

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

HOPE Community Academy

October 24, 2024  
Conference Room – 5:30 pm

**Present:** Shaw, Ahrens, Wildebuer, D. Lorr  
**Absent:** Xiong Vang, M. Lor, Ball  
**Staff:** M. Vu, M. Reed  
**Others:** Danielle Miller, UST Liaison

- I. Call to Order 5:30 pm
- II. Rules of Engagement
  - Be here now
  - Be a leader and a team player
  - Be a good steward
- III. Approval of Agenda
  - ED requested to move Principal's Report before "Community Comments."
  - Add June 2024 Preliminary Finance Report under Finance Committee Report.
  - Add Infinite Campus Communication under New Business.

Ahrens moved to approve the addition of the above. D. Lorr seconded.  
Motion passed.  
No discussion.
- IV. Approval of September 26, 2024 Minutes
  - Correction: add another "r" to D. Lorr on page 4
  - Wildebuer moved. Ahrens seconded.

Motion passed.  
No discussion.
- V. Principal's Report – Mr. Reed, MS/HS Principal
  - See presentation
- VI. Community Comments (5 minutes)

Wildebuer - Registered sex offender moved into the neighborhood by the fire department.  
D. Lorr – Friday, October 25, 2024 Railroad Island and partners are putting on Halloween event.

VII. Executive Director's Report – Maychy Vu

- 1) UST Updates
- 2) Strategic Plans – Year 2 Dashboard October Updates
- 3) Other Announcements

VIII. Consent Agenda

- 1) SY2024/2025 Licensed Staff Contracts

Elementary:

Pre-K: Morgan, Georgia

4<sup>th</sup>: Miller, Jacqueline

Specialists: Davis, Dejon – Elem. PE

Sp. Education: Martin, Sonya – Elem.

Schram, Kathy – Elem.

- 2) 2024-2025 Annual Charter School Assurances

Background: In 2011, the Minnesota Department of Education (MDE) settled a lawsuit, *ACLU v. Tarek ibn Ziyad Academy, et al.*, in which the Commissioner of Education was named as a party. As part of the Settlement Agreement, MDE agreed to adopt certain assurances for charter schools and authorizers. Each charter school that will be operational in the 2023–24 school year must sign Annual Charter School Assurances, which consist of nine separate assurances ensuring nonsectarian public education in all charter school operations, in accordance with state and federal law. Applicable laws include prohibitions against government promotion, establishment, or endorsement of religion, and protections preventing funds distributed to public charter schools from unconstitutionally promoting or establishing religion. The assurances are part of oversight of charter school operations by MDE and charter school authorizers.

Ahrens moved to approve the consent agenda. Wildebuer seconded.

Motion passed.

No discussion.

IX. Committee Reports

- 1) Executive Committee

See October 10, 2024 Meeting Minutes

ED Review Process:

Finalize first draft

- We almost completed the first draft. Some asynchronous work will be done before bringing it to the full board in October.

What portions will be assessed for the midyear?

- We narrowed the focus of the midyear review to two areas per topic.

How is the assessment process being administered?

- We tentatively decided that it will be administered to the board, the ED, and her direct reports.

Board Training Overview:

Continuing education

- Several sources of training were researched. The recommendation for further inquiry is [chartersource.com](http://chartersource.com)

Board Development Plan

- Recommending that it be moved to an ad hoc committee.

Next meeting: November 7, 2024 at 5:30 pm

## 2) Board Operations Committee

See October 15, 2024 Meeting Minutes

Discussed adding a Guest Policy. Reviewed the existing research & work already done and will see if MSBA has an existing policy.

Discuss Board Development Plan 2024-2025

BOC reviewed the 2023-2024 Board Self Evaluation Summary & Findings. Discussed and agreed on the definition & purpose. An exercise was also conducted to choose Goals and Measurements.

Next meeting: November 12, 2024 at 5:30 pm.

## 3) Finance Committee

- June 2024 Preliminary Finance Report – see minutes
- September 2024 Summary Report
- September 2024 Summary Income Statement
- September 2024 Balance Sheet
- September 2024 Payment Register

June 23-24 preliminary results:

- Audit is not complete, but no other changes should happen  
+\$433,000 ending (expecting \$53,000) including the rent credit  
Benefits and Salaries showed savings  
Marketing was under budget

- Expenditures were almost exactly on  
Revenues were about ~+3%
- Actually MADE money in food service (~\$72,000)

#### Review of September 2024 Financials

- ADM 795 (below our 825) – due to students who left at beginning
- Still have \$435,000 expected net income.
- Projected to meet bond covenants
- Revenues 23%; Expenditures at 16%
- Still expecting \$500,000 from the state from last year; \$55,000 from federal
- Cash in the bank around 2.5 million
- State revenues on track; Federal and Food service behind since they need to be requested for reimbursements
- Salaries are low because only paid for Aug/Sep. Still lower than our budget number
- We got Read Act funding -- \$9000 for materials; More coming in October for training reimbursement
- Innovation budget should be lower (some were spent last year) – Going to implement a working budget with this change along with some other changes
- A little over liability insurance (but paid – no more expenses in this)
- Barb got some refunds on old leases where we over paid!! 😊
- Tech leases had large payment at beginning, smaller amounts monthly
- Food services revenues lag behind

#### Other Agenda Items/Comments

##### Further Discussion of Goals for Finance Committee

- Maintain a balanced budget
- Start a sustainable fundraising campaign (RaiseRight)
  - Will need a school “coordinator” Ahrens will take lead until a coordinator is identified
- Generate Sponsors – local business to sponsor kids, sports teams, music programs, etc.
  - Any leads? (may need to postpone) TABLED

Next meeting; November 19, at 4:30 pm

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

#### X. Existing Business

##### 1) Board Development Goals

\*see handouts

Preliminary discussion:

WHAT – “What’s in it for me (to buy in, to motivate me, etc.)?”

Expanding engagement and recruitment:

\*have recruitment goal (at least 2 candidates per category)

\*demographic target: PTO members

What is UST specifically looking for with their comment about representation of board reflecting student population?

\*with HOPE's mission statement – targeting the Hmong representation (Danielle Miller's response)

Understanding of the What Governs Us:

\*understanding the laws that govern us – deadlines to comply with

Financial & Operational Governance:

\*provide support to board's employee

\*Charter Source has trainings to provide support to charter boards

Form an ad hoc committee to continue this process,

D. Lorr motioned to have an ad hoc committee to make the creation of the board development goals. Wildebuer seconded the motion.

\*D. Lorr offered to lead if no other board members are available.

Motion passed.

No further discussion.

#### XI. New Business (15 minutes)

##### 1) ED Evaluation Rubric (1:35:05)

\*truncated version – provide meaningful feedback

\*divided into four sections – 2 goals per section to have depth

\*performance goals and evidence – more objective, allow for stakeholders to use process

Q/A:

Q1 – One of the plans was to have each board member create feedback, then consolidate into one feedback to the ED? Timeline worked out? Consolidate what's already there?

A1 -Discussed who is administering? Who is (1:38:10)

Q2 – How was ED's input collect into the tools?

A2 – From MDE's October 22, 2024 training, the board should consider high-level questions (what is a leader to us/what do we want as a leader?)

\*MDE facilitator works with charter leaders, ED and board chair to have meeting with her to review/further refinement of the tool for the mid-year review.

Ideas on how to move forward with ED evaluation tool?

##### 2) Infinite Campus Communication – Xiong Vang

Feedback to ED – parents receive letters for IC login information has MaiNhia Thao's contact listed, no longer employed at HOPE.

The board requested to responses at the November board meeting



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<https://hopecommunityacademy.org/>

- XII. Adjournment 7:22 pm  
Ahrens moved. D. Lorr seconded.  
Motion passed.  
No discussion.

**Next Board Meeting: Thursday, November 21, 2024 5:30 pm Conference Room**

DRAFT