

New Millennium Academy - District # 4143-07
Board of Directors
December Board Meeting Minutes – 12/14/2020
Virtual Meeting

Vision:	<i>New Millennium Academy develops global leaders who transform the world.</i>
Mission:	<i>The New Millennium Academy Community prepares learners for life, engages them in high academic achievement, and fosters cultural pride and identity.</i>
Board of Director Role:	<i>To provide leadership, set policy, and develop accountability practices that will ensure high student achievement.</i>

MINUTES

TOPIC	MINUTES										
Welcome and Call to Order	<p>The NMA Board meeting was called to order by Board Chair, Terence Jones at 5:02pm.</p> <p>A. Roll Call</p> <ul style="list-style-type: none"> • <u>Board Members:</u> Chonburi Lee, Bridget Mealman, Terence Jones, Janie Yang, Kinley Vang, Ker Vang • <u>Ex-Officio:</u> Kevin Xiong • <u>Guests:</u> Tyler Dehne, Mai Ka Yang, Jenny Abbs, Stephanie Steen, Beth Finch, Jeffrey Eicher, Jessica Kempkes, Melanie Eicher, Jenna Bjerke, Rachel Clapp, Heidi Pendroy <p>B. <u>Public Comments:</u> None</p> <p>C. <u>Call for Board Conflict of Interest Disclosures:</u> None</p> <p>D. <u>Board Virtual Meeting Expectations:</u> Terence Jones went over virtual meeting expectations and ensured all board members could hear each other.</p>										
Review Agenda	<p>A. Reviewed today’s agenda.</p> <p>a. Bridget Mealman motioned to approve the November 9, 2020 agenda. Seconded by Chonburi Lee.</p> <p>b. All voted in favor.</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Ker Vang</td> <td>Yes</td> </tr> <tr> <td>Bridget Mealman</td> <td>Yes</td> </tr> <tr> <td>Kinley Vang</td> <td>Yes</td> </tr> <tr> <td>Chonburi Lee</td> <td>Yes</td> </tr> <tr> <td>Janie Yang</td> <td>Yes</td> </tr> </table> <p>c. Motion passes.</p>	Ker Vang	Yes	Bridget Mealman	Yes	Kinley Vang	Yes	Chonburi Lee	Yes	Janie Yang	Yes
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<p>Review November Board Meeting Minutes</p>	<p>A. Reviewed the minutes from November 9, 2020.</p> <p>B. Removed the word “both” from 3b as there was only one October board meeting minute document to approve. Removed Janie Yang’s name from roll call as she was not present during this meeting. Edited the roll call names from abbreviated to each board member’s full name for consistency.</p> <p>a. Janie Yang motioned to approve the November 9, 2020 meeting minutes as amended. Bridget Mealman seconded.</p> <p>b. All voted in favor.</p> <table border="1" data-bbox="800 594 1252 785"> <tr><td>Ker Vang</td><td>Yes</td></tr> <tr><td>Bridget Mealman</td><td>Yes</td></tr> <tr><td>Kinley Vang</td><td>Yes</td></tr> <tr><td>Chonburi Lee</td><td>Yes</td></tr> <tr><td>Janie Yang</td><td>Yes</td></tr> </table> <p>c. Motion passes.</p> <p>C. Reviewed the special meeting minutes from November 30, 2020.</p> <p>D. Edited the roll call names from abbreviated to each board member’s full name for consistency.</p> <p>a. Chonburi Lee motioned to approve the special meeting November 30, 2020 special meeting minutes as amended by editing all roll call names to full each board member’s full name. Bridget Mealman seconded.</p> <p>b. All voted in favor.</p> <table border="1" data-bbox="800 1188 1252 1379"> <tr><td>Ker Vang</td><td>Yes</td></tr> <tr><td>Bridget Mealman</td><td>Yes</td></tr> <tr><td>Kinley Vang</td><td>Yes</td></tr> <tr><td>Chonburi Lee</td><td>Yes</td></tr> <tr><td>Janie Yang</td><td>Yes</td></tr> </table> <p>c. Motion passes.</p>	Ker Vang	Yes	Bridget Mealman	Yes	Kinley Vang	Yes	Chonburi Lee	Yes	Janie Yang	Yes	Ker Vang	Yes	Bridget Mealman	Yes	Kinley Vang	Yes	Chonburi Lee	Yes	Janie Yang	Yes
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<p>October Financial Reports</p>	<p>A. Tyler Dehne presented NMA’s October Financial and Supplemental Reports.</p> <p>a. NMA is on track with expenditures and revenues. NMA used all CRF funds. Once October’s lunch claims come through, NMA will be at a surplus of ~\$86,000 rather than a deficit. This will be reflected in next month’s report.</p> <p>b. There are a few credit card receipts that are pending conciliation. BerganKDV is working with NMA to reconcile those receipts.</p> <p>c. Chonburi Lee motioned to approve the October financial and supplemental reports. Kinley Vang seconded.</p>																				

	<p>d. All voted in favor.</p> <table border="1" data-bbox="800 226 1252 422"> <tr><td>Ker Vang</td><td>Yes</td></tr> <tr><td>Bridget Mealman</td><td>Yes</td></tr> <tr><td>Kinley Vang</td><td>Yes</td></tr> <tr><td>Chonburi Lee</td><td>Yes</td></tr> <tr><td>Janie Yang</td><td>Yes</td></tr> </table> <p>e. Motion passes.</p> <p>B. Jenny Abbs did a quick introduction. BerganKDV is going through an organizational structure change. Jenny’s role will be to review audits, projects, reports and support strategic planning with NMA.</p>	Ker Vang	Yes	Bridget Mealman	Yes	Kinley Vang	Yes	Chonburi Lee	Yes	Janie Yang	Yes
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<p>Executive Director Update</p>	<p>A. Kevin presented NMA’s 2020 Annual and WBWF reports. This will be submitted to FoE and MDE upon approval from the Board of Directors.</p> <p>a. Several changes were requested by the Board of Directors:</p> <ul style="list-style-type: none"> i. On page 9, Bridget Mealman’s name should be edited to the Search Committee as it the Search Committee was who made the position offer to the Executive Director. ii. Edit the FoE charter contract from 2020 and indicate iii. Update language from Sponsor to “Authorizer.” iv. Page 26, table of Board members, January 30, 2020 – Angela Lee resigned. Make this change. v. Missing Janie’s last name on page 27. vi. Page 29, the job titles from last year are listed incorrectly – LuDe and Linda’s titles are incorrect; they both taught 2nd grade last year. vii. Page 31 – the support staff (EA)’s job titles are different. viii. Update Chonburi Lee’s term date to expire at the end of 2020. ix. Page 24, missing a “0” in 2020. x. In the supplemental document, under requirement 1, change the word “warm” to “cold” as it is a cold winter clothing event. <p>b. Bridget Mealman motioned to approve the Annual and WBWF reports, including the supplemental report for the school year 2019-2020. Janie Yang seconded.</p> <p>c. All voted in favor.</p> <table border="1" data-bbox="800 1812 1252 1885"> <tr><td>Ker Vang</td><td>Yes</td></tr> <tr><td>Bridget Mealman</td><td>Yes</td></tr> </table>	Ker Vang	Yes	Bridget Mealman	Yes
Ker Vang	Yes				
Bridget Mealman	Yes				

Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

d. Motion passes.

B. Kevin Xiong provided context around a new position opening for a Vice Principal.

a. At the beginning of this school year for 2021, NMA had staffing changes. NMA's Academic Coach and MTSS Coordinator both took on teaching roles. Hiring a Vice Principal will allow NMA to continue to support our staff members.

C. Kevin Xiong provided an update to NMA's current enrollment numbers.

a. NMA's enrollment number remains strong at 784.

D. Kevin Xiong presented on NMA's possible learning model change and family engagement around hybrid learning for Quarter 3.

a. NMA had a listening session with staff for insight and engagement around hybrid learning for quarter 3. Last week, NMA called 100% of our families and 20% of families are interested in the hybrid learning model. NMA designed a hybrid learning model for K-4 with 1 class per grade with 15 max per grade level. At this moment, NMA is putting a plan in place, gaging in conversations, and reviewing/monitoring COVID-19 case numbers in Hennepin County. The Executive team would like to wait until January 14th to make a final decision on which learning model NMA will implement for Quarter 3.

E. Kevin Xiong provided an update to the Data Dashboard that will be created by Vong Vang.

a. Vong will provide to the Board of Directors the first draft during the January board meeting.

F. Kevin Xiong presented two bids for gym projectors.

a. Kevin's recommendation is for NMA to proceed with Tierney. NMA has worked with Tierney previously and has built a good relationship. Tierney is organized and well defined in comparison with MetroSound. NMA is currently at a \$300,000 surplus. With a plan to purchase new Science curriculum for SY2022, BerganKDV's recommendation is to proceed with the purchase of gym projectors for this year.

b. Chonburi Lee motioned to approve the Tierney quote in the amount of \$54,700. Seconded by Janie Yang.

c. All voted in favor.

Ker Vang	Yes
Bridget Mealman	Yes
Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

d. Motion passes.

G. Kevin Xiong provided an update on COVID-19 cases at NMA.

a. NMA currently have 10 staff members isolated (staying at home) due to COVID-19. Two CKC staff members tested positive. All staff members isolated were exposed to COVID-19.

H. Kevin Xiong provided an update on a bomb threat that occurred at NMA.

a. A call was made to NMA about a bomb scare on December 3rd, 2020. NMA took the necessary precautions to safely evacuate. Police came on site to investigate and remained on site the next day to continue monitoring. Further investigation indicated that our staff had called this phone number by accident. The caller called the Front Office back inquiring about a bomb order and threatened that he was bringing a bomb on site. NMA received an additional call whom apologized and indicated that the call was made by their son as a prank. NMA is awaiting a return call from the police department for a follow-up. No additional threats or concerns.

I. Mai Ka Yang provided an update to compliance reports completed between November 9, 2020 and December 14, 2020.

a. NMA has completed all required compliance reports to MDE and FoE. The last three reports (Annual Report, Annual Supplemental Report and WBWF Report will be submitted tomorrow to both FoE and MDE after revisions are made.

Board Committee

A. Board Chair, Terence Jones reviewed the Weapons on School Grounds policy.

a. A request was made to create a direct link to all policies in the agenda under Board Committee updates beginning January 2021's board meeting.

b. A request was made to post signs on school property banning weapons on school grounds. Statute requires that if a sign is to be put on school grounds, it must be posted at entrances.

- c. Chonburi Lee motioned to approve the Weapons on School Grounds policy and to post signs on banning weapons on school grounds at each entrance. Janie Yang seconded.

- d. All voted in favor.

Ker Vang	Yes
Bridget Mealman	Yes
Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

- e. Motion passes.

B. Board Chair, Terence Jones reviewed the Suicide Prevention policy.

- a. Under 5, all verbiage should either be written as a clause or in complete sentences.
- b. Under 7d, what steps does NMA intend to take if the school is unable to get the parent(s) to sign/give written permission? It would be beneficial to include this verbiage here.
- c. Under 9b, at the end of the clause/sentence, a suggestion is to include that a mental health provider must provide consent for the student to return to school. This ensures that the student is ready to safely return and be in a school environment.
- d. Under 12Aiii, a recommendation is made to include different samples of appropriate grade level statements.
- e. An additional request was made to table this policy and bring it back to the next board meeting for review and approval.
- f. Chonburi Lee motioned to table and bring back the Suicide Prevention policy for review and approval during January’s board meeting. Kinley Vang seconded.

- g. All voted in favor.

Ker Vang	Yes
Bridget Mealman	Yes
Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

- h. Motion passes.

C. Board Chair, Terence Jones reviewed the Record Retention/Destruction policy.

- a. Revised “staff” to “Executive team” under 3a and 3b to clarify who would be able to authorize steps and

development of notifying the Minnesota State Archives and retaining/disposing school records.

- b. Janie Yang motion to approve the Record Retention/Destruction policy as amended. Bridget Mealman seconded.
- c. All voted in favor.

Ker Vang	Yes
Bridget Mealman	Yes
Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

- d. Motion passes.

D. Kinley Vang opened discussion over whom should be on the Election Committee and whether if both Terence Jones and Bridget Mealman will be rerunning for board member positions as their terms end June 2021. Janie Yang and Ker Vang has volunteered to help Kinley Vang run the Election Committee.

E. Ker Vang motioned to table the Facility Committee and Board Training Opportunities to January's board meeting. Seconded by Janie Yang.

- a. All voted in favor.

Ker Vang	Yes
Bridget Mealman	Yes
Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

- b. Motion passes.

F. Chonburi Lee provided an update on Finance Committee plans. The Finance Committee has not had a meeting yet but there will be one scheduled this month.

G. The Board of Directors reviewed the Governance Committee meeting minutes from November 18, 2020 and Academic meeting minutes from November 23, 2020.

- a. Bridget Mealman motioned to approve the Governance Committee meeting minutes for November 18, 2020 and Academic meeting minutes from November 23, 2020. Janie Yang seconded.

- b. All voted in favor.

Ker Vang	Yes
Bridget Mealman	Yes
Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

- c. Motion passes.

Adjourn

A. Chonburi Lee motion to adjourn the meeting at 7:09pm.
Kinley Vang seconded the motion.

a. All voted in favor.

Ker Vang	Yes
Bridget Mealman	Yes
Kinley Vang	Yes
Chonburi Lee	Yes
Janie Yang	Yes

b. Motion passes. Terence Jones, Board Chair adjourned the meeting at 7:09pm.