

## **NEW MILLENNIUM ACADEMY**

School Board Meeting Minutes

Date: December 8, 2016

Time: 6:06 PM

Location: 5105 Brooklyn Blvd

Brooklyn Center 55429

Room: Lecture Hall

Timekeeper:

Facilitator: See Xiong

Minutes: Jill Drum

Interpreter: N/A

### **AGENDA:**

**No RECORDING WAS TAKEN DURING THIS MEETING**

#### **1. Opening and Welcome:**

##### **A. Roll Call of Board Members Present**

Heidi Pendroy, Jill Drum Steffens, See Xiong, Sean Lee, Mai Lee Yang, My Nang Thao

Ex-officio: Yee Yang, Chuck Herdegen

Absent: Terry Xiong, Mai Ying Vang, Neng Heur

##### **D. Approval of the Agenda**

***Heidi Pendroy motioned to approve the agenda for December 8, 2016. Sean Lee seconded the motion and the agenda was approved unanimously.***

My Nang Thao arrived to the meeting at 6:11 PM

##### **E. Guest**

Will Caldwell, Luis Vanegas, additional guests can be found on the guest sign-in

##### **F. Public Comments**

Jerry Evans (Community Member)- Bus Stop

#### **2. Review and Approval of Board Minutes**

##### **A. November 10, 2016 Minutes**

Change in minute practice: All minutes moving forward will contain all Board Members last names

Amendments:

i. item 1: remove vote notes and restate as proper vote

ii. item 5: remove vote notes and restate as proper vote

iii. Within guests, correct spelling of Luis Vanegas

iv. item 6 ii: change of wording of 'position' to 'responsibilities'

##### **B. November 28, 2016 Special minutes**

***See Xiong motioned to approve the November 10 and November 28 minutes. My Nang Thao seconded the motion and the minutes were approved with five in favor and one abstaining vote.***

#### **3. Treasurer Reports**

##### **A. Approval of October Financial Statement**

***Jill Drum Steffens motioned to approve the October Financial Statement. Heidi Pendroy seconded the motion and the statement was approved unanimously.***

- B. New Building Budget
  - i. There are still items for the building to be purchased and considered.
  - ii. Some rebates are expected with an estimate around \$80,000
  - iii. A few line items do not have a projected budget as of yet.

#### **4. New Business**

##### **A. Approval of Consultant Agreement**

- 1. Tom Esch
  - i. Tom Esch is a coach candidate for administration team of the Academy.
  - ii. The contract proposal was shared

***See Xiong motioned to approve the Consultant Agreement for Tom Esch. Jill Drum Steffens seconded the motion and the motion was approved with four in favor, one opposed and one abstaining vote.***

- B. Out of state Field Trip presentation
  - i. Willa Caldwell is overseeing the middle school (current sixth and seventh graders) field trip to California and shared some highlights of the trip.
  - ii. The focus of the field trip will be on the different environments of the United States.
  - iii. Students will be guided through California and take tours of museums, aquariums next year.
  - iv. Fundraising has already begun to adjust the cost of the trip (\$1,500 per student) and additional fundraising is being researched. Traveling cost of chaperone(s) have been factored into the \$1500/per student estimate.
  - v. Parents have been informed about the trip and the fundraising and permission slips will be sent home.
  - vi. Funds raised from students for the field trip will be set aside into individual accounts for each student and monitored by Willa Caldwell and Chuck Herdegen.

##### **C. Resignation of Vice chair & Appointment of new Vice Chair**

- i. Mai Ying Vang would like to resign as the current vice chair and keep her position on the Board until her term is complete.

***Sean Lee nominated My Nang Thao  
My Nang Thao accepts the nomination***

***See Xiong motioned to appoint My Nang Thao as the new vice chair. Sean Lee seconded the motion and My Nang Thao was appointed the new vice chair with four in favor and two abstaining.***

- D. Health Insurance eligibility:
  - i. Approval desired to change eligibility for covered health insurance packages from those working 40 hours to 35 hours due to change in EA schedules and duties.
  - ii. Insurance begins 30 days after date of hire.
  - iii. This change would current affect two staff members.

***See Xiong motioned to approve health insurance eligibility from 40 hours to 35 hours. Jill Drum Steffens seconded the motion and the new eligibility was approved with five in favor and one abstaining vote.***

Jill Drum Steffens left the meeting at 7:15 PM.

5. **Old Business**

6. **Administrative Report**

A. Director Report

- i. Passed out Hmong New Year invites.
- ii. Help is requested in making nava and papaya salad on Thurs night.

***See Xiong motioned a change to the agenda order of item 6D. Sean Lee seconded the motion and the motion was approved with four in favor and one abstaining vote. Item 6D was immediately discussed.***

B (D.) Operation Department Report

i Update was provided on nutrition and transportation.

- a. Skyward system corrected from incorrect closure of 15-16 and is operational.

Training was provided in hopes of successful close of 16-17.

b. Continued monthly/bi-monthly talks with Billie Bus to update and improve bussing systems. Two free busses and 1 free van were added to help with rerouting. Cameras and GPS systems installed to help find students.

c. Food and Nutrition audit consultant helped pass audit and increase Free and Reduced lunch participation from 83% (15-16) to 86% (16-17).

d. Ongoing and upcoming audits: Special Education, ELL (extended to mid-January), Title 1.

C. (B.) Academic Report

- i. Update was provided on Academics.

***See Xiong motioned to extend meeting time to 8:45 PM. Sean Lee seconded the motion and the meeting time was extended to 8:45 PM with four in favor and one abstaining vote.***

D. (C) Executive Director Goals

i. Yee Yang (ED) provided three goals with intent to continue working on (implement and monitor progress on strategic plan, improve Hmong language and literacy, increase parent involvement).

E. Staffing

- i. Executive Director request of approval for additional staffing of a Principal position as well as a reading intervention teacher.

***See Xiong motioned to approve hiring of additional reading intervention teacher and addition of a Principal position. Sean Lee seconded the motion and the motion carried with four in favor and one abstaining vote.***

F. Marketing/Recruitment

- i. There were 664 students enrolled as of 12/7/2016.

ii. There is continued work on obtaining signage for the front of the building.

iii. The new school phone number will be: 763-235-9700 (with extensions).

7. **NMA Board Committee Update**

No Committees provided updates.

**8. Next meeting date**

January 12, 2017

**9. Adjourn Meeting**

***See Xiong motioned to adjourn the meeting at 8:45pm, My Nang Thao seconded the motion and the meeting was adjourned with unanimous approval.***