

## **HCPA Governance Committee Meeting AGENDA**

**HCPA Board Room  
Tuesday, December 7th, 2021  
3:30 PM**

**Zoom Link: <https://zoom.us/j/8615751530>**

**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**

Present:

Crystal Robideau - committee chair & facilitator

Blia Her - convener

Heidi Pendroy - co-facilitator

Joanna Klitzke - recorder , attended via zoom

Mee Vang - board reporter, attended via zoom and then in person

Karen Klinzing, attended via zoom

Meeting began 3:30 12/7/2021

### **II. Consent Approval**

#### **a. Agenda**

### **III. Updates from previous Board Meeting**

Board approved recommendations from previous committee meetings

### **IV. Progress of candidates**

Committee is continuing to monitor the progress of candidates and ensure they are

completing the application thoroughly.

Question regarding the requirement of teacher candidates to submit a letter of recommendation from a student, particularly from candidates who teach elementary-aged students.

Question regarding the paperwork required when applying and the data necessary. The committee recommends adjusting the forms to increase candidate privacy and remove requirements such as social security number, driver's license, etc.

The committee aims to get screening of current candidates completed by the upcoming board meeting on January 26th. Review of current progress - steps left to complete are screening, committee interviews, and referral to the board.

Committee review of current candidates and their submitted documents.

Daniel Schmidt, teacher

Dr. Aly Xiong, community member

Mark Vang, community member - Blia following up on final documents

Dr. Kalia Lo, teacher and parent -

There is one more potential parent candidate who may have their materials completed soon. Mee will follow up.

Recommendation that in the future the seat names are modified to reflect the requirements.

2 current seats available - 1 open seat community/parent/teacher (seat E), 1 open community/parent (seat D)

Recommend moving these 4 applicants to the interview stage. Other applicants who are still in the process will be encouraged to finish their documentation. They may be considered for this January 26th deadline, or may be considered for future openings such as those coming up in June.

Interviews Tuesday January 4th beginning 3:30. Each interview will be set for ~30 minutes.

After the interview stage, background checks will be requested/completed

## **V. Fixed rubric for screening candidates**

Review of Board Candidate Scoring Rubric. Screening questions will be shared with candidates prior to the interview. They can complete them in writing or verbally. The responses will be reviewed.

Addressed prior to interview in video or written form	Addressed during interview
2, 3, 4, 6, 7, 10, 12, 13, 14	1, 4 follow up, 5, 7 follow up, 8, 9, 10 follow up, 11, 14 follow up, 15

Criteria: The best fit candidate will be active in the coming work that the board will be tasked with. They should be prepared for the work ahead of them. They would understand the role of governance and leadership - decision making rather than hands-on or record keeping. Reviewing policies, ask questions, bring reflectiveness, willing to advocate on behalf of the school, bring ideas, evaluate processes. Collaborative and professional manner, willing to be a team player lifting up the whole board and school. Willing to be reflective when asked questions.

The document will be updated with these revisions by Crystal and Heidi.

Blia will contact candidates to set up the interviews.

Mee and Crystal will share recommendations with the board.

**VI. Discuss HERC & candidate appointing**

2 HCPA board members have been appointed to HERC - Christy and Richard. Karen has recommended to the board that the HERC procedures be studied and revised. If HERC changes their bylaws we may be tasked to appoint different members to their board, in the event that they reduce HCPA cross-over.

## **VII. Adjourn**

Discussion of upcoming meetings Jan 26 is regular board meeting. Interviews will be on Jan 4th. Governance Committee meet on Jan 11th to reflect, discuss, and finalize recommendations.

Meeting adjourned 4:45pm.