

HOPE Community Academy
Minutes of the Board of Directors Meeting
December 17, 2009
720 Payne Avenue, St. Paul, MN 55130 – Conference Room of HOPE

Members present	Absent	Staff Present	Also Present
Kristina Fehn Warren Hegge Barb Bates Dale Anderson Ania Wrase	Danielle Zdon	Maychy Vu Stacey Avila Yer Yang	

Call to Order: Warren called the meeting to order at 5:04 p.m. A quorum was present.

Approval of Agenda: Agenda was approved as written.

Approval of October 29, 2009 Minutes: October's meeting minutes were approved as written. (November meeting was cancelled).

Community Comments: There were no community comments.

Consent Agenda:

- a. **2008-2009 Audit-** The audit draft was sent out in mid November. The final draft was presented for approval. HOPE is not out of compliance in any areas. A copy of the final is included with these minutes.
- b. **Secretary/ Administrative Office Manager Job Description Update-** The Policy Committee has approved slight changes/additions to the secretary and administrative office manager job descriptions. The changes included a policy for recognizing continuing education along with an addition in the minimum qualifications section.
- c. **AirTech Contract 2009-2010-** The 2009-2010 renewal rate for AirTech's services was \$2,000 which is the same price as it was for 2008-2009.
- d. **SES Provider Approval-** HOPE will need to participate in the SES Program for not having made AYP for three consecutive years. HOPE will be able to provide services for approximately 23 to 24 students and each student that qualifies will be allotted approximately \$2,239.56. Provider names and hourly rates were presented to the board.

Dale motioned to approve Consent Agenda items. Barb seconded. Approved.

Committee Reports

Executive Committee –

- Board member attendance was discussed and it was mentioned that a board member's attendance becomes a concern after four consecutive meetings are missed.
- The board has received two resignations, a teacher and community member who was also the treasurer.

Policy Committee-

- Discussed the secretary and administrative office manager job descriptions. They also recommended to approve the 5% salary increase in the event that a current employee in those positions receives a degree.
- They worked with Phil Penn to design an initial salary schedule for the secretary position.
- They will begin working on a Facility Use Policy for outsiders to rent space at HOPE.

Marketing Committee-

- Reviewed marketing budgets
- Discussed yearly events

New Business

Director's Report – Report Attached

- Updated enrollment was 418.
- HOPE has notified all families regarding the SES program and meetings have been scheduled to explain the program to parents.
- Parent Community Report showed that the attendance to Parent Academy and Family Night is increasing.

Board Elections

- Barb motioned to seat Yer Yang as the Parent board member. Ania seconded. Approved

Ania motioned to adjourn the meeting at 5:32 p.m. Kristina seconded. Approved.

The next Board Meeting will on January 28, 2010 at 5:00 p.m.