

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

HOPE Community Academy

January 25, 2024

Conference Room – 5:00 pm

Present: Patchia Xiong Vang, Staci Ahrens, Don Lorr, Hayley Ball, Lu Hang

Absent: Brian Shaw, Kimberly Wildebuer,

Staff: Maychy Vu, Andy Sharp, Melissa Damon, Andy Grover

Others: None

- I. Call to Order @ 5:01PM
- II. Rules of Engagement (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: Staci Second: Patchia Votes: All Verbal Vote - All ‘Voted’ Yes.
Passed**

- IV. Approval of December 21, 2023 Minutes (10 minutes)

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

- V. Community Comments (10 minutes)
None

- VI. Executive Director’s Report - Maychy Vu, Executive Director (20 minutes)

- Announcements
- Principals’ Reports – Dr. Melissa Damon
- Budget Reduction Plans

- Strategic Plans – January 2024 Dashboard Updates

- Application is due at the end of the month
- Hmong Early Childhood Coalition: partnership
- HAP met with Mr. Her
- Service learning grant - max is \$50,000. This grant will be focused on secondary students

Melissa

- Secondary students went on learning field trips: BizTown & Feed My Starving Children/Bowling
- Staci, “invaluable” field trip and experience
- Legos Robotics Team on January 13th went on a Mock Competition Floor
- Shift Title services not only in Reading but Math also
- 54% of students in the yellow & 31% no risk showed growth
- Students in “the bubble” are students were in the red but have been grown enough to move to the yellow
- Math scores are improving enough for students to make growth compared to last year. Last year 28% of students growing whereas this year 60% are growing
- FAST: literacy in grades K & 1 aren’t growing enough but meeting are being held with teachers & teams to see what they can do to improve the scores
- 20 minutes for Title and then the rest of the time would be with their classes. This is for literacy only
- Math is going down with red students: 49% green growing & 29% red growing

Maychy - Milestones

- #1 (after school plan) & #2 (PD schedule) complete
- #3 (HS graduation plan at 75%) - in progress with high school HUB
- #4 (staff retention and recognition program) - plan to form committee
- #5 (student recognition program) - will be complete by end of January
- #6 (website) - in progress
- #7 (HS elective) - in progress

Dashboard

KPI Reading and Math Scores - we are there and making strides!

Enrollment - will be average of the month and target

Staff Turnover

Hmong Language - surveys have been completed. In the process of getting it translated to be sent out to the parents. Patchia asked about how the secondary students work and schedule.

Melissa said that the elementary students have Hmong once every 3 days. Hired a new Hmong teacher and grouped students by the native speakers and early speakers. Secondary began the Hmong American studies. Second semester will move towards the culture and arts rather than the language.

ED and the Hmong Engagement Coordinator went down from 12 month to 11 month employee

Principals will remain 12-month employees so that they can intentionally be here at school and operations at school

ED provided the Board with a calendar along with their day-to-day duties

ED and Office Manager will be creating a process for daily invoices

Self Reviews must be completed by April 1st & April 5th will be submitted

Marketing and recruitment will be the ED responsibility. Recruitment processes will be created with the office staff

Patchia asked about amended contracts for those impacted with the change. Maychy reassured that 'yes' these employees were given to this.

Don asked about this only being 'temporary' and not permanent for those that their contracts changes. Don also asked about staff increases with their original salary. Maychy reassured them that it would be their original.

During the leave in October, it was advised that we will need a consultant to work on our financials. Maychy had a call with the bond investors, and per the bond documents they are requiring it. They stated that they only wanted a consultant that they selected even though we have one. We are meeting our bond covenant, and we are meeting our budget now after adjustments. The new consultant will be around \$10,000-\$15,000. A meeting was requested with appropriate financial people along with board members with questions.

VII. Consent Agenda (10 minutes)

1. SY 2023/2024 & SY 2024/2025 Calendars

SY2023-24 Calendar:

Due to HOPE Community Academy being identified as a polling site, HOPE will host the Presidential Primary election on Tuesday, March 5th. We would like to move the March 1, 2024 PD day to March 5, 2024 in order to minimize security concerns and the loss of gym space for our physical education classes.

- March 1, 2024 - school in session
- March 5, 2024 - no school, PD for staff

SY2024-25 Calendar:

There will need to be a similar shift to the calendar for the SY24-25 school year due to the November Election Day where we will move our Friday PD day to the Tuesday of election day.

- November 1, 2024 - school in session
- November 5, 2024 - no school, PD for staff

2. Designation of an Identified Official with Authority for Education Identity Access Management:

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual

designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

The Executive Director recommends the Board to authorize Maychy Vu, maychyvu@hope-school.org (email address), and Maychy14 (EDIAM user ID) to act as the Identified Official with Authority (IOwA) for HOPE Community Academy 4070-07.

3. SY2023/24 Licensed Staff Contracts

Jagodzinski, Lydia
Park, Hyewon

**Motion To Approve: Hayley Second: Staci Votes: All Verbal Vote - All 'Voted' Yes.
Passed**

VIII. Committee Reports (40 minutes)

- 1) Executive Committee- Don
 - Talked about processes of the review of the ED
 - 360 schedule for review and a timeline created
 - Feb 22 will need a few closed sessions
 - Contract renewal process
 - Grid will be created with the timeline when things are taking place for the ED review process
 - Things on hold but in progress: concession plan, guest policy
 - ED PTO 3 or more days in a row: finding a formal process for the ED
- 2) Board Operations Committee - Patchia
 - Checked in on the board breakfast
 - Review the goals: board members attending school events
 - Board members terms is coming up and having Don will help with recruiting
 - Board evaluation
- 3) Finance Committee
 - December 2023 Summary Report
 - December 2023 Summary Income Statement

- December 2023 Balance Sheet
- December 2023 Payment Register

Reviewed December 2023 financials

-with \$400,000.00 we have a loss of -\$38,850.00

-ADM is at 786

-Title funds haven't been received yet due to all 3 applications needing to be approved at the same time before we get the Title funds

-technology leases will be moved to ESSER

-SPED transportation is way over budget however that expense is reimbursable in full

-Patchia asked about \$18,000. Staci explained that it was money fundraised.

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

IX. Existing Business (5 minutes)

1) January 25, 2024 Board Training Topic – Karen culture and mental health training

*No confirmation received from KOM

2) February 2, 2024 Breakfast from the Board

*8:00-8:15AM board members to serve breakfast

X. New Business (5 minutes)

-PreK needs licenses beginning in 2028

-Media Specialist/Librarian needs to be licensed

XI. Pluses / Deltas (5 minutes)

-Patchia, happy with the report with academics and the overall opportunities that we are able to give to them

-Overall board, really is happy with a positive fund balance along with positive choices with the HOPE staff

-Hayley, I really loved where staff is meeting where students are at and not leaving students behind

XII. Adjournment @ 6:52pm

Next Board Meeting: Thursday, February 22, 2024 5:00 pm Conference Room