

**Hmong College Prep Academy  
Board of Directors Meeting  
November 19, 2015  
4:30 PM  
Board Meeting Minutes**

Present: Maisian Schiung, Jason Helgemoe, Vue Thaow, Kalc Vang, Ex-Officio Board Members: Dr. Christianna Hang

Guest(s): Lisa Bonko Lisa Yang Ellen McVeigh  
Sandy Horn Judith Darling -BKDA Pao Yang  
Dennis Hoogeveen (CliftonLarsonAllen Audit Firm)

**Opening:**

HCPA School Board convened for a Regular Board Business Meeting on Thursday, November 19, 2015 in the Board conference room at Hmong College Prep Academy 1515 Brewster Street, Saint Paul, Minnesota 55108. *Dr. Kalc Vang*, called the meeting to order at 4:39 pm.

**Consent Agenda Items:**

November 19, 2015 Board Agenda and October 22, 2015 Meeting Minutes – Review/Approve

- Motion to approve November 19, 2015 agenda and October 22, 2015 Board Meeting Minutes was moved by *Mr. Vue Thao* with the following addendums: *Acceptance of teacher resignations and revisiting superintendent's goals* seconded by *Ms Maisian Schiung*.
- **Motion passed unanimously.**

Audit Financial Report – CliftonLarsonAllen- Review/Approve

- Dennis Hoogeveen presented to the board their audit finding and results for year ending June 30, 2015.
- They issued what is known as a "clean" or unmodified audit report. Mr. Hoogeveen stated that this is the best possible opinion given to any charter school.
- No compliance issues were noted that could have significant financial implicatons to the school.
- No material weaknesses in internal control were noted
- Single audit of the School's compliance with the requirements of the Child Nutrition Cluster as the major federal program. No material weaknesses were reported. Mr. Devin stressed that the food service team should be congratulated for their good work. It is very uncommon to have no findings in other charter school situations.
- Enrollment - For fiscal 2014-15, HCPA served a net average daily membership of 1,214.04 or 1,331.46 pupil units. For fiscal 2013-14 the School had served an average daily membership of 1,116.50 or 1,305.03 pupil units.
- Fund balance - The fund balance of the School's General Fund ended with a surplus of \$6,225,861 at June 30, 2015. This represents 41.7% of total expenditures. The audit recommends that charter schools maintain at least 20% to 25% fund balance. The report acknowledged the understanding that HCPA's accumulated fund balance as related to the expansion of the School's educational site.
- Budget to Actual - Total revenues were lower by .6%. Total expenditures were lower than the budgeted amount by 6.7%.
- Food Service Fund - The School's food service program operated with an excess of expenditures over revenues in the amount of \$38,040. The ending fund balance was \$31, 890.
- Commuity Service Fund - Operated with a deficit of \$57,297 for the year. It required a transfer from the General Fund in the amount of \$ 57,297.
- Mr. Hoogeveen concluded that HCPA is very financially stable and healthy.
- *Motion to accept the Audit Financial Report was moved by Mr. Thaow and seconded by Mr. Jason Helgemoe.*

- **Motion passed unanimously.**

Phase 4 Bond Project updates – Dr. Hang & Mr. Yang

- Dr. Hang updated the Board on the bond project stating that she has started to initiate conversation with Katie Nath and her sisters about selling the 10 acre property.
- Mr. Yang and Dr. Hang met with District 10 Land Use Committee to present the new expansion project. The Land Use Committee will be issuing a letter of approval regarding the proposed project.
- Dr. Hang and Mr. Yang also met with St. Paul's District 10 councilman Russ Stark. They presented the project .
- PSI has commenced the environmental study on the property. The Phase I and Phase II testing is anticipated to cost \$55 - \$65,000.
- Dr. Hang and Mr. Yang will be pursuing potential grant opportunities with the architect and Councilman Stark.
- Initial expenditures will be covered by the bond project proceeds.
- Appraisal value of the 10 acre property is \$4.3 million.
- The project is anticipated to span 2 years.

**New Business Items:**

Addendums for Project Managers' Responsibilities for Phase 4 Bond Project Review/Approve

- Dr. Hang addendum to current contract - to serve as Project Managers for Phase 4 Project. The presented addendum highlighted an estimate of working 15 hours per week for \$80/hour. The term of the agreement will extend until the date on which the construction is substantially completed as determined by the HERC Board of Directors.
- Mr. Paul Yang addendum to current contract - to serve as Project Managers for Phase 4 Project. The presented addendum highlighted an estimate of working 15 hours per week for \$80/hour. The term of the agreement will extend until the date on which the construction is substantially completed as determined by the HERC Board of Directors.
- The board recognized the fact that Dr. Hang and Mr. Yang's serving as the project managers will result in a considerable savings to the school
- The board requested that the addendums be adjusted to clarify a few points:
- Project duties will be in addition to daily HCPA duties, i.e. no double dipping.
- Time sheets will be presented to and signed by the HERC and HCPA board chairs.
- HCPA will process and pay the invoices.
- HERC will reimburse the HCPA general fund for the cost of the invoices.
- Adjusted addendums will be presented at the next meeting.

MN Surrounding Metro Superintendent Salary Comparison - review only

- Dr. Hang presented a recap of MN Surrounding Metro Superintendent Salary Comparisons

Rank	Public School District	2015 Salary	Previous Salary	Contract Ending	% Increase	Notes
2	Mounds View	\$210,000	\$178,200	6.30.13	18%	
3	Roseville	\$201,128	\$189,583	6.30.13	6%	
7	St. Paul	\$198,828	\$180,000	12.15.12	10%	
11	White Bear	\$193,311	\$149,095	6.30.11	30%	

13	Minneapolis	\$190,000	\$190,000	6.30.13		New Superintendent 2015
21	North St. Paul-Mpls Oakdale	\$187,193	\$172,203	6.30.13	9%	
25	Anoka-Hennepin	\$180,000	\$170,000	6.30.12	6%	
31	Mahtomedi	\$175,000	\$160,000	6.30.11	9%	
41	Brooklyn Center	\$161,600	NA			
42	Columbia Heights	\$161,564	\$140,760	6.30.13	15%	
51	Fridley	\$155,786	\$136,350	6.30.12	14%	

Review Superintendent 6 goals - review /approve

- Board presented revised superintendent goals for 3 year contract 2016 through 2019.
- Goals will be tabled until next meeting. They will proceed with the goals and the contract addendums at the same meeting.
- See goals below:

**SUPERINTENDENT GOALS FOR  
3 YEAR CONTRACT 2016 through 2019**

**2 ACADEMIC AND 2 NON-ACADEMIC GOALS BELOW ARE ALIGNED AND APPROVED BY BETHEL UNIVERSITY AUTHORIZER & DEPT OF EDUCATION**

- **Academic Goal #1: School Year of 2015 through 2020**
- 85% of Kindergarten-12<sup>th</sup> grade students enrolled with HCPA from October 1<sup>st</sup> to the last day of school *and* have taken both the fall and spring MAP Assessments, will demonstrate an average of one year's growth in Reading Comprehension.
- **Academic Goal #2: School Year of 2015 through 2020**
- 85% of Kindergarten-12<sup>th</sup> grade students enrolled with HCPA from October 1<sup>st</sup> to the last day of school *and* have taken both the fall and spring MAP Assessments, will demonstrate an average of one year's growth in Math Comprehension.
- **Annual Non-Academic Goal #3: School Year of 2015 through 2020**
- 85% Kindergarten-12<sup>th</sup> grade students enrolled with HCPA from October 1<sup>st</sup> to the last day of school, will sustain an average attendance rate of 75%.
- **Annual Non-Academic Goal #4: School Year of 2015 through 2020**
- All juniors (11<sup>th</sup> grade) students who are eligible to take the ACT will participate in the college entrance examinations each school year and sustain an average attendance rate of 90%.
- **Goals #5: Financial Goal:**
- The Superintendent will ensure that the school is able to meet the **Annual Enrollment Goal** for each year during 2016 -2019 per the 5 YEAR BUDGET MODEL approved by the board on

September 2015.

- **Goals #6: Staff Retention Goal:**
- The Superintendent shall ensure that K-12 schools sustain a Staff Retention Rate of no less than 80% each year from 2016 -2019 (excluding all staff/teachers who voluntarily resigned under the At-Will law agreement)

2015-16 Standard & Poors Final Rating Report on HCPA - review only

- Standard & Poors affirmed its 'BB+' rating on St. Paul Housing & Redevelopment Authority, Minn.'s series 2012A and 2012 B charter school revenue bonds and series 2006A and 2006B parity revenue bonds issued on behalf of the Hmong Education Reform Co. (HERC). The outlook is stable.
- For additional information regarding the final rating please refer to the entire document

Accept Teacher Resignation -review/accept

- Dr. Hang presented to the board the resignation of three teachers:
- 3rd Grade – Anna Nordstedt
- 5th Grade -Kristen Konop
- 8th Grade English - Chee Vang
- *Motion to accept the Teacher Resignations was moved by Mr. Thaow and seconded by Ms. Maisian Schiung.*
- **Motion passed unanimously.**

Discuss Phillip J. Trobaugh (MDE Charter School Compliance Division) Inquiries about HCPA School Name - Discuss

- Via an August 20, 2015 email, Mr. Phillip J. Trobaugh of MDE expressed concerns regarding the school name. He suggested that "it seems to suggest that it is exclusive to students who are Hmong"
- The Board reiterated its pride in the school's name and the position that they do not want to change the name, while reinforcing the fact that all students are welcome at our school.
- Dr. Hang reinforced the fact that the school does not enroll based on race, color, creed or ethnicity. HCPA is a choice school so parents send their students to the school based on their desire to attend a college prep environment.
- The board agreed with Dr. Hang that the school should inform Mr. Trobaugh that while we are maintaining the name, Hmong College Prep Academy we will inform him that we quite frequently and increasingly utilize HCPA.

Motion to adjourn the meeting at **6:39 PM.**

Reports for Reading Only

- November Superintendent Report