**BOARD OF DIRECTOR MINUTES**May 11, 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
      * Board Members: Chonburi Lee, Bridget Mealman, Terence Jones, Janie Yang, Kinley Vang
      * Ex-Officio: Bao Vang
      * Guests: Stephanie Steen, Mai Ka Yang, Tyler Dehne
   2. Public Comments: None
   3. Call for Board Conflict of Interest Disclosures: None
   4. Board Virtual Meeting Expectations: Bridget Mealman went over virtual meeting expectations and ensured all board members could hear each other.
2. **Review Agenda**
   1. Reviewed today’s agenda.
   2. Terence motioned to approve the agenda. Seconded by Janie Yang.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.

1. **Review Minutes**
   1. Reviewed the minutes from April 6, 2020. Made a few edits.
   2. Reviewed the minutes from the April 10th, 2020 special meeting. Added a table to show motion to adjourn by all members in favor.
   3. Reviewed the minutes from the April 17th, 2020 special meeting. Updated 3b to indicate Chonburi Lee seconded.
   4. Reviewed the minutes from the April 24, 2020 special meeting.
   5. Chonburi Lee motioned to approve the April 6th, 10th, 17th, and 24th minutes as amended. Janie Yang seconded.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.

1. **Financial Report** 
   1. Tyler Dehne presented the March Financial and Supplemental reports. The working budget shows a surplus. The school continues to be on track with revenue and expenses.
   2. Tyler Dehne presented the February Building Company and Supplemental reports.
   3. Chonburi Lee motioned to approve the March Financial and Supplemental reports along with the Building Company financial reports. Kinley Vang seconded.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
  2. The school has been approved for a $990,000 Paycheck Protection Program (PPP) loan. The loan can be used towards eligible expenses and support the ongoing operations of the school including payroll costs, mortgage interest, rent, and utility.
  3. Terence Jones motion to accept the PPP funding and approve all eligible expenditures. Seconded by Janie Yang.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.

1. **Vendor Contracts**
2. All vendor contracts were reviewed and asked by the board to ensure contracts comply with Minnesota Statutes Sec. 471.425 and Sec. 124E.16.
3. All contracts should comply with allowing the school 30-35 days to fulfill a payment and with no more than 1.5% late fee interest per month.
4. Terence Jones motion to approve the slate of contracts provided that they are amended to allow us 30 days to pay and no more than 1.5% per month penalty in the event it is longer than 30 days. Seconded by Chonburi Lee.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion Passes.

1. **Data Access Request Policy and Procedure**
   1. Updated the Data Access Request Policy to reflect current school contact information.
   2. Chonburi Lee motion to approve the updated Data Access Request Policy and Procedure. Janie Yang seconded.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.

1. **2019-2020 Budget Revision**
   1. Tyler Dehne reviewed the Revised Budget for 2019-2020.
   2. Increased the Average Daily Membership (ADM) to 770 from 753. The school saved half the cost with Transportation with the purchase of internal buses.
   3. Terence Jones motion to approve the revised budget and request that administration send the revised budget to FoE within 10 days. Kinley Vang seconded.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.

1. **FoE Contract Status Update**
   1. There is an increase of insurance requirements to increase the coverage amount for Employee Dishonesty insurance and acquiring Pollution Liability coverage for hazardous substances.
   2. A correction is needed on page 80 to reflect a correct enrollment number for SY2019.
   3. Chonburi Lee motion to approve the contract with the correction on page 80 to update with the correct enrollment number in the contract with FoE. Seconded by Janie Yang.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Abstained |

* 1. Motion passes.

1. **Statement of Assurances**
   1. Bridget Mealman will ensure all board members complete the Statement of Assurances as required by FoE and submit accordingly.
2. **2020-2021 Draft Calendar**
3. Our calendar is similar to PSA for transportation purposes.
4. Minor changes to the SY2021 calendar include a change to the teacher workshop days and start of new teacher days, the first day of school will only be for Kindergarteners and the total number of school days will be 171.
5. Janie motioned to approve the 2020-2021 Draft Calendar. Seconded by Kinley Vang.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Abstained |

1. Motion passes.
2. April financials and board meeting minutes have been submitted to FoE.
3. **Search Committee Update**
   1. The listening session with staff members was successful. The session was engaging and provided clear direction for the Search Committee in evaluating candidates.
   2. The next step is to finalize evaluation questions, review candidate resumes and finalize evaluation tools.
4. **Adjourn (*Action*) -** Janie Yang motion to adjourn the meeting at 7:44pm. Kinley Vang seconded.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
  2. Bridget Mealman, Board Chair adjourned the meeting at 7:45pm.