



720 Payne Ave
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HOPE Community Academy Board of Directors Retreat

Monday, July 20, 2020 8:00AM – 3:30PM

MN Humanities Center 987 Ivy Ave. East St. Paul, MN 55106

Present: Mai Vang, KaZoua Yang, Andy Grover, Don Lorr, Sia Lo, John Yang

Staff: Maychy Vu

Others: Dao Her, IT Consultant

Jenny Abbs, Business Manager Consultant

7:45am-8:15am	New Board Orientation: Orientation presentation was given to Don Lorr by John and Maychy	John/Maychy/Donald Lorr
8:00am-8:30am	Breakfast	All
8:30am-8:35am	Greetings and Welcome Review of Agenda (change as needed): No change was made to the agenda.	John
8:35am-9:45am	Activities Introductions Team Building Activity: There were three team building activities that Ka planned. Activity 1 was to write 3-5 questions that you'd like someone to know about you. Activity 2 was to write two truths about yourself without your name, and Activity 3 was to put one valuable item in a bag for others to guess.	Ka Zoua
9:45am-9:55am	Break	All
9:55am- 10:40am	Board Overview of Board Committee Charters Board committees Breakout <ul style="list-style-type: none"> • Executive Committee: Executive Committee did not meet but will determine their meeting dates after the other two committees have their meeting dates down. • Operation Committee Standing Meeting: 2nd Wednesday of the month 4:30 pm – 5:30 pm Conference Room 	Sia John Andy
	Goals: Policy review 200 + 300 + 504	

New policies/updates/MN Statutes
 *Visitors Policy

- *Bullying
- *Lead in School Drinking Water

Board Development Plan & Evaluation

Alignment to/with Strategic Plan

Annual Meeting Timeline – date to decide at November board meeting

- Finance Committee: Sia
Standing Meeting: 3rd Thursday of the month 4:30 pm – 5:30 pm
Conference Room

Goals: Student Recruitment to reach the projected ADM: 558+

- *Team
- *Communication: Karen churches? Karen radio? Have parents go on radio to share their and their children's experiences, etc.
- *Finders fee

Hmong and Karen Language Programs

- *Enrichment Time
- *Karen language & culture

Summer Programs

- *Hmong language/culture camp
- *Karen language/culture camp

10:40am-11:00am	<p>Board Goals KaZoua</p> <p>Board Development Plan:</p> <p>Goal #1: Methods & Resources #2 - allow for community comments at board committee meetings by opening the meetings and posting on website</p> <p>Goal #1: Methods & Resources #3 – Board to host “Welcome Back to School”</p> <p>Board will write two letters: September (recruit for board committees)</p> <p style="padding-left: 150px;">Spring 2021 – Operations letter for Annual Meeting</p>
11am-11:30am	<p>Egnyte Training: Dao Tech</p> <p>Dao provided training on how to utilize Egnyte for accessing, storing, and reviewing board documents. Egnyte provides for a more secure storage of files. Accessibility can be anywhere as long as there is internet access.</p>

The board voted to use Egnyte. Drop Box will no longer be used as the platform for board document storage. Maychy will send out link to all board members, Dana and Molly at UST, and Jenny Abbs.

11:30am-12:30pm

Lunch

All

12:30pm-1:00pm

School functions

Maychy

- Events/calendar: The SY2020-21 school calendar only lists the schoolwide events. Sports and other events will be determined by the appropriate staff once school resumes. Maychy will put those together at once that has been finalized.

Mai requested to add to the calendar UST quarterly report due dates, MDE reports, etc.

- Distance Learning: Maychy/Board Members
 Per Zuag, as an EL teacher, it was hard to engage with students even though it was with a small group. Students would mute and turn off camera. There were inconsistencies amongst teachers on teacher expectations on muting and turning off the camera.

For the specialists, Andy reported that it was different from the EL perspective. The specialists developed a schedule amongst the six of them. They used two platforms (Zoom & Google Hangout, and Chat & See Saw for the K-2)

The summer school staff thought the distance learning went better due to small class sizes and expectations were set early on.

Other ideas to incorporate: invite the entire family to school when checking out hardware equipment and have training and expectations at the same time with parents and students.

Sample: Student Expectations

*Camera must be on

*Unmute

*be ready and prepared with work (be on time)

Ka volunteered to talk with other parents if needed on how to set up a schedule and structure at home (expectations)

1:00pm-3:00pm

Board Training

Finance 101:

*see the presentation attached

Jenny Abbs via Zoom

Building Expansion Plans & Budget Model Update:



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Based on the initial budget model that was approved, \$58,000.00 would be contributed to the lease. This was the original projected at 3.5% interest rate. Currently, the interest rate is at 5.4%, and HOPE would be looking at \$250,000.00 contributing to the lease as projected with the current budget model.

Discussion centered around the fund balance and would it allow for sufficient cushion, as well as one-time expenditures. Questions were raised on where cut would be made and how HOPE can increase revenue. HOPE would need to be very intentional with its planning process and selective in cutting programs. Student recruitment is key in increasing revenue.

2:24 pm

Adjournment

All