**New Millennium Academy - District # 4143-07**

**Board of Directors**

**Board Meeting Minutes July 18, 2022**

**New Millennium Academy (5105 Brooklyn Blvd. Brooklyn Center, MN 55443)**

| **Vision:**  | *New Millennium Academy develops global leaders who transform the world.*  |
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| **Mission:**  | *The New Millennium Academy Community prepares learners for life, engages them in high academic achievement, and fosters Hmong cultural pride and identity.*  |
| **Board of Director Role:**  | *To provide leadership, set policy, and develop accountability practices that will ensure high student achievement.*  |

**MINUTES**

| **TOPIC** | **MINUTES** |
| --- | --- |
| Welcome and Call to Order | The NMA Board meeting was called to order by Chair Chonburi Lee at 6:01 pm. 1. Roll Call
* Board Members: Ker Vang, Chonburi Lee, Amy Schwartz, Hlis Nelson and Tatyana Tuy.
* Ex-Officio: Kevin Xiong
* Guests: Andy Tran and Jenny Abbs
* Public Comments: None
* Call for Board Conflict of Interest Disclosures: None
 |
| Review Agenda | 1. Ker Vang motioned to approve the meeting agenda for July 18th, 2022.
	1. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* 1. Motion passed.
	2. All board of directors have no conflict of interest.
 |
| Consent Agenda  | 1. Ker Vang motioned to approve the July 18th, 2022 consent agenda with the change(s) of ‘Hli’ to ‘Hlis Nelson’ (name change) with an ‘s’ and pronounced as ‘Liz.”
	1. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* 1. Motion passed.
 |
| Financial Reports and Updates | 1. No Financials were presented this month. BerganKDV will be working on the Year End report.
2. Kevin Xiong provided an update on Commodities and Bus Transportation Refunds.
3. Jenny Abbs trained the board members on the financials.
 |
| Annual Designations  | 1. Kevin Xiong presented the annual designations.
	1. Chonburi Lee motioned to approve the Annual Depositories.
		1. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
	1. Ker Vang and Amy Schwartz motioned to approve NMA to bank at the following:
		1. Choice Bank (Main)
		2. Charles Schwab (CD)
		3. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
	1. Amy Schwartz and Ker Vang motioned to approve the following authorized signers:
		1. Board Chair – Chonburi Lee
		2. Executive Director – Kevin Xiong
		3. Treasurer – Hli Nelson
		4. Finance Manager – Jenny Abbs
		5. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
	1. Amy Schwartz and Ker Vang motioned to approve the following the authority to make electronic fund transfer:
		1. Board Chair – Chonburi Lee
		2. Executive Director – Kevin Xiong
		3. Treasurer – Hlis Nelson
		4. Finance Manager – Jenny Abbs
		5. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
	1. Amy Schwartz and Ker Vang motioned to approve the granting of administrative authority for grant administration to the Bergan KDV team (Jenny Abbs, Halley Strain and Rose Chin)
		1. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hli Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
	1. Amy Schwartz and Ker Vang motioned to approve the administrative authority to execute and update any and all Cash Management Agreements with any NMA Banks and to further grant authority to Jenny Abbs and Halley Strain at BerganKDV to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
		1. Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate),
		2. Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
		3. Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
		4. Other payments authorized by the board of Directors
		5. Monitoring, reconciliation, and management of bank transactional activity
		6. Transfer of funds between the school’s bank accounts at Choice Bank
		7. Investment of excess funds
		8. Execution and release of pledge agreements
		9. Temporary and permanent ACH Limit Changes
		10. Management of Positive Pay system
		11. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
	1. Amy Schwartz and Ker Vang motioned to approve the following individuals the credit card authorization of:
		1. $2,000 for Thomas Thao
		2. $2,000 for Hli Xiong
		3. $2,000 for Mai Ka Yang
		4. $5,000 for Kevin Xiong
		5. $15,000 for Kalia Lee
		6. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hli Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
	1. Amy Schwartz and Tatyana Tuy motioned to approve the MDE Designations and Titles:
		1. IOWA – Kevin Xiong
		2. IOWA Proxy – Mai Ka Yang
		3. Special Education Director – Kara Kerr
		4. Title Grant Programs Authorized Rep. - Thomas Thao
		5. School Attorney – Craig Kepler
		6. Official Newspaper – Hmong Today
		7. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Tatyana Tuy | Yes  |
| Ker Vang | Yes |
| Hlis Nelson | Yes |
| Chonburi Lee | Yes |

* + 1. Motion passed.
1. Kevin Xiong presented the 2021-2022 board committees’ meeting dates and times.
	1. Tatyana Tuy will be switching from Governance to Finance.
	2. Chonburi Lee motioned to approve the 2022-2023 board committee meeting dates and times.
	3. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Hlis Nelson | Yes  |
| Ker Vang | Yes |
| Tatyana Tuy | Yes |
| Chonburi Lee | Yes |

* 1. Motion passes.
 |
| Executive Director Updates | 1. Kevin Xiong provided an enrollment update: There are 822 (over enrollment number) scholars who are currently enrolled at NMA. With an expectation of few scholars who will withdraw (naturally) from NMA brining us down to around 815-817 range.
2. Kevin Xiong reminded the board members about the last Equity Retreat on September 12th, from 5pm-8pm.
3. Kevin Xiong presented the 2022-2023 vendors and contracts.
	1. DAPE contract – negotiate for a lower interest rate
	2. Amy Schwartz and Tatyana Tuy motioned to approve the DAPE contract.
	3. All voted in favor.

| Amy Schwartz  | Yes |
| --- | --- |
| Hlis Nelson | Yes  |
| Ker Vang | Yes |
| Tatyana Tuy | Yes |
| Chonburi Lee | Yes |

* 1. Motion passes.
1. Kevin Xiong shared that there will be a Friends of Education Boat Cruise Dinner happening in August.
2. Kevin opened up the conversation with the Board of Directors about the possibility of starting a bus transportation social enterprise.
3. Kevin Xiong provided an update on the building expansion.
 |
| Adjourn  | The Chair adjourned the meeting at 7:41 pm. |