

HOPE Community Academy  
Minutes of the Board of Directors Meeting  
April 28, 2011  
720 Payne Avenue, St. Paul, MN 55130 – Conference Room of HOPE

<b>Members present</b>	<b>Absent</b>	<b>Staff Present</b>	<b>Also Present</b>
Ania Wrase		Maychy Vu	Bee Moua (Parent)
Warren Hegge		Stacey Avila	
Barb Bates		Kara Schroeder	
Kim Schmidt			
Danielle Zdon			

**Call to Order:** Warren called the meeting to order at 5:01 p.m. A quorum was present.

**Approval of Agenda:** Agenda was approved as written.

**Approval of March 31, 2011 Minutes:** Minutes were approved as written.

**Community Comments:** There were no community comments.

**Presentation:** Kara Schroeder, Middle School science teacher at HOPE presented on updated science curriculum for the 2011-2012 school year. The current curriculum that HOPE has matches the national standards but does not align with state standards. Kara will put together comparative quotes to have Maychy present to the board at May's meeting. The estimated cost would be \$13,000.

**Consent Agenda:**

- a. **990 Tax Form-** The Form 990 are the required tax returns for all Non-profit Organizations. Similar to the annual audit, it is a way for the IRS to keep "tabs" on all Nonprofits in the nation. Each Charter School is required to do this as they all are Nonprofit Organizations. The form is due 5 months after year end, with the extensions up to May 15<sup>th</sup> of each year. Business Manager, Nick Taintor and Leslie Kasel have reviewed HOPE's 2009 990 and recommend that it be approved by the board for submission.
- b. **Sight & Hearing Association Contract** - The Sight & Hearing Association worked with HOPE to screen vision and hearing on all students in grades 1, 3, 5, and 7. This is a new procedure for HOPE due to the lack of a nursing assistant this year. The total cost for the screening was \$1,557.75 which covered 201 students at \$7.75 a student.
- c. **Pitney Bowes Lease** – The lease for the postage machine is up and a new lease needs to be approved. Current lease cost is \$133 per month and the new rate will be \$111.43 per month.
- d. **MACS Renewal for 2011-2012** – Every year the membership with MACS (Minnesota Association of Charter Schools) needs to be updated. The cost for the upcoming school year's membership is \$5,322.87.
- e. **2011-2012 Calendar** –The calendar for 2011-2012 was presented to the board for approval. The calendar still holds 190 student days and 196 staff days.
- f. **2011-2012 Teacher Contracts** –The list of the licensed staff for 2011-2012 is included in the agenda and shows that HOPE will retain 30 licensed staff and will look to hire 6 additional licensed staff.

- g. **2011-2012 Budget** –The budget for 2011-2012 was presented to the board for approval while recognizing the following items; numbers are being kept conservative basing the budget on 465 students, there is a 3% increase scheduled for teachers and staff provided that legislation does not approve the salary freeze in which case then the 3% increase would be removed or denied, the parent liaison position will become a full time position instead of a half time, transportation costs went down approximately 6% as Safeway was the only company to return an RFP for services, HOPE Start program will go from 20 to 30 students, and some of the additions or changes could be placed on hold depending on the grandfather clause relating to lease aid. If legislation does not pass the grandfather clause for lease aid then approximately \$100,000 will need to be cut from the budget to make up for that loss which may include not hiring new staff. Discussion regarding the budget took place resulting in the suggestion that the budget in future meetings should be a separate consent agenda issue to be approved on its own.

Danielle motioned to approve Consent Agenda items a-f. Barb seconded. Approved.

Barb motioned to approve Consent Agenda item g. Ania seconded. Approved.

## **Committee Reports**

### Policy Committee

The Policy Committee continues to work on the HACCP plan for the food service area of HOPE. CKC (catering company) has offered theirs to HOPE as an example. The Facility Rental policy was revised so that rooms can be rented at flat fees instead of on hourly fees. The policy committee continues to look at the PTO cash out option and will remind staff once again at the next staff meeting.

### Finance Committee

Revenues exceed expenditures by \$272,844. The rest of the financial issues were covered in the discussion of the 2011-2012 budget.

### Executive

Maychy Vu's review was accepted and the Executive Committee has approved her 2011-2012 contract.

### Board Development

Only three evaluations were submitted.

There are currently two parents interested in serving on the board for the 2011-2012 school year; Bee Moua and John Ly. John is Maychy's brother and the Board Development Committee reviewed the bylaws and feel that they do not indicate that this is a conflict of interest, when the board or committees that John is on should he be chosen for the board deal with issues relating directly to Maychy he will excuse himself.

The Board Development Committee will be looking at a policy for board attendance.

Ballots for board elections will be handed out at the two upcoming family events and then mailed home after that to those who did not attend the events.

Approved.

## **New Business**

Director's Report – Report Attached

- Maychy will be transitioning all academic pieces to Donna Cadenhead, assistant director for the upcoming year.
- The parent committee has decided to make some changes to their usual calendar of events and instead of offering both a parent academy and a family night each month it will go on an every other schedule.
- Paperwork for authorizer will be submitted next week and the maximum approval will be sought.
- Based on numbers for the 11-12 year there will be 4 sections of 1<sup>st</sup> grade and 3 sections of 5<sup>th</sup> grade.

Meeting adjourned at 6:36 p.m.

**Next meeting on May 26, 2011**