

# HCPA Board of Directors Board Meeting

## MINUTES-Special Board Meeting 12/16/2021

**Meeting Date:** Thursday, December 16<sup>th</sup>, 2021  
**Type of Meeting:** Special Board Meeting  
**Started Time:** 5:03pm  
**Adjourned:** 7:09pm

**Location:** Hmong College Prep Academy Board Room  
**Minute Taker:** Mai Zer Vang  
**Facilitator:** Christy Yongvang, HCPA Board Chair



**Mission/Vision Statement:** HCPA’s mission is to provide the best integrated, challenging and well-rounded educational experience to students in grades K-12.

I. **Call to Order:** HCPA Board Chair, Christy Yongvang called the meeting to order at 5:03pm.

II. **Roll Call – Open Session:**

Yes	No	Name
x		Christy Yongvang – Board Chair
x		Richard Perry – Board member
x		Fue Vue – Board Treasurer
x		Crystal Robideau – Board Member
x		Mee Vang – Board Secretary
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		Heather Ross – Bethel Charter Oversight Committee Member
x		Krista Skoglund – K-5 Director of Teaching and Learning
	x	Mike Pocnich – The Anton Group
x		Karen Noelle Schmidt Klinzing - CharterSource
x		James Martin – James Martin Law Firm
x		David Kloskin – Chief Financial Officer
x		Wendy Wachter – BerganKDV
x		Heidi Pendroy – HCPA Teacher
x		Mike McGibbon - Observer



**III. CONSENT AGENDA**

Agenda Item:	12.16.2021 Special Board Agenda & Board Meeting Minutes 11-29-2021	
Notes:		
Motion:	Motion to approve the 12.16.21 Special Board Agenda & Board Meeting Minutes 11-29-2021	
Made by:	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**III. CONSENT AGENDA**

Agenda Item:	The certificate of secretary for new HCPA authorized officer regarding phase V draws with NorthEast Bank for the building company HERC	
Notes:	First five bonds, Dr. Hang signed on behalf of HCPA. Mr. Yang signed on behalf of HERC. A new signer is needed on behalf of HCPA to take over construction of building	
Motion:	To approve Board Chair Christy to sign all authorized signatures for phase V draws with Northeast Bank and acknowledge the certificate of secretary	
Made by:	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**III. CONSENT AGENDA**

Agenda Item:	<b>Contracts</b>	
Notes:	Sped Forms – Vendor form used for IEP. Two new hires, Annette Xiong (Paraprofessional) and Cheng Meng Vang (Covid Coordinator)	
Motion:	To approve all contracts presented	
Made by:	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Crystal Robideau
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**III. ACKNOWLEDGE**

Agenda Item:	<b>New HCPA Board Roster &amp; New Board Calendar Dates</b>	
Notes:	<u>Board Roster:</u> Removed Maisian Schiung as Vice Chair from Board Roster and adding Rick Perry as board member  <u>Board Calendar Dates:</u> Meetings are the 4th Wednesday of each month. Rescheduled March 30 <sup>th</sup> meeting to March 23 <sup>rd</sup> .	
Motion:	Move to table the approval of the HCPA roster & approve the New Board Calendar Dates	
Made by:	1 <sup>st</sup> : Mee Vang	2 <sup>nd</sup> : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**IV. GOVERNANCE COMMITTEE**

Agenda Item:	Approve Recommendations and Review Updates	
Notes:	Updates to Candidate Nomination Packet: remove student recommendation letter requirement. Remove social security information.	
Motion:	To remove the student recommendation letter and social security from the Candidate Nomination Packet.	
Made by:	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**V. FINANCE COMMITTEE RECOMMENDATIONS**

Agenda Item:	Approve Recommendations
Notes:	<u>Investment Policy:</u> Reflecting on MN statue so that committee can recommend the policy based on statutory limits.  <u>Annual Designations:</u> Update Mrs. D's title as CAO. Remove "Superintendent" from the form. Also, add Mrs. D to annual designation. Law firm needed to be added.

	<u>Credit Card Policy</u> : Recommended for board to approve the new credit card policy to be in compliance with MN state statute.	
	<u>Cash Management Procedure</u> : To change 1 year to confirm with state statutes.	
Motion:	To approve the investment policy, annual designation form, credit card policy and cash management procedure recommended by the Finance Committee	
Made by:	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**V. FINANCE COMMITTEE RECOMMENDATIONS**

Agenda Item:	<b>November 2021 Financial Report</b>	
Notes:	Start of financial summary, 2318 students. June 2022 \$19 million estimated. Cash balance is 17.6 million down from 18.1 million. Prior holdback balance. Food service balance will be moved around. Other expenses related to AP, American national bank credit card is one month behind \$38,000. Efunds/School Café/Square ap/ar deposits are behind.	
Motion:	Accept the November 2021 Financial Statement Report prepared by BerganKDV	
Made by:	1 <sup>st</sup> : Fue Vue	2 <sup>nd</sup> : Christy Yongvang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**VI. GENERAL BOARD BUSINESS**

Agenda Item:	Acknowledge	
Notes:	<u>Mr. Yang COO letter of separation as 12/31/2021</u> : Mr. Yang will receive payment. HCPA will receive \$50,000 less for separation of employment.  <u>Additional Innovative Inc proposal on furniture</u> : Furniture for new HR and student common areas  <u>Work Best Work Force</u> : Due to Covid, most kids did not get tested. The WBWF gets posted to our website.	
Motion:	To acknowledge Mr. Yang as Chief Operating Officer letter of separation as 12/31/2021, Additional Innovative Inc proposal on furniture, and Work Best Work Force	

Made by:	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**VI. GENERAL BOARD BUSINESS**

Agenda Item:	Approve – Board Policy	
Notes:	<p><u>Assessment on Diversity, Equity and Inclusion:</u> Have 2 HR consultants to assess HCPA’s assessment on diversity. Issue and run a report with students and employees. Move to approve the assessment for a report to be done in January/February.</p> <p><u>Board Policy Review Schedule:</u> Timelines to do a comprehensive review of all HCPA Board policies</p> <p><u>Change of date for Board Reimbursement Activities:</u> Change the date from Dec and June 2021-2022 to make reimbursements</p> <p><u>Conflict of Interest Forms:</u> 2 new conflict of interest forms. One for employees and one for vendors.</p>	
Motion:	To approve board policies, the assessment on diversity, equity and inclusion, change of date for board reimbursement activities and conflict of interest forms for employees and vendors	
Made by:	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Richard Perry
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

**VI. GENERAL BOARD BUSINESS**

Agenda Item:	Approve - Staffing	
Notes:	<p><u>CFO Contract for Mrs. D and David Kloskin:</u> Transition team – Remove “Interim” from Mrs. D’s title. Give Mrs. D CAO contract to mirror the CFO contract. Asking for same level of CAO and CFO.</p> <p><u>Luke Mead Monthly Stipend as Project Manager for Phase V:</u> Biweekly an additional 20 hours – 40 hours total. Compensated an additional \$800 per paycheck and will end at end of March.</p>	

	<b>One time retention stipend for all HCPA employees:</b> To show appreciation and acknowledgement of employee's hard work, a \$1,000 stipend given to all HCPA employees. Money comes from Cares Act. Payout will be 12/31/2021. Anyone hired as of 12/16/2021 will receive the full \$1,000.	
<b>Motion:</b>	To Approve the removal of the word "interim" on Mrs. D title as CAO, and approve both Ms D and David Kloskin contracts, Luke Mead's monthly stipend and one time \$1,000 stipend for all HCPA employees under the care act stipend for retention	
<b>Made by:</b>	1 <sup>st</sup> : Christy Yongvang	2 <sup>nd</sup> : Richard Perry
<b>Voted Yea: 4 Voted Nay: 0 Abstain: 1</b>	Yea: Christy Yongvang, Mee Vang, Fue Vue, Richard Perry  Abstain: Crystal Robideau abstain from voting on the stipend for HCPA employees	
<b>Action:</b>	Motion passed	

**VII. CONTRACTS REVIEWED BY LEGAL COUNSEL**

<b>Agenda Item:</b>	Discuss and Approve	
<b>Notes:</b>	Thrive Vendor Contract: approve contract for HR consultants to audit HR files  Apprize Contract: What are the charges within the contract? Table the contract to January board meeting by Board Treasure Fue	
<b>Motion:</b>	To approve Thrive Vendor Contract and table the Apprize Contract for January meeting	
<b>Made by:</b>	1 <sup>st</sup> : Crystal Robideau	2 <sup>nd</sup> : Richard Perry
<b>Voted Yea: 5 Voted Nay: 0 Abstain: 0</b>	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
<b>Action:</b>	Motion passed	

**VIII. PARENTS**

<b>Agenda Item:</b>	Discuss and Approve: Parent Advisory Committee	
<b>Notes:</b>	Discussions as to whether it would continue to be called PTO, PTA or PAC. There will be monthly PAC meetings. At the January PAC meeting, they will create a calendar and mission statements. To establish a parent engagement center. To have a regular monthly parent forum meeting	
<b>Motion:</b>	To approve/acknowledge the Parent Advisory Committee, the establishment of the parent engagement center and creation of a parent meeting calendar	
<b>Made by:</b>	1 <sup>st</sup> : Crystal Robideau	2 <sup>nd</sup> : Richard Perry

Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry
Action:	Motion passed

**IX. HCPA SCHOOL DEPARTMENT REPORTS**

Agenda Item:	HCPA School Department Reports for update
Notes:	<ul style="list-style-type: none"> <li>- 6-12 working on PLCS, MTSS structures to support all learners</li> <li>- Technology is almost done at new building</li> <li>- Health Dept is very busy, working on normal life items but even busier with Covid</li> <li>- Registration and enrollment working heavily to recruit. Enrollment is down across the state and nation.</li> <li>- HR department is being audited by Thrive to be in compliance.</li> <li>- Operations/Luke should be in possession 12/17/2021. Continue to work on new Middle School.</li> <li>- Transportation has 46 buses, and 29 vans. Continues to have shortage of drivers.</li> <li>- Counseling had a big push for college applications. Planning for Alumni panel in January to come talk about college life.</li> </ul>

**X. UPDATE ON INVESTIGATION REPORT STATUS BY MS. BAZIS**

Agenda Item:	Update on Investigation
Notes:	Dr. Hang to appear for interview on 12/17. Other witnesses have declined to interview.

**XI. ADJOURN & MOVE TO CLOSED SESSION**

Agenda Item:	Adjourn and move to closed session	
Notes:	Adjourn meeting and move to closed session at 7:09pm.	
Motion:	Move to enter the closed session	
Made by:	1 <sup>st</sup> : Mee Vang	2 <sup>nd</sup> : Crystal Robideau
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Christy Yongvang, Mee Vang, Crystal Robideau, Fue Vue, Richard Perry	
Action:	Motion passed	

Meeting adjourned at 7:09pm made 1<sup>st</sup> by Christy Yongvang, 2<sup>nd</sup> by Richard Perry, voted Yeah- 5 with motion passed