



Mission: Educating all students to highest levels of academic and social standards with a focus on Hmong language and culture.

HOPE Community Academy
October 22, 2020
Conference Call via Zoom at 5:00 pm

MINUTES

Present: Andy Grover, Ka Zoua Yang, Zuag Lee (5:10pm), John Yang, Sia Lo and Don Lor

Absent: Mai Vang

Staff: Cindy Yang, Maychy Vu and Chai Lee

Guests: Hun Sim, Kou Vang (JB Vang), Jenny Abbs (BergenKDV), Molly McGraw (UST), Kelly Rimpila (BergenKDV), Tyler See (Abdo, Eick & Meyers)

The meeting convened at 5:03 pm

I. Call to Order

II. Approval of Agenda

MOTION: Ka moved, Sia seconded the motion to approve the agenda. No discussion. Motion carried.

Andy: Yay Zuag: Yay Don: Yay

III. Approval of September 24, 2020 Minutes

MOTION: Ka moved, Don seconded the motion to approve September 24, 2020 Minutes. No discussion. Motion carried.

Andy: Yay Sia: Yay Zuag: Yay

IV. Community Comments

SY2019-20 Finance Audit Report - Abdo, Eick and Meyers

- Tyler See a senior auditor from Abdo, Eick and Meyers presented SY2019-2020 Finance Audit Report. The auditor does have one recommendation. Payment of bonuses is not allowed. It is recommended that the school change the word “bonus” to be more of a goal-based incentive. The language should also be reflected in such policy.
- Tyler See explained the general fund expenditures showing comparison from SY19-20 to SY20-21. HCA has a strong enrollment growth from SY19- 490 to SY20- 558, which increased the general fund. For the General Fund Balance in the past 4 years, HOPE has been meeting and exceeding the policies and showing positive trend.

- Food Service Fund: HOPE has been in the 80 percentile for food service expenses per ADM.
- Building Company Fund: From 2019 to 2020 the fund balances increased \$20 thousand dollars.
- Key Performance Indicators: HOPE Community Academy has been in the 40% in the past 4 years for expenditures. HOPE is above what statewide average and region is. It shows a positive and strong general fund balance.

Building Expansion Plans Update – Kou Vang

- The moratorium is pushed out until March 9th, 2021. That is when the City Council will finish with their assessment and make a review about these conduit bonds.
- Application has been submitted and we are waiting for up-down vote. At this point we can safely say we have 4 positive and support vote for the project. Our first hearing will be in November 16th and second hearing will be in mid-December for final approval.
- Two options
 - Option 1: Go forward and finish the drawing for package number 1 and get going on legal work for conduit bond. As soon as the conduit bond is approved in mid-December Kou's team can push closing for the end of December or early January and start construction right away. If this path was chosen, at minimum the first floor of the new addition and renovation of the existing building will be completed before school starts in the fall of 2020-2021. The 2nd and 3rd floor of the new addition will be completed before winter break 2020-2021.
 - Option 2: Put the project on hold until the HRA approval in mid-December. That means the final drawings and the permits will be delayed, and the construction won't start until summer. Delivery of completion of the project will occur after winter break 2020-2021. This will be a 6-8-months delay to get the project finish.

Discussion included local organizations' input in the project and the properties that are to be purchased. Kou met with the executive director of the Payne Phalen Planning Council and shared the plans. He is waiting on the executive director's advice on next steps and who to meet with. As for the two properties, there are verbal agreements only at this time. We will hold off until after the first hearing.

John: Option 1 Ka: Option 1 Andy: Option 1 Sia: Option 1 Don:
Option 1 Zuag: Option 1

Assessing Students' Learning During Distance Learning – Dr. Chai Lee

- Attendance for Individual Learning Day will be handled by each grade level. Middle School teachers will take attendance every period and attendance is submitted at 1:00 pm and attendance will include the work completed by students. Communication has been complicated due to younger students are not comprehending the work.
- Formative assessments are through PLC meeting. The teachers bring data of how students learn each week to the PLC meeting. The teachers are still keeping track of how many students are doing well and not doing well in certain standard and curriculum. Due to distance learning many students are difficult to meet with because of many factors. Dr. Lee noticed when he attends their classroom distance learning, students are doing chores, babysitting and getting distracted from class. HOPE will continue to communicate with parents including educational training.
- HOPE will follow MDE's guidance with state assessments. January 2021 the ACCESS test will be administered onsite. HOPE Community Academy is getting preparing to make sure computers are working properly.
 - Discussion: what kind of support is given to the teachers at this time?
 - Instructional coach will work directly with each level and assist with teacher's need.
 - Two PLC meetings to address what we do differently with online learning

V. Consent Agenda

1. HOPE's SY2019-2020 Annual Report
Correction page 12 "Dr. Chair"

2. 2020-21 Annual Charter School Assurances

Background: As part of a 2011 lawsuit, ACLU v. Tarek ibn Ziyad Academy, MDE agreed to adopt certain assurances for charter schools and authorizers, and to ensure that each charter school annually signs the assurances, sends them to the authorizer and provides a copy to MDE. The following are the current policies for reference to these assurances:

- Religious Accommodation
- Facility Neutrality Equal Access for Student Non-Curricular Groups
- Facility Neutrality Equal Access for Boy Scouts Title 36 and Other Outside Youth Community Groups
- Policy for Enrollment
- Student Records-Data Privacy
- Student Uniform Description

***MOTION:** Ka moved, Sia seconded the motion to approve the Consent Agenda. No discussion. Motion carried.*

Don: Yay Andy: Yay Zuag: Yay

VI. Committee Reports

1) Executive Committee

- Did not meet this month. A meeting will be scheduled in November.

2) Board Operations Committee

- Did not meet via Zoom but worked on policy reviews through e-mail
- Will meet in November

3) Finance Committee

- September 2020 Summary Report
- September 2020 Summary Income Statement
- September 2020 Balance Sheet
- September 2020 Payment Register

Sia went over the financials. See the attached September 2020 Financial Statements and Supplement Information Report provided with the meeting materials.

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

VII. Existing Business

- There was none.

VIII. New Business

1) Executive Director Report

- a. Student enrollment: 578 (projected 585)
- b. Site visit with UST-Virtual interviews; surveys of staff, students and parents; and classroom observations
 - i. Fall visit- November 17, 2020
- c. Strategic Plans-Dashboard Updates- October 2020 (see dashboard updates provided in board packet)
 - i. Making a lot of progress in KPIs
 - ii. Student enrollment has gone up from 520 in September to 578 in October
 - iii. Staff retention: In August – 74 and as of October- 84.
- d. Milestone:
 - i. Milestone #3: currently at 95% and will be completed by Nov 2-6.
 - ii. Milestone #4: will be presenting to the board in November.
 - iii. Milestone #5: Share budget summary with staff in Sept staff meeting.

iv. Milestone #6: Project delayed but will move forward after board's support (see above)

2) Plus/Delta

a. +: Happy to have many people join this month's meeting. There were 14 attendees.

3) Others

a. What measure are HOPE Community Academy is doing to take precaution for staff members on those two Fridays of the month that staff are coming into the building?

i. Staff are required to wear mask in the building, as well as maintaining social distancing. Dr. Lee should have emailed out steps to take precaution.

b. Temperature checking for any staff and visitors.

i. Reporting to the main office to get their temp check and documenting it down.

c. Does HOPE have plans on when it may change learning model?

i. HOPE is still monitoring COVID cases per county and will follow MDE and MDH's guidelines.

d. Lunch Program

i. Cindy updated the board members that at the beginning of the school year about 200 families requested food delivery. As Cindy worked with CKC Good Food to develop an Asian menu, more families have signed on for home delivery. The number went up to 400 students and continue to gradually increase.

e. Live feeds – HOPE had a live session with parents and community members on its Facebook Page. Dr. Lee, Ms. Phoua Yang, and Mr. Taw were present to inform and answer questions. Ka encouraged board members to join and hear from HOPE parents.

IX. The meeting adjourned at 6:44 p.m.

Next Board Meeting: Thursday, November 19, 2020 5:00 pm via Zoom