

## HCPA Board of Directors Board Meeting

**Meeting Date:** Wednesday, July 26, 2023  
**Type of Meeting:** Board Meeting  
**Started Time:** 5:30PM  
**Adjourned:** 6:30PM



**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 (arrived at 6:02PM)
x		Christine Smith - Board Member
	x	Danijela Duvnjak – HCPA Chief Academic Officer
x		David Kloskin – HCPA Chief Financial Officer
	x	Karen Noelle Schmidt Klinzing - CharterSource
x		Krista Skoglund - HCPA K-5 Director of Teaching and Learning - Guest

**OPENING ITEMS**

Agenda Item:	Approve Agenda	
Notes:		
Motion:	Move to approve the 7.26.23 Board Meeting Agenda	
Made by:	1 <sup>st</sup> : Daniel Schmidt	2 <sup>nd</sup> : Sonya Zuker
Voted Yea: 6	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	



Voted Nay: 0 Abstain: 0	
Action:	Motion passed.

**DECLARATION OF CONFLICT OF INTEREST**

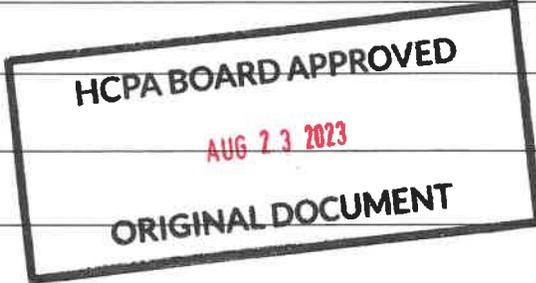
Agenda Item:	Declaration of Conflict of Interest
Notes:	Board members reviewed the agenda. There was no declaration of a conflict of interest.

**CONSENT AGENDA**

Agenda Item:	Minutes & Contracts	
Notes:		
Motion:	Motion to approve the Minutes & Contracts	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	

**GOVERNANCE COMMITTEE**

Agenda Item:	2023-24 Governance Committee Meeting Schedule	
Notes:	Looked over the Governance Committee Meeting schedule for the 2023-24 SY	
Motion:	Move to approve the 2023-24 Governance Committee Meeting Schedule	
Made by:	1 <sup>st</sup> : Daniel Schmidt	2 <sup>nd</sup> : Sonya Zuker
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	



**FINANCE COMMITTEE**

Agenda Item:	Monthly Financial Review
Notes:	<b>ADM Overview:</b> Revised Budget: 2,427 Actual ADM: 2,427

	Days' Cash on Hand: 222 days (minimum is 90 days)	
	These statements are preliminary the figured CAN and WILL change up until the audit	
Motion:	Move to approve the Monthly Financial Review	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	

**FINANCE COMMITTEE**

Agenda Item:	Ratification of Renewing Engagement for Abdo	
Notes:	Abdo are our financial auditors. They were our auditors last year and there are no big changes to the renewal contract.	
Motion:	Move to approve the ratification of renewing engagement for Abdo	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Christine Smith
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	

**FINANCE COMMITTEE**

Agenda Item:	CLA Contract	
Notes:	Helps us with coding accounts payable and payroll. Looking to renew the contract with them.	
Motion:	Move to approve the CLA Contract	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	

**FINANCE COMMITTEE**

Agenda Item:	Cross Town Cleaning Contract	
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Notes:	They help with cleaning around the school. They have good rates. They help throughout the school year and during summer.	
Motion:	Move to approve the Cross Town Cleaning Contract	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Brent Ness
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	

**FINANCE COMMITTEE**

Agenda Item:	TOC Contract	
Notes:	Teachers on Call is a substitute teacher agency. Their rates increased a little.	
Motion:	Move to approve the Teachers On Call Contract	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	

**FINANCE COMMITTEE**

Agenda Item:	Student Support Personnel Stipend	
Notes:	Certain student support personnel positions such as Nurses and Social workers are required to maintain multiple professional licenses in their respective fields. There are required continuing education costs and other miscellaneous costs incurred for maintaining their licenses. Proposing an annual stipend up to \$1,000 to cover these expenses. Other schools also provide a similar stipend to cover these expenses.	
Motion:	Move to approve the Student Support Personnel Stipend	
Made by:	1 <sup>st</sup> : Brent Ness	2 <sup>nd</sup> : Daniel Schmidt
Voted Yea: 6 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt	
Action:	Motion passed.	

**HCPA BOARD APPROVED**  
AUG 23 2023  
**ORIGINAL DOCUMENT**

**NEW BUSINESS**

Agenda Item:	MSHSL List of School Mascots and Logos with Ties to Native American Culture
Notes:	<p>The Minnesota Senate passed the Education Finance bill. The bill includes a provision prohibiting the use of Native American symbols or names as mascots unless all 11 Minnesota tribal nations approve an exemption. HCPA's mascot was listed under a list of mascots that may fall under this new provision.</p> <p>HCPA's mascot (Chi You) originated from Hmong culture. David contacted someone from the state about this law and they responded that we should not have to worry about it.</p>

**SCHOOL ADMINISTRATION**

Agenda Item:	Academic Report
Notes:	<ul style="list-style-type: none"> <li>- Summer School ended and we had a lower enrollment rate for summer school than expected. It was successful though and students got to go on field trips and hold fundraisers.</li> <li>- Teachers/Coaches/Admin went through multiple training opportunities</li> <li>- IT department is working on installing interactive board for all elementary classrooms</li> <li>- Enrollment is healthy and going strong. We are still actively recruiting.</li> <li>- Main office, transportation and health office are working on getting paperwork ready to be sent out in orientation packets</li> <li>- Counseling Office is working on student schedules</li> <li>- SPED Department was in full compliance for an MDE Program review</li> </ul>

**SCHOOL ADMINISTRATION**

Agenda Item:	Strategic Planning Follow-up
Notes:	The board reviewed the Strategic Planning document and went through any questions and comments that they had. Bring this document back in August to approve. Need to fix grammatical errors and add baseline statistics to support percentages.

**SCHOOL ADMINISTRATION**

Agenda Item:	Employee Handbook Changes	
Notes:	Cleaned up some things from the handbook. There were some new laws so some things needed updating. HCPA passed some new policies so those were also updated.	
Motion:	Move to approve the Employee Handbook Changes	
Made by:	1 <sup>st</sup> : Aly Xiong	2 <sup>nd</sup> : Ge Vang
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt, Aly Xiong	
Action:	Motion passed.	

**ADJOURN**

Agenda Item:	Adjourn
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**HCPA BOARD APPROVED**  
AUG 23 2023  
**ORIGINAL DOCUMENT**

Notes:		
Motion:	Move to adjourn the board meeting at 6:30PM.	
Made by:	1 <sup>st</sup> : Sonya Zuker	2 <sup>nd</sup> : Christine Smith
Voted Yea: 7 Voted Nay: 0 Abstain: 0	Susan Vang, Sonya Zuker, Brent Ness, Christine Smith, Aly Xiong, Daniel Schmidt, Aly Xiong	
Action:	Motion passed.	

The board meeting adjourned at 6:30PM.

**HCPA BOARD APPROVED**  
 AUG 23 2023  
**ORIGINAL DOCUMENT**