

HCPA/HERC Board of Directors Meeting Minutes

January 29, 2020

HCPA Members Present:

Jason Helgemoe, Board Vice Chair, Community Seat
Crystal Robideau, Board Chair, Teacher Seat
Maisian Schiung, Board Member
Kalc Vang, Board Member
Christy YongVang, Board Treasurer, Parent Seat

HCPA Members Absent:

Vue Thaow, Board Member
Fue Vue, Board Secretary

HERC Members Present:

Dave Bonko, Board Member
Fu Hang, Board Chair
Maisian Schiung, Board Member
Lisa Yang, Board Member

HERC Members Absent:

None

Ex Officio Member Present:

Dr. Christianna Hang, Superintendent

Guests:

Lisa Bonko, HCPA Marketing and Special Projects Consultant
Heather Ross, Liaison, Bethel University
Jay Squires, Attorney, Rupp, Anderson, Squires & Waldspurger, P.A.
Christina Wordes, Financial Manager, Bergan KDV

Staff:

Pao Yang, Chief Operating Officer

Call to Order:

HCPA Board Chair Crystal Robideau called the meeting to order at 4:07 PM.

Guest Introduction

Dr. Hang introduced our guest Jay Squires, Attorney from RASW Law Firm. Mr. Squires is a founding shareholder of Rupp, Anderson, Squires and Waldspurger. His primary areas of practice and experience include general municipal and school law, real estate, land use and zoning, condemnation, construction disputes, and municipal litigation, including appellate work. He is a Real Property Specialist certified by the MN State Bar Association.

Consent Agenda Items:

Approval of January 29, 2020 HCPA/HERC Board Agenda, November 6, 2019 and November 19, 2019 HCPA/HERC Combined Special Board Minutes. Call for the approval of the January 29, 2020 HCPA/HERC Board Agenda, November 6, 2019 and November 19, 2019 HCPA/HERC Combined Special Board Minutes.

Motion by Mr. Kalc Vang, seconded by Ms. Maisian Schuing to approve the January 29, 2020 Board Agenda, November 6, 2019 and November 19, 2019 HCPA/HERC Combined Special Board Minutes. The motion carried.

New Agenda Items:

Phase V Project (HERC & HCPA):

- **Resolution for Reimbursement - HCPA Board** – Dr. Hang reviewed the resolution for reimbursement. The official intent of HCPA to reimburse certain expenditures from the proceeds of tax-exempt bonds or other obligations.
Motion by Ms. Christy YongVang and seconded by Ms. Maisian Schuing to approve the resolution for reimbursement for the HCPA Board. The motion carried.
- **Resolution for Reimbursement - HERC Board** - Dr. Hang reviewed the resolution for reimbursement. The official intent of HERC to reimburse certain expenditures from the proceeds of tax-exempt bonds or other obligations.
Motion by Ms. Maisian Schuing and seconded by Mr. Fu Hang to approve the resolution for reimbursement for the HERC Board. The motion carried.
- **Hire Jay Squire, Borrower/Lessee Counsel (both HERC & HCPA)** Dr. Hang presented Mr. Jay Squire as the proposed counselor to represent both HCPA and HERC for the Phase V building project.
Motion by Ms. Maisian Schuing and seconded by Ms. Christy YongVang to approve the hiring of Mr. Jay Squire to represent both HERC & HCPA for the Phase V building project. The motion carried.
- **Project Manager Fee Research** – Dr. Hang reviewed research regarding project manager costs. The research found fees range anywhere from 1 to 15% depending on the size of the project. Most projects were in the 3-4% range. Office Renovation Projects over 5 million – 3%; Ground up Construction \$10 - \$50 million - 4%.
- **Project Update** – weekly meetings with Bruce Sorensen at Baird. Hoping to close the bond in June and start building in August.

Financials Reports:

- **December 2019 YTD Financials** – Dr. Hang and Ms. Christina Wordes presented the Dec. 2019 YTD financials. The beginning Fund Balance amount of \$14,979,133 represents the Fund Balance as of July 1, 2019. This fund balance represents approximately 54% of total annual expenditures. This will enable Hmong College Prep Academy to maintain normal operations even with a state holdback. Our original budget projected a decrease in fund balance of \$1,502, 212 while the working budget projects and increase of \$157,335. The original budget was based on enrollment of 2,175 and the working budget is based on an enrollment of 2,300. The current MARS report reflects an enrollment of 2330.

Motion by Ms. Christy YongVang and seconded by Mr. Jason Helgemoe to approve the Dec. 2019 YTD financials. The motion carried.

- **Long-Range Budget Model** – Dr. Hang and Ms. Christina Wordes walked through the 5-year budget model based on the revised teacher salary scales and the new performance pay for all full-time employees.
- **Finance Committee Proposed Enhancements** -Teacher Salary Scale Adjustment and All Employee Performance Pay Scale – Dr. Hang and Ms. Lisa Bonko reviewed the proposed enhancements for the 2020-21 school year
 - Benefit Enrollment/Renewal
 - Years of Experience – Pre-School Teaching
 - Higher Education Salary Adjustments
 - PTO Accrual and Availability – School Year Employees
 - Performance Pay for all Full Time Employees
 - Teacher Salary Scales – BA, MA and PHD
 - The board reviewed the detailed analysis of the current salary scales, proposed scales, 9 district averages, in addition to the Chisago School District, and NSP/Maplewood School District
 - Staff Annual Salary Increases

Motion by Ms. Crystal Robideau and seconded by Ms. Maisian Schiung to approve the finance committee proposed enhancements and the long-range budget model based on the revised salary adjustments and performance pay for all full-time employees. The motion carried.

Board Governance:

- **HCPA Charter School Contract Renewal Update** - Ms. Heather Ross thanked the board and congratulated HCPA on its continued student growth. She outlined the contract renewal process and next steps. Regarding the overall academic performance and educational programs the renewal assessment summary stated, “Hmong College Prep Academy is a recognizable part of the neighborhood community and demonstrates a commitment to continual improvement at every level...Notable achievements include MDE’s Quality Charter school designation. During the course of the contract period, HCPA has worked to improve all pupil learning and all student achievement. School leadership uses data to inform decision making, especially with regard to piloting and implementing new curriculum and teaching strategies”. Ms. Ross notified the board that Bethel will be offering HCPA a renewal contract at the maximum allowable length of five years.
- **Bethel Contract Goals** – Dr. Hang reviewed the proposed HCPA academic and non-academic goals for the 2020-25 school years. Dr. Hang will be working with Bethel to finalize the goals.

School Operations and Policies:

- **Employee Termination Teacher Ratification** – Dr. Hang provided documentation regarding the termination of an employee due to violations of HCPA policies regarding notification of absences and failure to respond to emails and telephone calls from HCPA seeking updates on the employee’s status.

Motion by Ms. Christy YongVang and seconded by Ms. Crystal Robideau to approve the teacher termination ratification. The motion carried.

- **Employee Handbook Changes** – Dr. Hang reviewed the proposed employee handbook changes.

Motion by Mr. Kalc Vang and seconded by Ms. Christy YongVang to approve the employee handbook changes. The motion carried.

- **2020-2021 School Calendar** – Dr. Hang reviewed the proposed 2020-21 school calendar

Motion by Ms. Maisian Schuing and seconded by Ms. Christy YongVang to approve the 2020-2021 school calendar. The motion carried.

- **Possession/Intent to Distribute Policy** – Dr. Hang reviewed the proposed Possession/Intent to Distribute Policy. The board discussed the policy and suggested the addition of recommending participation in substance abuse counseling/family education prior to reentry to school

Motion by Mr. Jason Helgemoe and seconded by Ms. Christy YongVang to approve the Possession/Intent to Distribute Policy with recommended additions for the first offence. The motion carried.

- **2018-19 Combined World's Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report** – Dr. Hang reviewed the report and submitted for board approval.

Motion by Ms. Christy YongVang and seconded by Mr. Kalc Vang to approve the 2018-19 Combined World's Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report. The motion carried.

- **Food Program** – Updates on Breakfast & Lunch for all students. Dr. Hang shared the current free and reduced lunch student demographics with the board. Currently 75.7% of HCPA's students are free or reduced lunch status.

Adjournment:

HCPA Board Chairwoman Ms. Crystal Robideau called for a motion to adjourn the meeting at 6:04 PM.

Motion by Ms. Maisian Schuing seconded by Ms. Crystal Robideau to adjourn the meeting. The motion carried.

Rasmussen NE Bank Foundation donated \$500 to the HCPA robotics program. Mr. Jason Helgemoe presented the check to Dr. Hang