



## HCPA Board of Directors Board Meeting

**Meeting Date:** Wednesday, October 25, 2023

**Type of Meeting:** Board Meeting

**Started Time:** 5:30PM

**Adjourned:** 6:47PM

**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		Diane Restorff - NEO Representative
x		Dao Lor - HCPA Director of Family Engagement

### OPENING ITEMS

Agenda Item:	Approve Agenda
Notes:	Move agenda items “Ancillary benefits carrier change and proposed employer contribution increases for medical” and “Audit Drafts - Abdo” to go after the consent agenda due to guest presenters.  Add under New Business, “Lead in Water Safety Program”

Motion:	Motion to approve the changes stated above	
Made by:	1 <sup>st</sup> : Daniel Schmidt	2 <sup>nd</sup> : Ge Vang
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed.	

**DECLARATION OF CONFLICT OF INTEREST**

Agenda Item:	Declaration of Conflict of Interest	
Notes:	Board members reviewed the agenda. Everyone except for Brent Ness declared no conflict of interest.  Brent Ness has a coaching contract. He will abstain from voting.	

**CONSENT AGENDA**

Agenda Item:	Minutes	
Notes:		
Motion:	Motion to approve the Minutes	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	

**HCPA BOARD APPROVED**

**NOV 21 2023**

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**CONSENT AGENDA**

Agenda Item:	Contracts	
Notes:		
Motion:	Motion to approve the Contracts	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 3 Voted Nay: 0 Abstain: 1	Yea: Susan Vang, Ge Vang, Daniel Schmidt  Abstain: Brent Ness	

Action:	Motion passed.
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**FINANCE COMMITTEE**

Agenda Item:	Ancillary benefits carrier change and proposed employer contribution increases for medical	
Notes:	Presented by Jason. This proposal increases all plans by 9%. Employee contributions go down. Add another high-deductible plan (which totals 4 plans).	
Motion:	Motion to approve the Ancillary benefits carrier change and proposed employer contribution increases for medical	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Ge Vang
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed.	

**GOVERNANCE COMMITTEE**

Agenda Item:	Policies to Review: 4.5.6 Use of Reasonable Force and Prohibition on Use of Corporal Punishment	
Notes:	No major changes. Only made grammatical changes.	
Motion:	Motion to approve the 4.5.6 Use of Reasonable Force and Prohibition on Use of Corporal Punishment Policy	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	

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**GOVERNANCE COMMITTEE**

Agenda Item:	Policies to Review: 5.3.1 Student Educational Data	
Notes:	Made grammatical changes to the policy.	
Motion:	Motion to approve the 5.3.1 Student Educational Data policy with the revisions	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Ge Vang
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	

Action:	Motion passed
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**GOVERNANCE COMMITTEE**

Agenda Item:	5.3.4 Transfer of Educational Records	
Notes:	Only made grammatical changes.	
Motion:	Motion to approve the 5.3.4 Transfer of Educational Records Policy	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	

**GOVERNANCE COMMITTEE**

Agenda Item:	Board Retreat Updates	
Notes:	Date: November 15 Time: 5:30pm - 7:30pm Food, Team building activities, STEAM Night	

**FINANCE COMMITTEE**

Agenda Item:	Monthly Financial Review	
Notes:	ADM Overview: Original Budget: 2,410 Actual ADM: 2,498  Days' Cash on Hand: 221 days (minimum is 90 days)  Original budget for FY24 is included within these statements – will update after the audit is finalized.	
Motion:	Motion to approve the Monthly Financial Review	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Brent Ness
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	

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**FINANCE COMMITTEE**

Agenda Item:	Audit Drafts - Abdo	
Notes:	Presented by Bonnie from Abdo. Breakdown and overview of the funds used and what they were used for.	
Motion:	Motion to approve the Audit Drafts.	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed.	

**NEW BUSINESS**

Agenda Item:	Sports Form A Worksheet	
Notes:	An annual form submitted to MSHSL for our sports. Submit information on how many free/reduced lunch students our school has.	
Motion:	Motion to approve the Sports Form A Worksheet.	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	

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**NEW BUSINESS**

Agenda Item:	Lead In Water Safety Program	
Notes:	Tony (Director of Operations) and Luke (Facilities Manager) worked on a Lead In Water Safety Plan. We do test our water and post up results on our website, but we currently do not have a safety plan.	
Motion:	Motion to approve the Lead In Water Safety Program	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	



**SCHOOL ADMINISTRATION**

Agenda Item:	Academic Report
Notes:	<p>Presented by Dr. Lor (Director of Family Engagement)</p> <p>K-12: Fall conferences were successful. Close to 50% of families attended conferences. Had a successful MEA (professional development) day. Teachers participated in multiple trainings. Grades 6-12 had a "Field Day." They did various team building activities and 11th/12th grades went on college trips.</p> <p>Technology: Updating clock w/ speakers and testing Duo and new MFA for all of our software.</p> <p>Office: Working on future events (STEAM Night &amp; World Culture Day). After School Program begins 10/24.</p> <p>NHS: Held their Induction Ceremony to welcome 28 new NHS members.</p>

**SCHOOL ADMINISTRATION**

Agenda Item:	Annual Charter School Assurances	
Notes:	Reviewed all the requirements for the assurances.	
Motion:	Motion to approve the Annual Charter School Assurances	
Made by:	1 <sup>st</sup> : Daniel Schmidt	2 <sup>nd</sup> : Ge Vang
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	

**ADJOURN**

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to adjourn the board meeting at 6:47PM.	
Made by:	1 <sup>st</sup> : Ge Vang	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 4 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Daniel Schmidt, Brent Ness	
Action:	Motion passed	

The board meeting adjourned at 6:47PM.