

HOPE Community Academy
Minutes of the Board of Directors Meeting
February 25, 2010
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 Yer Yang Danielle Zdon Ania Wrase		Maychy Vu Stacey Avila	

Call to Order: Warren called the meeting to order at 5:06 p.m. A quorum was present.

Approval of Agenda: Agenda was approved as corrected with moving the Facility Policy to next month's (March) meeting.

Approval of January 28, 2010 Minutes: Minutes were approved as written.

Community Comments: There were no community comments.

Consent Agenda:

- a. **Assurance of Compliance-** There were still a total of 6 policies that had not been adopted by the board of directors that needed to be in order for HOPE to be in compliance when reporting the Assurance of Compliance to the Minnesota of Department of Education.

The policies that needed to be adopted included: Policy 417-Chemical Use and Abuse, Policy 501-School Weapons Policy, Policy 531-The Pledge of Allegiance, Policy 532-Use of Peace Officers and Crisis Teams to remove students with IEP's from school grounds, Policy 709-Student Transportation Safety Policy, and Policy 806-Crisis Management Policy.

Policy 471 would need to include curriculum, Policy 531 would be reviewed at the beginning of the year and flags would need to be purchased, and Policy 709 would also need a curriculum.

- b. **Transfer of funds from Money Market Account to Checking Account-** \$500,000 needs to be transferred to HOPE's checking account in order to assure cash flow for upcoming invoices and payroll.
- c. **HIPAA Privacy Policy and Procedures-** The HIPAA policy is a policy that relates to the confidentiality and privacy of staff and student health documents.

Dale moved to approve. Ania seconded. Approved.

Committee Reports

Executive Committee –

- Discussed Director's evaluation deciding that the modifications to the templates of the director evaluation should be complete in March along with Maychy's evaluation. Notice from the board to Maychy regarding continued employment will be given by April 15, 2010

- The current school year is HOPE's last year with the University of St. Thomas (UST) as a sponsor. The renewal will need to be a one year renewal with UST completing the necessary application to the Minnesota Department of Education for becoming HOPE's authorizer after the 2010-2011 school year which would be a contract for 5 years.

Finance Committee-

- Expenses currently exceed the revenues by \$753,546 but after the state holdback is released expenses will exceed revenues by \$84,297.
- Maychy, Dale, and Mark Beltz will be meeting soon to discuss and review the 2010-2011 budget.
- The finance committee will be looking into developing a policy outlining how much the director can spend or move money within the budget without needing approval.

Policy Committee-

- HIPAA policy was approved and was presented to the board for approval.
- The policy committee will be reviewing the PTO sick bank and PTO compensation issues for next month's meeting.

Marketing Committee-

- Has reviewed the marketing plan
- Have come up with final marketing plan that will be presented at the next month's meeting.
- Will be discussing the uniform at a future meeting to see if that is something that affects enrollment.
- A question was raised of whether or not there is someone who facilitates the marketing plan and the answer was yes, Maychy.

New Business

Director's Report – Report Attached

- Updated enrollment was 413.
- Will remove finance area from Director's report since Dale will be the treasurer and will report on the finances.
- The Kindergarten Round Up night was successful. Intent to Return surveys were sent home with families and there was a fair amount returned.

Warren motioned to adjourn the meeting at 5:32 p.m. Barb seconded. Adjourned.

The next Board Meeting will on April 8, 2010 at 5:00 p.m.