



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

HOPE Community Academy

February 22, 2024

Conference Room – 5:00 pm

Present: Lu Hang, Brian Shaw, Patchia Xiong Vang, Staci Ahrens, Kimberly Wildebuer, Don Lorr

Absent: Hayley Ball

Staff: Maychy Vu

Others: Mimi Palen-Clare, Executive Growth Advisors

- I. Call to Order 5:00 pm
- 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)

Brian moved to approve the agenda. Patchia seconded. Motion passed.
- IV. Approval of January 25, 2024 Minutes (10 minutes)

Brian moved to approve the January 25, 2024 minutes with the corrections. Kimberly seconded. Motion passed.

Corrections:

Page 3, second paragraph, third sentence: change “convenience” to “covenant”

Page 3, under Consent Agenda 1, change date of “March 2, 2024” to “March 1, 2024”
- V. Closed Session: Executive Director Review 5:13 pm convened

The next item on the agenda is the evaluation of the performance of Executive Director Maychy Vu. The Open Meeting Law, Minnesota Statute section 13D.05, subdivision 3(a), states that a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. During the closed meeting, the Board will evaluate the performance of the Executive Director. Accordingly, pursuant to the law I have cited, I will

hereby entertain a motion that this meeting be closed for the purpose of evaluating the performance of the Executive Director.

The board was presented with the 360 survey results from the Executive Director's review.

Staci moved to adjourn the Closed Session and reconvene the board meeting at 6:20 pm. Patchia seconded. Motion passed.

VI. Community Comments (10 minutes)

Kimberly reported on the February 21, 2024 Hamm's Brewery Complex meeting:

- Neighbors are excited, feedback was good
- Businesses worry about parking and safety
- Overall, plan will beautify the area
- Some only want housing, not commercial
- Next meeting – March 16, 2024 6-8 pm at HOPE Community Academy

VII. Executive Director's Report - Maychy Vu, Executive Director (20 minutes)

Announcements:

- Staff Vacancy – 1 FTE EL Teacher/Coordinator
 - Strategic Plans – see February Dashboard updates
 - Principals Reports – table to March board meeting
 - Grants in the Works – VPK and Innovative in Service Learning
*notification in March 2024
 - School-related Events & Board Meeting Schedule
Family Night – EL/Special Education
Thursday, February 29, 2024 5-7 pm Cafeteria
*will update future Family Night events and other school-related events
- UST: Contract Status with MDE and April 2023 Concerns
- Meeting scheduled for March 5 at 11:00 am Conference Room
- Bond Consultant Update
- Cara Quinn and proposal attached

VIII. Consent Agenda (10 minutes)

1) SY2023/24 Licensed Staff Contracts

Jackson, Clark

White, Ashley

Staci moved to approved the two teacher contracts. Kimberly seconded. Motion passed.

IX. Committee Reports (40 minutes)

1) Executive Committee

- Closed session with Mimi Palen-Clare on ED's 360 Review
- Tabled succession planning
- ED contract renewal process – a schedule to be reviewed at March meeting
- ED Check-Ins – a calendar of check-in dates will be draft for board review

- Document 360, ED contract renewal, and check-in processes will be uploaded to Egnyte for future reference
 - Board expenses moved to Finance Committee; look at other ways to cut board expenses
 - Board ongoing training moved to Operations Committee
 - Next meeting – March 18, 2024
- 2) Board Operations Committee
- Met on February 3, 2024
 - Reviewed BOC Goals: board engagement list needs to be updated with new Family Night events, opportunity to recruit potential board members
 - Board Training: ED will look into Vector training option for the board
 - Board succession process: flyer review and distribution
 - Reviewed board meeting agenda and minutes on website to ensure compliance, which we are up to date
 - Policy Sections 200 & 400 tabled discussion
 - Annual Meeting date is May 7, 2024 6-7 pm
 - Board self-evaluation review deadline is April 1, 2024; survey sent to all board members, due date was February 14, 2024
 - Next meeting: March 19, 2024 5:30-6:30 pm
- 3) Finance Committee
- January 2024 Summary Report
 - January 2024 Summary Income Statement
 - January 2024 Balance Sheet
 - January 2024 Payment Register

 - Reviewed the Fund Balance Policy
 - Capital Asset Policy needs to be added into the Policy Manual – Operations Committee
 - Finalized the revised budget for SY23/24 for board approval
 - January 2024 Financial Summary:
 - \$525,000 savings
 - Meeting bond covenants
 - Currently at \$53,135 in the positive
 - Building leases are biggest risk
 - September 2021 food service claim \$63,000 still owed
 - Federal aids – still working on getting these approved
 - Field trips – much of that was charged to ESSER (that’s why it is so low)
 - Hmong program – might be an accounting issue – things not marked as “for Hmong” program
 - Board expenses – need a better way to track how things are charged;
 - SPED transportation – ED working on consolidating routes with the van vendor

Next meeting – March 26, 2024

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

Staci moved that the language in the fund balance policy to be as follows:

“It will be the policy of HOPE Community Academy to budget towards maintaining a minimum 15% general fund unreserved fund balance.”

Lu seconded. Motion passed.

Staci moved to approve the revised Budget Projection Model dated 2/12/24. Lu seconded. Motion passed.

X. Existing Business (5 minutes)
None

XI. New Business (5 minutes)
None

XII. Pluses / Deltas (5 minutes)
Pluses: approved a budget with a positive balance, thank you to all who participated in the budget reduction process, ED review went well, good to see Don at the Student Council meeting – students felt important,

Board dinner – table for further discussion

XIII. Adjournment 8:06
Brian moved to adjourned the meeting. Patchia seconded. Motion passed.

Next Board Meeting: Thursday, March 28, 2024 5:00 pm Conference Room