

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

HOPE Community Academy

November 28, 2023

Conference Room – 5:00 pm

Present: Patchia Xiong Vang, Kimberly Wildebuer, Staci Ahrens, Brian Shaw, Don Lorr, Maychy Vu, Andy Sharp

Guests: Tyler See (Auditor)

- I. Call to Order 5:00PM
 - Don -Welcome back Maychy Vu!

- II. Rules of Engagement (1-2 minutes)
 - 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 (5 minutes)

Motion To Approve: Brian (with the approved movement of Audit being moved to the ‘Community Comments’)

Second: Staci Votes: All Verbal Vote - All Voted ‘Yes’

- IV. Approval of October 26th, 2023 Minutes (5 minutes)

Motion To Approve: Staci Second: Patchia Votes: All Verbal Vote - All Voted ‘Yes’

Discussion- Amendment from Staci (with name spelling change on the last page of the agenda)

- V. Community Comments (5 minutes)
 - a. Annual Financial Audit - Tyler See
 - From Abdo, doing it 4-5 years
 - Results in 3 (Auditor's Opinion, MN Legal Compliances, Single Audit and Yellow book Report)
 - Audit Results Fiscal Year Findings 2023

- Debt Service Coverage Ratio - Legal Compliance Finding
- HOPE is below
- General fund is below the school policy balance
- Revenues were below expenditures
- HOPE is below expenditures per ADM
- Food Service Fund - Revenues were below expenditures
- HOPE is above the expenditures per ADM for Food Expenditures
- General fund balance is below state (other charter schools)

- Don - are there differences or shifts in funds during pandemic and post pandemic that schools are adjusting to?
 - Tyler- ESSER and COVID funds are still within audits that are being done with other charter schools

VI. Executive Director's Report (15 minutes)

ED Report –Machy Vu

- Announcements
 - New Pre-K teacher
 - Looking for another SPED para, SPED case manager, School Counselor
- Principals' Reports – Dr. Melissa Damon and Mr. Michael Reed
 - Literacy and Math Blocks -with fidelity
 - Walkthroughs through the building
 - Students will be performing for Fine Arts Night and Hmong New Year during the school day
 - ACT Prep & Driver Ed
 - Sports Co-Op
 - National Honors Society
 - Secondary Leadership to create 12th grade courses & graduation

Brian - brought up tension in the elementary schools. Maychy responded with elementary teachers not being shared with administration.

Kimberly brought up 'change management', people that are changing so much may not be willing to change. Kimberly stated the 'change ambassadors' may be an idea of something the building may consider. How do we respond to change (and provide some coaching around that)?

- Family and Community Engagement Report - Mai Nhia Thao
 - Great energy from the Family Engagement Department!
 - Taking on the marketing and social media
 - Lots of connections with the community
- UST Updates
 - Coming Tuesday December 5th, 2023 for our their Fall Visit
- Strategic Plans - Dashboard Updates

- o Goals and initiatives are active and progressing!
- o Enrollment is on the rise with the help of the Family Engagement Department

- VII. Consent Agenda (10 minutes)
- A. SY2023/24 Teacher Contracts
- Jenny Lee — Pre-K.

Motion To Approve: Staci Second: Patchia Votes: All Verbal Vote - All Verbal Vote - All Voted 'Yes'

- VIII. Committee Reports (30 minutes)
- 1) Executive Committee - Don
- a. Met on 11/13
 - b. Continued with the goals and focus on ED contingency planning
 - c. Resources on MACX
 - d. Working/final documents for ED contingency planning
 - e. Brought to our attention that the old website on templates
 - f. Working on the archive older documents and working documents in Egnyte
- 2) Board Operations Committee
- a. Met on 11/14
 - b. Discuss and reviewed BOC goals
 - c. Board engagement list
 - i. Asking Board member to mark their attendance
 - d. Event list - 0%
 - e. Board training - board governance training (Brian)
 - f. Karen community education and awareness
 - g. Reviewing the by-laws, creating
 - h. Mr. Taw gave us a Karen representative on the BOD
 - i. February 2nd, 2024 - BOD breakfast
 - j. Guidelines for review on board packets & other documents
 - i. Deadlines for board packets
 - ii. Deadlines for documents uploads
 - iii. Deadlines for reviewing
- 3) Finance Committee
- September 2023 Summary Report
 - September 2023 Summary Income Statement
 - September 2023 Balance Sheet
 - September 2023 Payment Register
 - a. Met on 11/14
 - b. Looking at the budget from last year
 - c. \$550,000 over budget
 - d. Need a list from admin to see of things that need to be cut from this year

- e. We discussed on items of things that we could look at for helping with over budget
- f. At this time of year, we anticipated to spend 33% but actual spending is at 30% (against our new budget)
- g. \$200,000 plus
- h. Moving forward, we need to look at the enrollment projection numbers to base things on our budgets

Brian asked about the 72% of the summer school budget. Staci responded from July 1, 2023 is when the budget starts. Brian also asked about the 91% for special education transportation. Maychy/Staci will be asking Jenny for a follow up.

Brian brought up the voting process for approving and voting. Patchia wants the vote. Staci has no preference.

Motion To Approve: Brian with the subject on the follow up on the special education transportation percent.

Second: Kimberly

Votes (all verbal votes): Kimberly, Brian, Patchia, Staci, Don- all 'Yes'

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

- IX. Existing Business (5 minutes)
- X. New Business (5 minutes)
- XI. Pluses / Deltas
 - Staci- plus= Maychy is back
 - Brian- delta= shouldn't be using personal emails
 - Patchia- plus= movement through the agenda and make sure we can stick to the times
 - Kimberly- delta= overestimating timing on agenda items
 - Don- plus= PTA meeting, national honors society, fine arts, Hmong New Year
 - deltas=audit and fiance challenges
- XII. Adjournment at 6:42

Next Board Meeting: Thursday, December 21, 2023 5:00 pm Conference Room