

## HCPA Board of Directors Special Meeting Minutes

**DATE:** Saturday August 28, 2021

**TIME:** 8:30 AM

**LOCATION:** Hmong College Prep Academy Board Meeting

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

**MINUTES:** Lisa Bonko

**TYPE OF MEETING:** HCPA Special Board Meeting

**FACILITATOR:** Crystal Robideau, HCPA Board Chair

**HCPA Board Chair Crystal Robideau called the meeting to order at 8:49 AM.**

**Roll Call – Open Session:**

Y	N	Name
X		Crystal Robideau - Board Chair
X		Christy Yong Vang – Board Member
X		Fue Vue – Board Treasurer - via zoom
X		Maisian Schiung – Board Vice Chair – via zoom – Panera, 2917 S0. 74 <sup>th</sup> St., Fort Smith, Arkansas
X		Mee Vang – Board Secretary
X		Dr. Christianna Hang - Staff
	X	Heather Ross – Bethel University
X		Lisa Bonko – Consultant – via zoom
X		Karen Klinzing- Chartersource – via zoom

Move to approve August 28, 2021 Board Agenda	Motion – Christy Yong Vang	2 <sup>nd</sup> – Mee Vang
Crystal Robideau – Yes Christy Yong Vang – Yes Fue Vue – Yes Maisian Schiung – Yes Mee Vang - Yes		Motion Carried

**Governance/Policies**

<b>Board Effect Board Portal: Initial Walk</b>		
<ul style="list-style-type: none"> <li>• Why? Risk mitigation, succession planning and resources</li> <li>• Quick Primer – Workrooms, events, libraries and files</li> <li>• September 8<sup>th</sup> opportunity for additional training</li> </ul> Karen walked through the key points of the CharterSource Portal		
<b>Board Roles and Responsibilities</b>		
Three types of governance – fiduciary, strategic and generative		

<p>Board Accountability</p> <ul style="list-style-type: none"> <li>• Provide direction</li> <li>• Provide oversight</li> <li>• Provide Support</li> </ul> <p>Core responsibilities</p> <ul style="list-style-type: none"> <li>• Keeper of vision and strategy</li> <li>• Risk Management – reviewing budgets, overseeing third party audits</li> <li>• Leadership Oversight and Development</li> <li>• Provide Resources</li> <li>• Remove Obstacles – build relationships, community outreach</li> <li>• Board Self-Management – accountability to authorizers; self-assessment, continuing education</li> </ul> <p>Remain Strategic; Not Operational</p> <ul style="list-style-type: none"> <li>• Approve strategy</li> <li>• Site leader establishes and manages operations</li> </ul>		
<p><b>Understanding a “Conflict-of-Interest”</b></p>		
<p>A conflict-of-interest policy outlines:</p> <ul style="list-style-type: none"> <li>• The scope and nature of actions</li> <li>• Conditions or restrictions put into play to manage, mitigate or eliminate any actual, potential, or perceived conflict of interest</li> </ul>		
<p><i>How is it legally defined and how is it enforced?</i></p>		
<ul style="list-style-type: none"> <li>• Review of 124E.14 MN Statutes</li> </ul>		
<p><i>How to identify a Conflict of Interest</i></p>		
<p>Who, Value, How the Who seeks the value, How the position of Who influences the award, Are they stating and recusing, Who benefits from participation in the value of the award.</p>		
<p><i>What policies interact with conflict-of-interest policies?</i></p>		
<ul style="list-style-type: none"> <li>• Any director or directors who may have a conflict of interest must not vote on any action regarding any contract no matter where a conflict or perceived conflict might exist.</li> <li>• Minutes of all actions taken in such matters shall clearly reflect that these requirements have been met.</li> </ul>		
<p><i>How is the conflict-of-interest policy implemented in practice?</i></p>		
<ul style="list-style-type: none"> <li>• MDE recommends proactively addressing COI disclosure – uploaded into CharterSource library.</li> <li>• Board meeting minutes need to reflect all disclosure and recusals</li> <li>• Sometimes COI can be eliminated by disclosure</li> <li>• Suggestion to add to the RFP process a disclosure to if there is a family relationship – may put this in the procurement policy</li> <li>• Thought Process to address COI</li> </ul>		

<ul style="list-style-type: none"> <li>• What do laws and our policy say</li> <li>• Follow disclosure process</li> <li>• Consider situation and address questions</li> <li>• Keep good records</li> <li>• Monitor and take proactive steps as needed</li> </ul>		
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Move to approve the board conflict of interest resolution	Motion – Fue Vue	2 <sup>nd</sup> – Christy Yong Vang
Crystal Robideau – Yes Christy Yong Vang – Yes Fue Vue – Yes Maisian Schiung – Yes Mee Vang - Yes		Motion Carried

Board Training Retreat – Discussion		
The board discussed the opportunities of having a board retreat in the future discussing the specific roles of the board		

Move for a special board meeting Saturday, September 26, 10 am to 12 noon	Motion – Mee Vang	2 <sup>nd</sup> – Maisian Schiung
Crystal Robideau – Yes Christy Yong Vang – Yes Fue Vue – Yes Maisian Schiung – Yes Mee Vang - Yes		Motion Carried

<b>Motion: To adjourn the meeting</b>	1 <sup>st</sup> Motion – Mee Vang	2 <sup>nd</sup> – Christy YongVang
The meeting adjourned at 11:02 AM Crystal Robideau – Yes Christy Yong Vang – Yes Fue Vue – Yes Maisian Schiung – Yes Mee Vang - Yes		Motion Carried