
Hmong College Prep Academy
Board of Directors Meeting
July 23, 2015
4:30 PM
Meeting Minutes
Location: HCPA Board Conference Room 2nd floor
Board of Directors Meeting Minutes

Present: Kalc Vang, Maisian Schiung, Lucas Yang, Jason Helgemoe, Christy Yongvang, Vue Thaow

Ex Officio Board Members: Dr. Christianna Hang

Guest(s): Lisa Yang, Anne Vang-Lo

Opening:

Hmong Academy School Board convened for a Regular Board Business Meeting on Thursday, July 23, 2015, in the Board conference room at Hmong College Prep Academy, 1515 Brewster Street, Saint Paul, Minnesota 55108. *Dr. Kalc Vang*, Board Chair called the meeting to order at 4:50 pm. He 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.

Business Consent Agenda Items:

- Approval July 23, 2015 board agenda and June 18, 2015 Board meeting minutes – Review/Approve
 - Motion to approve July 23, 2015 agenda was moved by *Mr. Jason Helgemoe* and seconded by *Ms. Maisian Schiung*. **Motion passed unanimously.**
 - Motion to approve June 18, 2015 board meeting minutes was moved by *Mr. Jason Helgemoe* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**
- Updates on 2014-2015 Financial Audits – Dr. Hang
 - Dr. Hang stated that the financial audits will be completed in late September to October. There will be a draft available in late October. The audits will be sent to MDE in November and the final copy will be available for board members to review in mid-December.
- Updates on Parent Advisory Commity – Christy Yongvang
 - Ms. Yongvang spoke briefly about the accomplishments of Parent Advisory Council (PAC) for 2014-15 school year. Thus far, PAC has been able to provide a teacher appreciation luncheon for all teachers and staff, run the School Carnival, fundraised during the July 4th parking lot, provided gift cards to students at the Awards Ceremony for student achievements and provide scholarships for two seniors. PAC is hoping to expand and strengthen the recruitment of more parents in the future.

New Agenda Items:

- 2015 Hmong American Partnership K-12 Transportation Contract – Review/Approve – Dr. Hang
 - Dr. Hang updated the board regarding Hmong American Partnership's Transportation Contract for 2015-2016 school year. HAP has offered to sign a three year contract with HCPA from 2015-2018. HAP will be providing HCPA with 40+ big busses at \$200/bus, 5 mini busses at \$200 and 8 vans at \$150. Motion to approve HAP three year contract was

moved by *Ms. Maisian Schiung* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

- JME After School Program & Field Trip Transportation Contract – Review/Approve – Dr. Hang
 - HCPA proposed to sign a one year contract with JME for transportation for all Sports Games, After School Program and Field Trips for 2015-16 school year due to the lower pricing compared to HAP’s contract. JME will charge \$100 per big bus and \$65 per mini bus.
 - Motion to approve JME Transportation Contract was moved by *Mr. Vue Thaow* and seconded by *Ms. Maisian Schiung*. **Motion passed unanimously.**

- 2015-2016 Board Meeting Calendar – Review/Approve
 - Dr. Hang presented the 2015-2016 Board Calendar. The Board will not meet during the month of December due to short month and School Winter Break Holidays. Board meetings will be held on the third Thursday of each month.
 - Motion to approve 2015-2016 Board Calendar was moved by *Mr. Vue Thaow* and seconded by *Mr. Jason Helgemoe*. **Motion passed unanimously.**

- Updated Employee Handbook – Review/Approve – Dr. Hang
 - Changes have been made to Employee handbook
 - Page 32. Adding Holiday and Non-Work Days
 - Labor Day plus Friday proceeding to Labor Day
 - MEA Friday
 - Page 33. Applies only to 12 month employees
 - Once 12 month employee have served 3 full years, based on hired date, he/she will be eligible for 40 hours PTO during the summer.
 - Page 35. PTO carry over/Non-renewal contract
 - Non-licensed staff are allowed to carry over a maximum of 40 hours of earned PTO for the following school year. Anything over will be paid out.
 - Licensed staff are allowed to carry over 24 hours of earned PTO to the following school year. All unused PTO hours will be paid out by June 30th.
 - 12 month staff carry over maximum of 80 hours to next school year.
 - 9 month staff will receive notification a Renewal or Non-Renewal Contractd by May 15th.
 - 12 month staff will receive notification for a Renewal or Non-Renewal Contract by June 15th.
 - Page 37. Blocked Dates
 - Senior Commencement Day – if staff are not renewed, they can take PTO and not attend.

Motion to approve updated employee handbook was moved by *Ms. Maisian Schiung* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

Motion to adjourned meeting at 5:54pm was moved by *Mr. Vue Thaow* and seconded by *Ms. Maisian Schiung*. **Motion passed unanimously.**