

Board of Directors  
Thursday, November 21, 2019  
HOPE Conference Room  
5:00 p.m.

## MINUTES

*Present:* Mai Vang, Andy Grover, Ka Zoua Yang, Pao Yang, Sia Lo, Zuag Lee, John Yang (*joined 5:32 p.m.*)

*Staff:* Cindy Yang, Dr. Chai Lee, Juavah Lee and Maychy Vu

*Others:* Jenny Abbs - BerganKDV

Kou Vang - JB Realty

Cerena Vang - JB Realty

Kendra Perpich, CPA, Senior Auditor, Abdo, Eick & Meyers

Tia Johnson, Senior Accountant, Abdo, Eick & Meyers

The meeting convened at 5:00 p.m.

### I. Call to Order

### II. Approval of Agenda

*MOTION: Pao moved, Sia seconded the motion to approve the agenda as presented. No further discussion. Motion carried.*

Mai announced that we have some special guests with us tonight, and we would start with the two items under the Community Comments section first.

### III. Community Comments

#### a) Financial Audit Presentation

Kendra Perpich and Tia Johnson presented HOPE's audit for the year ending June 30, 2019. HOPE Community Academy was consistent in their fund expenditure from year 2018 and 2019. There were no financial findings, material weaknesses identified, noncompliance or significant deficiencies. See attached "Annual Financial Report for the Year Ended June 30, 2019," "Management Communication," and "Hope Community Academy FY2019 Financial Statement Audit" presentation. They asked if there were any questions. There was none.

*[Kendra and Tia left the meeting after their presentation.]*

#### b) Building Expansion Plan

Maychy is exploring expansion plans for HOPE, including adding pre-K and high school, making HOPE Community Academy a pre-K to 12<sup>th</sup> grade school. As HOPE looks to a long-term sustainability, and to be competitive with other charter schools and the traditional school districts, this is the route HOPE should seriously consider. Other Hmong-focused charter schools are growing and expanding, both in student enrollment and facility-wise. Maychy has met with HOPE's authorizer, the University of Saint Thomas, and there are no concerns. If HOPE is to add Pre-K and high school, UST wants to make sure that it will follow MDE

guideline/curriculum. Maychy will need to follow Saint Thomas application procedure. In addition, the interest rate is at a record low, and this would benefit HOPE to also consider moving in this direction.

Dr. Lee presented his vision of how the school would implement the curriculum and instructions to include expansion of 9th graders and honors courses in the first year to compete with other charter schools to provide students opportunities to challenge themselves and be prepared for college, potential schedule and how to retain and increase enrollment. Juavah presented on the marketing and recruitment strategies, including retention and comments on why HOPE families are attracted to the school. Discussion followed and Dr. Lee and Juavah responded to questions.

Kou Vang presented initial drafts of financial and space acquisition/allocation plans. Kou provided background information on his company, shared his experiences with working with charter schools, went over the three options laid out in his spreadsheet, how the school can potentially be expanded, and the timeline to approve the plan. After reviewing all three options, the board agreed Option 3 would be the most viable option for HOPE to consider. Discussions followed and Kou responded to questions.

*[Kou and Cerena left the meeting after their presentation. Dr. Lee and Juavah also left the meeting at this time.]*

**To Dos:**

1. Maychy to provide additional information, in addition to the 1-page document that she passed out showing the growth of HOPE's students within the last 5 years (2015 - 2019), comparing HOPE's scores to a comparable charter school.
2. The board requested that Maychy and Jenny look at other project management firms and meet with them. Maychy will work directly with the Finance Committee on this project, and the Finance Committee will report back to the full board at the December board meeting. Jenny stated she knows two contacts that she can reach out to. The board hopes to make a decision on approving the building expansion plan at the December meeting.
3. All Board members to think about the information presented tonight and send any questions/comments/concerns they have to Maychy so it can be addressed at the next board meeting.

**IV. Approval of Minutes: October 24, 2019**

***MOTION: Ka moved, Andy seconded the motion to approve the October 24, 2019, minutes. No further discussion. Motion carried.***

*[7:00 p.m. - Mai noted the allotted time for the meeting is up and asked if the board would like to continue and finish the rest of the agenda or stop for tonight and push the rest of the agenda items to the next meeting. The board decided to continue.]*

**V. Consent Agenda**

- 1) Teachers Contracts - Sam Seely and Hlies Scully

***MOTION:** Ka moved, Zuag seconded the motion to approve the consent agenda. No further discussion. Motion carried.*

**VI. Committee Report**

- 1) Executive Committee

Mai reported updates from the November 5, 2019 Executive Committee meeting. See attached minutes.

- a. ED 360 Annual Review Update

The Executive Committee has met with Mimi Palen-Clare and discussed the process.

- b. Proposed Timeline of Review Process & Respondents' list (attached)

- i. The Executive Committee discussed the timeline of Maychy's annual review and the importance of having all 7 board members fill out the survey. An e-mail will go out in the second week in January 2020 to the respondents.

- ii. Adding Tswjhue Xiong to the respondent list at the recommendation of Andy.

- 2) Board Operations Committee

Ka reported updates from the October 16, 2019 Operations Committee meeting. See attached minutes.

- a. The committee reviewed Policy 100s & 200s.

- b. The committee reviewed the Operations Committee Charter. Committee charters are to be reviewed by each committee.

- c. Annual Meeting tasks will be finalized. Pao and Andy's seats are up this year and should let Ka know in January whether they plan to renew their position for another 3-year term. Board is requested to actively recruit potential board members.

- 3) Finance Committee –

October 2019 Summary Report

October 2019 Summary Income Statement

October 2019 Balance Sheet

October 2019 Payment Register

Sia reported the Finance Committee met on November 14th and most of the discussion centered around the building expansion plan. See attached minutes.

Jenny went over the financials. See the attached October 2019 Financial Statements and Supplemental Information Report provided with the meeting materials.

Jenny also reported HOPE has received the Safe School Supplemental aide from MDE, the budget will need to be reworked and revised due to the ADM increase (last ADM numbers was budgeted for 501, and the current ADM is now at 556), split out a couple of expenditures on

the financial statements to make more clear (new line item for Board of Directors and Hmong Program), and the food service (a little profit was made instead of a loss).

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

**VII. Existing Business**

There was none.

**VIII. New Business**

1. Executive Director's Report  
This section was already covered in the building expansion plan above.
2. Plus/Delta: The information presented on the building expansion plan is a lot to digest and there's a couple of HOPE home games coming up if anyone's interested in attending.
3. Others: There was none.

The next Board meeting is on Thursday, December 19, 2019, at 5:00 p.m. in the HOPE Conference Room.

The meeting adjourned at 7:27 p.m.