

## HCPA Board of Directors Board Meeting

**Meeting Date:** Wednesday, December 20, 2023

**Type of Meeting:** Board Meeting

**Started Time:** 5:30PM

**Adjourned:** 6:06PM

**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		Hong Tran - HCPA 6-12 Asst. Director of Teaching and Learning
x		Ted Anderson - NEO Representative
x		Sam Malone - HCPA Athletic Director (arrived at 5:54pm)

**OPENING ITEMS**

Agenda Item:	Approve Agenda	
Notes:		
Motion:	Motion to approve the 12.20.23 Board Meeting Agenda	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Ge Vang

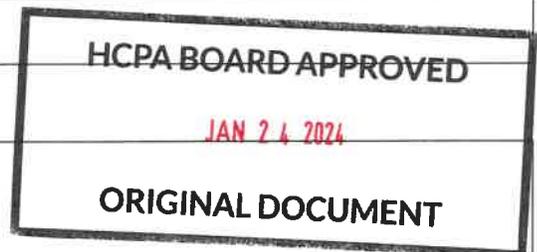
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong, Brent Ness, Sonya Zuker
Action:	Motion passed

**DECLARATION OF CONFLICT OF INTEREST**

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

**CONSENT AGENDA**

Agenda Item:	Minutes & Contracts	
Notes:	Brent Ness has a contract for the After School Program. He will abstain from voting.	
Motion:	Motion to approve the Consent Agenda	
Made by:	1 <sup>st</sup> : Daniel Schmidt	2 <sup>nd</sup> : Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 1	Yea: Susan Vang, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong, Sonya Zuker Abstain: Brent Ness	
Action:	Motion passed	


**GOVERNANCE COMMITTEE**

Agenda Item:	Policies: <ul style="list-style-type: none"> <li>- 5.5.2 Drug Free School Zone</li> <li>- 5.5.3 Tobacco Free Environment</li> <li>- 5.8.1 Cyberbullying/Prohibited Use of Technology</li> <li>- 5.7.1 Interviews of Students by External Authorities</li> </ul>	
Notes:	Sent it to the legal team to review. Made some grammatical changes.	
Motion:	Motion to approve the policies listed above.	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong, Brent Ness, Sonya Zuker	
Action:	Motion passed	

**FINANCE COMMITTEE**

Agenda Item:	Monthly Financial Review
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Notes:	ADM Overview: Original Budget: 2,410 Actual ADM: 2,466  Days' Cash on Hand: 210 days  Original budget for FY24 is included within these statements – we will update after the audit is finalized. We did make a few changes regarding the food service fund.	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Brent Ness
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong, Brent Ness, Sonya Zuker	
Action:	Motion passed	

**FINANCE COMMITTEE**

Agenda Item:	Zen Ed Absence Management Contract	
Notes:	Piloting this software in order to be able to request for Special Ed teachers and Special Ed paras.	
Motion:	Motion to approve the Zen Ed Absence Management Software Contract	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Sonya Zuker
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong, Brent Ness, Sonya Zuker	
Action:	Motion passed	

**HCPA BOARD APPROVED**

JAN 24 2024

**ORIGINAL DOCUMENT**

**FINANCE COMMITTEE**

Agenda Item:	School Emergency Operation Plan – Lease Aid	
Notes:	We updated the School Emergency Operation Plan. This is a standard procedure to have. Updated names and added the emergency plan for the new middle school building.	

**SCHOOL ADMINISTRATION**

Agenda Item:	Academic Report	
Notes:	Presented by Hong Tran: <ul style="list-style-type: none"> <li>- Beginning to collect information/data from pre-assessment and post-assessments</li> <li>- Will start testing when we come back from Winter Break</li> <li>- Have had many conversations around attendance</li> <li>- Warrior Cafe will be opening up to 8th graders during lunch for second semester</li> </ul>	

	<ul style="list-style-type: none"> <li>- Updated the new board room and remodeling some spaces to better support our staff</li> <li>- 90% of our students applied to one or more colleges</li> </ul>
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**SCHOOL ADMINISTRATION**

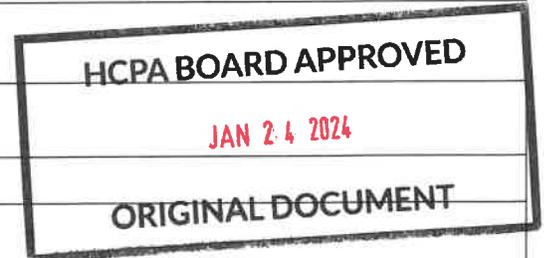
Agenda Item:	2024-2025 Academic SY Calendar	
Notes:	Admin team looked over this calendar together. It is very similar to the 2023-24 Academic SY Calendar.	
Motion:	Motion to approve the 2024-2025 Academic SY Calendar	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong, Brent Ness, Sonya Zuker	
Action:	Motion passed	

**SCHOOL ADMINISTRATION**

Agenda Item:	Athletics Handbook	
Notes:	Presented by Sam Malone (Athletic Director): Created a Student Athletics Handbook. Putting this handbook online so that parents have access to this and can view it. Wanted the board to review this and provide any feedback/suggestions.	

**ADJOURN**

Agenda Item:	Adjourn	
Notes:		
Motion:	Move to adjourn the board meeting at 6:06PM.	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Christine Smith, Aly Xiong, Brent Ness, Sonya Zuker	
Action:	Motion passed	



The board meeting adjourned at 6:06PM.