

*Mission: Inspiring students to achieve high academic success while embracing Hmong language and culture.*

HOPE Community Academy  
December 17, 2020  
Conference Call via Zoom at 5:00 pm

### MINUTES

*Present:* Mai Vang, John Yang, Andy Grover, Ka Zoua Yang, Zuag Lee and Don Lorr

*Absent:* Sia Lo

*Staff:* Cindy Yang, Maychy Vu, Chai Lee and Elisabeth Riley

*Guests:* Kou Vang, JBVang and Jenny Abbs, Finance

The meeting convened at 5:02 pm

I. Call to Order

II. Approval of Agenda

*MOTION: Mai moved, Ka seconded the motion to approve the agenda. No discussion.*

*Motion carried.*

Andy: Yes

Zuag: Yes

Don: Yes

III. Approval of November 19, 2020 and December 8, 2020 Minutes

*Make a correction to November 19, 2020 Minutes: add "Approve of Consent Agenda"*

*MOTION: Mai moved, Don seconded the motion to approval of November 19, 2020 and December 8, 2020 minutes. No discussion. Motion carried.*

Andy: Yes

Zuag: Yes

Ka: Yes

IV. Community Comments

1) Building Expansion Project Status – Mr. Kou Vang, Project Manager

- Have not heard anything officially from District 5, a few PPCC board members confirmed unofficially voted in favor 8-5.
- On track to be at the building zoning appeals board on Dec 28<sup>th</sup> for the review of
- Submitted building permits for bid-package #1: site work, footing and foundation work which is projected to start in January

- Get bid-package #2 completed by the 3<sup>rd</sup> week of January to start the interior work in mid-February.
- On track to deliver the first floor and renovation of the existed building before August 15<sup>th</sup>. The 2<sup>nd</sup> and 3<sup>rd</sup> floor of new addition will be completed by December 2021.
- Next steps: Investors Call, pre-pricing call on 12/21/20, go to market on 12/22/20, bond agreement execution 12/22/20, pre-closing date 12/29/20, funding on 12/30/20

Discussion and clarification:

- Signing of documents – Is it the Executive Director or board chair who signs the paperwork?  
Majority of paperwork will be for the HCA Building Company board chair. The school board chair will need to sign some paperwork too.
- What is the parking variance for?  
The initial plan is to replace the parking stalls that would be lost due to the addition. HOPE would purchase two houses south of the school and turn the area into a parking lot. However, CM Prince does not support demolishing the two houses, and the neighbors do not want a parking lot. Kou has reached out to Everest for parking option for HOPE. They are responsive to leasing a lot to HOPE.
- What is the budget saving without the purchase of the houses?  
Approximately \$580,000.00 that could be used for re-purposing renovation of existing building. For example, replace rooftop units - HVAC systems.
- Possibility of making the tunnel a little more scenic leading to Swede Hollow Park?  
City of St. Paul Park and Rec leads the project. The tunnel is on the Historical Society and serves a functional significance. It has been the intent for HOPE to be a partner with Park & Rec to make the tunnel more safe and friendly, and more visible.

V. Consent Agenda

1) SY2020-21 Budget Model Revision

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

Andy: Yes

Zuag: Yes

Don: Yes

VI. Committee Reports

1) Executive Committee

- a. 360 Performance Review Process for Maychy Vu.
  - i. 360 Review process will facilitate meaningful feedback from Maychy's direct and indirect reports, Board members, and others on eight core leadership competencies.
- b. The Executive Committee decided not to set any goals for this years.
- c. Emergency Director Succession Plan
  - i. After a few discussions the board members decided to leave the name of the key people out and will reach out to HR to get information. Executive Committee will review the plan as needed or update any changes.

*MOTION: Don moved, Andy seconded the motion to approve the revise Emergency Director Succession Plan. No discussion. Motion carried.*

Mai: Yes      Zuag; Yes      Ka: Yes

2) Board Operations Committee

- a. The BOC met 3 times this month to review the policies 200-300.
- b. Board training in January 2021
- c. Annual board self-assessment to start in February and submit it in March.

3) Finance Committee

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

Jenny went over the financials. See the attached December 2020 Financial Statements and Supplemental Information Report provided with the meeting materials. The board reviewed, discussed and filed the financial subject to audit.

VII. Existing Business

- a. January 2021 training topics.
  - i. Board members will email John any topics they are interested in.

VIII. New Business

1) Executive Director Report

- Curriculum & Instruction Program Update – Dr. Chai Lee
  - o There is a need for more intensive help for our students in the next five years. HOPE students to be reading at grade level by grade 3.

- o Elisabeth Riley the Instructional Coach did an overview of the Multi-Tiered System Support (MTSS).
  - SIOP as the foundation
  - 3-year implementation plan
  - Multi-Tiered System Support (MTSS) support behavioral and academic needs. Help build student strengths, follows data, increase precision of instructional match and increase precision of data analysis.
  - Implementing in Spring 2021.
- Student Enrollment: 586 (projected 585)
  - o Governor Walz's Press Conference
    - HOPE have not indicated it if HOPE will be in distance or Hybrid learning.
    - Rolling start: Allow K-2 students into the building for the first two weeks and 3-5 the following two weeks after.
    - HOPE have set up clear barriers in all classroom.
  - December Dashboard
    - o Enrollments is slightly above our goals
    - o Staff retention is at 83, turnover rate of 7.23%
    - o Hub implementation and alignment- 90%
    - o Parent's engagement: a decrease due to COVID-19 and have to meet online
    - o Miles Stone:
      - Mile #6- Closing: at 95% and closing on Dec 31.
  - UST Expansion Ready-to-Open Benchmarks for Pre-K and High School Programs
    - o Pre-K- MDE Affidavit- waiting to hear back.
    - o Maychy meet with Dana on monthly basis with Pre-K and High School Program.
- 2) Plus/Delta
  - a. +: Lively and great discussion the best since the beginning of this school year.
- 3) Others
  - Zuag requested to put staff stipend on the January board agenda under "Existing Business."

IX. Adjournment

The meeting adjourned at 7:19 pm



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**Next Board Meeting: Thursday, January 28, 2021 at 5:00 pm via Zoom**

Office Hours: Monday - Friday 7:30 am - 4:00 pm  
Summer Office Hours: Monday - Friday 8:00 am - 3:00 pm