**BOARD OF DIRECTOR MINUTES**

April 6, 2020

1. **Welcome and Call to Order:** The NMA Board meeting was called to order by Board Chair, Bridget Mealman at 4:07pm.
	1. Roll Call
		* Board Members: Chonburi Lee, Bridget Mealman, Janie Yang, Kinley Vang, Terence Jones
		* Ex-Officio: Bao Vang
		* Guests: Stephanie Steen, Mai Ka Yang, Tyler Dehne, Stephanie Wheelock, Craig Kepler, Dave Bakke, Jeffrey Eicher, Melissa Long
	2. Public Comments: None
	3. Call for Board Conflict of Interest Disclosures: None
	4. Board Virtual Meeting Expectations: Bridget Mealman went over virtual meeting expectations and ensured all board members could hear each other.
2. **Review Agenda**
	1. The Board of Directors reviewed the agenda. Motion to approve the agenda was made by Chonburi Lee and seconded by Janie Yang. Kinley Vang abstained. All other board members voted in favor. Motion passes.

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| B. Mealman | Yes |
| K. Vang | Abstained |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

1. **Review Minutes**
	1. The Board of Directors reviewed the March 9th, 2020 Minutes.
	2. Updated the verbiage on 6cv1 to “1) have a specific person in charge of compliance, 2) create and maintain a compliance calendar, and 3) update the board monthly.” Updated verbiage on 5b to “The need is primarily around social skill minutes.”
	3. Terence Jones motioned to approve the March Board Minutes as amended, seconded by Kinley Vang. All voted in favor. Motion passes.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

1. **Financial Report**
	1. Tyler Dehne presented the February Financial and Management Report to the board of directors. Revenue and expenditures are on target.
	2. Chonburi Lee motioned to approve the February financial and management reports. Kinley Vang seconded the motion.
	3. Janie Yang abstained. All other board members voted in favor. Motion passes.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Abstained |
| T. Jones | Yes |

1. **CEO Report**
	1. COVID-19 Updates
		* Mai Ka Yang updated the board on calls to family/parents to assess family needs during COVID-19. Additional chromebooks have been purchased to ensure that scholars are ready for distance learning.
	2. Distance Learning Plan Update
		* Equity is at the forefront of NMA’s distance learning for all scholars. Teachers and EAs have been receiving daily training on how to launch distance learning with a combination of technical training and pedagogical methods. NMA uses a variety of digital platforms to carry out distance learning.
	3. Compliance Calendar
		* Until the centralized data-base system, EpiCenter, is rolled out, an Excel monthly compliance calendar will be used to report out what is due monthly at board meetings. All March reports are completed.
	4. MCA Assessment Update
		* Received update from the state that MCA assessment is put on pause. There will not be an assessment for this year.
	5. FoE Contract Renewal Update
		* NMA has been reviewing goals with FoE. NMA will be submitting draft goals to FoE by tomorrow, Tuesday, 4/7/2020.
	6. Meal Delivery & Child Care
		* Meals: Today, NMA served 2,030 bundled meals to feed 406 children. NMA’s goal is to serve all 773 scholars.
		* Childcare Program: NMA currently provides childcare for 6 scholars who fall within Tier 1 and Tier 2 emergency workers.
	7. Solar Panel Project Update
		* Construction and Inspection is now complete. This Wednesday, 4/8/2020, XCEL Energy will be on site to test the solar panels with Ideal Energies. The solar array system will be turned to NMA on that same day.
	8. Staff Performance Evaluation
		* NMA is waiting for guidance from MDE on Performance evaluation and Q-Comp for this year. How NMA handles this will be different due to COVID-19.
	9. Annual Report 18-19 (Action)
		* The Annual Report for 18-19 was reviewed by the Board of Directors. Terence Jones motioned to approve the 18-19 annual report. Chonburi Lee seconded. All voted in favor. Motion passes.
2. **Response to Friends of Education Letter Dated 3-9-2020**
	1. The board reviewed the response letter to Friends of Education’s letter dated on 3/9/2020. Chonburi Lee motioned to approve the letter to Friends of Education. Janie Yang seconded. All voted in favor. Motion passes.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

1. **Board Appointment**
	1. Ashish Tomar has declined the board appointment due to COVID-19 concerns.
2. **Committee Roster**
	1. The board of directors reviewed the committee roster and made the following changes in order to comply with Open Meeting Law. 1. Bridget Mealman is removed from the Governance & Academic

Accountability committee. 2. Janie Yang is added to the Finance committee.

* 1. Janie Yang motion to approve the Board & Meeting Calendar which includes the new roster. Kinley Vang seconded. All voted in favor. Motion passes.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

1. **Thrive’s Contract**
	1. Thrive’s contract expires at the end of June 2020 and will not renew. Thrive will assist the board, where needed, in the search for an Executive Director.
2. **Search Committee Resolution and Materials**
3. The Board reviewed the Executive Director search resolution and timeline. The resolution was updated to name Terence Jones and Chonburi Lee as members of the board on the search committee. The timeline was revised to say the committee will work with HR to create interviewing questions
4. A special meeting will be held to finalize the Search Committee roster, approve search committee’s parameters and approve the Executive Director salary range.
5. Terence Jones motion to approve the Search Committee Resolution as amended. Janie Yang seconded. Chonburi abstained. All other board members voted in favor. Motion passes.
6. The Executive Director Job Description was reviewed. Terence Jones motion to approve the Executive Director job description. Kinley Vang seconded the motion. All voted in favor. Motion passes.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

1. **Board Election**
	1. NMA had 10 total nominations. 5 of those nominations have declined due to COVID-19. One nominated candidate is still interested. Two nominated candidates have not responded.
	2. Terence Jones motion to have Janie Yang and Bridget Mealman on the Election Committee as amended. Chonburi Lee seconded. All voted in favor. Motion passes.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

1. **Adjourn (*Action*) -** Chonburi Lee motioned to adjourn the meeting. Kinley Vang seconded the motion. Bridget Mealman, Board Chair adjourned the meeting at 7:19pm.