

NEW MILLENNIUM ACADEMY

School Board Meeting
Date: August 11, 2016
Time: 6:00 PM –8:30 PM
(Officially ended at 9:00pm)
Location: 5105 Brooklyn Blvd
Brooklyn Center 55429
Room: NMA Trailer

Facilitator: See Xiong; Chair

Minutes: Mai Lee Yang

AGENDA:

1. Opening and Welcome

A. Roll Call of Board Members Present.

PRESENT: Terry Xiong, Neng Heur, My Nang Thao, See Xiong, Heidi Pendroy, Chuck Herdegen (Ex-Officio), Yee Yang (Ex-Officio), Mai Lee Yang.

ABSENT: Sean Lee, Jill Drum Steffens, Mai Ying Vang.

B. Approval of the Agenda.

Heidi Pendroy motion to approve the agenda. Terry Xiong seconded the motion and the agenda was unanimously accepted by the Board.

C. Guest:

Beth Topoluk (Executive Director, FOE), Ken Thielman (Board Consultant), Emily Loose, Bridget Mealman, Jenna Flomo, See Xiong, Kalve Xiong, Toua Xiong, Gao Vang, Sue Yang, Tony Thao, Devon Raghbir, Chelsea Wegner, Jacob Vang, John Vang, Xiong Lee, Jeremy Moua.

2. Review and Approval of Board Minutes

A. June 1, 2016 Special Board minutes.

Amendments:

1.) Double check via recording of section #5: Mai Lee Yang motions to bring in a consultant to help draft a Board Policy and an Election Policy in order to clarify this motion whether it consisted of the drafting of both a Board Policy & Election Policy or if the motion was to just draft a Board Policy.

2. Revise section #5: "Gigi Boyer motioned the appointment of a ninth Board member until the June 9th meeting" instead to **Gigi Boyer motioned to table the appointment of a ninth Board member and move it to the June 9th, 2016 meeting.**

Heidi Pendroy motion to approve the June 1, 2016 minutes as amended. Terry Xiong seconded the motion and the June 1, 2016 minutes was approved with:

In favor: Heidi Pendroy, Terry Xiong, Neng Heur, See Xiong, My Nang Thao.

Abstain: Mai Lee Yang.

B. July 7, 2016 Special Board minutes.

Amendments:

1.) Revise section #2: "Gigi Boyer motioned for the immediate seating of Neng Heur to fill the vacancy and to meet By-Law requirements" instead to **Gigi Boyer motioned for the immediate seating of Neng Heur to fill the vacancy and to meet the board model of 9 members.**

2.) Revise section #2 the spelling of the first name of Chow to **Chao** (which is the official spelling of the first name).

3.) Add under section #3: **Board assigned Mai Lee Yang to contact FOE.**

4.) Revise section #4 heading/title from Approval of Gregory J. Wiley, Attorney-at-Law to **Approval of Gregory J. Wiley, Attorney-at-law Contract.**

5.) Revise section #4 iii. 1B: Mai Lee and Board Chair to **Mai Lee and Board Chair as main point of contacts with Greg Wiley.**

Heidi Pendroy motion to approve the July 7, 2016 minutes as amended. My Nang Thao seconded the motion and the July 7, 2016 minutes were approved by an unanimous vote of the board.

C. July 14, 2016 minutes.

Amendments:

- 1.) Revise throughout the minutes the spelling of Neng's last name (from Her/Neur) to the correct spelling of **Heur.**
- 2.) Revise section #4's motion of Mai Financial Statement to correct title of **May** Financial Statement.
- 3.) Revise section #6 of June 14, 2016 to the correct date of **July 14, 2016.**
- 4.) Revise section #7 A. i. wording of IT Technician to the appropriate wording of **IT Support.**

Heidi Pendroy motion to approve the July 14, 2016 minutes as amended. Terry Xiong seconded the motion and the July 14, 2016 minutes was approved by an unanimous vote of the board.

D. July 19, 2016 Minutes.

Amendments:

- 1.) Revise throughout the minutes the spelling of Neng's last name (from Her/Neur) to the correct spelling of **Heur.**
- 2.) Remove under section #2 the motion of Terry Xiong because it is not accurate and this item was not on the special meeting agenda and only items specifically listed on the special meeting agenda can be discussed by members of the board at a special meeting.
- 3.) Remove under section #2 the motion of Mai Lee Yang because this item was not on the special meeting agenda and it was a clarifying statement made by her about how only items specifically listed on the special meeting agenda can be discussed by members of the board at a special meeting.
- 4.) Revise section #2's motion to the following: **Jill Drum Steffens motions to accept the Investigative Services Agreement with the revisions and the additions of the original conditions from Friends of Education and upon completion of the revisions made, authorizes Mai Lee Yang to sign the agreement.**
- 5.) Insert under section #3's motion the full name of board member See to also include her last name of **Xiong** following her first name.

**Heidi Pendroy motion to approve the July 19, 2016 minutes as amended. Terry Xiong seconded the motion and the July 19, 2016 minutes was approved with:
In favor: Heidi Pendroy, Terry Xiong, Neng Heur, See Xiong, My Nang Thao.
Abstain: Mai Lee Yang.**

3. Treasurer Reports

A. Treasurer Report:

Chuck Herdegen presented the Treasurer Report @ 6:45pm.

B. Approval of June 2016 Financial Statement.

Terry Xiong motion to approve the June 2016 Financial Statement. Heidi Pendroy seconded the motion and the June 2016 Financial Statement was approved with an unanimous vote of the board.

4. FOE Address to the Board

Beth Topoluk (Executive Director, FOE) addressed the board @ 6:47pm. A new letter dated August 11, 2016 from FOE was handed out to the NMA board. Going forward all notice of NMA board meetings should be sent to Beth Topoluk the same day it is sent out to the board.

NMA board publicly announces a special meeting for Tuesday; August 16, 2016 @ 6pm (location NMA trailer) to discuss the new letter from FOE.

5. New Business

A. Approval of contracts:

1.) Data Submissions and State Reporting Services Contract.

Amendments:

A.) Insert the following onto the contract: **Headwaters (Solution LLC)**

B.) Insert a 30 day notice of termination onto the contract.

C.) Insert a cause of training onto the contract.

Heidi Pendroy motion to approve the Data Submissions and State Reporting Services Contract as amended with the insert of a 30 day notice of termination and a cause of training the school's new HR person on how to do the data submissions and state reporting. My Nang Thao seconded the motion and the contract was approved with: In favor: Heidi Pendroy, Terry Xiong, See Xiong, My Nang Thao, Mai Lee Yang. Abstain: Neng Heur.

2.) Nan Kracl, Teacher of the Blind/Visually Impaired Contract.

Heidi Pendroy motion to approve the Nan Kracl, Teacher of the Blind/Visually Impaired Contract. Terry Xiong seconded the motion and the contract was approved by an unanimous vote of the board.

3.) Maren Hadley, Deaf or Hard-of-Hearing Contract.

Amendments:

A.) Insert a 30 day notice of termination onto the contract.

Heidi Pendroy motion to approve the Maren Hadley, Deaf or Hard-of-Hearing Contract as amended with the insert of a 30 day notice of termination. My Nang Thao seconded the motion and the contract was approved by an unanimous vote of the board.

4.) MN School Boards Association Membership.

Heidi Pendroy motion for the NMA board to become a member of the MN School Boards Association. My Nang Thao seconded the motion and the membership was approved by an unanimous vote of the board.

B. MDE Designations:

1.) Designate MDE Identified Official with Authority (IOWA).

2.) LEA (Local Education Agency Authorized Representative).

Chuck Herdegen shared information regarding MDE & LEA and asks the board to approved Yee Yang for both positions.

Heidi Pendroy motion to have Yee Yang as the designated MDE Identified Official with Authority and LEA Authorized Representative. Terry Xiong seconded the motion and it was approved by an unanimous vote of the board.

C. Designation of Depositories:

1. Venture Bank.
2. Wells Fargo Bank.

D. Authorized Signers at Banks:

- Board Chair.
- Board Treasurer.
- Executive Director.
- Financial Manager.

E. Delegation of Authority to Make Electronic Funds Transfers:

1. Board Chair, Board Treasurer, or Executive Director.
2. Financial Manager at Beltz, Kes, Darling and Associates.
3. Electronic Funds Transfers can be made for:
 - i. Investment of excess funds or the transfer of funds between school's accounts.
 - ii. Payment of employee payroll direct deposits.
 - iii. Payment of federal, state, and unemployment taxes (deductions and/or benefits).
 - iv. Payment of contributions to the Teachers Retirement Association (TRA) and to the Public Employee Retirement Association (PERA) (deductions and benefits).
 - v. Payment of other payroll related deductions and benefits (when appropriate).
 - vi. Monthly building lease payments.
 - vii. Monthly payment of credit card charges.
 - viii. Vendor payments (when appropriate).
 - ix. Other payments as approved by the school board.

Chuck Herdegen shared information regarding (C) Designation of Depositories, (D) Authorized signers at banks, and (E) Delegation of Authority to Make Electronic Funds Transfers.

Terry Xiong motion to approve Designation of Depositories, Authorized Signers at Banks and Delegation of Authority to Make Electronic Funds Transfers. Heidi Pendroy seconded the motion and it was approved with an unanimous vote of the board.

F. Credit Card Authorization.

1. Employees approved for Purchasing Card (PCard) with BMO Harris Bank and credit card limits.

Chuck Herdegen informed the board the need to approve the usage of credit cards for NMA employees for the 2016-2017 school year. Yee Yang shared information about the employees who will be using the credit cards; John Vang (Dean of Students), Kathy Vang (Office Manager) and Yee Yang (Executive Director). Information was given about how credit cards are typically used to pay for traveling expenses (i.e. gas, dining on students' field trip to Chicago) and purchase office/classroom supplies. Receipts are required for all credit card purchases. Credit card purchases over \$250 requires pre-approval.

Heidi Pendroy motion to approve credit card authorization/usage for John Vang (Dean of Students), Kathy Vang (Office Manager) and Yee Yang (Executive Director). Terry Xiong seconded the motion and it was approved with:

In favor: Heidi Pendroy, Terry Xiong, Neng Heur, See Xiong, My Nang Thao.

Abstain: Mai Lee Yang.

G. Designation of Official Newspaper (required for posting of public notices).

Chuck Herdegen presented information about Hmong Times being the official newspaper for public postings for NMA in the past. Yee Yang confirms this information and asks the board to approved Hmong Times as the official newspaper for the 2016-2017 school year. Yee Yang also suggests for future board consideration, the addition of also posting within the local newspaper of Brooklyn Center, the city in which the school is physically located. Other avenues of media usage to broadcast school information also consist of the Hmong radio station and Hmong TV station.

Heidi Pendroy motion to approve Hmong Times as the Official Newspaper for the 2016-2017 school year. Terry Xiong seconded the motion and it was approved by an unanimous vote of the board.

Time is 8:30pm and **Heidi Pendroy motion to extend the time to 9:00pm. Terry Xiong seconded the motion and it was approved by an unanimous vote of the board.**

H. NMA Board Committees.

Yee Yang handed out a list of committees to members of the board and asks members to sign-up for committees for the 2016-2017 school year.

I. Public Comments Protocol.

New board members were given a copy of the Public Comments Protocol for review. As needed, the public comments protocol can be revised by the board.

6. Administrative Report

- A. Director Report:
 - 1.) Staffing.
- B. Marketing/Recruitment.
- C. Building update.

Yee Yang gives staffing report; recently hired a gym/health teacher who then decided to accept a position with a different school, an in-house teacher will assist in the teaching of technology courses if a licensed teacher can't be found in time to teach the courses and one Hmong literacy teacher has been hired but there is still an opening for another Hmong literacy teacher.

7. Next meeting date: Thursday, September 8, 2016 @ 6pm.

8. Adjourn Meeting

Terry Xiong motion to adjourn the meeting. Heidi Pendroy seconded the motion and the board unanimously agreed to adjourn the meeting at 9:00pm.