

## Hmong College Prep Academy Board of Directors

### AGENDA

#### Special Board meeting

Thursday, December 16, 2021

5:00 pm to 7:00 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.

AGENDA	ACTION	LEAD
<b>GENERAL WELCOME</b> <b>WELCOME to New Board Member: Rick Perry</b>	info	Christy Yongvang, Board Chair
<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>• Special Board Agenda</li> <li>• Special Board Meeting Minutes Monday 11/29/2021</li> <li>• Approve – Secretary of State Filings               <ul style="list-style-type: none"> <li>○ The certificate of secretary for new HCPA authorized officer regarding phase V draws with NorthEast Bank for the building company HERC</li> <li>○ The certificate of secretary for authorized officer approved on 12/9/2021 by HERC Board regarding the phase V draws with NorthEast Bank</li> </ul> </li> <li>• Approve - Contracts               <ul style="list-style-type: none"> <li>○ Special Ed vendor contract</li> <li>○ Non licensed staff hiring - Annette Xiong</li> <li>○ Salaried professional staff hiring-Cheng Meng Vang</li> </ul> </li> <li>• Acknowledge               <ul style="list-style-type: none"> <li>○ New HCPA Board Roster Posted to Website</li> <li>○ New Board Calendar Dates</li> </ul> </li> </ul>	Action	Christy Yongvang, Board Chair
<b>GOVERNANCE COMMITTEE</b> <b>Approve Recommendations</b> <ul style="list-style-type: none"> <li>• Updates to candidate's nomination packet including:               <ul style="list-style-type: none"> <li>○ Remove student recommendation letter requirement</li> <li>○ Delete Privacy data from board nominating packet</li> </ul> </li> </ul> <b>Review Updates</b> <ul style="list-style-type: none"> <li>• HCPA board training update</li> <li>• Progress of new board member</li> <li>• Board roster</li> </ul>	Info/ Action	Crystal Robideau, Board member

<b>FINANCE COMMITTEE RECOMMENDATION</b> <b>Approve Recommendations</b> <ul style="list-style-type: none"> <li>• Investment policy</li> <li>• Annual Designation</li> <li>• Credit card policy</li> <li>• Cash Management Procedure</li> <li>• November 2021 Financial Report</li> </ul>	Info/ Action	Fue Vue, Board Treasurer
<b>General Board Business</b> <ul style="list-style-type: none"> <li>• <i>Acknowledge</i> <ul style="list-style-type: none"> <li>○ Mr. Yang COO letter of separation as 12/31/2021</li> <li>○ Additional Innovative Inc proposal on furniture and misc. for HR and Students common areas</li> <li>○ Work best work force (WBWF) posted to HCPA web</li> </ul> </li> <li>• <i>Approve – Board Policy</i> <ul style="list-style-type: none"> <li>○ Assessment on Diversity, Equity and Inclusion (DEI)</li> <li>○ Board policy review schedule</li> <li>○ Change of date for Board reimbursement activities</li> <li>○ New conflict of interest forms for employees tabled from last special board meeting</li> </ul> </li> <li>• <i>Approve - Staffing</i> <ul style="list-style-type: none"> <li>○ CFO contract for David Kloskin               <ul style="list-style-type: none"> <li>▪ approved by Bethel per the corrective action plan</li> <li>▪ reviewed by legal counsel</li> </ul> </li> <li>○ CAO contract for Danijela Duvnjak               <ul style="list-style-type: none"> <li>▪ approved her retroactive contract</li> <li>▪ reviewed by legal counsel</li> <li>▪ Removal of “interim” on the Chief Academic Officer Position</li> </ul> </li> <li>○ one time retention stipend for all HCPA employees</li> <li>○ a monthly stipend for Luke Mead appointed by Board Chair on 11/22/2021 as Project Manager for phase V Project until the project is completed</li> </ul> </li> </ul>	Info/ Action	Christy Yongvang, Board Chair and Fue Vue, Board Treasurer
<b>CONTRACTS reviewed by legal counsel</b> <ul style="list-style-type: none"> <li>• Discuss and Approve           <ul style="list-style-type: none"> <li>○ Thrive vendor contract</li> <li>○ Apprize vendor contract</li> </ul> </li> </ul>	Action	Fue Vue, Board Treasurer
<b>PARENT</b> <ul style="list-style-type: none"> <li>• <i>Discuss and Approve</i> <ul style="list-style-type: none"> <li>○ Parent Advisory Committee</li> <li>○ Parent Engagement Center</li> <li>○ Parent Forum Meeting Calendar for 2021-2022</li> </ul> </li> </ul>	Action	Danijela Duvnjak, Chief Academic Officer
<b>HCPA SCHOOL DEPARTMENT REPORTS</b>	Info	Danijela Duvnjak, Chief Academic Officer
<b>UPDATE ON INVESTIGATION REPORT STATUS BY MS. BAZIS</b>	Info	Christy Yongvang, Board Chair
<b>ADJOURN &amp; MOVE TO CLOSED SESSION:</b> The meeting is being closed pursuant to Minn.Stat.13D.05. Subd. 2 (b) for preliminary consideration of allegations or charges against an individual subject to the Board’s authority	Action	Christy Yongvang, Board Chair

Some members may be participating via electronic means