**Board of Directors Minutes**

**July 18, 2019**

1. **Welcome and Call to Order by Bridget Mealman, Board Chair at 5:00 p.m.**
	1. Roll Call of Board Members: Bridget Mealman, Terence Jones, Angela Lee, Chonburi Lee, Janie Yang, and Kinley Vang
	2. Ex-officio: Bao Vang
	3. Guest: Kevin Xiong, Tyler Dehne, and Stephanie Steen
	4. Public Comments: There were no public comments

1. **Review Agenda for July 17, 2019 Meeting Bridget Mealman, Board Chair**

The agenda was reviewed by the Board of Directors. Motion to approve the agenda was made by Chonburi Lee. Angela Lee seconded the motion. All voted in favor.

1. **Review Minutes of June 6, 2019 Meeting** **Bridget Mealman, Board Chair**

Boar minutes reviewed. Under #2 and #7i, change “Chongburi” to Chonburi.

Motion to approve the minutes was made by Chonburi Lee. Terence Jones seconded the motion. All voted in favor.

1. **Review Minutes of May 17, 2019 Annual meeting Bridget Mealman, Board Chair**

The May minutes was revised by the Board of Directors. Motion was made by Terence Jones to approve the minutes. Chonburi Lee seconded the motion. All voted in favor.

1. **Financial Report Tyler Dehne, Bergan KDV**

Tyler gave a comprehensive report on the financials statements to the Board of Director including management report. Motion was made by Chonburi Lee to approve the minutes. Kinley Vang seconded the motion. All voted in favor.

1. **Solar Paneling Rich Ragatz, Ideal Energies**

Rich Ragatz gave the board a presentation on the benefit of having Solar Panels supplement the cost of energy. The board thanked Mr. Ragatz for is presentation and time. Staff will review the full proposal and bring it back to the board for approval.

1. **Calendar Bao Vang & Stephanie Steen**

Bao Vang and Stephanie Steen discussed the 19-20 school year calendar revisions.

Motion was made by Terence Jones to approve the 19-20 school year calendar. Angela Lee seconded the motion. All voted in favor.

1. **CKC contract and Fruits and Vegetable program. Kevin Xiong, Business Director**

Kevin Xiong presented the revised contract to the Board of Directors. The contract is for the 19-20 school year with the new rate increase of 2.5% for all meals.

Kevin Xiong presented to the board the FFVP (Fruits and Vegetable) program through MDE. CKC will also be the Food Management company to provide fresh fruits and vegetable to NMA at $.55 per packet, including labor cost to packet the fruits and vegetables.

Motion was made by Terence Jones to approve the CKC contract. Kinley Vang seconded the motion. All voted in favor.

1. **Staffing Update Kevin Xiong, Business Director**

Kevin Xiong presented to the board the following open positions :

1. SpEd Teacher for Learning Center
2. Two SpEd Paraprofessional
3. Two School Bus Drivers
4. **Building and Facilities Kevin Xiong, Business Director**

Kevin Xiong presented and provided updates to the board on the renovation of the Science Room. The renovation will take approximately two weeks to finish. He also updated the board on summer maintenance projects. The work is about 75% completed with waxing, office moves, and painting.

Kevin also updated the Board on enrollment number as of today – 763.

Kevin Xiong and Bao Vang updated the board on the Community Eligibility Provision (CEP) food and nutrition program. 30% of the meals will not longer be reimbursable by the state. Ms. Vang discussed the importance to keep meals free for all families. Ms. Vang will work with Mr. Xiong and BerganKDV to come up with a comprehensive plan for budgeting purposes. Budget implication will be approximately $120,000 but will provide final info for the Board of Directors.

1. **Election of Board Officers**

The Chair opened the floor for officer nomination for this coming school year. The following individuals were elected to serve as officers of the Board for the school year of 2019-2020.

* 1. Board Chair - Bridget Mealman

Vice Chair - Angela Lee

Treasurer - Chonburi Lee

Secretary - Terence Jones

* 1. All voted in favor of officers designation.

AT THIS TIME, TERENCE LEE MOTION TO EXTEND MEETING TO FINISH THE AGENDA. KINLEY VANG SECONDED THE MOTION. ALL VOTED IN FAVOR.

* 1. Board meeting schedule for 2019-2020:

All board members agree to the 2nd Mondays of every month at 6pm at NMA’s Parent Engagement Room.

* 1. Conflict of Interest Disclosure – All board members completed the form. Copies will be sent to BerganKDV for record.
	2. Confirm/Appoint members to the NMA Building Company
* Tyler Dehne
* Kevin Xiong
* Mai Ka Yang

Motion was made by Chonburi Lee to approve the new nomination of Board of Directors to the NMA Building Company. Kinley Vang seconded the motion. All voted in favor.

* 1. MDE Designations
* Ms. Vang proposed change the IOWA to the Business Directors, Kevin Xiong as well as other with needed access as follows:
	+ MDE Identified Official With Authority (IOWA) – Kevin Xiong
	+ Title Grant Programs Authorized Representative – Stephanie Steen
	+ Special Education Director – Mark Krug

Terence Jones motioned to approve the MDE designation of Kevin Xiong as the IOWA. Chonburi seconded the motion. All voted in favor.

* 1. Designation of Depositories
* Venture Bank
* Wells Fargo

Motion was made eby Chonburi Lee. Kinley Vang seconded. All voted in favor.

* 1. Authorized Signers at the Bank
* Board Chair – Bridget Mealman
* Board Treasurer – Chonburi Lee
* CEO – Bao Vang
* Business Manager – Tyler Dehne

Motion was made by Chonburi Lee. Terence Jones seconded. All voted in favor.

* 1. Delegation of Authority to Make Electronic Funds Transfer
* Board Chair – Bridget Mealman
* Board Treasurer – Chonburi Lee
* CEO – Bao Vang
* Business Manager – Tyler Dehne

Motion was made by Chonburi Lee. Terence Jones seconded. All voted in favor.

* 1. Granting of Administrative Authority: Tyler Dehne and Judith Darling

Motion was made by Terence Jones. Janie Yang seconded. All voted in favor.

* 1. Credit Card Authorization
* Bao Vang - $5,000.00
* Stephanie Steen - $5,000.00
* Kevin Xiong - $5,000.00
* Mai Ka Yang - $10,000.00

Motion was made by Terence Jones. Chonburi Lee seconded. All voted in favor.

* 1. Designation of school attorney and authorization for Board Chair or Executive Director: Craig Kepler

Motion was made by Chonburi Lee. Terence Jones seconded. All voted in favor.

* 1. Designation of Official Newspaper: Hmong Today

Motion was made by Terence Jones. Janie Yang seconded. All voted in favor.

1. **Policies Terence Jones**

Terence introduced and board discussed Policy 503 – Transfer of Educational Records and Policy 801 – Crisis Management.

Motion was made by Chonburi Lee. Angela Lee seconded. All voted in favor.

1. **Friends of Education Boat Cruise Bridget Mealman**

Ms. Mealman informed the board of the upcoming FOE Boat Cruise. This is a great way to network and meet other school administrators and board members. Additionally, FOF board members and staff will be there.

1. **CEO Report Bao Vang**
	1. Board was updated on the purchasing of five buses. Ms. Vang is getting the financing together and will bring it back to the board for approval in August.
	2. Board was informed that NMA did not receive the 21st Century Grant. Feedback from funder indicated that they were focused on high school initiatives.
	3. Ms. Vang advised the board that the Innovation Zone Application by NMA was approved, which will give NMA the opportunity to look for funding for both the Hmong Language and Culture and Swivel projects.
	4. Ms. Vang and Stephanie Steen both met with Friends of Education on the recertification process. The admin team will work to get all the necessary paperwork to them.
	5. Bao Vang commended both Ms. Steen and Mr. Xiong on their work with Greater MN Schools. Ms. Steen presented on the academic progress and Mr. Xiong presented on the Student Impact Office.
2. **Motion by Chonburi Lee to adjourn meeting. Terence Jones second. Meeting adjourn at 7:57pm.**