

NEW MILLENNIUM ACADEMY

Annual Board Meeting Agenda
Date: Saturday, October 22, 2016
Time: 9:00 AM – 3:30 PM
Location: 6300 Earle Brown Dr.
Brooklyn Center 55430
Room: Bellevue Ballroom

Timekeeper:
Facilitator: See Xiong

Minutes: Jill Drum Steffens & Terry Xiong
Interpreter: N/A

Our School mission: To build a better life for our students by creating an environment of high academic achievement while preserving Hmong culture and literacy.

Our school vision: Inspiring learners who proudly lead meaningful lives to better our world.

TIME: 8:30-12:00 ANNUAL MEETING

12:00-1:00 P.M – LUNCH

1:00 P-M – 3:30 P.M TEAM BUILDING/TRAINING AND SMALL GROUP ACTIVITIES

AGENDA:

1.

O

Opening and Welcome:

A. Roll Call of Board Members Present

See Xiong, Mai Ying Vang, Sean Lee, Mai Lee Yang, Heidi Pendroy, Jill Drum Steffens, Terry Xiong, Neng Heur (later arrival)

Yee Yang (ex-officio)

Absent: My Nang Thao

B. Approval of the Agenda

Amendments: Switch Agenda items 7 and 8 and move 8b before 8a.

See motioned to add item 9: Process and Procedure for Board Record Keeping of Materials. Heidi seconded the motion and the motion passed with six in favor and one abstaining vote. This item was added to the agenda and previous item 9 was moved to item 10.

See motioned to approve the amended agenda. Heidi seconded the motion and the motion passed with six in favor and one abstaining vote.

C. Guest

Amy Erickson, PaHoua Yang

2. Review and Approval of Board Minutes

A.

September 6th, Special Board Meeting

Amendments:

- Remove Mai Lee Yang from absent members
- Correction in spelling of Neng Heur's last name
- Removal of content during closed session
- Add time when Mai Lee Yang left the meeting

S

Neng Heur arrived to the meeting at 9:21 AM

See motioned to approve minutes for September 6, 2016 as amended. Terry seconded the motion and the motion carried with seven in favor and one abstaining vote.

- B. S
September 8th, Board Meeting
amendments:
-Public Comments- adjust comments to reflect what is stated on the Public Comment Form (Future best practice)
-Within Old Business 1 change wording of recess statement
-Removal of Secretary notes on page 2
-Change title and spelling of last name for Luis Venegas within Administrative Report

See motioned to approve minutes for September 8, 2016 as amended. Heidi seconded the motion and the motion passed with unanimous approval.

- C. S
September 23rd, Special Meeting
Amendments:
- Addition of My Nang's last name in Roll Call
- Addition of Chelsea Wegner as a guest

Heidi motioned to approve minutes for September 23, 2016. Mai Ying seconded the motion and the motion passed with seven in favor and one abstaining vote.

- D. S
September 30th, Special Board Meeting
Amendments: addition of the present Board Members who were in attendance

Mai Ying motioned to approve minutes for September 30, 2016. Heidi seconded the motion and the motion passed with unanimous approval.

3. Treasurer Reports

- A. T
Treasurer Report
B. A
Approval of September Financial Statement

Jill motioned to approve the September Financial Statement. Terry seconded the motion and the motion passed with unanimous approval.

4. New Business

- A. Approval of 401 K
i. 401K agreement through American National was cancelled because there was questioning regarding the expectation of having to provide data of the entire staff at NMA regardless if they did not want or did want the plan.

- ii. There are a limited number of staff (3) that are a part of the current plan and the program is a large cost to the school (Annual fee is \$2350 in 2015)
- iii. Derek (AN representative) was to attend via conference call but was not available. The 401k discussion has been rescheduled to Nov 10th.

B. Approval of HR Services Proposal

- i. Need for contracted services while current HR employee's training is completed as well as the need for review of Handbooks and Policies
- ii. One year agreement for services with pricing regardless of use
- iii. Provides services for policy review and HR questions

Heidi motioned to approve Primer HR services proposal. Jill seconded the motion and the motion passed with seven in favor and one abstaining vote.

Terry motioned to grant access to Primer HR services to the Board Policy Committee and the NMA HR department. See seconded the motion and the motion failed to pass with three in favor, five opposed and one abstaining vote.

Heidi motioned to grant access to Primer HR services to the Executive Director, Chair and Vice Chair of the Policy Committee, Chair of the Executive Committee and the NMA HR department. Sean seconded the motion and the motion carried with five in favor, one opposed and one abstaining vote.

C. Snow and Ice Maintenance proposal

- i. Change to any contract of the time of services to be completed before 6:30 AM and again before dismissal
- ii. Yee will explore options for 1" or less snowfall
 - 1. Prescription landscape
 - 2. Pro-Mow Lawn Care
 - 3. KG Landscape

See motioned to approve Prescription Landscape to provide snow removal services with consideration of service time and 1" removal options. Heidi seconded the motion and the motion carried with six in favor and two abstaining votes.

The Board went into recess at 11:27 AM

The Board returned from recess at 11:36 AM

D. Approval of Q-Comp Goals

- i. Amy Erickson helped clarify questions and options for Q-Comp Goals

Heidi motioned to approve 2016 Q-Comp Goals. Mai Ying seconded the motion and the motion carried with five in favor and three abstaining votes.

The Board went into recess at 12:20 PM

The Board continued the meeting at 12:49PM

Jill left the meeting at 1:15 PM

E. Kraus Anderson Insurance DBA Agreement

i. Kraus-Anderson acquired Onyx, our previous Insurance provider. We are now contracted with Kraus Anderson.

F. Flex/Comp time

i. Yee would like to add pre-approved Flex/Comp Time to the handbook/contract for exempt employees who may need to work beyond the standard school hours.

The Board took a recess: 2:24pm

The Board return from recess: 2:30pm

G. S & P Rating update

i. Final bond rating to be received after the investigation is complete.

H. Meeting Schedule Discussion (brainstorm)

i. Heidi proposed the thought of scheduling two monthly board meetings using the following structure:

- 1st meeting: Financial update 1
- 2nd meeting: Academic progress and update plus any special meeting items. 2
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Heidi motioned to hold a second regular Board Meeting on November 28th, 2016. Mai Ying seconded the motion. The motion passed with contingency receiving four in favor and one abstaining vote.

Contingency: State requirement and protocol to be determined by Yee and See

5. Annual Meeting Information:

E. **Academic Report & School performance report** A
i. Amy Erickson shared with the Board the overall Academic Report which included goals, testing, and structure

F. **Strategic Planning overview** S
i. Maintain core values in Academic Achievement, Accountability, Collaboration, Hmong Culture and Literacy M

ii. identify ways to measure and display each competency. I

G. Committee Update C

i. Heidi provided an update on Parent Community Outreach policy and guideline for Board election process. Next Election Committee meeting is scheduled for December 12, 2016. H

ii. Financial Committee E

1. Heidi gave update. Next meeting is Oct 25th, 2016 from 4-5pm. H

iii. Policy Committee P

1. Identified policies that we needed to work on. I

- Facility rental F

- By-laws B

- Next meeting is November 1st, 2016 at 5pm. N

iv. Committees will communicate to Sarah on meeting dates to be posted on NMA website (3 day open meeting law applies). C

v. Executive Committee E

1. Meeting updated and discussed about coaching for MaiLee and Yee. Looking for candidates S

2. Meeting next week. M

vi. Academic Committee A

1. Will be setting a new meeting date soon W

- vii. Building and Facility Committee B
- 1. Jill be setting a new meeting date soon W

- H. Board training on Data Practice and policy overview B
- i. This topic was tabled and rescheduled for the November 10th regular meeting T

9. Process and Procedure of Board Recording Keeping

- i. Next steps: C
- o Collaborate with Sarah Thao (Admin Assistant) to collect minutes once finalized
- Recordings: all recordings will need to be archived by the admin and the Secretary. Added to the next agenda will be discussion on how long recordings must be maintained.
- Minutes: all minutes will be held in the library once completed. Jill and Heidi will work with Sarah to complete the task.
- Closed Grievance letters
 - i. Goes to Human Resource and Executive Director to manage and keep.
 - ii. Policy Committee will need to create a process to fulfil this structure

10. Next meeting date: Thursday, November 10th, 2016 at 6pm

Adjourn Meeting

See motioned to adjourn the meeting at 3:44 PM. Heidi seconded the motion and the meeting was adjourned with unanimous approval.