
Hmong College Prep Academy
Board of Directors Meeting
November 30, 2016
4:30PM
Meeting Minutes

Present:

Kalc Vang
Maisian Schiung
Lucas Yang
Christy Yongvang
James Cave
Jason Helgemoe
Vue Thaow

Ex Officio Board Members: Dr. Christianna Hang

Guest(s):

Pao Yang
Lisa Yang
Cheng Fu Hang (HERC Board Chair)
Heather Johnson Ross (Bethel University Authorizer liaison)
Bruce Sorenson (Piper Jeffray)
Christine Wordes (BKDA)
Paul Markwardt (Winthrop & Weinstein Attorney)
Dennis Hoogeveen (CliftonLarsonAllen)

Opening:

Hmong Academy School Board convened for a Regular Board Business Meeting on Wednesday November 30, 2016 in the conference room at Hmong College Prep Academy 1515 Brewster Street, Saint Paul, Minnesota 55108. *Mr. Jason Helgemoe*, Board Chair called the meeting to order at 4:38 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 at regular scheduled board meeting.

Business Consent Agenda Items:

- November 30, 2016 Board meeting agenda - Review/approve
 - Motion to approve November 30, 2016 board meeting agenda was moved by *Mr. Cheng Fu Hang* & *seconded by Mr. James Cave*. **Motion passed unanimously.**
- October 3, 2016 Board meeting minutes - Review/approve
 - Motion to approve October 3, 2016 Board meeting minutes was moved by *Mr. Kalc Vang* & *seconded by Mr. James Cave*. **Motion passed unanimously.**

2016 Financial Audit Report -Review/approve - Dennis Hoogeveen

- Mr. Hoogeveen reviewed HCPA's 2016 financial audits and stated that HCPA had a clean audit. There was no findings and HCPA had strong and healthy cash value. Clean audit on Yellow book, Independent audit and clean audit on the single audit as well. CliftonLarsonAllen will be sending the report to MDE. 2016 Financial Audit Report was

accepted by *Mr. Lucas Yang* and seconded by *Ms. Maissian Schiung*. **Motion passed unanimously.**

Bond Sources and Use funds & project updates- Updates only- Bruce Sorenson, Dr. Hang & Mr. Yang

- Mr. Sorenson updated HCPA board members and stated with bad news that there will be a 75% base point increase in interest rates because of elections. However, HCPA will most likely see an increase on the bonds. The bond estimate in October 2016 services was \$3million. With the new indrease, the new bond in November 2016 will be \$4.277 million. Good news is there there was a secure grant funds from the Charter school of \$2.8 million to HCPA. The cost of issuance have not changed cost of project. The increase for percentage rate will be from 4.33% to 5.84%. Mr. Sorenson also stated that Moody who did the bond rating for HCPA will waive the fee for the rating that was done low. Dr. Hang informed all board members that HCPA got a line of credit with Western Bank for \$600K. This was needed for bond as a requirement. Although the line will most likely not be used. Mr. Yang met with the City of Saint Paul on Wednesday November 30, 2016. The city of Saint Paul has asked the HCPA put a sidewalk on the Wynne Street. This will be looked at again as it is not necessary since students will not use sidewalks when there is an emergency exiting out. There will be three phases when the boand closes and ready for bulidng. First phase will be to built the parking lot and done acrss Brewster Street first. Second phase will be the infield gym and third phase will be the new addition to the existing school building. This project scedule would be done by 2018.

Joint Board Resolution, ratify & confirm – Review/Approve – Paul Markwardt

- Mr. Markwardt stated that the date to sign all documents for the bond would be December 14, 2016. Joint Board Resolution, ratify & confirm was approved by *Mr. Cheng Fu Hang* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

October 2016 YTD Financials – Review/approve –Christine Wordes

- Ms. Wordes stated that HCPA has strong cash and investment. Fund balance for HCPA is currently at \$8,495,704.00. This fund balance represents approximatley 48% of HCPA’s expenditures. Erate refund for HCPA was approved for \$190,586.00. Food services has a deficit of -\$25,609.00 This is normal considering the MDE has not yet reimbursed. Overall, Ms. Wordes shared that HCPA has a healthy annual surplus. October 2016 YTD Financials was approved by *Mr. Lucas Yang* and seconded by *Mr. Kalc Vang*. **Motion passed unanimously.**

Updates to Employee handbook – Review/approve –Dr. Hang

- Dr. Hang proposed the following to 3 changes to EE handbook to Baord members.
 - 12 month staff of HCPA after the completion of five consecutive years of service will be eligible for 16 additional hours to use during Winter Break along with the already approved 24 hours as stated in the EE handbook for a total of 40 hours to be used ONLY during Winter Break.
 - Use 40 of summer PTO hours during winter break, spring break or after last day of school for students and /or prior to August staff orientation.
 - UNPAID PTO during employee resignation; that in the event the termination of employment during the school year is due to the employee’s voluntary

termination/resignation, payout of accrued but unused PTO will be made only if the employee provides minimum of four weeks notice of intent to resign and works during all four weeks during notice period.

- Updates to Employee handbook:
 - o After the completion of five consecutive years of service, a 12 month staff will be eligible for 16 additional hours along with the already approved 24 hours as stated in the EE handbook for a total of 40 hours. The 40 additional hours must be used during winter break and cannot be carry forward to next school year or allowed to be paid out as earned PTO hours.
 - o The board strike the amendment to the 40 additional summer hours and keep it the same as previously approved.
 - o UNPAID PTO during employee termination or resignation; in the event employee volunteerarily resign during the school year, payout of accrued but unused PTO will be made only if the employee provides minimum of four weeks notice of intent to resign and works during all four weeks during notice period. Motion was moved by *Mr. James Cave and seconded by Ms. Maissian Schiung*. **Motion passed unanimously with one nay from Mr. Kalc Vang.**

World Best Workforce Plan Report- Review/approve – Dr. Hang

- Dr. Hang reviewed the data results for MCA and MAP scores compared to the shcool goals. The report sent to MDE and stated that HCPA Reading (MAP) has met the goal of one years growth. This WBWF report will be sent to MDE. World Best Workforce Plan Report was accepted by *Ms. Maissian Schiung and seconded by Mr. Lucas Yang*. **Motion passed unanimously.**

Designation of Identified Official with Authority for MDE external user access recertification system- Review/approve – Dr. Hang

- Dr. Hang stated the every year MDE requires to update the Designation of Identified Official with Authority for MDE external user access recertification system. Board members approved Dr. Hang as the Designator of Identified Official with Authority for MDE external user access recertification system was moved by *Mr. James Cave and seconded by Ms. Maissian Schiung* **motion passed unanimously.**
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Meeting adjourned at 7:01pm.