
HCPA Board of Directors Meeting Minutes February 27, 2019

HCPA Members Present:

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

HCPA Members Absent:

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
Lisa Yang, HCPA Executive Business Manager

Staff:

Pao Yang, Chief Operating Officer

Call to Order:

Chairman Fue Vue called the meeting to order at 4:18 PM and read HCPA's Mission/Vision Statement.

Consent Agenda Items:

Approval of Agenda:

Call for the approval of the February 27, 2019 HCPA Board Agenda

Motion by Mr. Kalc Vang seconded by Ms. Crystal Robideau to approve the February 27, 2019 Board Agenda. The motion carried.

Approval of November 14, 2018 HCPA Board Meeting Minutes:

Call for the approval of the November 14, 2018 Board Meeting Minutes

Motion by Ms. Crystal Robideau seconded by Mr. Kalc Vang to approve the November 14, 2018 Board Minutes as submitted. The motion carried.

New Agenda Items:

Financial Reports:

January Year-to-Date Financial Reports

Dr. Hang and Ms. Christina Wordes presented the January 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 January 31, we have \$500,000 invested in Certificates of Deposit.
- Federal Aids Receivable represent funds owed to the school for Title and Special Ed
- The beginning Fund Balance amount of \$12,098,932 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.
- The report shows the prior year activity on an audited bases, adopted budget, working budget, year to date activity (revenue and expenditures) and percent of year to date activity as compared to the working budget. Year to date revenues exceed expenditures in total by \$1,111,861. The YTD surplus will fluctuate throughout the year.
- Our original budget projected an increase of \$534,176 while the working budget projects a deficit of \$2,373,153 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. Kalc Vang, seconded by Ms. Christy Yong Vang to accept the January Year-to-Date Financial report as presented by Dr. Hang and Ms Christina Wordes. The motion passed.

School Business Operations:

Bethel University Site Visit Report - Review

Heather Johnson Ross the Bethel Authorizer Liaison presented the Bethel University site visit report. The site visit was in January 2019. Some highlights of the review:

- Through the renewal process HCPA did not need very much guidance as compared to other schools.
- The review team noted it was evident that HCPA has a strong commitment to its mission and vision.
- Part of the site visit was spent with a student panel. One student stood out to Ms. Ross. Initially, they did not want to attend HCPA, but now they feel very welcome at the school.
- HCPA has a professional board
- Strong financial support via BKDV.
- HCPA has seen great growth in academics.
- HCPA is considered a top school with Bethel.
- Keep up the great work!

Bethel University Charter School Contract Renewal Packet - Review

Heather Johnson Ross presented the 5-year contract renewal timeline:

- Renewal is up in 2020
- Renewal application is due August 2019
- Site visits – October/November 2019
- Renewal determination – January 2020
- New contracts at board meeting – April/May 2020
- New contracts due – June 2020

Skyway Bridge Project

Dr. Hang led the discussion regarding a new bridge connecting the school, athletic fields, dome and the buses. Currently preschool is not an option. It is not fully funded by the state and does not pay for itself. When the time is right, we will pursue the opportunity. Due to the safety concerns of students crossing Brewster, we will pursue skyway bridge options as soon as possible.

The Board expressed their support of Dr. Hang to continue investigating options regarding the Skyway Bridge Project.

Easement Issue for Higher Ground Academy

Higher Ground Academy approached HCPA regarding carving out a 10-foot easement for them. The board discussed the potential ramifications regarding the easement. The Board agreed to not pursue a 10-foot easement.

Updated OSHA School Safety Policies – Review/Approve

Dr. Hang presented several updates to OSHA school safety policies:

- Employee Right to Know Policy – Originally implemented 2014; Updated 2018/19. The policy's goal is to ensure those affected workers are adequately informed of hazards in the workplace and are better able to control and to protect themselves against those hazards. The policy applies to all employees who are routinely exposed to hazardous chemicals, harmful physical agents and infectious agents.
- The program components include:
 - Responsibility
 - Hazard Evaluation
 - Custodial Products
 - MSDS Availability
 - Labeling
 - Training
 - Definitions
- Bloodborne Pathogens Exposure Control Plan - Originally implemented 2014; Updated 2018/19. HCPA has a commitment to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the plan is provided to eliminate or minimize occupational exposure to bloodborne pathogens (BBPs) in accordance with OSHA standards.
- The plan also includes proper procedures for biohazardous waste disposal.

- Guidelines for reporting work-related injury and illness incidents – Effective date July 2004; Updated July 2019. The purpose of these guidelines is to outline the requirements and procedures regarding reporting work-related injury and illness incidents that take place on Hmong College Prep Academy premises.

Motion by Mr. Jason Helgemoe, seconded by Mr. Fu Hang to accept the OSHA School Safety Policies as presented by Dr. Hang. The motion passed.

Governance Report:

2019 Board Seats up for Elections

- Chrystal Robideau (Teacher Seat; Seat A)
- Vue Thaow (Parent Community Seat; Seat D)
- Fu Hang (Parent Community Seat; Seat G)

Committee for Board Elections – Board Nominating Committee

- Christy VongYang
- Lisa Yang
- Fue Vue

Adjournment:

Chair Fue Vue called for a motion to adjourn the meeting at 5:38 PM.

Motion by Mr. Fu Hang seconded by Mr. Kalc Vang to adjourn the meeting. The motion carried.