



**COMMUNITY ACADEMY**

720 Payne Ave  
Saint Paul, MN 55130  
Phone: (651) 796-4500  
Email: [contact@hope-school.org](mailto:contact@hope-school.org)

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

HOPE Community Academy

**MINUTES**

August 28, 2025

Conference Room – 5:07 pm

**I. Call to Order**

Present: M. Lor, Y. Lor, Lorr, Shaw, Xiong, Xiong Vang, Vang

**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)**

Motion to approve the August agenda as presented. Moved by: Shaw, seconded by: M. Lor.  
Vote: 6-0-0. Motion carried unanimously.

**IV. Approval of July 31, 2025 Minutes (1 minute)**

Motion to approve the minutes as presented. Moved by: Shaw; Seconded by: Xiong Vang.  
Vote: 6-0-0. Motion carried unanimously.

**V. Community Comments (5 minutes)**

None.

**VI. Interim Directors' Report (10 minutes)**

**a. Elementary & Secondary Updates – Melissa Damon**

Back-to-school session: Featured a motivational speaker (former educator) to strengthen school culture and develop a culture statement. Well received by returning staff.

Staffing: Nearly fully staffed. Offer extended for a Hmong Elementary Teacher position.

Enrollment: Currently at 790 students.

Facilities update: AC unit replacement and roof repairs scheduled to begin at the end of September.

**b. Paid Family Medical Leave Update – Katie Kruger**

Kruger recommended proceeding with MetLife for private MNPFL administration instead of current carrier Principal and switch ancillary benefits which will provide immediate cost savings, improve employee benefits, and rate stability.



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Move to table PFML to discuss at committee meetings and vote in September. Moved by: Shaw; Seconded by: Y. Lor. Vote: 6-0-0. Motion carried unanimously.

### VII. Consent Agenda (30 minutes)

#### a. Staff Contracts

NAME	Hire Date	Title
Afable, Maria Nina Eborá	6/12/2025	Teacher, Elementary
Andersen, Leah	6/12/2025	Teacher, Elementary
Dickson, Rebecca	8/19/2025	Teacher, Elementary
Ekstrand, Corinthea	8/19/2025	Teacher, Elementary
Fisher, Lindsey	8/19/2025	Teacher, Elementary
Giese, Autumn	8/19/2025	Teacher, Elementary
Gonzalez Ozuna, Jacqueline	8/19/2025	Teacher, Elementary/Secondary
Johnson, Tyler	8/19/2025	Teacher, Elementary
Jones, Joceline	8/19/2025	Teacher, Elementary
Lund, Kevin	8/19/2025	Teacher, Elementary
Morris, Brandon	8/19/2025	Teacher, Secondary
Niver, Lucy Kate	8/19/2025	Teacher, Secondary
Parsons, Anthony	8/19/2025	Teacher, Elementary
Saefke, Anglea	8/19/2025	Teacher, Secondary
Sandamela, Given	8/19/2025	Teacher, Secondary
Tabanag, Chona	8/19/2025	Teacher, Elementary
Weinand, Jennifer	8/19/2025	Teacher, Elementary
Yang, Jackson	7/14/2025	Language & Culture Coordinator

Motion to approve consent agenda. Moved by: Xiong Vang; Seconded by: L. Xiong. Vote: 0-6-0. Motion failed unanimously.

Motion to table the teacher contract listed under consent agenda for September. Moved by: Shaw; Seconded by: Y. Lor. Vote: 6-0-0. Motion carried unanimously.

### VIII. Committee Reports (30 minutes)

#### 1) Executive Committee

The Executive committee met on August 21, 2025. The minutes were reviewed, and a summary report was presented by Lorr. The next meeting is Tuesday, September 11, 2025, at 4:30pm.

#### 2) Board Operations Committee



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The Operations Committee met on August 21, 2025. The minutes were reviewed, and a summary report was presented by M. Lor. The next meeting is Tuesday, September 16, 2025, at 5:00pm.

3) Finance Committee

- June 2025 Summary Report
- June 2025 Summary Income Statement
- June 2025 Balance Sheet
- June 2025 Payment Register

The Finance Committee met on August 26, 2025. The minutes were reviewed, and a summary report was presented by Vang. The board reviewed, discussed, and filed the financial report subject to audit. The next meeting is Tuesday, September 23, 2025, at 4:00pm.

IX. **Existing Business** (10 minutes)

- ED Hiring Process Status Update
- Hiring: Candidate Presentations
  - Date(s) Primary & Backup Dates
  - Process & Facilitator
  - Invitation to Stakeholders (who & how)

Moved candidate presentation discussion to Friday, August 29 after debriefing.

X. **New Business** (30 minutes)

- Board & Committee Meeting Procedures
  - Meeting Reminders, Agendas, and Remote Access
  - Preparation for Meeting
    - Minutes – Send your corrections ahead of mtg
    - Board Packets – Materials due by Friday AM before Meeting (except Finance)
    - Board Packets – Review all materials ahead of meeting
    - Come ready to vote
    - Bring any motions (typed up)

Board reviewed best practices on Preparing for Meeting

- Using Google Tasks (Brian Shaw)

Tabled Demo

- Remote Access & Recording of Meetings

b. Committee Charters – Any Changes?

- Overlapping Responsibilities for EC and BOC

Tabled: Moved discussion to EC and BOC committee meetings

c. Committee Meeting Dates & Times – Any Changes?

EC moving Meeting Time to 4:30. BOC made change to March Meeting.



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- d. Common Board Calendar
  - i. Committee & Board Meeting Dates
  - ii. Dates of Significant Tasks or EventsTabled to Sept.
- e. UST (Authorizer) Annual Evaluation Rubric & Summary Letter
- f. Review of Contracts Renewal Schedule / RFPs / Procurement Policy  
Discussed MN Statute Update. Sent to BOC to update existing Policy.
- g. ED Onboarding Process & Resources. Tabled to Sept.
- h. HAP Anniversary Card Tabled to Sept.

### **XI. Adjournment**

Adjourned at **7:19**.

Moved by: M. Lor; Seconded by: L.Xiong. Vote: 6-0-0. Motion carried unanimously.

**Next Board Meeting: September 25, 2025, 5:00pm Conference Room**