



COMMUNITY ACADEMY

Saint Paul, MN 55130

Phone: (651) 796-4500

Email: 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 **(DRAFT)**

October 23, 2025

Conference Room – 5:00 pm

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

Guests: Dr. Damon, Dr. Xiong, D. Her, D. Miller, B. Shaw, JP Swanson

I. Call to Order 5:05pm

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 September agenda with aforementioned removal of certain agenda items. Moved by: M. Lor, seconded by: Y. Lor. Vote: 5-0-0. Motion carried unanimously.

IV. Approval of Sept 24, 2025 Minutes (1 minute)

Motion to approve the September minutes as presented. Moved by: M. Lor; Seconded by: Xiong Vang. Vote: 5-0-0. Motion carried unanimously.

Approval of Oct 2, 2025 Meeting Minutes (1 minute)

Motion to approve October 2, 2025 minutes as presented. Moved by: M. Lor; Seconded by: Xiong. Vote: 5-0-0. Motion carried unanimously.

V. Community Comments (5 minutes)

B. Shaw, teacher, shared his intention to vacate his Board seat last September. The Board expressed appreciation for his leadership and service during his term.

VI. Interim Directors' Report (10 minutes)

a. School Updates – Melissa Damon

- Dr. Kevin Xiong – highlights of grant submission to MDE –to support transition partnering with the community and funding will support planning transition including cultural enrichment and mental health. \$600,000/3 years.



COMMUNITY ACADEMY

730 Saint Paul Avenue
Saint Paul, MN 55115

Phone: (651) 796-4500

Email: contact@hope-school.org

- ii. Dao Tech proposed 58K for door access system control to allow administrators to unlock remotely. Additionally, there is a cost of \$7500 for Dao Tech labor. Replacement will be focused on only old door readers not new door readers.

Motion to authorize the interim and incoming ED to approve the Dao Tech proposal, contingent upon discussing with Jenny , if the budget allows. Decision required by the end of the month.

Moved by: M. Lor; Seconded by: Y. Lor.

Individual roll call vote:

Xiong = yes

M. Lor = yes

Y. Lor = yes

Xiong Vang = yes

Lorr = yes

Vote: 5-0-0-. Motion passes.

Dao Tech propose Cyber Security solutions:

1)Sensor 01 – monitors email

2)Email security filter

VII. **Consent Agenda** (5 minutes)

a. HOPE School Profile (AP Courses)

Requires board approval every August during consent agenda and updates would include new AP courses and class size.

Motion to approve consent agenda. Moved by: Xiong Vang; Seconded by: Y. Lor. Vote: 5-0-0. Motion passes unanimously.

VIII. **Committee Reports** (30 minutes)

a. Executive Committee

The Executive committee met on October 9, 2025. The minutes were reviewed, and a summary report was presented by Lorr. The next meeting is Tuesday, November 6, 2025, at 4:30pm.

b. Board Operations Committee

- Policy Updates



COMMUNITY ACADEMY

730 River Ave

Saint Paul, MN 55115

Phone: (651) 796-4500

Email: contact@hope-school.org

The Operations Committee met on October 21, 2025. The minutes were reviewed, and a summary report was presented by M. Lor. The next meeting is Tuesday, November 18, 2025, at 5:00pm.

c. Finance Committee

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

The Finance Committee met on October 21, 2025. The minutes were reviewed, and a summary report was presented by Lorr. The board reviewed, discussed, and filed the financial report subject to audit. The next meeting is Tuesday, November 18, 2025, at 4:00pm.

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

a. ED Hiring Process Status Update

- i. Welcome
- ii. Onboarding
- iii. Resources
- iv. Board Expectations

b. UST (Authorizer) Contract Renewal

- i. HOPE Site Visit
- ii. Board's Role

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

- a. Board Development Goals
- b. Board Self Review
- c. Board Training
- d. Recruitment & Engagement
- e. Board Vacancy Process
- f. IoWA Designation

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each Local Educational Agency (LEA) that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their LEA in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assignment.



COMMUNITY ACADEMY

Saint Paul, MN 55130

Phone: (651) 796-4500

Email: contact@hope-school.org

job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Motion to designate Dr. Kevin Xiong as HOPE's new IoWA effective November 10, 2025. Moved by: Xiong Vang; Seconded by: M. Lor. Vote: 5-0-0. Motion passes unanimously.

Motion to designate and approve Dr. Kevin Xiong as a certified bank signer and bank account administrator on HOPE's account at ABN, effective November 10, 2025. Moved by: M. Lor. Seconded by: Xiong. Vote: 5-0-0. Motion passes unanimously.

XI. Adjournment

Motion to adjourn meeting at 7:06pm. Moved by: Y. Lor. Seconded by: Xiong Vang. Vote: 5-0-0. Motion passes unanimously.

Next Board Meeting: November 20, 2025