

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, June 28, 2023

Type of Meeting: Board Meeting

Started Time: 5:30PM

Adjourned: 6:56PM

Location: Hmong College Prep Academy Board Room

Minute Taker: Mai Zer Vang

Facilitator: Susan Vang



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:** Susan Vang called the meeting to order at 5:30PM.

II. **Roll Call – Open Session:**

Yes	No	Name
x		Susan Vang – Board Chair
	x	Dr. Aly Xiong – Board Member
x		Daniel Schmidt – Board Member
x		Brent Ness - Board Secretary
	x	Sonya Zuker - Board Vice Chair
x		Ge Vang - Board Treasurer
x		Christine Smith - Board Member
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		David Kloskin – HCPA Chief Financial Officer
x		Dao Lor - HCPA Director of Family Engagement - Guest
x		Karen Noelle Schmidt Klinzing - CharterSource

OPENING ITEMS

Agenda Item:	Approve Agenda	
Notes:		
Motion:	Move to approve the 6.28.23 Board Meeting Agenda	
Made by:	1 st : Daniel Schmidt	2 nd : Ge Vang
Voted Yea: 5	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	

All that a school should be.

Voted Nay: 0 Abstain: 0	
Action:	Motion passed

DECLARATION OF CONFLICT OF INTEREST

Agenda Item:	Declaration of Conflict of Interest
Notes:	Board members reviewed the agenda. There was no declaration of a conflict of interest.

CONSENT AGENDA

Agenda Item:	Minutes & Contracts	
Notes:		
Motion:	Motion to approve the Minutes & Contracts	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Election Results	
Notes:	Seat E: Parent/Community/Teacher Daniel Schmidt: 146 votes Seat F: Community/Parent Christine Smith: 129 votes Seat G: Community/Parent Ge Vang: 153 votes	
Motion:	Motion to approve the 2023 Election Results	
Made by:	1 st : Christine Smith	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	





GOVERNANCE COMMITTEE

Agenda Item:	Policies: Conflict of Interest, Nepotism and Confidential Information/Minnesota Government Data Practices Act	
Notes:	Only made grammatical changes to the policies. Also working on reformatting all HCPA policies to look the same and follow the same format.	
Motion:	Motion to approve the policies listed above.	
Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Samantha Janchan Resignation from Governance Committee	
Notes:	Acceptance of Samantha Janchan’s resignation from the Governance Committee. It is in our HCPA bylaws to acknowledge/approve of sub committee resignations.	
Motion:	Motion to approve the resignation of Samantha Janchan from the Governance Committee	
Made by:	1 st : Ge Vang	2 nd : Brent Ness
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review	
Notes:	<p>92% of the year is complete</p> <p>ADM Overview: Revised Budget: 2,427 Actual ADM: 2,427</p> <p>Days’ Cash on Hand: 234 days</p> <p>Final budget for FY23 has been updated within these statements</p>	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 st : Brent Ness	2 nd : Ge Vang
Voted Yea: 5	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	





Voted Nay: 0 Abstain: 0	
Action:	Motion passed

FINANCE COMMITTEE

Agenda Item:	Administration and Manager PTO Accrual Revisions	
Notes:	Currently, administrators and managers are only accruing 10 days of PTO in a year. In comparison to other schools, this does not match up with what many of the other schools have. Made changes for administrators and managers to accrue 15 days of PTO with personal flex hours.	
Motion:	Motion to approve the Administration and Manager PTO Accrual Revisions	
Made by:	1 st : Brent Ness	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Social Worker and School Nurse License Requirements	
Notes:	It was brought to administrators attention that other schools help pay for social worker's additional licenses that are needed. School Social Workers and School Nurses are required to have multiple different licenses (license with the MN Board of Social Work & Nursing, license with PELSB, and etc). Will bring a proposal for HCPA to cover some of the costs of those additional licenses to the next board meeting.	

FINANCE COMMITTEE

Agenda Item:	Ratification of Cross Town Cleaning Agreement	
Notes:	Renewal of Cross Town Cleaning contract. Everything is similar to last years contract with them.	
Motion:	Motion to approve the ratification of Cross Town Cleaning agreement	
Made by:	1 st : Daniel Schmidt	2 nd : Brent Ness
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

HCPA BOARD APPROVED
JUL 26 2023
ORIGINAL DOCUMENT

FINANCE COMMITTEE

Agenda Item:	Marsh McLennan Agency Business Insurance Proposal	
Notes:	This is for our property Insurance renewal. The total was \$40,000 more than last year. The increase in the total is in conjunction with the cost of materials and labor put into the expansion.	
Motion:	Motion to approve the Marsh McLennan Agency Business Insurance Proposal	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

NEW BUSINESS

Agenda Item:	CAO/CFO: Compensation Analysis	
Notes:	<p>Received a compensation analysis from Newport, comparing the different compensations from different schools. HCPA's salary and compensation is currently higher than most schools.</p> <p>After discussions, below are the results: CFO: Receive a 3 year contract extension starting July 1 with a 2.5% increase based off of the base salary CAO: Receive a 5 year contract extension starting July 1, with a 2% increase based off of the base salary</p> <p>*The difference in the percentage is to help close the gap between the salaries. Contracts are staggered in years so that both CFO and CAO do not leave at the same time.</p>	
Motion:	Motion to approve the CAO/CFO increases and contract terms	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

HCPA BOARD APPROVED

JUL 26 2023

ORIGINAL DOCUMENT

NEW BUSINESS

Agenda Item:	Update on Board Development	
Notes:	Presented by Karen who is our CharterSource board consultant. Provided the board a handout with notes on the board development over the past 2 years. The board had a rough start the first year but have grown together as a board the second year. The board is now well organized, involved with strategic planning, self-sufficient and sustainable.	

SCHOOL ADMINISTRATION

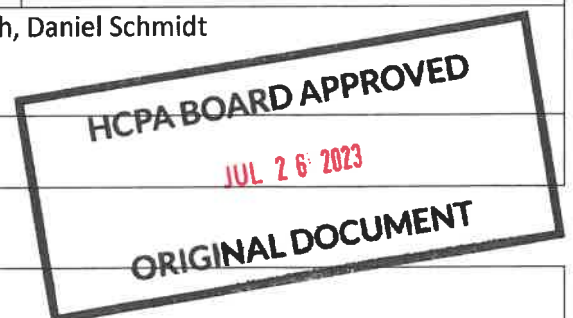
Agenda Item:	Academic Report
Notes:	<p>K-5:</p> <ul style="list-style-type: none"> - New hires Emily Tinawi-Harkins (Instructional Coach) & Jeremy Shedlosky (Asst. Director) - Training and planning sessions to prepare for the upcoming school year. <p>6-12:</p> <ul style="list-style-type: none"> - Wrapped up testing and creating long range PLC plans for next year - Summer planning for next year <p>Health Department:</p> <ul style="list-style-type: none"> - We are fully staffed in the Health Office <p>Enrollment:</p> <ul style="list-style-type: none"> - Enrollment season and summer marketing <p>Food Department:</p> <ul style="list-style-type: none"> - Started the SFSP program which consists of opening up free meals to the community of families who have students in grades K-12 <p>Transportation:</p> <ul style="list-style-type: none"> - 24 routes for summer school (20 bus routes, 3 SPED routes, 1 van route) <p>Counseling:</p> <ul style="list-style-type: none"> - \$13 million in scholarships - Class of 2023 Graduation Rate = 97%

SCHOOL ADMINISTRATION

Agenda Item:	Strategic Planning Update
Notes:	Presented a strategic planning document that administrators and other leaders put together. Board members will review the document individually and bring back any comments/questions to the next board meeting.

SCHOOL ADMINISTRATION

Agenda Item:	Q Comp	
Notes:	Presented the Q Comp Annual Report for 2022-23. Responded to all questions listed in the document.	
Motion:	Motion to approve the 2022-2023 Q Comp	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	


SCHOOL ADMINISTRATION

Agenda Item:	2023-2024 SY Calendar Updates
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Notes:	<ul style="list-style-type: none"> - Updated the Student Orientation date/time. - Updated the Commencement date - Updated to include more early release days that would align with testing 	
Motion:	Motion to approve the 2023-2024 SY Calendar Updates	
Made by:	1 st : Daniel Schmidt	2 nd : Ge Vang
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to adjourn the board meeting at 6:56PM.	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 5 Voted Nay: 0 Abstain: 0	Susan Vang, Brent Ness, Ge Vang, Christine Smith, Daniel Schmidt	
Action:	Motion passed	

The board meeting adjourned at 6:56PM.

