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## HCPA/HERC Combined Board of Directors Meeting Minutes

**May 4, 2018**

**HCPA Members Present:**

*Jason Helgemoe, Board Chairman, Community Seat  
Crystal Robideau, Teacher Seat  
Maisian Schiung, Board Treasurer  
Vue Thaow, Board Vice-Chair  
Fue Vue, Board Member*

**HCPA Members Absent:**

*Kalc Vang, Board Member - via phone conference call  
Christy YongVang, Board Member, Parent Seat*

**Ex Officio Member Present:**

*Dr. Christianna Hang, Superintendent*

**Guests:**

*Lisa Bonko, HCPA Marketing and Special Projects Consultant  
Christina Wordes, BergankDV  
Katlyn Carson, HCPA Teacher  
Yeng Lor, HCPA Teacher  
Shannon McCann, HCPA Teacher  
Brooke Northfield, HCPA Teacher  
Liali Vang, HCPA Teacher  
Yer Xiong, HCPA Teacher*

**Staff:**

*Pao Yang, Chief Operating Officer*

**Call to Order:**

Chair Helgemoe called the meeting to order at 4:17 PM and read HCPA's Mission/Vision Statement.

**Consent Agenda Items:**

**Approval of Agenda:**

Call for approval of the May 4, 2018 HCPA Board Agenda  
*Motion by Mr. Vue Thaow seconded by Ms. Crystal Robideau to approve the May 4, 2018 Board Agenda as submitted. The motion carried.*

Subsequently, the agenda was amended to add "Capital Lease Agreement - review/approve"  
*Motion by Ms. Maisian Schiung seconded by Mr. Jason Helgemoe to amend the agenda to add "Capital Lease Agreement - review/approve". The motion carried.*

### **Approval of March 23, 2018 HCPA Board Meeting Minutes:**

Call for the approval of the March 23, 2018 Board Meeting Minutes

*Motion by Mr. Vue Thaow seconded by Ms. Crystal Robideau to approve the Board Minutes as submitted. The motion carried.*

### **Consent Agenda Items (Continued):**

#### **3 Year HAP Transportation Updates:**

Dr. Hang presented the adjustments to the 3 Year HAP Transportation contract. The adjustment will give HCPA flexibility to transport students on select routes, field trips or after-school programs. HCPA will provide 30 day notice and assume up to 10% of the routes.

*Motion by Mr. Fue Vue seconded by Mr. Vue Thaow to approve the 3 Year HAP Transportation Contract. The motion carried.*

#### **FY 2017/2018 Q-Comp Report:**

Dr. Hang presented the Q Comp Annual Report. The QComp funding pays for instructional coaches. Grades 6 through 12 utilize coaches based on content area focus. Elementary coaches have more of a generalist approach. Ongoing professional development is provided via classroom observations, mentoring and weekly cluster meetings.

*Motion by Ms. Maisian Schiung seconded by Mr. Vue Thaow to approve the 2017/2018 Q-Comp Report. The motion carried.*

#### **Phase 4 Bond Construction Project Updates:**

The contamination at the acquired site was more than anticipated. The new elementary section is 90% complete. Furniture should arrive on schedule by the end of June.

At the conclusion of the meeting Mr Yang gave board members and special guests a tour of the new facility.

### **New Agenda Items:**

#### **Providence Capital Lease Proposal**

Dr. Hang presented the Providence Capital Lease Proposal. The funds will be utilized to purchase student Chromebooks and teacher laptops.

*Motion above was submitted by Ms. Maisian Schiung seconded by Ms. Crystal Robideau to approve the Providence Capital Lease proposal as submitted. The motion carried.*

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## March 2018 YTD Financial Report

Christina Wordes of BerganKDV presented the March, 2018 YTD financial report. The report shows the prior year activity on an audited basis, adopted budget, year to date activity (revenues and expenditures) and the percent of year-to-date activity as compared to the budget.

HCPA continues to maintain strong cash positions. Eight month of lease aid was received by the State of Minnesota. The strong fund balance enabled the school to maintain normal operations even with the state holdback. Stable enrollment which exceeds the adopted budgeted enrollment of 1750 students assisted with the strong financial position. Overall, the financial statements show the following percentages of the working budget: total revenues - 72.6% and total expenditures - 71%

*Motion by Ms. Maisian Schiung seconded by Mr. Fue Vue to approve the March 2018 YTD Financial Report as submitted. The motion carried.*

## 2017-18 Budget Revision

Christina Wordes of BerganKDV presented the proposed 2017-18 revised budget. The revised budget reflected the increased student enrollment of 1825 vs. the original plan of 1750. Also included was the erate funding.

I make a motion to revise the 2017-18 budget as presented:

- General Fund: Revenues of \$25, 212,846 and Expenditures of \$26,246,220
- Food Service Fund: Revenues of \$1,529,285 and Expenditures of \$1,457,794.

*Motion above was submitted by Ms. Maisian Schiung seconded by Mr. Vue Thaow to revise the 2017-18 budget as presented. The motion carried.*

## 2018-19 Budget Model

Christina Wordes of BerganKDV presented the proposed 2018-19 budget model.

I make a motion to adopt the 2018-19 budget as presented:

- General Fund: Revenues of \$26, 777,667 and Expenditures of \$26,243,491
- Food Service Fund: Revenues of \$1,743,600 and Expenditures of \$1,743,600

*Motion above was submitted by Ms. Maisian Schiung seconded by Ms. Crystal Robideau to approve the 2018-19 budget as submitted. The motion carried.*

## Metro Deaf Pricing Negotiation Updates

The board discussed potential scenarios regarding the purchase of and related costs to renovate the Metro Deaf building. They continued to offer their support of Dr. Hang's negotiations with Metro Deaf.

## Adjournment:

Chair Jason Helgemoe called for a motion to adjourn the meeting at 5:56 PM.

*Motion by Mr. Fue Vue seconded by Mr. Vue Thaow to adjourn the meeting. The motion carried.*