

**HOPE Community Academy
Board of Directors Minutes
November 17th, 2016
5:00 pm**

Members Present	Absent	Staff Present	Also Present
Jessica Thao	Scott Sundly	May Ly	Jenny Abbs, Beltz Consulting and Associate
Mai Vang	Patty Woolfrey-Flatten	Maychy Vu	Alica Gerry, Intern with the University of Saint Thomas.
Pao Yang			
Morgan Thao			
Mirannda Mellstrom			

I. Call to Order

Morgan Thao called the meeting to order at 5:01 PM. A quorum was present.

II. Approval of Agenda

The agenda was approved as it is.

Mai moved.	Mirannda seconded.	Motion passed.
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III. Approval of October 27th, 2016 Minutes

The minutes were approved as it is.

Mai moved.	Jessica seconded.	Motion passed.
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IV. Community Comments

None

V. Consent Agenda

1) Dakota Academic Consulting, Inc.

Background: Consultant provides services with respect to making application to the Schools and Libraries Division (“SLD”) of Universal Service Administrative Company (“USAC”) for Universal Service Fund discounts for educational facilities affiliated with HOPE for SLD Funding Year 2017. Completion of all forms necessary in the initial process of obtaining E-Rate funds.

2) DSS Snow Removal.

This vendor is going to remove the snow on the street and the parking lot. Pyramid Service (school facility and maintenance vendor) will be doing the entrances and the sidewalks and the stairs.

Jessica moved.	Mirannda seconded.	Motion passed.
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VI. Committee Reports

1) Executive Committee

- The committee is meeting regularly.

- During the meeting today, Morgan Thao was designated to work with Mimi Palen-Clare and keep the process moving.

2) Board Operations Committee

- The Board Operations Committee meeting date in December is changed to Dec. 13, due to the holidays.
- In August, it was decided that the School Board should re-visit the approval of the date for the Annual School Board meeting. The original date was set for May 18th, 2017.

Question: Is it an all-day or a half of a day meeting?

Answer: The annual meeting will be hosted in the evening after 5:00 p.m. for a couple of hours. The main focus of the Annual School Board meeting is the Board Election. During the Annual School Board meeting, the Executive Director also gives a brief report of the current school, including accomplishments. The treasurer can also provide a brief financial report. It is not required for the board members to be present at this event; however, it would be strongly advised that all board members be present.

- In December, the committee will work on the agenda and the details of the Annual School Board meeting. The plan is to attract more parents to come to this event. There will be a couple of the students' performances. More information will come at a later time once the details are finalized on it.
- **Mai asked for a motion to approve the date of May 18th, 2017 for the Annual School Board meeting.**

Jessica moved.	Pao seconded.	Motion passed.
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- Other discussion:
 - BOC Goal: Board New Member Orientation Packet.
The discussion was centered on doing a board orientation for the newly-elected board members to get better acquainted with how the board is run. Ideas/suggestions included:
 - Maychy to do a board orientation with newly-elected board members to go over the board manual documents; therefore eliminating the need to do a review at the Board Retreat.
 - All board members were asked to give an input as what they would like to see in the board orientation packet for the new member. The following ideas were suggested:
 - ❖ HOPE mission, background and what is unique about HOPE.
 - ❖ The committee should come up with a planner and a schedule to show to the new member that attendance is important.
 - ❖ The packet should include a list of vocabulary words/terminologies that would be used during the board meeting.
 - ❖ The packet should include some details or examples of what are the duties to serve on the school board.

For example: An explanation of the three board committees and to commit to serve on at least one of the board committee.

- ❖ The packet should include a description/definition of the Robert's Rule of Order so that the newest board member will have an understanding and a better experience.

Suggestion: Has the committee thought to have a buddy system for the new board member? An example of it is a mentorship program. The mentor and the mentee will meet outside of the regular board/committee meetings to discuss any questions the mentee will have.

Reply: The committee is opened to any suggestions and ideas. Mai will bring it up to the committee for discussion.

- The Committee continues to work on the policy updates.

3) Finance Committee

- Financial Statements Overview as of October 31st, 2016. Preliminary: results show HOPE's beginning fund balance at \$2,715,551. Based on our approved FY17 budget, we are expecting a net income of \$32,097, which would bring our ending fund balance to \$2,747,648, or 38.2% of total expenditures. Overall, revenues are tracking slightly below the approved budget and expenses are tracking below budget for this point in the school year.
- Cash: The school is in a positive cash position with the current cash balance at \$2,646,313. HOPE's Current Days Cash on Hand is 150 days. The bond covenants require a minimum of 45 days cash on hand. HOPE's Current Debt Service Coverage Ratio is 137%. The bond covenants require a minimum of 111%.
- Supplemental Information: Also provided within these statements are checks that were written during the month, and cash receipts and journal entries entered this month. These reports are intended to inform the administration and board members of the activity of the school's financial records.
- Other items discussed:
 - Fund 2: The Clics reports for the months of September and October are not reflected on this report but a payment came through and it will be reflected on the next financial report.
 - Outstanding payments: Three checks were re-issued and it will clear in the month of December.
 - A representative from CliftonLarsonAllen will be coming at the December Board Meeting to present the Fiscal Year 2015-16 Financial Auditing result.
 - Important Reminder: Per the Fiscal Financial Audit 2015-16; the school must have a written policy on the process on how the school

is spending the federal money. It is a detail twenty pages policy that the school must have in place and it must be approved by the School Board. The two main components in the policy must include the following:

- Process for staff reimbursement.
- Process on how the school spends and tracks the federal Money.
- Process on how this policy will be written and approved by the School Board:
 - Joanne and Maychy will work on the policy and will send it to the Finance Committee to review it. This policy is to include the conflict of interest and the retention of the staff.
 - Once the Finance Committee is done reviewing it; then, it will be sent to the Board Operations Committee to review it. Lastly, it will be sent to the School Board for the final approval.
- For the classroom budget; the school will not be issuing a credit card to the teachers. Maychy will inform the teachers. The school will use the same process as it used in the past:
 - When a staff buys a product/good/item, he/she will submit a receipt and a reimbursement form to the school. Once the school receives it; then, it will issue a check to the staff.
 - The increment is at least \$25.00 to get reimbursed by the school.

Question: What if the staff only buys for \$24.00; will the staff get a reimbursement?

Answer: The reimbursement is to be increments of \$25.00.

Jessica moved.	Mirannnda seconded.	Motion passed.
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VII. New Business

1. Director's Report

- Announcements:

- December Events:

- 6 Staff Meeting 3:30 pm Cafeteria.

- 9 Finance Committee Meeting 9:30 am Conference Room.

- HOPE's Hmong New Year Celebration 5:00 pm Cafeteria & Gymnasium.

- 13 Board Development Committee Meeting 4:30 pm – 5:30 pm Conference Room.

- 15 Board Meeting 5:30 pm – 7:30 pm Conference Room.

- 23 Winter Break Begins.

- Projects

- University of Minnesota Extension - Hmong Families and School Partnering for Student Success - Maychy will serve on the Hmong School Success Steering Committee.

- University of MN – Dr. ZhaBlong Xiong’s Longitudinal Study on Hmong Children Gr.3 &5 student participation.
 - Equity-Oriented Leadership Institute. The commitment includes:
 - Executive Director, HR, Assist. Director, Program Development Coordinator.
 - Also, need a school board representative & 1 teacher representative. Maychy will send an email to the teachers and to the School Board to seek the interest of at least 1 representing of each group to attend this event.
 - Bond Trustee Update

Per Dick Ward, the Trust Indenture has been transferred to UMB bank

 - Katie Carlson at UMB will be the Administrator.
 - The accounts have been transferred and UMB Trustee of record with DTC and everyone on the bond side as of Nov. 15.
 - UMB has obtained consent from bondholders to waive the DSCR covenant for the past FY 2016.
 - Ellen McVeigh will continue as HOPE’s attorney to complete this final transaction.
 - UST Updates
 - HOPE has not received a written summary about the October 3rd, 2016 Site Visit.
 - No other updates.
 - Community and Partner Events

A power point presentation was shared by Maychy with the School Board Members about the school activities that happened around the school and the community events she has attended for the month of November.
2. Other
Reminders from Mai and the Board Operations Committee.
Each committee to come up with the following and it is due at the December Board meeting:
- Training sessions for the spring.
 - Each Committee to come up with some goals.
 - Board Members to sign up to attend some of the school events.
3. Plus/Delta
- The girl basketball team has been winning. Last year, they were fierce on the court.

The meeting adjourned at 6:03 p.m.

**Next Board Meeting:
Thursday, December 15th, 2016 at 5:00 pm
Conference Room**