

NEW MILLENNIUM ACADEMY

School Board Meeting Minutes

Date: November 10, 2016

Time: 6:11 PM – 8:30 PM

Location: 5105 Brooklyn Blvd

Brooklyn Center 55429

Room: Lecture Hall

Recording: 6:11 PM

Timekeeper:

Facilitator: See Xiong

Minutes: Jill Drum Steffens

Interpreter: N/A

MINUTES:

1. Opening and Welcome:

A. Roll Call of Board Members Present

Heidi Pendroy, Mai Lee Yang, My Nang Thao, Sean Lee, Jill Drum Steffens

Yee Yang (Ex-officio), Chuck Herdegen (Ex-Officio)

Absent: Terry Xiong, Neng Heur, Mai Ying Vang

D. Approval of the Agenda

Amendments:

1. Addition of Board Minute Approval for October 11, 2016

See motioned to add Board Minute Approval for October 11, 2016 to the November 10, 2016 agenda. Jill seconded the motion and the motion passed with unanimous approval.

E. Guest

Luis Venegas, Amy Erickson, PaHoua Yang, additional guests found on sign-in sheet

F. Public Comments

1. Sue Yang (Community Member)- Board Meeting dates/time and posting of agenda

2. Review and Approval of Board Minutes

A. October 6, 2016 Special Minutes

B. October 11, 2016 minutes

Amendments:

1. Change date from October 6, to the correct October 11

See motioned to approve meeting minutes for October, 6 and October 11, 2016 with amendments. Heidi seconded the motion and the motion was approved with give in favor and one abstaining vote.

C. October 22, 2016 minutes

Amendments:

1. Section G iv (Committee Update) revise wording to reflect open meeting law

Heidi motioned to approve meeting minutes for the Annual Board meeting on October 22, 2016. Sean seconded the motion and the motion was approved with five in favor and one abstaining vote.

3. New Business

A. 401K

i. Derek informed the Board about the history of the 401K program with American National. December 4, 2016 is the deadline, given by American National, for Board decision regarding the 401K plan.

ii. Recommendations:

- a. Continue with American National for participants use of the website but would cease 5500 form filing and compliance (~\$1,200-2,400)
- b. Close plan with letters of instruction and audit with hiring of TPA
- c. Hire comprehensive services and keep participants active (~\$2,400 annually)
- d. Switch to a separate provider for 401K services. Share Builder 401K (Capital One parent company) was recommended (~\$3,400 with transfer fee)

iii. Derek recommends options b or d for cost effectiveness and ease.

iv. Information was provided that answered previous Board meeting questions.

See motioned to close the 401K plan with American National. Sean seconded the motion and the motion was approved with five in favor and one abstaining vote.

The plan will be closed, participants will be notified and provided instructions. A TPA will also need to be hired to close and audit the plan.

B. Data Practice Law Training

i. Amy Erickson provided needed training to the Board for Data Practices in Minnesota

Sean stepped out at 7:00 PM and returned at 7:02 PM

Jill stepped out at 7:15 PM and returned at 7:17 PM

C. Fair Labor Standard Act

i. Effective December 1, 2016 a threshold (\$47,476 annual salary) increase will occur. This will affect the paid over-time for non-exempt employees. This will impact administration and support staff.

ii. A protocol will be drafted and Yee and Pahoua will meet with the affected staff and make sure the school is in compliance.

4. HAP Letter and response

i. The Board was provided a drafted letter to respond to HAP which will be signed and sent within 24 hours.

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5. **Old Business**

A. Approval of Revised Bille Bus Contract

i. Billie Bus contract was sent with incorrect number of school days

Heidi motioned to approve the revised Billie Bus Contract. My Nang seconded the motion and the contract was approved with four in favor and 2 abstaining votes.

B. Snow Removal contract update

i. The Team met with the snow removal company to revise the contract to .5" and 1" removal as well as contracted time for removal. The adjusted change should cost roughly \$2,000 and has been signed off by Yee.

6. **Administrative Report**

A. Director Report

i Students completed the OLPA test as well as Quarter 1.

-Staffing update

ii. K-2 Coach resigned in October and the position has been posted but has not been filled. Amy Erickson has been filling in the responsibilities.

iii. Yee will be considering hiring another administrator to fulfill a position similar to a Principal or Assistant Principal.

B. Marketing/Recruitment

i. Student numbers are steady and budgeted for 650 students.

ii. Parent Advisory committee has been elected.

iii. The first curriculum night will be held next Thursday with the theme of Curriculum Night.

C. Building update

i. The gym is still under construction with expected completion date at the end of November.

ii. Lockers for grades K-1 have been ordered

iii. With any available budget money priorities are tables and chairs in the lecture hall, curtain for the stage and bleachers for the gym.

7. NMA Board Committee Update

A. Policy Committee

i. Last meeting the Community Usage Policy and the By-Laws were prioritized.

a. By-Law: Ex-Officio designations to be added back as well as Emergency Meeting amendments.

ii. Other staff are working on updating Policies to reflect the changes of the new location.

B. Executive Committee

i. Coach candidate is still being sought for Yee. Recommendations have been brought to the committee and will be interviewed.

ii. Ken will be the coach for Mai Lee.

C. Parent Outreach

i. Policies will be rewritten for the Board Election as well as for Volunteer Expectations

Next Meeting: Monday December 12, 2016

8. Regular Board meeting Schedule Update

i. At the previous meeting a discussion was held about the possibility of two regular meetings monthly

ii. Meetings could be scheduled, recessed and resumed with the current agenda or the regular meeting schedule could be adjusted and meetings not needed could be cancelled.

9. Next meeting date

November 28, 2016 (Special Meeting for 5:30 PM)

December 8, 2016

10. Adjourn Meeting

Heidi motioned to adjourn the meeting Sean seconded and the meeting adjourned at 8:28 PM.

Recording stopped at 8:28 PM