

**Hmong College Prep Academy
Board of Directors Meeting
April 21, 2016
4:30 PM
Board Meeting Minutes**

Present: James Cave, Jason Helgemoe, Maisian Schiung, Kalc Vang, and Lucas Yang

Ex-Officio Board Members: Dr. Christianna Hang

Guest(s): Pao Yang Danijela Duvnjak Christina Wordes
Lisa Bonko

Opening:

Hmong Academy School Board convened for a Regular Board Business Meeting on Thursday, April 21, 2016 in the Board conference room at Hmong College Prep Academy 1515 Brewster Street, Saint Paul, Minnesota 55108. *Mr. Kalc Vang*, called the meeting to order at 4:39 PM. He opened the meeting with the reading of the Hmong College Prep Academy mission and vision.

Consent Agenda Items:

April 21, 2016 Board Agenda and February 18, 2016 Meeting Minutes – Review/Approve

- Mr. Kalc Vang requested the topic of a board retreat be added to new agenda items. Motion to approve the revised April 21 agenda and February 18, 2016 Meeting Minutes were so moved by *Mr. Lucas Yang* seconded by *Mr. Maisian Schiung*. **Motion passed unanimously.**

Phase 4 Bond Project Updates – Dr. Hang & Mr. Yang

- Dr. Hang updated the board on the Phase IV project. She and Mr. Yang will meet with Katie Nath next Wednesday at 10:30 AM regarding the land purchase.
- The price will take into consideration the clean-up costs per MPCA Specs for Educational not Commercial clean-up.

March Year-to-Date Financials - Dr. Hang and Christina Wordes -Review/Approve

- Dr. Hang and Christiana Wordes of BKDA presented the March 2016 Financial Statements
- Balance sheet reflects beginning balances on ending information as of June 30, 2015 while the ending balances reflect the YTD balances.
- Assets : Balance July 1, 2015: \$7,371,702; YTD as of March 31, 2016 \$8,305,674
- Current Liabilities: July 1, 2015: \$1,113,950; YTD as of March 31, 2016 \$ 748,737
- Fund Balance: July 1, 2015: \$6,257,652; YTD as of March 31,, 2016 \$ 7,556,937
- Total Liabilities and Fund Balance: Balance July 1, 2015: \$7,371,702; YTD as of March 31, 2016 \$8,305,674
- Statement of Revenues and Expenditures shows the adopted budget, year-to-date activity (revenues and expenditures) and the percent of year-to-date activity as compared to the working budget.
- Revenues exceed expenditures in total by 1,299,185. (Net income to date)
- The most accurate indicator regarding where HCPA will end the fiscal year is in the net income reflected in either the adopted budget or if applicable, the working budget column.
- The original budget projected a surplus of \$135K while the working budget projects a surplus of \$812K. The original budget was based on 1215 students enrolled in the school, the working

budget is based on 1345 enrolled students (ADM's).

- Projected end of year increase in fund balance \$820,932.
- Food Service Fund: Working budget shows a projected net loss of \$9,131. Since the Food Service Fund started the year with a balance of \$31,890 it is projected to end the year with a Ending Fund Balance of \$22,759.
- Community Service Fund: Per the revised rules from MDE, only schools who receive payments from their families for afterschool activities will have a Community Service Fund. Since HCPA does not charge families for the After School Programs the accounting for the program is within the General Fund.
- Reports were provided that showed the checks that were written, receipts that were posted, and journal entry transactions for the months of January to March of 2016.
- The following budget adoption was read by Maisian Schiung: I make a motion to revise the 2015-16 budget as presented:
- General Fund Revenues of \$18,006,622 and General Fund Expenditures of \$17,185,691.
- Food Service Revenues of \$1,100,600 and Food Service Expenditures of \$1,109,731.
- Budget Adoption was moved by *Maisian Schiung* and seconded by *Lucas Yang*
The board members voted "aye" as follows: : Lucas Yang, Maisian Schiung, Kalc Vang, Jason Helgemoe, and James Cave. **Motion passed unanimously.**

990 HCPA Tax Returns - Dr. Hang and Christina Wordes of BKDA - Review/Approve

- 2014 Form 990, Return of Organization Exempt From Income Tax, is required of all non-profits.
- *Mr. Lucus Yang* moved that the board approved the submission of Form 990 as presented. seconded by *Jason Helgemoe*. **Motion passed unanimously.**

3 Year Lease for 1100 Chrome Books - Review/Approve

- Dr. Hang presented the lease proposal for 1100 Chrome Books. The chrome books are much higher quality than the current Kuno. The proposed lease will replace all other student technology leases.
- Student usage: In grades 6 - 12 students will have the opportunity to bring the computers home; K-5 will utilize the Chrome Books in the classroom in a station-like setting.
- The cost includes the Dell Chrome Book, Google Chrome License, and a 3 year replacement plan. At the end of the lease term HCPA will own all of the equipment.
- T-mobile currently provides the 4G hotspot access for students who do not have internet access at home. There are two years left on the four year contract with T-mobile.
- *Mr. James Cave* moved that the board approve the 3 year lease for 1100 Chrome Books. seconded by *Ms. Maisian Schiung*. *Mr. Kalc Vang* voted in the negative. **Motion passed 4-1.**

New Agenda Items:

Revised Teacher Base Salary Schedule - Review/Approve

- Dr. Hang presented objectives and rationale for the teacher base salary revisions:
- Increase retention rates within every employee category
- Institute a "reasonable" and transparent salary range as compared to competing schools
- Establish a framework in which there is a linkage between pay and performance
- Provide a framework that bridges academic teaching staff from the TAP bonus structure
- Minimize perceived or actual discrepancies between salaries; regardless if you start your career here or at another school
- Create an avenue where "high performer" may earn "bonus bumps" to a higher teacher pay scale
- Program should layout complete array of employee benefits

- New structure must be financially viable over the long run.
- Dr. Hang presented a detailed comparison of HCPA's current salary placement schedule verses several charter schools and the St. Paul Public school district.
- The proposed salary schedule was also compared to local charters and St. Paul Public schools
- For every level of education (Bachelor's, Master's and Doctorate) there is an established salary range for years of experience. Dr. Hang also included was a scale for those who are consistently high performers.
- The salary schedules would be phased in over a two year period of time:
- 2016-17 all teachers would be reset up to the new schedule. If any teachers are above their pay range for their years of experience they would receive a 2% raise.
- Criteria for the High Performer scale and the 0 - 3% annual raises would be presented to the teaching staff Fall, 2016 after further data collection and analysis
- Dr. Hang presented a long-range budget projection model with the impacts of the shifts to the new salary scales.
- There was considerable discussion if the salary scale should be adjusted further to hire good teachers. Dr. Hang will run several scenarios regarding potential adjustments to the salary scale.
- *Mr. Jason Helgemoe* moved that the board approve the proposed teacher base salary schedule for one year. The motion was seconded by Mr. James Cave. **Motion passed unanimously.**

2016 Board Election - Review Only

- Three board members have terms that will be expiring June 20, 2016. Those board members are Mr. James Cave, Mr. Vue Thao and Ms. Maisian Schuing. All three have submitted their letters of intent to run in the upcoming election.
- Newly elected board members will serve for a three (3) year term from July 1, 2016 through June 30, 2019.
- Volunteers were solicited for the nominating committee. Lucas Yang, Jason Helgemoe and Lisa Yang (parent) will serve on the committee.
- Election Timeline:
- April 29, 2016 - Candidate application packets are due
- May 6, 2016 - Selected candidates are notified by Board Nominating Committee Chair
- May 9, 2016 to May 13, 2016 - Board Nominating Committee interviews new candidates
- May 20, 2016 to June 3, 2106 - Voting
- June 23, 2016 - Annual Board of Director's Meeting - acceptance or rejection of recommended finalist candidates.

2016-17 School Calendar - Review/Approve

- Dr. Hang presented the 2016-17 school calendar to the board. It is very similar in scope to last year's calendar.
- Motion to approve the 2016-17 school calendar was moved by *Mr. Jason Helgemoe* seconded by *Ms. Maisian Schiung*. **Motion passed unanimously.**

2016-17 Renewal Membership in MN State High School League - Review/Approve

- Annually the board must approve membership in the league.
- Motion to approve the 2016-17 membership in the MN State High School League was moved by *Mr. James Cave* seconded by *Mr. Jason Helgemoe*. **Motion passed unanimously.**

Board Retreat

- Discussion was tabled to the next board meeting on Thursday May 19

Motion to adjourn the meeting was moved by *Mr. Kalc Vang* at 6:37 PM and seconded by Mr. James

Cave. **Motion passed unanimously.**

Reading Materials Only:

- Superintendent Reports include:
- Project Managers Phase 4 Bond Project Reports
- Bond Project Budget Resources/Uses
- Parent Survey Results
- Teacher Survey Results
- Graduation Projection from the Counselor's Office
- Technology Dept. Report