



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

HOPE Community Academy

December 19, 2024

Conference Room – 5:30 pm

Present: Shaw, Wildebuer, Ahrens, D. Lorr, Xiong Vang, M. Lor
Absent: Ball
Staff: Vu
Others: None

I. Call to Order 5:30 pm

II. Rules of Engagement (1 minute)

- Be here now
- Be a leader and a team player
- Be a good steward

III. Approval of Agenda (1 minute)

Ahrens moved to approve the agenda with the following changes:

- Move New Business from item number X Board Composition Update to number VII.
- Add Executive Director Review as number VIII with the following language included "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. An audio recording must be taken and retained for a period of three years. 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." Subsequent items will be adjusted as needed to maintain the proper numbering system.

Striked "ED Midyear review update" from the Executive Committee report.

Xiong Vang seconded.

No discussion.

Motion approved with aforementioned.



- IV. Approval of November 21, 2024 Minutes (1 minute)
D. Lorr Under item 4, misspelled Don's last name (Lorr, not Lor)
Ahrens moved to approve with correction.
Wildebuer seconded.
No discussion.
Motion approved.
- V. Community Comments (5 minutes)
None
- VI. Executive Director's Report (20 minutes)
- 1) Principal's Report – College and Career Readiness Program
*see presentation attached
Alert Process targets grades C or less, letters sent home with options for students who failed, teachers are encouraged to communicate with parents weekly and document in Infinite Campus, counselor contacts parents as needed
- College and Career Preparation includes monthly college visits, member of the Direct Admit Program, Career Panels, Career Fair, etc.
- 2) ED Report
UST Fall Site Visit Report – one correction to make, UST stated that HOPE is using the MN Zej Zog curriculum. HOPE has its own Hmong curriculum that MNZZ is assisting with streamline. Vu will clarify that with Danielle at UST.
- Challenges in the Hmong community is mental health and will February Family Night focus on mental health training for parents.
EL-majority students attend HOPE, and now we are seeing more new-to-the-country
Staff retention – ongoing challenge with salary and alignment to HOPE's mission.
Transportation continued to be ongoing concern.
- HOPE/UST Contract – MDE
MDE had identified a few more areas that HOPE and UST will need to update. HOPE's areas are identified on pages 2-4.
- The board will review and revisit the HOPE Community Academy/UST contract at the next board meeting.
- VII. New Business (5 minutes)



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Board Composition Update: Hayley has submitted her resignation due to workload responsibility increase. The board will look at replacing her position. A card will be sent to her. BOC will take a look at this.

VIII. Executive Director Mid-Year Review

"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. An audio recording must be taken and retained for a period of three years. 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." Subsequent items will be adjusted as needed to maintain the proper numbering system.

Ahrens moved to close the meeting.

Wildebuer seconded.

No discussion.

Motion passed.

5:51 closed session convened.

Closed Session Summary:

Pursuant to *Minnesota Statute section 13D.05, subdivision 3(a)*, the HOPE Board of Directors closed the meeting to discuss Executive Director, Maychy Vu's mid-year review. 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.

6:58 pm reconvened meeting

Ahrens moved to reopen the meeting.

M. Lor seconded.

No discussion.

Motion passed.

D. Lorr moved to 5 minute recess.

Ahrens seconded.

No discussion.

Motion passed.

7:05 reconvened meeting

Discussion of logistics for the ED Review Process and Implementation



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*revisit at next month's meeting to process the discussion

*Reconvene in February to talk with ED?

IX. Consent Agenda (5 minutes)

1) SY2024/2025 Licensed Staff Contracts

Media Specialist: Kelly Freshwater

MS Hmong Language & Culture Specialist: Lee Xiong

Wildebuer moved to approve Consent Agenda item.

Xiong Vang seconded.

No discussion.

Motion passed.

X. Committee Reports (40 minutes)

1) Executive Committee

~~a. ED Midyear review update~~

Met on Dec. 11:

Discussed ED job description and follow up in February to align with rubric and succession plan

b. Training – finalized plan to schedule the financial proprietary in July board retreat & supervisory training in January or another date

c. Succession Plan – revisited timeline, set tentative dates to be completed by April 2025

Next meeting: January 9, 2025

2) Board Operations Committee

December 10, 2025 meeting

- School Website Compliance checklist – annual meeting, eligibility to vote, voting process; application, dates of annual meeting, nomination application form,
- New policies will be added to meet compliance
- Collected policies will need to be moved Procurement, Cell Phone, Title IX – make sure link goes to the specific documents
- Public Participation Policy – condensed into one page policy, next to sign-in sheet for guests to reference, etc.
- Annual meeting – May 14, 2025 – board recruitment at events; board brochures, trifold with board information updated; arrive before event to set up and be ready for parents; 3 upcoming board vacancies
- Board engagement tracker needs to be updated by board members for UST and other stakeholders (edited version needs to go into BOC 24-25 edit via Google; Save the Date for the Annual Meeting/25th Anniversary



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- January 2025 starts process for board self-review – decision on how to move forward i.e.; continue with Mimi or other means
Next meeting; January 7, 2025

3) Finance Committee

December 17, 2025

No ED Check In – Maychy was out

Finance summary:

- Above ADM by 10 students,
- Projected net income \$392,000 (20%)
- meeting bond covenants, invoices are lagging,
- still have holdbacks from SY23-24; numbers are high maybe due to SpEd; lacking in local revenue
- Still owed \$250k from prior year – higher than Jenny likes – she can look at why. Probably due to SPED. Reconciled in January.
- Federal aid all received
- Read Act budget – what is expenditure? Follow up on this
- Pre-K funding was low due to teacher salary coded to general education instead of pre-k. This will get corrected for next month.
- Food service – no one got their payments in November (all schools) so we didn't get the money until beginning of December. This should be reflected next month.

Line of Credit

- o Rent credit is gone and this is a concern for our budget next year (we can't rely on it in our budget for next year).
- o Discuss further at next month's meeting.

- November 2024 Summary Report
- November 2024 Summary Income Statement
- November 2024 Balance Sheet
- November 2024 Payment Register

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

XI. Existing Business (25 minutes)

a. Audit Follow Up

Any follow up from last month's audit presentation, comments, concerns, etc.
None.

b. Board Development Goals



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Final version of board goals is completed and each board member as well as collectively as a whole is to track:

- *governing laws
- *enhancing financial understanding
- *support ED

Report at next month's meeting

Board Chair will work on the percentages and report to full board

Board Training – effective supervisory training from a facilitator; financial propriety training in July 2025

- c. ED follow up discussion to ED review in February
 - *February 25, 2025 at 5:30 pm

XII. Adjournment 7:40 pm

D. Lorr – happy holidays, safe travels, health & good recovery to ED

M. Lor moved to adjourned.

Wildebuer seconded.

No discussion.

Motion passed.

Next Board Meeting: Thursday, January 23, 2025 5:30 pm Conference Room