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

HOPE Community Academy

August 24, 2023
Conference Room – 5:00 pm

Present- Don Lorr, Brian Shaw, Patchia Xiong Vang, Kimberly Wildebuer, Haylee Ball, Staci Ahrens
Absent – Lu Hang
Staff - Andy Sharp, Melissa Damon, Michael Reed, Andy Grover
Others - none

I. Call to Order

II. Rules of Engagement

- Listen with an open-mind
- Be bold, bright, and forward-thinking
- Be 100% in
- Bring your very best ideas and experiences
- Be collaborative
- Think positive
- Practice humility
- Respect confidentiality
- Think big; look for possibilities
- Ask “why not” instead of “why”
- Follow-through on commitments

III. Approval of Agenda

Staci - moved, Brian - seconded. Approved

IV. Approval of June 22, 2023 Minutes

Spelling errors of Patchia and Don’s names

Kimberly- moved, Brian- seconded. Approved

V. Community Comments

Don

- brought up a reminder for an email from Jenny Abs for the lease aid document
- question for staff updates from administration



-during the executive committee meeting, structure edits for the running of the meeting. Also to following the process for all the other committees

-ask for the staff for “make sure you have what you need”

Brian brought up the lack of schedule finalization of student schedules

Melissa explained about the transition of staff and the hiring of an academic dean will help with these issues

-New hiring of parent engagement coordinator from SSP

-Parent email creation was brought up and the importance of communication with families

Brian brought up the retreat and how beneficial it was for our momentum of staff

Andy brought up more engagement with our BOD, also applauded Melissa and last year coming in when he was hired, broadcasting the meeting

Kimberly requested from a parent perspective for a events calendar for the school

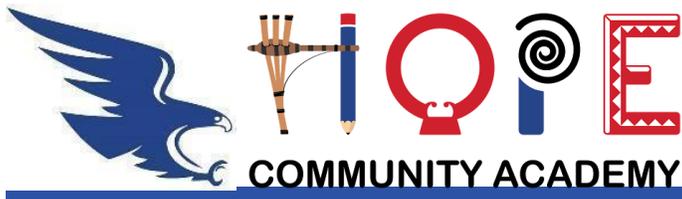
Andy Grover brought up having a board meeting in a more public place, salary schedule in the handbook needs to be drastic edits and is worried about how the staff is going to react, notifying who is on the committees, on the board, and what work has been done

VI. Executive Director Report – Executive Director Vu

A. Elementary Program Report – Dr. Melissa Damon, Elementary Principal

- a. Align services/interventions for students (EL/SPED/Title) during math and reading blocks
- b. Weekly alignment meetings with grade levels to work on making data informed instructional decisions
- c. Create Pre/Post assessments for Data collection and student 's academic growth monitoring
- d. Ability Group students for math and reading
- e. Create comprehensive pacing guides to facilitate ability grouping and future instruction
- f. Ensure all data is uploaded to IC for teachers use/data
- g. Create processes and procedures that ensure we are screening and in compliance with EL Services
- h. Create more individual SPED plans and bring students back to the classrooms - online SPED teacher to assist with our onsite SPED teachers
- i. Realign the interventions provided to bring them back to the classroom and not a pull out model
- j. Increase our collaboration with Americor to support our learners.

Brian - asked about the growth in one classroom and if we are providing adequate training with our teachers. Melissa responded with Dreambox training and Lexia training



to intentionally reset our goals with both programs and hopefully growth with our students.

Kimberly - glad to hear that there is revision with training for teachers and the intervention programs for our students

- B. Secondary Program Report – Mr. Michael Reed, Secondary Principal
 - a. Creating a graduate profile with full graduation requirements to prepare our students for their lives after HOPE
 - b. Creating a 6-12 comprehensive elective program to enhance our curricular offerings, designing unique programming that is built around student interests and staff skills
 - c. Develop a PreK-12 Tech Skills Progression along with technology mission and vision
 - d. Develop a comprehensive Visual and Performing Arts plan and curricular offerings to match student interest
 - e. Start instrumental music including traditional band, modern band, guitar and song production courses
 - f. Create partnerships with local colleges, tech schools, trade academies in order to prepare our students for life after graduation, ACT testing
 - g. Create relationships with Minnesota State High School League and East Metro Conference to build our high school athletic program, including boys and girls volleyball, boys and girls basketball and co-ops with other schools for additional sports offerings
 - h. Implement a Drivers Education program to provide more opportunities for our students.

Kimberly - PSEO? Mike explained that we are in the works for advanced options for students and offerings that students might want to complete.

Haylee- brought up community connections that could benefit students' offerings that we do not have currently at HOPE

Don- applauded principals for their work. Asked about MACS documents within the ED folder.

VII. Consent Agenda

A. SY2023/24 Staff Personnel Handbook

- a. Melissa - leadership team, lawyers have looked at the handbook. See changes below:
 - i. Nondiscrimination added
 - ii. Added nursing mothers' accommodations wording
 - iii. Genetic discrimination - removed
 - iv. Staff development- moved para exam trainings that were available to them



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- v. Recording concerts - scaled down version
- vi. Fair labor - adjusted by the attorney
- vii. Time report - added clocking procedures
- viii. Harassment - Title IX policies
- ix. Personnel - disputes process edited
- x. Performance reviews -
- xi. Licenses - transcripts removed
- xii. Compensation - pay scale added
- xiii. Wage disclosure - lawyer adjusted
- xiv. Workplace policies - jeans added, no legging, shirt length, appropriate shoes for custodians
- xv. Legalization of Cannabis - added state regulations
- xvi. Visitors to Hope - wear a name badge
- xvii. Inclement weather - may use PTO
- xviii. Staff refrain "all staff replies" for emails
- xix. Private data - NEW, all staff will be trained
- xx. Confidentiality - revised by lawyers
- xxi. "Creation of documents at HOPE is HOPE'S"
- xxii. Obligation of students - making sure that all staff and students are safe. Example, SPED student in the classroom and the teacher and someone asks for the student, you cannot impeded on the students learning
- xxiii. Working hours - language was changed for breaks
- xxiv. Hours of work - language was changed for breaks
- xxv. PTO - updated for paras, tables, PTO, removed PTO borrowing, carry over (250 hours)
- xxvi. General guidelines - not to be working on leave
- xxvii. Maternity leave - revised
- xxviii. Jury duty - added more information and updated
- xxix. Added details on retirement fund clarifications
- xxx. Added - unemployment over the summer for hourly staff
- xxxi. Professionalism added
- xxxii. Confidentiality added
- xxxiii. Handbook may be offered in other languages but must go to HR

Haylee - on pg 40 for wordage for pregnant employees, is there a more detailed pay scale

Patchia - edits on part time on employees wordage and hours, pg 18 concerned and confused about the pay scale and the year of experience

Melissa- states that there is an internal pay scale for administration

Brian- needs more details on the determination of pay scale, cannabis testing procedures clarification, what is being done for medical versus recreational/cannabis? cell phone use revision possibility?



Don- is there going to be a revised pay scale that is coming out?

Melissa- explained that most things could be changed that was addressed, except the dress code or salary schedule and its process

Kimberly- can we realistically approve this?

- B. SY2023/24 Teacher Contracts
 - Cardenas, Jose - Secondary Social Work
 - Culshaw, Kate - Academic Dean
 - Etheridge, James - HS Physics
 - Richards, Michelle - MS Title
 - Thao, Yer - Elementary Hmong
 - Vang, Ka Zoua - 2nd grade teacher
 - Zwicky, Elle - Elementary Social Work

Kimberly - moved pending adjustments of the staff handbook and no adjustments to the teacher contracts. Brian- seconded.

Vote- For: Haylee, Kimberly, Patchia, Don. Against: Brian, Staci. 4 for, 2 against. Passed.

VIII. Committee Reports

1) Executive Committee

- a. Met on Monday and reviewed the Charter
- b. Created goals - are in progress
- c. Strategic planning
- d. Recruitment
- e. ED contract/renewal
- f. Grievance policy
- g. Emergency contingency plan - for ED medical or family leave
- h. Board is visible to the HOPE staff

2) Board Operations Committee

- a. Finalized BOC meeting dates for the calendar
- b. Annual meeting would like to bring to the September meeting and the date
- c. Pair with an event for
- d. Engage family for the annual meeting
- e. Student council
- f. Review Board development plan, wants more questions and revisions - how/what to meet the board development goals? Quarterly?
- g. Board operations responsibilities - clarification
- h. Operations committee - clarification



- i. Timeline drafted
 - j. Recruitment of diverse
 - k. Attract parents for more participation in Board related business
 - l. Board evaluation - can it be pushed back? align with the board objectives and goals?
- 3) Finance Committee
- a. Over K-5 and short for secondary
 - b. Lower student membership and overspending for the "700,000" number - there will be changes
 - c. Did not meet debt service coverage ratio - schedule meeting with the lenders
 - d. Contacted services were very high
 - e. Students will need to fill out food paperwork
 - f. Goals- technology leases and technology costs, audit of devices, look at vendor hiring process, meeting schedule
- June 2023 Summary Report
 - June 2023 Summary Income Statement
 - June 2023 Balance Sheet
 - June 2023 Payment Register

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

- IX. Existing Business
 - 1) Updated Board on the website

- X. New Business
 - 1)

- XI. Adjournment @ 7:25
Brian- moved, Staci- seconded. Approved.