

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, September 27, 2023
Type of Meeting: Board Meeting
Started Time: 5:30PM
Adjourned: 7:45pm

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		Cece Lee - HCPA Director of Counseling - Guest

OPENING ITEMS

Agenda Item:	Approve Agenda	
Notes:	Add under Governance Committee: - Student Discipline Policy Updates - Student Attendance Policy Updates	
Motion:	Motion to approve the agenda with the additional agenda items above	
Made by:	1 st : Ge Vang	2 nd : Brent Ness
Voted Yea: 6 Voted Nay: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	

Abstain: 0	
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:		
Motion:		
Made by:	1 st : Daniel Schmidt	2 nd : Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Removal of Policy 7.6.0 HCPA Procurement	
Notes:	This policy is no longer needed because new policies were created in place of it.	
Motion:	Motion to approve the removal of Policy 7.6.0 HCPA Procurement	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

HCPA BOARD APPROVED

OCT 25 2023

ORIGINAL DOCUMENT

GOVERNANCE COMMITTEE

Agenda Item:	Student Discipline Policy Updates
Notes:	Reviewed by the legal team to make sure that the policies/regulations were up to date and aligned with the law. Specifically looked at suspension and using recess as a disciplinary tool to make sure that it follows the law.

Motion:	Motion to approve the Student Discipline Policy updates	
Made by:	1 st : Daniel Schmidt	2 nd : Ge Vang
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Student Attendance Policy Updates	
Notes:	Reviewed by the legal team to make sure that the policies/regulations were up to date and aligned with the law. When reviewing this policy, there was confusion about a couple parts so updates were made to expand and clarify the rules.	
Motion:	Motion to approve the Student Attendance Policy updates	
Made by:	1 st : Daniel Schmidt	2 nd : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	


FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review	
Notes:	ADM Overview: Original Budget: 2,410 Actual ADM: 2,517 Days' Cash on Hand: 209 days (minimum is 90 days) Original budget for FY24 is included within these statements	
Motion:	Roll call to approve the Monthly Financial Review	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

FINANCE COMMITTEE



Agenda Item:	RS Transportation LLC Agreement	
Notes:	Ratifying this agreement to provide transportation for the students who still needed it.	
Motion:	Motion to approve RS Transportation LLC Agreement	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Ratification of Covid-19 Guidelines	
Notes:	Keeping these guidelines updated because we are still using ESSER III money.	
Motion:	Motion to approve the Ratification of Covid-19 Guidelines	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	



FINANCE COMMITTEE

Agenda Item:	Cintas Facility Services Rental Agreement	
Notes:	A service that will provide long rugs/carpeting for the school to help keep the elementary gym floor clean and not slippery.	
Motion:	Motion to approve the Cintas Facility Services Rental Agreement	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

NEW BUSINESS

Agenda Item:	CharterSource Agreement Renewal	
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Notes:	Looking to renew the agreement with Charter Source. It would be good to have their services for another year.	
Motion:	Motion to approve the CharterSource Agreement Renewal	
Made by:	1 st : Ge Vang	2 nd : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

SCHOOL ADMINISTRATION

Agenda Item:	Academic Report	
Notes:	<p>New Breakfast Procedures: Shifted procedures to accommodate for all K-12 students to have breakfast at the same time in the morning.</p> <p>Chromebooks: Largest turnout of signed contracts and chromebook deployment this year.</p> <p>Enrollment: As of 9/18 = 2,521 students</p> <p>Transportation: Still have 3 tier 2 busses but should be going down to 2 tier 2 busses starting 9/28</p> <p>New Hires: HR brought in 44 new employees since the orientation process began</p> <p>Counseling: Proactively working with students and student needs. Working through Suicide Prevention month and Bullying Prevention month</p>	

SCHOOL ADMINISTRATION

Agenda Item:	MSHSL Membership Renewal Form	
Notes:	Needs to be signed for our school to be a part of the MSHSL.	
Motion:	Motion to approve the MSHSL Membership Renewal Form	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	


SCHOOL ADMINISTRATION

Agenda Item:	Updated Q Comp Site Goals	
Notes:	No changes from the previous years.	
Motion:	Motion to approve the Updated Q Comp Site Goals	

Made by:	1 st : Ge Vang	2 nd : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

CLOSED MEETING

Agenda Item:	Closed Meeting	
Notes:	Motion to close the meeting to consider a matter subject to attorney-client privilege as permitted by Minnesota Statutes § 13D.05 subdivision 3.	
Motion:	Motion to close the meeting at 6:31PM.	
Made by:	1 st : Aly Xiong	2 nd : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

RE-OPENING OF MEETING

Agenda Item:	Re-opening of Meeting	
Notes:	Motion to end the closed session of the meeting and re-open the meeting.	
Motion:	Motion to re-open the meeting at 7:44pm.	
Made by:	1 st : Daniel Schmidt	2 nd : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

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ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Motion to adjourn the board meeting at 7:45pm.	

Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Ge Vang, Christine Smith, Aly Xiong, Brent Ness, Daniel Schmidt	
Action:	Motion passed	

The meeting adjourned at 7:45pm.

