

**Hmong College Prep Academy**  
1515 Brewster Street, St. Paul, MN 55108

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**Board of Directors Meeting Minutes**  
**August 30, 2016**

**Members Present:**

James Cave, Board Secretary, Teacher Seat  
Jason Helgemoe, Board Chairman, Community Seat  
Vue Thaow, Board Vice-Chair  
Kalc Vang, Board Member  
Christy YongVang, Board Member, Parent Seat

**Members Absent:**

Maisian Schiung, Board Treasurer  
Lucas Yang, Board Member

**Ex Officio Member Present:**

Dr. Christianna Hang, Superintendent

**Guests:**

Heather Johnson Ross, Bethel University Authorizer, Charter Liaison  
Edward Kodet, Kodet Architectural Group  
Teri Nagel, Kodet Architectural Group  
John Brandel, Kodet Architectural Group  
Ellen McVeigh, Consul, Borenstein and McVeigh Law Office, LLC.  
Bruce Sorensen, Managing Director, PiperJaffray  
Fu Hang, Board Chair, Hmong Education Reform Company  
Lisa Bonko, HCPA Marketing and Special Projects Consultant

**Staff:**

Pao Yang, Chief Operating Officer  
Danijela Duvnjak, 6-12 Director of Teaching and Learning  
Krista Skoglund, Interim Assistant Elementary Director of Teaching and Learning  
Christine Besch, Elementary Master Coach  
Lisa Berken, Executive Master Coach  
Abe Hedke, Executive Master Coach  
Ryan Lester, Executive Master Coach

**Call to Order:**

Chair Helgemoe called the meeting to order at 4:10 PM.

**Approval of June 23, 2016 Board Minutes:**

Call for approval of the June 23, 2016 Board Minutes

*Motion by Ms. YongVang seconded by Mr. Thaow to approve the Agenda as submitted. The motion carried.*

**Approval of Agenda:**

Call for approval of the Agenda

*Motion by Mr. Cave seconded by Ms. YongVang to approve the Agenda as submitted. The motion carried.*

### **2015-16 School Academic Program Performance and Plans for 2016:**

Presentation by Mrs. D, Ms. Skoglund and Master Teachers

HCPA academic staff presented to the board an overview of the school's growth, proficiency goals, benchmark assessments, staff retention, HCPA Way, Field Days, and Warrior celebrations.

- All K-12 students made at least one year growth in reading and math based on MAP scores (exception K - reading and math; 6 - reading). Ms. Skoglund and Mr. Lester explained nationally K students enter school with RIT medians of 142 in reading and 140 in math. On average HCPA K students enter K with the RIT median scores of 128 in reading and 127 in math.
- In 2015-16 virtually every grade had a greater percentage of HCPA students achieved their MDE growth or high growth goals than 2014-15. Board members inquired if data existed that would enable a growth comparison between neighboring schools. Follow-up answer: Mrs. D checked with MDE and currently schools do not have access to growth metrics for other schools
- Over the past 4 years HCPA has moved to standards-based grading and the alignment of standards to assessments in all content areas. The 2016-17 school year will feature a new simplified report card.
- All benchmark assessments must be passed with 80% or better. Those who do not pass must remediate and retake the assessment until it is mastered.
- Staff retention rates improved 9% in 2015-16. HCPA had an overall employee retention rate of 78% as compared to 69% in 2014-15.
- The HCPA Way encompasses - curriculum and assessment, college and career readiness, The Warrior Way, and instructional coaching.
- Discussion surrounded the opportunity to make the HCPA mascot more elementary friendly. There was concern that some elementary children might be afraid of the mascot.

### **Updated Employee Handbook - review/approve:**

Dr. Hang presented and reviewed changes to the Employee Handbook. The overall framework of the handbook was changed to make the document more concise and user-friendly.

Call for approval of the Employee Handbook

*Motion by Mr. Thaow seconded by Mr. Cave to approve the changes to the Employee Handbook as submitted. The motion carried.*

### **2016 - 17 Board Meeting Calendar - review/approve:**

A proposed 2016-17 Board calendar was reviewed by the members.

Call for approval of the 2016 - 17 Board Meeting Calendar

*Motion by Mr. Kalc Vang seconded by Ms. VongYang to approve the 2016-17 Board Meeting Calendar as submitted. The motion carried.*

### **Revisit Board Goal of 85% Attendance: Board member attendance requirement and \$3000 stipend - discuss and review:**

Tabled until the next Board of Directors Meeting

### **Phase 4 Bond Project Report and Updates - Dr. Hang/Mr. Yang and Bond Team:**

The purchase agreement between HERC board and KCK Real Estate has been signed. Notice of a public hearing on "a proposal for the issuance of charter school lease revenue refunding bonds (Hmong College Prep Academy) project" has been issued.

**Sources and Uses of Funds - Bruce Sorensen - Piper Jaffray:**

The sources and uses of funds was reviewed and discussed by members. Due to Hmong College Prep Academy's strong fund balance there are several options regarding ratings and ratings agencies.

The timetable and for the bond project was reviewed and discussed.

**Long Range Budget - Dr. Hang:**

The long range budget was presented and reviewed. 2016-17 working budget is based on 1400 students. Projections are based on the partial completion of the project for the 2017-18 school year, with additional enrollment increases over the next four school terms.

**Project Drawing Plans - Kodet Team:**

The Phase 4 addition and remodeling estimated expenses and project drawings were presented and reviewed. Currently the team is soliciting bids for the project. They will be interviewing several general contractors the beginning of September. Kodet also reviewed a potential scenario regarding how the classroom capacity will be phased in over the next two school years.

**Adjournment:**

Chair Helgemoe called for a motion to adjourn the meeting at 7 PM.

*A motion was made and seconded to adjourn the meeting. The motion carried.*