

HCPA Board of Directors Special Board Meeting

Meeting Date: Friday, November 12, 2021
Type of Meeting: Special Board Meeting
Started Time: 5:01 PM
Adjourned: 5:49 PM

Location: Hmong College Prep Academy - Board Room

Minute Taker:

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 05:01 PM.

II. **Roll Call – Open Session:**

Y	N	Name
x		Christy Yongvang – Board Chair
x		Maisian Schiung – Board Vice Chair
x		Fue Vue – Board Treasurer-remote via zoom from 784 University Avenue St Paul, MN 55104
	X	Mee Vang – Board Secretary
	X	Crystal Robideau - Board Member
x		Mike Pocrnich - The Anton Group
x		Krista skoglun- HCPA Staff
x		Heather Ross – Bethel Charter Oversight Committee member - Remote via Zoom
x		Karen Noelle Schmidt Klinzing - CharterSource-Remote via Zoom
x		James Martin - James Martin Law Firm
x		Danijela Duvjak - (Ms D) HCPA Chief Academic Officer

HCPA BOARD APPROVED

NOV 17 2021

ORIGINAL DOCUMENT



III. Consent Approval: Approval of Agenda

Agenda Item:	a. Approval of Agenda	
Notes:	Moved item IV to the end of the Agenda before Adjourn item.	
Motion:	Motion to approve the main order of the agenda.	
Made by:	1st: Christy Yongvang	2nd: Fue Vue
Voted Yea: 3	Christy Yongvang, Maisian Schiung, Fue Vue	
Voted Nay: 0		
Abstain: 0		
Action:	Motion passed	

HCPA BOARD APPROVED

NOV 17 2021

ORIGINAL DOCUMENT

IV. Update on Dr. Hang's Severance Pay and Other Related Issues

Agenda Item:	Update on Dr. Hang's Severance Pay and Other Related Issues	
Notes:	The board only accepts Dr. Hang contract with the school and will honor her severance pay clause in her contract with details later. Dr. hang was put on Administrative leave	
Motion:	To honor Dr. Hang's employment contract with HCPA with unused PTO/vacation and sick leave, and the board declines her attorney proposal of severance agreement with no counter offer and she is on paid administrative leave retroactive 11/10/2021 to 12/31/2021.	
Made by:	1st: Fue Vue	2nd: Maisian Schiung
Voted Yea: 3	Christy Yongvang, Maisian Schiung, Fue Vue	
Voted Nay: 0		
Abstain: 0		
Action:	Motion passed	



V. Membership of the Finance Committee and Roles / Duties

Agenda Item:	Membership of the Finance Committee and Roles / Duties	
Notes:	Board Treasurer Fue explained the purpose of the Finance Committee Charter for oversee financial health and compliance.	
Motion:	Accept the HCPA finance committee charter and the committee composition as presented: Fue Vue as Chair, Ms D, Jenee Nordstrom, Chong Her, Karen Kin with Charter Source, Nick Taintor with BergankDv, Mike Pocrnich with The Anton Group	
Made by:	1st: Fue Vue	2nd: Maisian Schiung
Voted Yea: 3 Voted Nay: 0 Abstain: 0	Christy Yongvang, Maisian Schiung, Fue Vue	
Action:	Motion passed	

HCPA BOARD APPROVED
NOV 17 2021
ORIGINAL DOCUMENT

VI. Update Signers at American National Bank / Online Banking

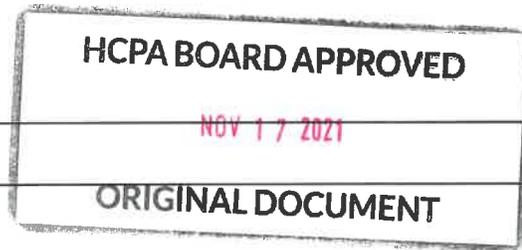
Agenda Item:	Update Signes at American National Bank / Online Banking	
Notes:	Dr. Hang was already removed from the bank account as signer and as Administrator for online. Needed to update new signers on bank institution and online banking.	
Motion:	Accept this resolution as stated to authorize signatories for designated HPCA bank depositories for 2021-22 school year with American National Bank formerly know Western Bank with Christy Yongvang/Board Chair, Fue Vue/ BoardTreasurer, CFO to be named, and Ms D/ CAO. ONLINE BANKING:Fue Vue, Crystal Robideau ADMINISTRATORS: Ms D, Chong Her, Mike Pocrnich, Christy Yongvang USER: Taylor fish, Mindy Watcher, Autumn Alright, Joline Raymond at BergankDv.	
Made by:	1st: Fue Vue	2nd: Maisian Schiung
Voted Yea: 3 Voted Nay: 0 Abstain: 0	Christy Yongvang, Maisian Schiung, Fue Vue	



Action:	Motion passed
----------------	---------------

VII. Acknowledge Attorney General Letter to HCPA

Agenda Item:	Acknowledge Attorney General Letter to HCPA	
Notes:	Received AG letter requested to identify key individuals involving in school finance and to provide voluntarily financial documents due 11/5/2021	
Motion:	Acknowledge Attorney General Letter to HCPA to cooperate and provide voluntarily financial documents with key people who have financial responsibility to AG with extension on 11/19/2021	
Made by:	1st: Christy Yongvang	2nd: Maisian Schiung
Voted Yea: 3 Voted Nay: 0 Abstain: 0	Christy Yongvang, Maisian Schiung, Fue Vue	
Action:	Motion passed	



VIII. Acknowledge EpiCenter Training with Bethel

Agenda Item:	Acknowledge EpiCenter Training with Bethel	
Notes:	Board chair requested Bethel liaison to provide one to one training on Epicenter platform for compliance reporting	
Motion:	Acknowledge Epicenter Training with Bethel at HCPA/Board room on 11/4/2021	
Made by:	1st: Christy yongvang	2nd: Maisian Schiung
Voted Yea: 3 Voted Nay: 0 Abstain: 0	Christy Yongvang, Maisian Schiung, Fue Vue	
Action:	Motion passed	

IX. Acknowledge IRS Form 8868 for Extension

Agenda Item:	Acknowledge IRS Form 8868 for Extension
---------------------	--

Notes:	Form prepared by BerganKDV	
Motion:	Acknowledge IRS form with an extension until may 15, 2022 for HCPA tax return	
Made by:	1st: Christy yongvang	2nd: Maisian Schiung
Voted Yea: 3 Voted Nay: 0 Abstain: 0	Christy Yongvang, Maisian Schiung, Fue Vue	
Action:	Motion passed	

X. Update 2021-2022 Board Calendar Time Change

Agenda Item:	Update 2021-2022 Board Calendar Time Change	
Notes:	To accommodate all board members schedule	
Motion:	Update the remaining board calendar 2021-2022 from 4pm to 5pm	
Made by:	1st: Maisian Schiung	2nd: fue Vue
Voted Yea: 3 Voted Nay: 0 Abstain: 0	Christy Yongvang, Maisian Schiung, Fue Vue	
Action:	Motion passed	

HCPA BOARD APPROVED
NOV 17 2021
ORIGINAL DOCUMENT

XI. Transition Team Update

Agenda Item:	Transition Team Update	
Notes:	The search for HCPA Chief Financial Officer is going well with potential candidates. Still working on the Corrective Action Plan items to meet Bethel deadline.	
	NO MOTION only Information sharing	

XII. School Operations

Agenda Item:	a. FSA Cobra Agreement with Grove Agency contract	
Notes:	Employee benefits to be elected every year	
Motion:	Approve FSA Cobra Agreement with Grove agency contract that has been reviewed by school legal counsel	
Made by:	1st: Christy Yongvang	2nd: Fue Vue
Voted Yea: 3	Christy Yongvang, Maisian Schiung, Fue Vue	
Voted Nay: 0		
Abstain: 0		
Action:	Motion passed	


XII. School Operations

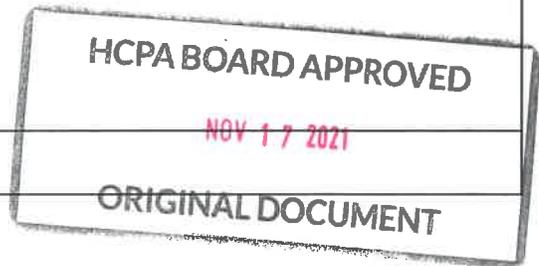
Agenda Item:	b. Covid 19 Testing consent form and policy	
Notes:	Need form to provide to staff and students for covid testing	
Motion:	Approve the covid 19 testing consent form with payment on credit card \$2375.01 for students and staff that had been reviewed by school legal counsel	
Made by:	1st: christy yongvang	2nd: Maisian Schiung
Voted Yea: 3	Christy Yongvang, Maisian Schiung, Fue Vue	
Voted Nay: 0		
Abstain: 0		



Action:	Motion passed
----------------	---------------

XII. School Operations

Agenda Item:	c. Strategic Behavior Solution contract	
Notes:	Provide support services to students with special needs (Special Ed)	
Motion:	Approve the strategic behavior solution contract that had been reviewed by school legal counsel	
Made by:	1st: christy yongvang	2nd: Fue vue
Voted Yea: 3	Christy Yongvang, Maisian Schiung, Fue Vue	
Voted Nay: 0		
Abstain: 0		
Action:	Motion passed	



XII. School Operations

Agenda Item:	d. MN Department of Revenue Form ST3 Certificate of Exemption and W9.	
Notes:		
Motion:	Approve the exemption on form ST3 and W9 for HCPA tax ID	
Made by:	1st: Christy Yongvang	2nd: Maisian Schiung
Voted Yea: 3	Christy Yongvang, Maisian Schiung, Fue Vue	
Voted Nay: 0		
Abstain: 0		
Action:	Motion passed	

XIII. Ajourn

Agenda Item:	Adjourn
---------------------	----------------

Notes:	
Motion:	To adjourn the meeting. 5:49 pm
:Made by:	1st: Maisian schiung 2nd: Fue Vue
Voted Yea: 3 Voted Nay: 0 Abstain: 0	Christy Yongvang, Maisian Schiung, Fue Vue
Action:	Motion passed

HCPA BOARD APPROVED
NOV 17 2021
ORIGINAL DOCUMENT

The meeting adjourned at 5:49PM