting convened at 8:16 a.m.

Welcome

1. Team Building Exercise

The board played a game suggested by Pao called Circle of Uniqueness. The object of the game is to share something unique about yourself, see if other members share that same uniqueness, and not be the last one to join the circle. The winner will get two tickets to a pho eating fundraising event at King Thai Restaurant.

2. Identify qualities / characteristics / skills Exercise

Mai explained that this was an activity done at a MACS board chair training she attended last Fall and she thought this activity could easily apply to board members and board chairs. The goal is to help each board member to identify/recognize traits that they're lacking personally, and to help identify/acknowledge traits that you know you do well in. She hopes that this activity will help each board member discover something about themselves.

Miscellaneous Matters

1. Board Committees

a. Committee Reports from 2018/19 SY

- *Executive Committee:* Mai reported: 1) ED succession process; 2) ED grievance process; and 3) ED evaluation. She is pleased to report that they've completed the first two and the third one is partially completed. She plans to continue to work on and solidify the timeline even more.
- *Finance Committee:* Pao reported: 1) Jenny has been a great asset and is very much needed to help us out; 2) lowered the food expenses; 3) changed audit firms; and 4) the ADM determines our budget, so encourages all to help with recruitment.
- *Operations Committee:* Ka reported: 1) completion of the HOPE policies; 2) review of the bylaws; 3) held a successful annual board meeting; 4) all board members returned this year; had a smooth board evaluation; 5) marketing and recruiting of potential board members; and 6) unsuccessful in recruiting teachers to participate in committee meetings.

b. Committee Volunteers / Assignments for 2019/20

- *Executive Committee:* Mai (board chair), Sia (treasurer), Andy (secretary), and Maychy. The meeting schedule will be on the 3rd Thursday from 4:30 - 5:30 p.m.

- Finance Committee: Sia (chair), Pao, John, Maychy, and Jenny. The meeting schedule will be on the 3rd Thursday from 5:30 - 6:30 p.m. The Finance Committee meeting time may swap with the Executive Committee, pending Jenny's availability.
- Operations: Ka Zoua (chair), Zuag, Andy and Mai. The meeting schedule will be on the 3rd Wednesday from 4:30 - 5:30 p.m.

Mai reminded the committee chairs of the importance of taking minutes documenting each meeting and as committee chairs, it is their responsibilities to do so.

2. Board Web Page -- Bios and pictures up to date?
 Mai asked each board member to update their bios if needed on the hard copy provided and give to Maychy so it can be updated accordingly. If they want to swap out their pictures, please provide Maychy with a new one.
3. School Functions / Events Calendar
 The Calendar is in Dropbox. Maychy to update the calendar. Zuag to send reminders out to staff regarding upcoming events.

The board recessed for a morning break at 9:50 a.m. and reconvened at 10:05 a.m.

2019-20 Board Development Plan Goals

1. To increase level of presence, involvement, and confidence as BOD of HCA
 John and Ka went over each of the individual sub-goals and discussion followed.
 Goal 1, #5. BOD will arrange for a day at the MN State Capitol or follow and participate in a charter school-related cause at the policy level: Deeper discussion followed on whether the board is jumping in too fast (i.e., fundraising training in Jan. 2019), whether it's something that should be looked at further and discussed to see what the board's comfort level is, and this goal should be reworded in a more general term. Ka Zoua to make updates to this goal.
2. To advance education and trainings beyond general board training requirements
 Mai explained she would like to have the board come up with some concrete topics and decide on the dates for this upcoming school year. Discussion followed on the two individual sub-goals under this goal.

Topics/Dates:

1. Robert's Rule (Pao): Pao would look for presenters for either the Aug. 22nd meeting or the Sept. 26th meeting for 1 hour.
2. Social demographics of St. Paul - how has it changed? (Andy). Combine items 2 and 3 and plan for SY 2020-21.
3. To understand diverse cultures and enhance their own cultural responsiveness competencies and skills (Andy). Combine items 2 and 3 and plan for SY 2020-21.
4. Deeper Dive into Financials - particularly how the budget gets put together (Mai). Ask Jenny to do a training session immediately following our Jan. 2020 board meeting.
5. Suicidal awareness / mental health issues (Ka). Plan for SY 2020-21.

ED Review Process

1. Review February 2019 Draft

Mai explained she put this draft together based on this past year's ED review schedule. She asked for input on how we can improve this timeline. Discussion followed on the pros/cons of changing the ED's contract from a one-year contract to a multiple year contract, the process to hold ED accountable for his/her leadership plan, the need to still hold an annual 360 Review process even if the contract was for multiple years, and the response time for ED to review, respond and negotiate if requested. Overall, the board felt the timeline drafted here seemed to work well for this year and was an improvement from previous years. The overall consensus was that the board would try a two-year contract for 2020-2022, where we would continue to do the same annual 360 review process, and the ED would present a two-year leadership plan.

2. May 31, 2019 Year-End Appreciation Breakfast

[Chai Lee joined the meeting at 11:45 a.m.]

Board members commented on the brief conversations and interactions each had with the staff. Overall, the comments were positive. The board expressed they felt this was a good event that could be done again. Zuag and Andy expressed the staff appreciated the event and the chance to meet the board.

The board adjourned the meeting at 12:10 p.m. and went to lunch at Karibu.

The board reconvened at 1:00 p.m. for a board advocacy training with Eugene Piccolo, Executive Director of MACS.

Advocacy Board Training

Present: Andy Grover, John Yang, Ka Zoua Yang, Mai Vang, Sia Lo, Zuag Lee, and Maychy

Absent: Pao Yang

Adjourn

The meeting adjourned at 3:05 p.m.