

# New Millennium Academy

## Board Minutes

**Date:** August 17, 2017  
**Time:** 6:00 PM – 8:00 PM  
**Location:** 5105 Brooklyn Blvd , Brooklyn Center, MN 55429

### 1. Opening and Welcome: 15 min 6:01

- A. NMA Board meeting was called to order at 6:01 p.m.
  - i. Present: Bridget Mealman, Ker Vang, Heidi Pendroy, Angela Lee, Terence Jones
  - ii. ExOfficio: Bao Vang, CEO; Chuck Herdegen, BergenKDV
  - iii. Guests: Liz Wynne, Friends of Education; Luis Vanegas, NMA Asst Principal; Jeanene Miller, Thirve Ed; and guests.
- B. Introduction of New Board members were made.
- C. A motion was made by Ker vang to seat (1)Terence Jones, (2). Angela Lee, (3).Heidi Pendroy as new board members. The motion was seconded by Bridget Mealman. All voted in favor. Motion carried.
- D. Public Comments were received and heard

### 2. Board Minutes

- A. Heidi Pendroy motioned to approve the July 13, Regular Board meeting minutes, the July 18, Special Board meeting minutes, the July 31, Special Board meeting minutes and the August 7, Special Board meeting minutes. The motion was seconded by Terence Jones. All voted in favor. Motion carried.

### 3. Treasurer Reports

- A. Chuck Herdegen presented the financial report to the board of directors.
- B. A motion was made to accept the financial and management reports by Terence Jones and seconded by Ker Vang.
- C. Roll call Terence yes, Bridget yes, Heidi yes, Ker yes, Angela yes

### 4. New Business

#### A. Election of Board Officers

- i. Board Chair Nomination:
  - Bridget Mealman was nominated for Board Chair
  - A Motion was made to elect Bridget Mealman as board Chair by Ker Vang. The motion was seconded by Heidi Pendroy.
  - All voted in favor. Motion carried
- ii. Board Vice Chair
  - There was no nominations for Board Vice Chair : Board Vice Chair can be left vacant and fill later.
- iii. Board Treasurer: Heidi Pendroy
  - Heidi Pendroy was nomination for Board Treasurer:
  - A motion was made to elect Heidi Pendroy as the treasurer by Terence Jones. The motion was seconded by Ker Vang.
  - All voted in favor. Motion carried.
- iv. Board Secretary – Ker Vang
  - Ker Vang was nominated for Board Secretary
  - A motion was made to elect Ker Vang as the secretary by Heidi Pendroy. The motion was seconded by Terence Jones.
  - All voted in favor. Motion carried.

#### B. Authorized signers at banks

- I. Board Chair - Bridget Mealman
- II. Board Treasurer - Heidi Pendroy

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- III. CEO - Bao Vang
- IV. Business Manager - Charles Herdegen
- V. Motion to approve the above signers by Ker Vang. The motion was seconded by Heidi Pendroy.
- VI. Vote : All in favor. Motion carried

### C. **Credit Card Authorization.**

- i. Approval of Employees to use Credit Card for Purchasing
  - 1. Bao Vang
  - 2. Derlee Moua
  - 3. Sunny Thao
  - 4. Halee Vang
  - 5. Luis Vanegas

Motion was made by Terence Jones to approve the above named employees to use the credit card and remove the authority from PaHoua Yang. Second by: Ker Vang. All voted in favor. Motion carried.

### D. **Delegation of Authority to Make Electronic Funds Transfers**

- Board Chair
- Board Treasurer
- CEO
- Business Manager

Motion was made by Heidi Pendroy to authorize the delegation named above the authority to make electronic Funds Transfers. Seconded by Ker Vang. All voted in favor. Motion carried.

### E. **QCOMP Program Update**

Motion by Terence Jones to approve the Q comp update form for submission to MDE. Seconded by Angela Lee. All voted in favor. Motion carried.

### F. **Salary Adjustment and approval of new salary grid**

- Bao Vang recommended that NMA adopts the new staff salary placement grid in order for the school to be competitive. Once approved, the salary adjustment will be done in two phases. Phase I will be to review any employee employed from 2014 and before that and bring them up to the salary grid. Phase II will be to review all employees hired from 2015 to 2017 and bring them up to the salary grid.
- Motion was made by Ker Vang to adopt the new salary grid to make the school competitive for school year 17-18 and give the CEO the authority to make the necessary salary adjustment to those who have been at NMA from 2008-2017.
- Motion was seconded by Terence Jones.  
Mark the document as Phase I, Exhibit A. Changes to current salaries as Phase I, Exhibit B.  
Role call Vote: Angela- Yes, Ker Yes, Heidi- yes, Bridget- yes, Terence- yes.
- All voted in favor. Motion carried.

### G. **Approval of Employee Policy Handbook**

- i. Changes to the employee policy handbook were shared and discussed.
- ii. A motion was made to approve the Employee Policy Handbook Heidi Pendroy. The motion was seconded by Angela Lee. All voted in favor. Motion carried.

## 5. **Meeting Adjournment**

- A. A motion was made to adjourn the meeting at 7:00 pm. The motion was seconded by Ker Vang. All voted in favor. The motion carried.