

Hmong College Prep Academy

Board of Directors Meeting

Date: March 19, 2015

Time: 4:30 PM

Location: HCPA Board Conference Room 2nd Floor

Meeting Minutes

Present: Kalc Vang, James Cave, Vue Thaow, Jason Helgemoe and Maisian Schiung

Ex-Officio Board Members: Dr. Christianna Hang

Guest(s): Lisa Yang, Pao Yang

Absent: Kia Moua and Lucas Yang

Opening:

Hmong Academy School Board convened for a Regular Board Business Meeting on Thursday, April 16, 2015 in the conference room at Hmong College Prep Academy, 1515 Brewster Street, Saint Paul, Minnesota 55108. *Mr. Kalc Vang*, Board Chair called the meeting to order at 4:39 pm. He opened the meeting with the reading of Hmong College Prep Academy's mission and vision statement followed by introduction of all board members and guests at the regular scheduled board meeting.

Business Consent Agenda Items:

- Approval April 16, 2015 Agenda – Review/Approve
- Motion to approve April 16, 2015 agenda was moved by *Ms. Maisian Schiung* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

- Approval March 19, 2015 Board Minutes – Review/Approve
- Motion to approve March 19, 2015 meeting minutes was moved by *Ms. Maisian Schiung* and seconded by *Mr. Vue Thaow*. **Motion passed unanimously.**

- Updates on Authorizer Transfer to Bethel University – Dr. Hang
- Dr. Hang stated that MDE received the application and now has 45 days to contact HCPA. MDE is awaiting data growth for the school.

- Strategic/Academic Plan Updates – Dr. Hang
- Dr. Hang reviewed the proposed changes from input provided by Mr. James Cave and other teachers. Next year's Academic Plan will include the following changes:
 - Reduce meetings and streamline all programs,
 - Home visits; there will be fewer homes per teacher,
 - Restructure safety structures (morning duties, bus duties, etc.),
 - Streamline Grading and Homework Policy,
 - Revise school policy for teacher and staff placement salary scale,
 - Employees who have worked 3+ years are able to carry over 40 hours of PTO into the next school/contract year,
 - Twelve-month employees who have worked 3+ consecutive years will receive one week (40 hours) off with pay, during the month of July,
 - During teacher grading days, teachers are able to leave work after grading is completed,
 - No School for teachers and staff the Friday of MEA (traditionally mid-October),
 - During the State Fair, all teachers and staff will get one free day of parking; and,
 - Look into bonus pay at end of year for non-teaching staff from general funds and continue bonus for teachers after TIF grant is depleted

- 2013-2014 990 IRS Tax Filing – Review/Approve
- Motion to accept 2013-2014 IRS-mandated Form 990 was moved by *Ms. Maisian Schiung* and seconded by *Mr. Jason Helgemoe*. **Motion passed unanimously.**

New Agenda Item:

- 2015- 2016 Renewal Lancer Food Management Service Contract – Review/Approve
- Utilizing the Consumer Price Index (CPI), Lancer Food Services is proposing an adjusted meal price (3.7% increase) for 2015-2016. Meal service will increase as follows:

	Breakfast	Snack	Lunch	Dinner
2014-15	\$1.72	\$0.75	\$2.75	\$2.81
2015-16	\$1.78	\$0.78	\$2.85	\$2.91

Motion to approve Lancer Catering contract for 2015-2016 school year was moved by *Mr. Vue Thaow* and seconded by *Ms. Maisian Schiung*. **Motion passed unanimously.**

- Revised Proposed Draft of 2015-2016 School Calendar – Review/Approve
- Dr. Hang stated that the administration recommended the changes below to the 2015-2016 school calendar:

- August 17 & 18, 2015 – New teachers only orientation.
- Returning teachers/staff starts on August 19, 2015
- August 27 - September 4, 2015 – No school for teachers
- September 4, 2015 – No school for staff
- September 7, 2015 – No school Labor Day
- September 8, 2015 – First Day of School

Motion to approve 2015-2016 school calendar was moved by *Mr. Vue Thaow* and seconded by *Mr. James Cave*. **Motion passed unanimously.**

- **Updated Board & Other Committees –refer to handout.**
 - Added Lisa Yang, parent/staff to the Board Nominating Committee
 - Policy Committee: Dr. Hang, Mr. Cave, Mr. Yang and Mrs. D and other admin members
 - Finance Committee: Dr. Hang, Jason Helgemoe, Maisian Schiung