



COMMUNITY ACADEMY

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

HOPE Community Academy
March 25, 2021
Board Minutes

Present: Don Lorr, John Yang, Mai Vang, Andy Grover, Ka Zoua Yang, Hlies Scully, and Sia Lo

Absent:

Staff: Cindy Yang and Maychy Vu

Others: Mimi Palen-Clare

The meeting convened at 5:02 pm

I. Call to Order

II. Approval of Agenda

Correction change for next month's meeting from March to April.

MOTION: ***Mai moved*** and ***Sia seconded*** the motion to approve the agenda with the correction. No discussion. Motion carried.

Andy: Yes Hlies: Yes Ka: Yes

III. Approval of February 25, 2021 Minutes

Consent Agenda – clarify re-vote and a motion, board chair abstained from vote due to potential conflict of interest

Executive Committee Report – note that the Executive Committee met with Mimi

MOTION: ***Mai moved*** and ***Andy seconded*** the motion to approve the February 25, 2021 minutes with corrections. No discussion. Motion carried.

Ka: Yes Hlies: Yes Sia: Yes

IV. Community Comments

1) Board Self-Evaluation Presentation – Mimi Palen-Clare, Executive Growth Advisors

- a. Mimi Palen-Clare went over the Board Self-Evaluation result with the board members. Overall, there has been some improvement on the board self-evaluation result compares to last year. Mimi also included the last few years' results for the board to see how they've rated themselves. Overall, board feedback is quite favorable in all of the three areas. Rating scale is 1-5, 5 being the highest.

- b. Duty of Care: lowest rating 3.8

- c. Duty of Loyalty: board commitment is very high
- d. Duty of Obedience: overall rating is high.
Discussion centered on the laws in question 1. Board members might have rated a little too high in this area. The board may want to amend the question 1 to “I have an awareness of these laws and I know where to find more information if needed.”

Recommendation: By-laws and Articles of Incorporation should be reviewed regularly by the board.

- e. Last section is board development goals: reflect on personal goals to improve individually and as a board overall what are some growth opportunities. Sharing goals and making them transparent may inspire others and give ideas to them to think about

Recommendations: 1) develop 2-3 personal goals and 2) periodic check-in during the year

*creates accountability and greater board engagement

V. Consent Agenda

There was none.

VI. Committee Reports

1) Executive Committee

- a. Executive committee met with Jenny Abbs to discuss about ED merit pay increase and bonus in a closed session.

2) Board Operations Committee

- a. Met on March 9 and information in the folder
- b. Highlights: On track with the timeline for the Annual Meeting. Unfortunately, there was no nomination for the Board Parent position. Board letters will be mail out on April 12th to parents.
- c. Board Self-Evaluation discussion to include board development plan.
- d. Board members who are leaving at the end of their term – John to look into a certificate of appreciation and a group picture. The Operations Committee decided not to give gift card(s).
- e. Logistics for Annual Meeting – Maychy is to coordinate with John.
- f. Cindy to have laptops ready for Operations Committee members who be on site for May 12 Annual Meeting.

3) Finance Committee

- February 2021 Summary Report



- February 2021 Summary Income Statement
 - February 2021 Balance Sheet
 - February 2021 Payment Register
- a. 990 Form Review
- i. 990 Form is HOPE's tax return. It's more for informational purposes to ensure the numbers match the financial audit from the SY19-20. Jenny had verified all numbers to audit's. The narrative had been updated as well. The Finance Committee recommends the 990 Form to the board for approval.

***MOTION:** Sis moved and Mai seconded the motion to approve the 19-20 SY 990 tax return. No discussion. Motion carried.*

Ka: Yes Hlies: Yes Andy: Yes Don: Yes

b. Bank Signers

- i. The banks signer will be the Board Chair, Board Treasure and Executive Director. The language will be specified in the by-laws.

***MOTION:** Mai moved and Don seconded the motion to have the bank signer be the Board Chair, Board Treasure and Executive Director. No discussion. Motion carried.*

Sia: Yes Hlies: Yes Andy: Yes Ka: Yes

c. PPPL: Personal Paycheck Protection Loan

- i. Small business loan from the government. Small businesses can apply for this loan. Charter schools are eligible for this loan as they are 501(c) 3 organizations. Finance Committee recommended that HOPE should applied for the loan. Discussion centered on credit rating and risks to HOPE if the school was to apply. It was determined that there would not be any issues or concerns. Maychy will move forward to apply for the loan.

Jenny Abbs went over the financials. See the attached January 2021 Financial Statements and Supplemental Information Report provided with the meeting material.

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

VII. Existing Business

There was none.

VIII. New Business

1) Executive Director Report

a. Curriculum and Instruction Program

- Dr. Lee's report is in the folder.
- b. Student Enrollment: 581 (projected 585)
 - c. Parent Survey Trends Report
Mimi was requested to compile a trend report for the past 3 school years' parent survey. The report is in the folder.
 - d. UST Updates:
 - i. Program Expansion Ready-to-Open Benchmarks for Pre-K and High School Programs
 - ii. UST Spring Site Visit – date to be determined
 - e. MACS Membership Due
 - i. Fees are reduced for the next school year due to the increased number of memberships.
 - f. Building Expansion Update:
 - i. Demolition in existing building for the renovation is almost done.
 - ii. March 30 – April 1st closing northbound lane of Payne Avenue for construction from 6 am – 4 pm
 - iii. Met with Kou regarding construction budget. Still finalizing numbers.
 - g. Summer School:
 - i. In-person summer school
 - ii. Directive given to Dr. Lee to extend summer school an additional two weeks
 - h. Vaccination for staff status: Maychy is not sure who have/have not gotten the vaccine.
- 2) Plus/Delta
- 3) Others
- ED Professional Development Plan will be presented at the April board meeting. Incentive Pay clarification on what is considered in compliance. Auditor looks at three areas: 1) cannot use the word “bonus,” 2) cannot be used for past work, only future goal setting(s), and 3) based on measurable outcome (academic, enrollment, etc.)
- IX. Closed Session: ED's Review
- X. Adjournment

The meeting adjourned at 7:25 pm.

Next Board Meeting: Thursday, April, 22 2021 at 5:00 pm via Zoom