**BOARD OF DIRECTOR MINUTES**March 9, 2020

1. **Welcome and Call to Order:** The NMA Board meeting was called to order by Board Chair, Bridget Mealman at 6:04pm.
	1. Roll Call
		1. Board Members: Bridget Mealman, Terence Jones, Kinley Vang, Janie Yang
		2. Ex-Officio: Debra Lach, Thrive representative
		3. Guests: Stephanie Steen, Mai Ka Yang, Tyler Dehne, Heidi Pendroy, Dave Bakke on behalf of Friends of Education
		4. Public Comments:
			1. Heidi Pendroy - 2nd Grade Fundraiser; completed third year of fundraiser with Australia fire; raised $900 this year for the foundations
		5. Call for Board Conflict of Interest Disclosures: None
2. **Review Agenda**
	1. The Board of Directors reviewed the agenda.
	2. Motion to approve the agenda was made by Janie Yang and seconded by Kinley Vang.
	3. All voted in favor. Motion passes.
3. **Review Minutes**
	1. The Board of Directors reviewed the January 13, 2020 Minutes.
	2. Update 5d ii from abbreviation TNTP to The New Teacher Project.
	3. Terence Jones motion to approve the January Board Minutes as amended. The motion was seconded by Janie Yang.
	4. All voted in favor. Motion passes.
4. **Financial Report**
	1. Skipped the December Finance and Management report.
	2. Reviewed the December Building Company Finance report.
	3. Reviewed the Profit and Loss statement on page 3.
	4. Reviewed the January Finance and Management Report.
	5. Projected cash on hand is 93 days.
	6. Tyler to revise the budget for April’s board meeting and will take a preliminary look into FY 2021’s budget.
	7. The downturn of the current stock market should not be a concern. BerganKDV will keep eyes on the stock market and move investments into CD accounts, as necessary.
	8. Terence Jones motioned to approve both December and January Finance and Management reports. Kinley Vang seconded the motion.
	9. All voted in favor. Motion passes.
5. **School Leadership Report**
	1. 990 - BerganKDV completed the filing for NMA.
		1. Terence Jones motion to authorize Bao Vang to sign the 990 as completed. Janie Yang seconded.
		2. All voted in favor. Motion passes.
	2. Additional SpEd Teacher Approval - This year, NMA started with 57 SpEd scholars, NMA is now at 66 (referred from General Education to Special Education). The need is primarily around social skill minutes. This calls for the need to approve the hiring of one additional SpED Teacher.
		1. Janie Yang motion to approve the additional SpEd teacher. Kinley Vang seconded.
		2. All voted in favor. Motion passes.
	3. Academic Reports
		1. The preliminary counts for Conferences this Spring is the highest this year. One impact is from Family Night. Family Night allows our families to be involved and have seen an increase in turnout and attendance during Family Nights.
		2. Coronavirus - Sent communication to families and staff. NMA is following CDC and MDH recommendations. One concern surrounds family night. Due to COVID-19, the family night will be discontinued at this time.
		3. NMA is in the initial stages of developing an E-Learning plan.
		4. Year 2 of funding from Great Minnesota School has been approved and released for the next school year.
		5. NMA completed our Intent to Return surveys. Three staff members will not be returning this fall.
	4. Operations Reports
		1. Updated the board on solar panel installations. NMA is now in the last phase of installation. Inspection was completed last week. The expectation is that the solar panels begin operation within 6 weeks.
		2. NMA is having a facility assessment done by JBVang to determine a streamline repair and maintenance strategy.
6. **Committee Updates**
	1. Board Resignation - Received an email from Angela Lee of her resignation as Vice Chair.
		1. Terence Jones voted to accept Angela Lee resignation, Janie Yang seconded.
	2. Finance Committee Update - In Chonburi’s absence, the Finance Committee will bring forth topics to the next board meeting.
	3. Governance Committee
		1. Bylaws - Terence reviewed the amended bylaws.
			1. Bridget Mealman would like to send the bylaws to Friends of Education to review.
			2. Janie Yang motion to approve the amended bylaws. Seconded by Kinley Vang.
			3. All voted in favor. Motion passes.
		2. Succession Plan Policy.
			1. Terence Jones moved to adopt the succession plan and direct a Committee to finalize the policy language. Seconded by Janie Yang.
			2. All voted in favor. Motion passes.
		3. Committee Charter Goals - Reviewed the Draft Minutes and the charter goals.
			1. Terence Jones moved to accept the charter goals. Kinley Vang seconded the motion.
			2. All voted in favor. Motion passes.
		4. Performance Evaluation - The board discussed the template for a formal evaluation that aligns with goals as specified in the contract as well as gave an update on the status of the evaluation.
		5. Reporting Calendar for Charter Schools - The Board reviewed the calendar tracking report template. This template will help the Board understand upcoming deadlines and will be updated on the status of those deadlines at every meeting.
			1. Terence Jones motion to 1) have a specific person in charge of compliance, 2) create and maintain a compliance calendar, and 3) update the board monthly. Janie Yang seconded the motion.
			2. All voted in favor. Motion passes.
	4. Reviewed Election Schedule.
		1. Annual meeting is scheduled to occur on May 14th, 2020 after Family Night.
		2. Terence moved to approve the election schedule. Janie Yang seconded the motion.
		3. All voted in favor. Motion passes.
	5. Election Committee Report
		1. The election committee recommended the appointment of Ashish Tomar to the New Millennium to complete the rest of Angele Lee’s term. He comes with strong financial background and prior board experience.
		2. Bridget Mealman Motion to appoint Ashish Tomar to fulfil Angela’s position until the end of June. Terence Jones seconded.
		3. All voted in favor. Motion passes.
7. **Adjourn (*Action*) -** Terence Jones motioned to adjourn the meeting. Seconded by Kinley Vang. Bridget Mealman, Board Chair adjourned the meeting at 8:01pm.