

HOPE Community Academy
Minutes of the Board of Directors Meeting
September 22, 2011
720 Payne Avenue, St. Paul, MN 55130 – Conference Room of HOPE

Members present	Absent	Staff Present	Also Present
Kathi Graham Warren Hegge Kim Schmidt Danielle Zdon Tou John Ly Allison Janssen Bee Moua		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 amended adding Q Comp presentation to Consent Agenda item three to item number one.

Approval of August 25, 2011 Minutes: Minutes were approved as written.

Community Comments: There were no community comments.

Consent Agenda:

- a. **Q Comp Presentation-** A task force was developed at the end of 2010 – 2011 to update the Q Comp plan. The new plan added two teacher leaders, six peer observers, and changed the number of teacher leadership team members from three to five. The change also included changing mentor teachers pay to being paid per mentee. The team meetings were changed from weekly to every other week and the number of observations increased from two to three. If the plan is approved it will go into place immediately.
- b. **2011 – 2012 Caravan Kids Catering Contract** – Caravan Kids Catering has been providing the catering needs for school lunch here at HOPE since the start and will continue to do if approved with the change that they will not be cooking on site this year. Last year’s contract was \$293,926 and this year’s contract will be \$232,673.
- c. **2011 Draft Annual Report** – The Annual Report for 2011 is due to MDE by October 31, 2011.
- d. **Financial Delegations** – The Fund Balance Policy is in place to set the amount of the fund balance by year end and HOPE will place the policy to have between 30 and 40 % and this policy will be reviewed and updated every three years.

Certificate of Authority is a form sent to Wells Fargo updating the Board of Directors Treasurer information. Kim Schmidt will be added as treasure and the former treasurer will be removed.

Designation of Depositors is the policy that states that all of our deposits will be made at Wells Fargo to our account and Wells Fargo was chosen because that is where HOPE currently has all but the PTO account.

Designation of CFO has been assigned to HOPE’s accountant, Nick Taintor.

Designation to make Electronic Fund Transfers has been assigned to Nick Taintor also.

The Designation policies will updated annually at the annual meeting.

Kim motioned to approve the Consent Agenda. Danielle seconded. Approved.

Committee Reports

Executive Committee

The Executive Committee does not have time to prepare minutes to turn in for the meeting because they meet right before the scheduled board meeting. They discussed this evening the fact that enrollment is under the budgeted number. They also discussed the two open paraprofessional positions for HOPE Start and Special Education. October 13, 2011 will be a work session for the board for the strategic planning.

Finance Committee

Revenues exceed expenditures by \$41,016. 10% of the budget has been expended at this time. Nick will be at the next board meeting because the audit is not final yet and to discuss the first budget revision for the year. The cash balance for HOPE is mainly in the checking and savings accounts with some in investment accounts.

Board Development

The Board Development Committee did not meet.

Marketing

No Marketing Committee minutes.

Policy Committee

No Policy Committee minutes.

The committee reports were approved as presented.

New Business

Director's Report – Report Attached

- Enrollment is currently at 453.
- MDE requested to not publically post AYP status and schools will be updated later regarding the decision made.
- Parent Liaison and Maychy have a suggestion box for parents to leave suggestions, they will look at putting one in the main office and possibly others throughout the building.
- Bee Moua is still in need of the mandated board trainings while others should continue to receive ongoing training.
- The stove/ wok request has been submitted to MDE for approval.
- Board committee meetings needs to be posted 72 hours prior to the meeting on the website and in the entrance.

Meeting adjourned at 6:05 p.m.

Next meeting on October 13, 2011