
Hmong College Prep Academy District 4103-07

Board of Directors Meeting

Date: August 14, 2014

Time: 4:30 PM

Location: HCPA Board Conference Room 2nd floor

Meeting Minutes

Present:

Kalc Vang Vue Thaow James Cave
Maisian Schiung Lucas Yang

Ex Officio Board Members: Dr. Christianna Hang

Guests:

Lisa Yang Danijela Duvnjak Pao Yang
Jason Sellars Dao Lor

Opening:

Hmong College Prep Academy School Board convened for a Regular Board Business Meeting on Thursday, August 14, 2014 in the Board conference room at Hmong College Prep Academy, 1515 Brewster Street, Saint Paul, Minnesota 55108. *Ms. Maisian Schiung*, Vice Board Chair called the meeting to order at 4:54 pm. She opened the meeting with the reading of Hmong College Prep Academy mission and vision statement followed by individual introduction of all board members and guests at regular scheduled board meeting.

Business Consent Agenda Items

- Welcome/Introduction – Dr. Hang
 - Dr. Hang introduced Mr. Jason Sellars as the new K-5 Director of Teaching and Learning, Ms. Danijela Duvnjak as the 6-12 Director of Teaching and Learning and Dao Lor as Director for Operations/Community Outreach to all board members.
- Approval August 14, 2014 Board Agenda and June 19, 2014 Board Minutes
 - Motion to approve August 14, 2014 Agenda was moved by *Mr. Vue Thaow* and seconded by *Mr. James Cave*. **Motion passed unanimously.**
- Updates on 2013-14 Fiscal Year Financial Audit – Dr. Hang
 - Dr. Hang expressed that audits are still in session. Audits will be done and available in October for review.
- Approval 2014 -2015 New teacher roster add to agenda
 - Motion to add 2014 – 2015 new teacher roster to add to agenda was moved by *Mr. James Cave* and seconded by *Mr. Kalc Vang*. **Motion passed unanimously.**

New Agenda Items

- Adopting Jason Helgemoe onto the Board – discuss/approve
 - *Ms. Maisian Schiung* opened for discussion and *Mr. Vue Thaow* seconded. Dr. Hang expressed that Mr. Helgemoe is the Vice President at Western Bank as a financial officer and has been a part of a board in other organizations in the past. Motion to approve Jason Helgemoe into Board in place of Lao Lu Hang's position was moved by *Mr. Vue Thaow* and seconded by *Mr. James Cave*. **Motion passed unanimously.**

- Blue Bell Hospitality (Lancer Food Catering) – discuss/approve
 - Hmong College Prep Academy put out a bid for a catering company for the 2014 – 2015 school year. CKC, Lancer and Ta Her all bid for the contract, however HCPA decided to go with Lancer, due to the flexibility and price comparison with the other vendors. Motion to accept Lancer as HCPA’s food catering company was moved by *Mr. Kalc Vang* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

- Employee Handbook – review/approve
 - Dr. Hang reviewed the changes in the handbook and changes are as follows:
 - Teachers and staff must call into work if they are sick by 6am instead of 6:30am the morning of.
 - Dress code for all staff is business attire.
 - PTO and pay out
 - By the end of the school year, if the 9 months staff (teachers) have 7 days or less of PTO left, HCPA will pay out.
 - Motion to accept the changes for employee handbook was moved by *Mr. James Cave* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

- Student Handbook & Policies – review/approve
 - Dr. Hang stated that students and parents will no longer need to sign a paper copy of the student handbook policy, yet there is an electronic version for them to agree and sign on the student KUNO’s and also when they are registering their child for school. Motion to accept the student hand book changes was moved by *Mr. James Cave* and seconded by *Mr. Kalc Vang*. **Motion passed unanimously.**

- 2014 – 2015 School Calendar – review/approve
 - Dr. Hang reviewed the school calendar with the board members. There are no changes in event dates; everything remains the same. Motion to accept 2014-15 school calendar was moved by *Mr. Kalc Vang* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

- Amendment to the By-Laws – review/approve
 - Dr. Hang suggested that there will be changes from time to time during election time for board members’ title; therefore, the by-laws for names be left blank. Motion to accept the amendment to the By-Laws was moved by *Mr. Kalc Vang* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

- Board Officers Nominations – discuss/approve
 - The board members of Hmong College Prep Academy has nominated the following members to sit on the assigned board seats.
 - Chair: Mr. Kalc Vang
 - Vice Chair: Mr. Lucas Yang
 - Secretary: Mr. James Cave
 - Treasure: Ms. Maisian Schiung
 - Motion to accept the board officers was moved by *Mr. Vue Thaow* and seconded by *Ms. Maisian Schiung*. **Motion passed unanimously.**

Meeting Adjournment: *Ms. Maisian Schiung* moved, *Mr. Kalc Vang* seconded. Motion passed unanimously.
 Meeting adjourned at 6:34 pm.