
HCPA Board of Directors Meeting Minutes November 14, 2018

HCPA Members Present:

Jason Helgemoe, Board Vice Chair, Community Seat
Crystal Robideau, Board Secretary, Teacher Seat
Fu Hang, Elected Board Member
Fue Vue, Board Chairman
Kalc Vang, Board Member

HCPA Members Absent:

Christy YongVang, Board Treasurer, Parent Seat
Vue Thaow, Board Member

Ex Officio Member Present:

Dr. Christianna Hang, Superintendent

Guests:

Lisa Bonko, HCPA Marketing and Special Projects Consultant
Heather Johnson Ross - Partner Liaison from Bethel
Christina Wordes, Bergen KDV
Teri Nagel, Kodet

Staff:

Pao Yang, Chief Operating Officer
Xao Xiong, School/Student Support Specialist

Call to Order:

Chairman Fue Vue called the meeting to order at 4:20 PM and read HCPA's Mission/Vision Statement.

Consent Agenda Items:

Approval of Agenda:

Call for the approval of the November 14, 2018 HCPA Board Agenda

Motion by Mr. Jason Helgemoe seconded by Ms. Crystal Robideau to approve the November 14, 2018 Board Agenda. The motion carried.

Approval of October 24, 2018 HCPA Board Meeting Minutes:

Call for the approval of the October 24, 2018 Board Meeting Minutes

Motion by Mr. Fu Hang seconded by Ms. Crystal Robideau to approve the October 24, 2018 Board Minutes as submitted. The motion carried.

New Agenda Items:

Financial Reports:

September Year-to-Date Financial Reports

Dr. Hang and Ms. Christina Wordes presented the September Year-to-Date Financial Report.

Highlights of their presentation include:

- The beginning balances shown on the Balance Sheet are based on the audited actual ending information as of June 30, 2018 while the ending balances reflect the YTD balances.
- Certificate of Deposits represents CD's that have been purchased through Western Bank. As of September 30th, we have \$500,000 invested in Certificates of Deposit.
- Federal Aids Receivable represent funds owed to the school for Title, Special Ed and TIF Grants.
- The beginning Fund Balance amount of \$11,866,610 represents the Fund Balance as of July 1, 2018. This fund balance represents approximately 45% of total annual expenditures. This will enable Hmong College Prep Academy to maintain normal operations even with the state holdback.

- Our original budget projected an increase of \$534,176 while the working budget projects a deficit of \$2,627,145 with the proposed plan for additional building improvements. The original budget was based on enrollment of 2,050 and the working budget is based on enrollment of 2,160.

Motion by Mr. Fu Hang, seconded by Ms. Crystal Robideau to accept the September Year-to-Date Financial report as presented by Dr. Hang and Ms Christina Wordes. The motion passed.

State Fair Fundraiser (HERC Building Company/HCPA)

Mr. Xao Xiong, HCPA School/Student Support Specialist, explained the processes, procedures and financials regarding the State Fair parking lot fundraiser. Gross proceeds from the fundraiser was \$50,455 and payment to workers totaled \$12,430. The net profit of \$38,025 will be utilized for the maintenance of the sports dome. Mr. Xao Xiong further explained the cost to inflate and take down the dome is \$60,000.

School Business Operations:

BerganKDV renewal Contract

Ms. Christina Wordes presented the Bergan KDV renewal contract for financial management services.

The scope of services include:

- Board Training and Ongoing Development
- Contract Review and Development
- Assist in the development of the annual budget using a unique and proprietary Long-Range Budget Model and provide financial guidance to the school leadership
- Aid the school leadership in understanding the impact of current and proposed state legislation affecting charter schools.
- Financial Policy Review
- Management of Accounts Payable and Receivable
- Payroll and Employee Benefits Management
- Grant Management
- Management of EDRS, SERVS, Title and Special Education
- EDRS ADM Estimates
- MARSS Data
- UFARS Data and Journal Entries
- Food Service CLICS Reporting
- Bank Statement Reconciliation
- Comprehensive Financial Reporting - Management & Board Report
- Cash Flow Projection and Monitoring
- Audit Management
- Attend School Board Meetings and Finance Committee Meetings as Needed

The proposed 3 year contract spans the 2018-19, 2019-20 and 2020-21 school years.

Motion by Mr. Jason Helgemoe, seconded by Mr. Fu Hang to accept the Bergan KDV renewal contract as presented. The motion passed.

Skyway Bridge and Pre-School Building Project

Kodet Architectural Group presented several preliminary drawings showcasing a new skyway bridge and pre-school building. Dr. Hang and Ms. Wordes presented the financial impacts of committing funds to the new skyway.

The Board expressed their support of Dr. Hang to continue investigating options regarding the Skyway Bridge and Pre-School Building Project.

Adjournment:

Chair Fue Vue called for a motion to adjourn the meeting at 6:07 PM.

Motion by Mr. Jason Helgemoe seconded by Ms. Fu Hang to adjourn the meeting. The motion carried.