720 Payne Ave Saint Paul, MN 55130 Phone: (651) 796-4500

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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.

    Paid Familia Madical Lagrandia Madical Madage Matin Madical Madica
- 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.





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

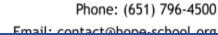
NAME	Hire Date	Title
Afable, Maria Nina Ebora	6/12/2025	Teacher, Elementary
Andersen, Leah	6/12/2025	Teacher, Elementary
Dickson, Rebecca	8/19/2025	Teacher, Elementary
Ekstrand, Corinthea	8/19/2025	Teacher, Elementary
Fisher, Lindsey	8/19/2025	Teacher, Elementary
Giese, Autumn	8/19/2025	Teacher, Elementary
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)

- 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





COMMUNITY ACADEMY

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)

- a. ED Hiring Process Status Update
- b. Hiring: Candidate Presentations
  - i. Date(s) Primary & Backup Dates
  - ii. Process & Facilitator
  - iii. Invitation to Stakeholders (who & how)

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

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

- a. Board & Committee Meeting Procedures
  - i. Meeting Reminders, Agendas, and Remote Access
  - ii. 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

iii. Using Google Tasks (Brian Shaw)

Tabled Demo

- iv. Remote Access & Recording of Meetings
- b. Committee Charters Any Changes?
  - i. 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 Events

Tabled 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