

HCPA Board of Directors Board Meeting

Meeting Date: Wednesday, August 23, 2023

Type of Meeting: Board Meeting

Started Time: 5:30PM

Adjourned: 6:41PM

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 - arrived 5:32PM
x		Danijela Duvnjak – HCPA Chief Academic Officer
x		David Kloskin – HCPA Chief Financial Officer
x		Jenee Nordstrom - HCPA 6-12 Director of Teaching and Learning
x		Jean Neuman - NEO Representative via Zoom

OPENING ITEMS

Agenda Item:	Approve Agenda	
Notes:	Remove the “closed meeting” at the end of the agenda.	
Motion:	Motion to approve the agenda with the changes above.	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt

Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt
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:	Motion to approve the Minutes & Contracts	
Made by:	1 st : Sonya Zuker	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 23-24	
Notes:	Nominate Susan Vang for Board Chair	
Motion:	Motion to elect Susan Vang as Board Chair	
Made by:	1 st : Sonya Zuker	2 nd : Aly Xiong
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	


GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 23-24
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Notes:	Nominate Sonya Zuker for Board Vice Chair	
Motion:	Motion to elect Sonya Zuker as Board Vice Chair	
Made by:	1 st : Susan Vang	2 nd : Brent Ness
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 23-24	
Notes:	Nominate Brent Ness for Secretary	
Motion:	Motion to elect Brent Ness as Board Secretary	
Made by:	1 st : Susan Vang	2 nd : Sonya Zuker
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

GOVERNANCE COMMITTEE

Agenda Item:	Voting of New Board Officers 23-24	
Notes:	Nominate Ge Vang for Treasurer	
Motion:	Motion to elect Ge Vang as Board Treasurer	
Made by:	1 st : Susan Vang	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

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GOVERNANCE COMMITTEE

Agenda Item:	Board Retreat Discussion
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Notes:	It is recommended for the board to plan a retreat every year. Discussion on dates, times and planning of the board retreat. Ideal day is on a Wednesday at 5:30pm in October.
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GOVERNANCE COMMITTEE

Agenda Item:	Review of Governance Committee Charter
Notes:	Every year, the Governance Committee reviews its Charter to make sure that everything is good or to see if anything needs to be changed. No changes were needed. Only updated the roster.

GOVERNANCE COMMITTEE

Agenda Item:	Governance Committee Bylaws
Notes:	The Governance Committee will create a Governance Committee Bylaw so people know the rules and regulations. Will have it align with the Board Bylaws.

GOVERNANCE COMMITTEE

Agenda Item:	Policy Review 8.8.0 School 505 Plan Distribution of Non School-Sponsored Materials on School Premises by Students and Employers	
Notes:	Adopt this policy. Needs to be publicly posted in the school and needs to be in the handbook. If you would like to distribute items at the school, it needs admin approval.	
Motion:	Move to approve the Policy Review 8.8.0 School 505 Plan Distribution of Non School-Sponsored Materials on School Premises by Students and Employers.	
Made by:	1 st : Sonya Zuker	2 nd : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	HCPA BOARD APPROVED SEP 27 2023

GOVERNANCE COMMITTEE

Agenda Item:	Policy Reformatting and Compliance Software	ORIGINAL DOCUMENT
Notes:	Reformatted all HCPA policies so that they are all uniform. Looking into compliance software to help with organizing and maintaining policies. Will plan next meeting to look over everything.	

FINANCE COMMITTEE

Agenda Item:	Monthly Financial Review
Notes:	There are not many expenses from last month so the finances might not be accurate if we reported it. Payroll went towards paying our employees. Our surplus has not changed from last month.

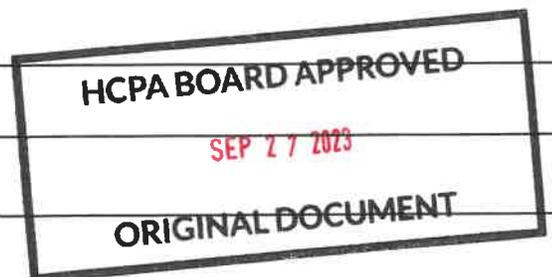
Motion:	Move to approve the Monthly Financial Review	
Made by:	1 st : Sonya Zuker	2 nd : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Annual Designations	
Notes:	Did not make many changes. The only items that needed updating were the dates and the change from Hmong Times News to Park Hugo. We no longer use Hmong Times News.	
Motion:	Move to approve the Annual Designations with the changes above	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Ratification of Final EE Handbook	
Notes:	Presented the completed handbook with all the changes from last month.	
Motion:	Move to approve the ratification of Final EE Handbook	
Made by:	1 st : Sonya Zuker	2 nd : Brent Ness
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	


FINANCE COMMITTEE

Agenda Item:	St. Paul River Center Graduation Contract	
Notes:	Our graduating class is continually growing. Our school can no longer accommodate the amount of guests that come to commencement and therefore we have to relocate the graduation ceremony to the St. Paul River Center. Presented a one-year contract.	



Motion:	Move to approve the St. Paul River Center Graduation Contract	
Made by:	1 st : Daniel Schmidt	2 nd : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Yeadon Dome Put Up Contract	
Notes:	Continuing contracting with Yeadon to put up our dome.	
Motion:	Move to approve the Yeadon Dome Put Up contract	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

FINANCE COMMITTEE

Agenda Item:	Sign-on and Referral Stipends Policy	
Notes:	<p>Sign-on Stipends: Paraprofessionals: \$1,500 Teachers: \$2,000 SPED Teachers: \$3,000 Paid in the June 30 th payroll of the school year conditional on completing the contract. Shall apply to new teacher hires starting the school year 2023-2024.</p> <p>Referral Stipends: \$500 per referral with one-time HCPA swag. Conditional on hired referred employee completing 30 days of work paid out on the subsequent payroll.</p>	
Motion:	Sign-on and Referral Stipends Policy	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 1	Yea: Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Christine Smith Abstain: Daniel Schmidt	

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Action:	Motion passed
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FINANCE COMMITTEE

Agenda Item:	SPED Contracts	
Notes:		
Motion:	Move to approve the SPED Contracts	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

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SCHOOL ADMINISTRATION

Agenda Item:	Academic Report	
Notes:	<p>Academics:</p> <ul style="list-style-type: none"> - Hiring teachers, working with coaches and leads on workshops, Teacher/staff trainings <p>Enrollment:</p> <ul style="list-style-type: none"> - As of 8/9/2023 we have 2,564 students enrolled <p>Transportation:</p> <ul style="list-style-type: none"> - Figuring out bus routes for the upcoming school year <p>Business/HR:</p> <ul style="list-style-type: none"> - Busy with setting up new hires - Prepared presentations for teacher/staff orientation <p>Counseling:</p> <ul style="list-style-type: none"> - Working on student schedules, field day activities, piloting with MN Office of Higher Ed <p>SPED:</p> <ul style="list-style-type: none"> - Leads assisted with reviewing student data and IEPs to determine course recommendations for students with specialized services 	

SCHOOL ADMINISTRATION

Agenda Item:	IOwA Approval	
Notes:	Every year we need the IOwA (Identified Official with Authority) approval to be sent to MDE. IOwA is a person that has the rights to give permission to the MDE larger systems. Ms. D would be the primary IOwA and Jenee will be the backup.	
Motion:	Move to approve the IOwA approval of Danijela Duvnjak as the primary and Jenee Nordstrom as the backup.	
Made by:	1 st : Ge Vang	2 nd : Daniel Schmidt



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

SCHOOL ADMINISTRATION

Agenda Item:	Strategic Planning	
Notes:	Reviewed the Strategic Planning document. Include "At the end of 2024, the data collected will become our baseline." Need to fix one grammatical error.	
Motion:	Move to approve the Strategic Planning with the add baseline statement above.	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

ADJOURN

Agenda Item:	Adjourn	
Notes:		
Motion:	Move to adjourn the meeting at 6:41PM.	
Made by:	1 st : Sonya Zuker	2 nd : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Ge Vang, Aly Xiong, Daniel Schmidt, Christine Smith	
Action:	Motion passed	

The meeting adjourned at 6:41PM

