

## NEW MILLENNIUM ACADEMY

School Board Meeting Agenda

Date: February 9, 2017

Time: 6:05 PM

Location: 5105 Brooklyn Blvd

Brooklyn Center 55429

Room: Lecture Hall

Timekeeper:

Facilitator: My Nang/Ken

Minutes: Jill Drum Steffens

Interpreter: N/A

### AGENDA: RECORDING BEGUN AT 6:05 PM

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

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

**Heidi Pendroy, Mai Ying Vang, Jill Drum Steffens, Mai Lee Yang, Sean Lee, My Nang Thao, Neng Heur, Yee Yang (ex-officio), Chuck Herdegen (ex-officio)**

Absent: Terry Xiong, See Xiong

##### B. Approval of the Agenda

Amendments:

- i. 4B: correction of spelling- "Attorney"
- ii. 4C: correction of spelling- "Confidential"
- iii. 1: correction of alphabetical order of items
- iv. 4: correct the second item D to item E

***My Nang Thao motioned to add item 4B.4 Attorney Contract Ratwick, Roszak & Maloney P.A. to the agenda. Mai Ying Vang seconded the motion and the item was added with five in favor, one opposed and one abstaining vote.***

***Mai Ying Vang motioned to approve the amended agenda. Heidi Pendroy seconded the motion and the agenda was approved unanimously.***

C. Guest: **Ken Thielman, Bao Vang**, additional guest may be found on the sign-in sheet

##### **D. Public Comments**

- i. Bridget Mealman (staff) - Class size
- ii. Bridget Mealman (staff) - Status of coaching of Board Member
- iii. Devon Raghubir (community member) - Flag football, is NMA dropping out since I am the commissioner of the league?

##### **E. Hmong American Partnership**

- i. Bao Vang as representative of the landlord of the building stated concerns of timely disclosing information.

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

##### A. January 3, 2017 Special Minutes

***Sean Lee motioned to approve the January 3, 2017 Special Meeting minutes. Heidi Pendroy seconded the motion and the minutes were approved unamended with six in favor and one abstaining vote.***

##### B. January 12, 2017 Minutes

Amendments:

- i. A1. i: add "...Yee Yang and administration... and...academics and structure of the EL..."

**Heidi Pendroy motioned to approve the amended January 12, 2017 meeting minutes. Jill Drum Steffens seconded the motion and the minutes were approved with six in favor and one abstaining vote.**

### **3. Treasurer Reports**

- A. Approval of December Financial Statement and Management Report

**Jill Drum Steffens motioned to approve the December Financial Statement and Management Report. Sean Lee seconded the motion and the motion carried with six in favor and one abstaining vote from Mai Lee Yang.**

### **4. New Business**

#### **A. School Audit Report**

- i. Janel Bitzan presented the 2016 Communications Letter and the Financial Statement audit reports to the board.

**Jill Drum Steffens motioned to accept the audit reports as well as the fund balance transfer of \$8,954 from account fund 01 to account fund 02. Sean Lee seconded the motion and the motion carried with six in favor and one abstaining vote from Mai Lee Yang.**

#### **B. Approval of Attorney Contacts**

##### **1. Lindquist (Amendment)**

- i. Previous contract only included the work with the establishment of the Building Company, amendment will expand the scope of assistance.

**Heidi Pendroy motioned to approve the Lindquist amendment, subject to confirmation of no conflict of interest. Sean Lee seconded the motion and the motion carried with five in favor and two abstaining votes.**

##### **2. Cindy Lavorato (Amendment)**

- i. Previous contract only included assistance in response to Friend of Education, amendment expands the scope of assistance to the Board.

**Heidi Pendroy motioned to approve the Lavorato amendment. Sean Lee seconded the motion and the motion carried with five in favor and two abstaining votes.**

##### **3. Lo Law Firm**

- i. Recommended to assist with cultural guidance of the school and the school's attorney.
- ii. Board would like the retainer fee removed from the contract.

**My Nang Thao motioned to approve the Lo Law Firm contract, subject to removal of the retainer fee clause. Neng Heur seconded the motion and the motion carried with four in favor and three abstaining votes.**

##### **4. Ratwik, Roszak, & Maloney, P.A.**

- i. Christian Shafer from RR&M addressed the board on the area of expertise of the firm.

**Heidi Pendroy motioned to approve the Ratwik, Roszak & Maloney proposal. Mai Ying Vang seconded the motion and the motion carried with five in favor and two abstaining votes.**

**C. Investigate confidential information leakage**

- i. Cindy recommends board approval of the formal investigation

***Mai Ying Vang motioned to approve investigation of confidential information leakage. Jill Drum Steffens seconded the motion and the motion was unanimously approved.***

**D. Board Election**

i. Heidi and Ken presented the package for the Board Election for review and March approval.

**E. Board Training/Resignation**

- i. Amy Erickson will be assisting Yee in organizing the Board trainings
- ii. Terry Xiong did not complete the required Board trainings and has submitted the letter of resignation.
- iii. The discussion of an appointed member is tabled until the March meeting.

**Neng Heur left the meeting at 8:21 PM**

**5. Old Business**

**A. Comp/Flex Time**

- i. Previously addressed, certain staff would have some needed overtime for required events, it is recommended to approve adding a comp time policy to the handbook for working these events.

***Jill Drum Steffens motioned to extend time until 9:00. Heidi Pendroy seconded the motion and time was unanimously extended.***

**B. Additional Credit Card**

- i. Currently there are three faculty members with credit cards, used for supplies, field trips, immediate expenditures and catering
- ii. Two additional credit cards are requested for Pa Houa Yang (H.R.) and Sarah Thao (administrative assistant) with a \$5,000 and \$2,000 daily limits respectively and \$15,000 monthly limit line of credit.

***Jill Drum Steffens motioned to approve two additional credit cards for Pa Houa Yang and Sarah Thao with a \$5,000 and \$2,000 respective daily limits and a \$15,000 monthly line of credit. Heidi Pendroy seconded the motion and the additional credit cards were approved unanimously.***

**6. Administrative Report**

**A. Director Report**

i. The organizational chart and draft (2.3.17) of the Administrator's Responsibilities 2017-2018 were shared

**B. Academic Report**

- i. OLPA testing has been completed and data is being compiled.
- ii. Students are currently within the Access testing schedule.
- iii. February parent/teacher conferences will be held next week.

**E. Staffing**

- i. The Library coordinator put in a letter of resignation
- ii. Principal Halee Vang was hired
- iii. Receptionist and After-School Activity Coordinator were hired.

**F. Marketing/Recruitment**

- i. 8 students have enrolled since January

ii. A parent meeting was held to address concerns and a second meeting was held with parents to connect with new administrative staff. Parent engagement is increasing.

**7. NMA Board Committee Update**

- i. The Election Committee requests feedback on the election package.
- ii. The Financial Committee is exploring salary comparisons.
- iii. Heidi and Jill worked with Sarah Thao to compile the Board binder with previous minutes, the binder is ready for public viewing.

**8. Next regular board meeting date**

March 9, 2017

**9. Adjourn Meeting**

***My Nang Thao motioned to adjourn the meeting at 9:02 PM. Jill Drum Steffens seconded the motion and the meeting was unanimously adjourned.***