**BOARD OF DIRECTOR MINUTES**January 13, 2020

1. **Welcome and Call to Order:** The NMA Board meeting was called to order by Board Chair, Bridget Mealman at 6:03pm.
   1. Roll Call
      1. Board Members: Bridget Mealman, Chonburi Lee, Terence Jones, Kinley Vang, Janie Yang
      2. Ex-Officio: Bao Vang
      3. Guests: Stephanie Steen, Mai Ka Yang, Tyler Dehne, Stephanie Wheelock
      4. No Public Comments
      5. Call for Board Conflict of Interest Disclosures: None
2. **Review Agenda**
   1. The Board of Directors reviewed the January 13, 2020 agenda with no changes.
   2. Motion to approve the agenda was made by Chonburi Lee and seconded by Janie Yang.
   3. All voted in favor. Motion passes.
3. **Review Minutes**
   1. The Board of Directors reviewed the December 9, 2019 Minutes. Edit was made to change training to finance training under number 5.
   2. Terence Jones motioned to approve the December Board Minutes as amended. The motion was seconded by Kinley Vang.
   3. All voted in favor. Motion passes.
4. **Financial Report** 
   1. Reviewed executive summary on page 3. NMA’s enrollment number continues to be strong.
   2. Reviewed Statement of Revenue and Expenses.
   3. Reviewed Cash Flow on page 12.
   4. Reviewed Contracted Services on page 13.
   5. Reviewed Food Services on page 14 and 15.
   6. Substitution fees are at 6%. Reviewed substitution process. NMA uses internal subs (EAs with building substitute license) first before requesting for external subs. Benefits include familiarity between staff and scholars.
   7. Identified no outstanding charges with Supplemental Info.
   8. Chonburi Lee motioned to approve the 2019 Financial Statement and management reports. Terence Jones seconded the motion.
   9. All voted in favor. Motion passes.
5. **CEO and School Leadership Report**
   1. 401K Resolution – The resolution allows the 401(k) to be updated with current staff and remove old staff listed on the account. Bao Vang and Sue Bentley have been added as new trustees.
      1. Terence Jones motioned to approve the resolution. Janie Yang seconded the motion.
      2. All voted in favor. Motion passes.
   2. Policy Calendar – Bao Vang shared the policy calendar with the Board of Directors. As policies become due, the Governance committee will work with the staff to review, revise and bring it forward for board approval.
   3. Performance Reviews - Performance evaluations are used to construct conversations around areas of growth and improvement as well as provide constructive feedback to staff. This will be provided to the board in May.
   4. Academic Reports
      1. Stephanie Steen recap NMA’s Strategic Plan.
      2. The all-staff survey result conducted by The New Teacher Project (TNTP) was shared with the Board of Directors. NMA has great response rate and overall, the staff survey was very good.
      3. NMA’s recent FastBridge Data was reviewed. Data shows improvement in the Fall 2019 when compared to data from Spring 2019. Jeff Eicher was able to create a predicted MCA score from the FastBridge data. Data from Fall 2019 indicates NMA scholars are scoring above the predicted score.
   5. Operations Reports
      1. Mai Ka Yang updated the board on the solar panel installation project. Solar panel installation progress is on time with minimal interruptions.
      2. NMA has opened an online apparel store for NMA staff and families.
6. **Committee Updates**
   1. Dates and times of each committee meeting will be displayed on NMA’s website.
   2. Finance Committee Update
      1. The committee met today, 1/13/2020 and reviewed the following:
         1. Salary Assessment
         2. Transportation Cost Analysis (owned buses vs bus company)
         3. The committee is working on a 5-year financial projection to help the Board with long-term planning.
   3. Governance Committee
      1. The committee is working to set the next election date. Angela Lee does not plan to run again.
      2. Proposed a possible voting day of Thursday, May 14th, 2020 during Family Night.
   4. February Board meeting: will be canceled due to training conflict.
7. **Adjourn (*Action*) -** Chonburi Lee motioned to adjourn the meeting at 7:50 p.m. The motion was seconded by Kinley Vang. Board meeting adjourned.