

Board of Directors
Thursday, April 23, 2020
Conference Call via Zoom
5:00 p.m.

MINUTES

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

Absent: John Yang

Staff: Cindy Yang, Maychy Vu, Dr. Chai Lee

Others: Jenny Abbs and Mimi Palen-Clare, Executive Growth Advisors

The meeting convened at 5:04 pm.

I. Call to Order

Mai announced that due to the health pandemic COVID-19 and the state's emergency order, we are conducting our meeting tonight with this new electronic format. We will continue to do this until further notice.

II. Approval of Agenda

MOTION: Sia moved, Andy seconded the motion to approve the agenda as amended to add the Abdo contract renewal under the Consent Agenda. No further discussions. Mai called for a roll call vote: Sia – Yay; Andy – Yay; Pao – Yay; Zuag – Yay; Ka – Yay. Motion carried.

III. Approval of Minutes: February 27, 2020

MOTION: Sia moved, Ka seconded the motion to approve the February 27, 2020, minutes as amended to reflect Pao Yang was absent. No further discussions. Mai called for a roll call vote: Sia – Yay; Andy – Yay; Pao – Yay; Zuag – Yay; Ka – Yay. Motion carried.

IV. Extended Distance Learning Presentation by Dr. Chai Lee

Dr. Lee presented on HOPE's Distance Learning Program. He discussed the platform the teachers used, explained how the Distance Learning works, went over how the teachers and paraprofessionals work together every day with the students, the curriculums they use, and the Special Education Learning Program. Brief discussion followed and Dr. Lee responded to questions.

[Dr. Lee left the call at 5:21 p.m.]

Mai stated Mimi is scheduled to join us at 5:30 p.m., and since she has not joined us yet, we'll move on to the next business item.

VI. Community Comments

There was none.

V. Consent Agenda

- a. School Nurse Consultant Contract for SY 2020-2021

There's a change in the number of hours contracted for the SY 2020-2021 due to expected increase in the number of students. The school nurse will do the special education screenings as well.

- b. Form 990: The form gives the IRS an overview of the school's activities, governance and detailed financial information. HOPE files this form annually.
- c. Audit Firm Contract for 2020-2021 (Abdo, Eick & Meyers, LLP)
Jenny has received the 2020-2021 contract. This firm performs the school's audits. The price does include the single audit if needed.

MOTION: Ka moved, Zuag seconded a motion to approve the consent agenda. No further discussions. Mai called for a roll call vote: Sia – Yay; Andy – Yay; Pao – Yay; Zuag – Yay; Ka – Yay. Motion carried.

VI. Committee Report

1) Executive Committee

Mai reported the Executive Committee met on April 16, 2020, to discuss the ED contract and we will be having a closed meeting immediately following our board meeting tonight. See the draft April 16th minutes for further details.

2) Board Operations Committee

Ka reported the Operations Committee did not meet in April. They last met on March 11th. The committee discussed the Annual Meeting, the Board Self-Evaluation, the policies that the committee is currently reviewing: School Student Bullying, Lead in School Drinking Water, and the Visitors Policy, and a brief discussion on the increasing concerns of the health pandemic COVID-19. See draft March 11th Operations Committee minutes for further details. Ka stated that due to the health pandemic COVID-19, our Annual meeting this year will be conducted in a different format via electronic means using Zoom and went over the changes.

V. Board Self-Evaluation Results & Discussion with Mimi Palen-Clare

[Mimi Palen-Clare joined the call at 5:30 p.m.]

Mai welcomed Mimi and stated now that she's joined us, we will continue with the Finance Committee report after Mimi's presentation.

Mimi shared the results of this year's Board results and went over the two documents she sent on the Summary of Ratings and the Breakdown of Ratings. Discussion followed, and she responded to questions.

Based off of the results, Mimi pointed out she is pleased the Board understands that "issues discussed in closed meetings are to be kept confidential." This tells her that the Board uphold confidentiality in the highest regards. Mimi also made the recommendation for the board to review the following two HOPE governing documents: Articles of Corporation and By-laws. These two documents address how the board conducts itself and the board's authority.

Mimi to follow-up with Ka to discuss the growth areas to get a better understanding of the governing documents; finance; and looking for how the board can be engaged.

[Mimi Palen-Clare left the call at 6:08 p.m.]

3) Finance Committee

- February 2020 & March 2020 Summary Report
- February 2020 & March 2020 Summary Income Statement
- February 2020 & March 2020 Balance Sheet
- February 2020 & March 2020 Payment Register

Sia went over the March financials and reported on this year's summer school program, Maychy's brief update on the building expansion, renewing the audit contract (Abdo), and the 990 form. See the attached March 2020 Financial Statements and Supplemental Information Report provided with the meeting materials.

Jenny reported information on the big picture overview of the federal funds while schools are out for the rest of the school year, bond covenant update on the Arbitrage Rebate Calculations report, and the S&P meeting.

Mai asked about reviewing the February financials due to cancelling the March meeting. Jenny recommended the board to review the February bills that were paid, but it's not necessary to review the others as the March financials supersedes the February financials.

The board reviewed, discussed and filed the financial subject to audit.

VII. Existing Business

1. Building Expansion Plans Update

Maychy has met with Kou Vang and Dick Ward, and we are moving forward as planned. Kou has stated that Phase I can happen in the Fall. See PPT presentation for more details.

Maychy also reported HOPE's Pre-K and high school applications has been submitted to St. Thomas on Tuesday, April 21st. If all goes as plan, we hope to be able to roll out our Pre-K program and add Grade 9 starting in the Fall of 2021.

Maychy continued on with her Director's report on the following:

1. May 1 and 4 will be used as planning days for the teachers.
2. Molly from St. Thomas sent some information regarding guidance on board elections for charter schools and an election compliance checklist from Jim Martin of Martin Law firm PLLC.
3. MACs is now offering more online support. She attended an online class and provided information from it.
4. S&P meeting Jenny talked about above.

VIII. New Business

1. Planning for 2020 Board Retreat

Mai shared she'd like for the board to start thinking about topics for discussion for this year's Board Retreat to potentially take place in July. With all that's going on now, we don't know what the situation will be like in July, but she would like to get a tentative date on everyone's calendar. This way we have a timeline to work towards. Discussion followed. The Board retreat is tentatively scheduled for a full day on Monday, July 20, 2020. It will be similar to last year's schedule, where there is a half day meeting with a training. Please e-mail any topics you'd like to discuss to the full board.

2. Executive Director's Report

See above under existing business.

3. Plus/Delta: There was none.

4. Others: There was none.

The next Board meeting is on Thursday, May 21, 2020, at 5:00 p.m. via Zoom. A closed session to follow tonight's meeting to discuss the ED contract.

The meeting adjourned at 6:44 p.m.

The Board had a closed session following the board meeting.